

IACN-ISN-HKSN Scholarship

Practical Details for Scholarship Applicants
2022 edition

<http://fellowship.theisn.org>

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From your first step in the application process to your return upon completion of your training, this document is meant as a guide that will help you all throughout your IACN-ISN-HKSN Scholarship.

The IACN-ISN-HKSN Scholarship Program has 2 separate application rounds each year. The respective deadlines for submitting complete applications with all supporting documents are **May 1** and **October 1**.

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1. INTRODUCTION

The International Society of Nephrology has been offering Fellowship grants to young nephrologists around the world for over 30 years, with more than 800 Fellows having graduated from the program. ISN Fellowships are a unique opportunity for doctors working in low-resource settings to access high-quality, in-person training that is not otherwise available to them in their home institution or country.

The IACN-ISN-HKSN Scholarship Program is a variation on the Fellowship Program specifically for young nephrologists in China who wish to do a short-term (3-month) training elsewhere in the country. Like the Fellowship program, this is a capacity-building program, with a strong focus on identifying and filling unmet needs in lower-resourced areas. Grant recipients are required to return home at the end of their training, to put their newfound skills to good use and advance kidney care in their home community.

The application process requires that you demonstrate not only that you are qualified to complete your proposed training, but also that there is a real need in your home region and, crucially, that your training plan will help address that need. We strongly recommend that you begin your application at least one month before the deadline so you have time to gather all the required documents to demonstrate these points.

2. MAKING SURE YOU ARE ELIGIBLE

ELIGIBILITY CRITERIA

If you can answer all these questions positively, you are ready to proceed with your application.

- Are you an ISN full or trainee member? You can become a member by visiting <https://www.theisn.org/join-the-isn/become-a-member/>.
- Are you under the age of 45?
- Are you living and working in a part of China with lower access to nephrology training?
- Have you completed training in post-graduate Internal Medicine?
- Are you nominated by a home mentor and your home institution guaranteeing your re-employment once your fellowship has been completed?
- Can you be recommended by two senior nephrologists?
- Are you endorsed by a local society of nephrology? E.g. Chinese Society of Nephrology or other local society
- Have you identified an appropriate host mentor and Institution with whom you have agreed on a suitable training plan?
- Does your training plan reflect the skills and knowledge that are required by your Home Institution and which you can implement on your return?

- Are you willing to guarantee your return to your home institution within three months of completing the training and report back your progress for the next three years? (Otherwise, all funds received from ISN must and will be refunded).

3. PREPARING YOUR APPLICATION FILE

You can access the application form through the ISN Fellowship Program portal. Please ensure you select “**IACN-ISN-HKSN Scholarship**”

<http://fellowship.theisn.org>

APPLICATION FILE

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

- The completed and duly signed application form (online).
- The completed and duly signed Host Institution ID form (to be filled out by your Host Mentor online).
- An acceptance letter from the Host Institution that includes a detailed and customised training plan.
- A Curriculum vitae (CV) of maximum 3 pages.
- Applicant's letter describing the goals and objectives and how the training will benefit and impact the home institution (250 words). The letter should include the candidate aspirations and at least 5 specific goals against which the success of the Fellowship will be judged home and how the training will benefit your home region and institution. It should be countersigned by your home mentor and hospital director.
- A nomination letter from your home mentor 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 your region, current education opportunities and how the training might impact the local nephrology standards.
- A letter from your home institution guaranteeing re-employment.
- Two recommendation letters from nephrologists in your Home Institution (or country).
- A photocopy of your passport or identity document.

GENERAL TIPS AND COMMENTS

APPLICATION:

The application is a lengthy process, and we recommend you allocate enough time for it before submission. The ISN can only fund a limited number of Scholars each year and only candidates with a strong application file are accepted. If you have any questions that are not covered in these guidelines,

please do not hesitate to contact ISN Staff at fellowship@theisn.org. It is advisable to do so well before the application deadline.

FORMS:

Your application must be submitted via the [online application system](#). The ISN Fellowship Committee will not consider 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. All documents must be uploaded in pdf format.

FINDING A HOST INSTITUTION/MENTOR

As an applicant you are responsible for finding a mentor who agrees to host you at their center and be responsible for your training. You are free to select any host that you feel would be a good fit for your needs, although they of course must accept to train you and they will have to fill out the Host ID form as part of your application. Your host center should be located in China or Hong Kong, although applications for training overseas with a Chinese nephrologist as responsible supervisor will also be considered

The ISN has selected [21 ISN Regional Training Centers](#) to provide in-depth specialized training to improve patient care in different regions of the world. Three of those Centers are in China, and there would be good places to start when looking for a host center

Center	City	Country	Region	Liaison Officer	Email Address
Nanjing University	Nanjing	China	NE Asia	Xianghua Huang	hxhszb@163.com
Peking University	Beijing	China	NE Asia	Yuqing Chen	chenyuqing112@hotmail.com
Sun Yat-sen University	Guangzhou	China	NE Asia	Xueqing Yu	yuxq@mail.sysu.edu.cn

HOST INSTITUTION:

- A maximum number of 2 long-term ISN Fellows can be accepted per year in the same host institution.
- Applicants that are already in training at their Host Institution are not eligible to apply for a grant and their applications will not be considered by the ISN Fellowship Committee. Training cannot commence until after the outcome is announced.

TRAINING PLAN:

The Committee members who score your application expect an indication from the host institution of the training to be provided, with sufficient details to help them judge that there is a match between your aspirations, the host center's offer and the strategy of the home center. The host mentor must adjoin a specific training plan to the letter of acceptance in order for it to be valid. **Do not neglect this**

part and make sure you allocate an appropriate amount of time with your host mentor to establish jointly a strong training plan.

HOME INSTITUTION:

- Your home institution is where you will be employed in your home community following your training. As such, the training plan should directly address the needs of that institution. Those needs should be detailed in the nomination letter from your home mentor.
- In order to ensure that your training will have the most benefit to patients in your home community, your home institution must be a public institution. Doctors working in private settings are not eligible to apply for a Fellowship.
- You must upload a letter from your home institution clearly stating that your re-employment there is guaranteed upon completion of your training.

ISN MEMBERSHIP:

In order to be eligible, you need to be an ISN full or trainee member. Both your home and host Mentors must be current ISN full members as well.

This is a key condition for your application to be eligible. If their membership fees are not paid, the application will not be submitted for review. If you wish us to invite them to enrol and/or wish them to have a list of the benefits of ISN membership, do not hesitate to contact ISN HQ (membership@theisn.org) or visit the ISN Membership pages on the [ISN website](#).

START DATE AND DURATION:

IACN-ISN-HKSN Scholarships are for three months. The date when you plan to start your training should be agreed with your home and host mentors. You must start your training within six months of being informed of the outcome, which is usually 3-4 months after the deadline.

If you are applying by May 1st: Your start date should be between September of this year and March of next year

If you are applying by October 1st: Your start date should be February and September of next year

HANDS-ON TRAINING VERSUS OBSERVERSHIP:

The IACN-ISN-HKSN will prioritise applications for hands-on training, the impact of which will be greater upon return at the home institution. While establishing the training plan, please make sure that you will be able to have direct contact with patients.

In the event that only 'observership' training should be possible, please make sure to justify how this will be useful to the home region.

Funding for procedure-oriented training (vascular access, PD catheter insertion, renal biopsies, interventional radiology, etc) requires evidence that direct hands-on clinical care is allowed at the Host Institution.

DECLARATION OF ISTANBUL (DOI):

Following ISN's adherence to the [Declaration of Istanbul](#), it has become an important requirement and a criterion of selection that all parties in an ISN Fellowship training confirm they endorse the Declaration of Istanbul.

DOUBLE APPLICATIONS:

Applications with acceptance in more than one host center will not be eligible.

Any other specific Host requirements that are not mandatory for ISN should be formulated by the Host Institution.

TUITION FEE FROM HOST INSTITUTION:

No tuition fees should be paid by an IACN-ISN-HKSN Scholar, and in the event that the host institution is charging academic costs, the applicant should declare them on the application form.

4. SUBMITTING YOUR APPLICATION

The IACN-ISN-HKSN Scholarship Program has two separate application rounds a year. The deadlines for submitting complete applications with all supporting documents are **May 1** and **October 1**.

You can register and complete your application on our portal (it will open approximately 3 months before the deadline):

<http://fellowship.theisn.org>

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 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 it.

The results are announced via e-mail approximately 3 months after the deadline, i.e., in August/September and December/January respectively.

No application will be accepted past the above deadlines. It is therefore highly recommended that you start the process months ahead as it can sometimes take time to gather all necessary documents.

	Session 1	Session 2
Application deadline	October 1	May 1
Announcement of results	December	August

Start of training	Within 6 months upon reception of your acceptance letter	Within 6 months upon reception of your acceptance letter
Return home	Within 3 months upon completion of your training	Within 3 months upon completion of your training

5. REVIEWING PROCESS

Each application is reviewed by members of the three sponsoring organizations. The selection of the most deserving applicants is based upon an objective and fair scoring system. The scoring reflects various factors such as:

- Academic qualifications (level of training possibilities within home country and applicant's qualifications to undertake proposed training plan).
- Your past experience and achievements.
- Hands-on training vs observership.
- Detailed training plan with focused objectives.
- Adequateness of match between the training plan and training opportunities at the Host Institution.
- Host ID form.
- Relevance and need by the home institution as well as the potential impact of the training (contribution to the progress of local nephrology).
- Available resources at the home institution for practice after the training.
- Involvement in other ISN Programs, especially the ISN Sister Renal Centers and Clinical Research Programs.
- Age of the candidate.
- The strength and relevance of the recommendation letters.

You should make sure that you present, as part of your application, a detailed and coherent training plan justifying the proposed training, describing your goals, ambitions and expectations, and giving cogent reasons for your choice of host center.

Due to the competitive nature of this program, you are always compared to all other candidates and your chances of success depend very much on the number of applicants as well as their relative strengths and weaknesses.

6. OUTCOME

Approximately 3 months after the application deadline, all applicants are notified in writing about their acceptance or rejection. The successful candidates will be informed about their grant and their names will be announced on the ISN website.

Once you have started making your travel arrangements and applying for a visa (if necessary), you must inform the ISN Headquarters about your exact starting date.

CONCURRENT FUNDING

You must declare any concurrent funding or funding applications to other organisations. If both your ISN and other applications are successful, then you will be encouraged to accept the other application so that more ISN funds are available for other trainees.

REAPPLYING

If your application is ultimately unsuccessful, you will receive a letter that includes feedback from the reviewers. You are permitted to apply for an IACN-ISN-HKSN Scholