



ISN-H4KH Hydration Fellowship Program Guidelines

Table of contents

The Inaugural ISN-H4KH Hydration Fellowship Program is announcing a call for applications. The deadline for submitting complete applications with all supporting documents is **May 1**.

Step 1 -	Aim.....	2
Step 2 -	Eligibility Criteria.....	2
Step 3 -	Duration of the ISN-H4KH Hydration Fellowship.....	2
Step 4 -	Preparing your application.....	2
Step 5 -	Submitting your application	4
Step 6 -	Adjudication process	4
Step 7 -	Results	4
Step 8 -	Financial Support	4
Step 9 -	ISN-H4KH Hydration Fellowship Reports	5
Step 10 -	Extension of the ISN-H4KH Hydration Fellowship.....	5



Danone Nutricia Research and the ISN have collaborated to create the **HYDRATION for KIDNEY HEALTH Research Fellowship** to stimulate interest of both established and new researchers to explore the role of hydration in kidney health.

The objectives of the **HYDRATION FOR KIDNEY HEALTH** Research Initiative are:

- To enhance awareness and knowledge on hydration and hydration biomarkers
- To expand the level of scientific evidence on the effects of drinking water on kidney health
- To engage researchers in the development of transdisciplinary research networks
- To create sustainable momentum in supporting research in the effect of hydration and kidney health

Step 1 - *Aim*

- Applicant will spend 12 months of the year at Danone Nutricia Research, in Palaiseau (Paris) in France to work with the Hydration and Health Department & other scientific networks to expand the level of evidence & awareness on the impact of drinking water and kidney health
- Applicant will increase his/her knowledge and understanding on how the science of hydration could be applied in disease prevention and into public health policies

Step 2 - *Eligibility Criteria*

Candidates must

- be an **ISN member**
- **Be fluent (written and verbal)** in English
- Hold a **MD, PhD** or equivalent degree (having experience in clinical research)
- Have clearly **demonstrated excellence** during their training in kidney disease and interest in hydration for kidney health.
- Having demonstrated independent thinking and integration of the skills learned into the applicant's future plans for research in hydration in kidney health.
- Ability to travel to and **reside** in Palaiseau, Paris (**France**), the host city, prior to applying (no visa assistance will be provided).
- Application must be **supported** by the public university or public institution at which the candidate is currently employed. The Home Mentor and the Home Institution must **guarantee your re-employment** within three months of completing the training (Otherwise all funds received from ISN-H4KH Fellowship Program must be refunded).
- **Fellowship plan** must reflect the skills and knowledge that are required in Hydration by the Home Institution and which you can implement on your return

Step 3 - *Duration of the ISN-H4KH Hydration Fellowship*

- The ISN-H4KH Fellowship will commence on within 6 months after the fellow/awardee being announced
- The length of the Fellowship will be 12 months
- An ISN-H4KH Fellowship may be terminated at any time by mutual agreement between the awardee and its Institution, ISN and Danone Nutricia Research.

Step 4 - *Preparing your application*

The project application must be prepared based on the Application template attached to these guidelines (Annex A). The applicant must apply in English. The application should be completed as carefully and as clearly as possible so that it can be assessed properly. The applicant should be precise and provide enough details to ensure the application is clear --

particularly as to how the aims of the ISN-H4KH Hydration Fellowship will be achieved; the benefit that will flow from it.

Therefore, a clear, concise and comprehensive description of how this experience will enrich and foster future research in hydration for kidney health must be provided.

You access the application form through the ISN-H4KH Hydration Fellowship Program: <https://form.jotformeu.com/sdamster/isn-h4kh-fellowship-APPLICATION>

Your application will only be considered as complete if it contains ALL the following documents:

- ✓ Applications must be completed, signed and submitted online at the following link <https://form.jotformeu.com/sdamster/isn-h4kh-fellowship-APPLICATION> also available on the ISN website.
- ✓ A Curriculum vitae (CV) of maximum 3 pages
- ✓ Applicant's letter and training plan describing the goals and objectives and how the training will benefit and impact the Home country and Institution (250 words). The letter should include the candidate aspirations and at least 5 specific goals against which the success of the ISN-H4KH Hydration Fellowship Program will be judged home and how the training will benefit your Home country and Host Institution. It should be countersigned by your home mentor and hospital director.
- ✓ A nomination letter from your Home Institution Director detailing the required type of training and explicitly stating adherence to the Declaration of Istanbul.
- ✓ A letter by relevant local society leader describing the number of nephrologists in home country, current education opportunities and how the training might impact the local nephrology standards. If there is no local society, a letter from the regional society will be fine. If you are applying from a country where there is no nephrology practice, you can apply for ISN-H4KH Hydration Fellowship Program training only if you have governmental or institutional support to set up a nephrology program upon your return.
- ✓ A letter from your Home Institution guaranteeing re-employment and your ability to participate to such program
- ✓ Two recommendation letters from nephrologists in your Home Institution (or country)

General tips and comments

Application:

The application is a lengthy process and we recommend you allocate enough time for it before submission.

Forms:

Your application must be submitted online. The ISN-H4KH Committee will not rank your application if sent by email or fax.

Letters:

Make sure all letters are written under official letterheads and duly signed. They will not be considered valid otherwise.

Fellowship plan:

The Committee members who score your application expect sufficient details to help them judge that there is a match between

your aspirations, Danone Nutricia Research offer and the strategy of the Home center.

Re-employment:

Make sure the letter clearly states that your home institution guarantees your re-employment upon completion of your training.

ISN membership:

You must be a current ISN member. This is a key condition for your application to be eligible. If membership fees are not paid, the application will not be submitted to the ISN-H4KH Committee. For more information, visit the Membership pages on the [ISN website](#)

Language:

The application and all documents **must** be written in English. Documents submitted in any other language will not be submitted to the ISN-H4KH Committee.

It is the responsibility of Danone Nutricia Research to ensure that the applicant's language capabilities are sufficient to efficiently undertake the Fellowship training

and meet any language proficiency requirements of the Host country. The ISN does not conduct any language tests.

Host institution:

One ISN-H4KH Fellow is accepted per application period at Danone Nutricia Research under conditions to be further agreed.

Step 5 - *Submitting your application*

The deadline for submitting complete applications with all supporting documents is **May 1, 2017**. No application will be accepted past the above deadlines.

You must complete your application online at the following link:

<https://form.jotformeu.com/sdamster/isn-h4kh-fellowship-APPLICATION>

All information provided is entered into a database for future reference and is verified by the ISN Headquarters. Upon receipt of the application form and check for completion by the ISN Headquarters, a confirmation email will be sent to you. If your application is not complete, you will receive an email specifying the missing details and you will need to re-submit the application with complete information.

Step 6 - *Adjudication process*

Each application is reviewed by all members of the ISN-H4KH Committee. The selection of the most deserving applicants is based upon an objective and fair scoring system. The scoring reflects various factors such as:

- ✓ Your past experience and achievements
- ✓ The need by Home Institution and potential impact of training
- ✓ The training plan: goals of training and alignment with training offer at Danone Nutricia Research
- ✓ Publications and presentations

Step 7 - *Results*

The results will be announced via e-mail approximately 2 months after the deadline, i.e. in early July for 1 May submission and mid-December for 1 October submission.

The successful candidate will be informed via email and with an announcement of the awardee on the ISN website. The ISN-H4KH Fellow will start his/her Fellowship on 1 September.

Step 8 - *Financial Support*

Amount

The funding of the ISN-H4KH Fellowship is 25,000€ (which corresponds to ~26,000\$US on 5-Apr-17 and will depend on the exchange rate of the date the successful ISN-H4KH Fellow is informed about the outcome of his/her application) for 12 months. Grants are intended to cover, or offset, costs related to the Fellowship, including travel, accommodation and living expenses. The grant is intended to cover expenses of the fellow only, and not his/her family.

Applications with a total budget that exceed the resources will not be considered.

Stipend

This award does NOT include a specific salary support.

Payment of Award

The ISN-H4KH Executive Committee does not pre-pay for air travel and has a firm policy of not forwarding the funds until you have arrived at Danone Nutricia Research. The amount of the total Grant is paid shortly after your arrival at Danone Nutricia Research in Palaiseau (Paris), France.

In order to receive your grant, you must fill out the payment request form and send it to the ISN Headquarters at research@theisn.org. This document must be signed by Danone Nutricia Research in order to be valid.

You may opt to receive your payment either in the form of a wire transfer or a check (not recommended). The payment can also be sent to your host institution if more convenient to you.

Please note that ISN or Danone Nutricia Research does not have any information on local tax policies.

Insurances

ISN or Danone Nutricia Research cannot be held liable for any consequences related to travelling or staying abroad. The responsibility for procuring health/accident and travel insurances remains with the fellow; you or your relatives cannot hold ISN nor Danone Nutricia Research responsible in the event of untoward events or experiences.

Step 9 - *ISN-H4KH Hydration Fellowship Reports*

Progress Report

The successful Applicant must submit an online progress report in English at 6 months after the start of the ISN-H4KH Fellowship: <https://form.jotformeu.com/sdamster/isn-h4kh-fellowship-PROGRESS-REPORT>

End of Fellowship Report

At the end of your training, the applicant is requested to make a full presentation of the project to the ISN-H4KH Executive Committee before leaving Danone Nutricia Research.

The applicant must also submit, online, a final training report at <https://form.jotformeu.com/sdamster/isn-h4kh-fellowship-FINAL-REPORT> and Danone Nutricia Research will fill out a short online report about your performance. Those reports are expected within the three months following the end of your training.

Any intellectual property rights generated during the training will be fully assigned for free to Danone Nutricia Research.

Certificate

The applicant will receive an official ISN training certificate if the report is submitted within 3 months after completion of your training and it is approved by the ISN-H4KH Executive Committee chair.

Step 10 - *Extension of the ISN-H4KH Hydration Fellowship*

There is no possible extension of this Fellowship.

ANNEX A – Application Form Template

ISN-H4KH Hydration Fellowship

Section A: General Information

1. Applicant details:

ISN Member ID:

First Name:

Last Name:

Position:

Postal Address:

City:

Country:

ISN Region:

Email:

Phone no:

Date of birth:

2. Home Mentor details:

Name Institute:

First Name Home Mentor:

Last Name Home Mentor:

Position:

City:

Country:

ISN Region:

Email Home Mentor:

Phone no:

3. Duration of the project:

Start date:

End date:

Section B: Fellowship plan (maximum 250 words):

Please provide a detailed description of the training plan including the goals and objectives and how the training will benefit and impact the Home country and Institution (250 words).

Section C: Courses and Fellowships in Hydration in Nephrology

1. **Post-graduate courses:** Please describe relevant post-graduate courses that you have completed

2. **Fellowships:** Please describe relevant trainings in Hydration in Nephrology that you have undertaken.

Section D: Presentations and Publications

1. **Presentations:** Please describe relevant presentations.

2. Publications: *Please describe relevant publications.*

--

Section E: CV

Please download a recent CV.

Section F: Letter from Home Mentor

Please download.

Section G: Letter from Home Institution Director

Please download.

Section G: Letter from Local Society

Please download.

Section H: Letter from Home Institution guaranteeing re-employment

Please download.

Section I: Two recommendation letters from nephrologist in your Home Institution.

Please download.

Date (DD/MM/YYYY):

Signature:



ANNEX B – Progress Report

ISN-H4KH Hydration Fellowship

1. Applicant details:

ISN Member ID:

First Name:

Last Name:

City:

Country:

ISN Region:

Email:

2. Home Mentor details:

Name Institute:

First Name Home Mentor:

Last Name Home Mentor:

City:

Country:

ISN Region:

Email:

3. Duration of the project:

Start date:

4. Goals for the Fellowship plan for the last 6-months?

5. Describe progress on the Fellowship goals ?

Date (DD/MM/YYYY):

Signature:

ANNEX C – End of Reporting Form

ISN-H4KH Hydration Fellowship

1. Applicant details:

ISN Member ID:

First Name:

Last Name:

City:

Country:

ISN Region:

Email:

2. Home Mentor details:

Name Institute:

First Name Home Mentor:

Last Name Home Mentor:

City:

Country:

ISN Region:

Email:

3. Duration of the project:

Start date:

End date:

Goals for the Fellowship plan for the last 6-months?

4. What percentage of the Fellowship plan was achieved?

5. What were the main achievements made?

6. What was not achieved?

Date (DD/MM/YYYY):

Signature: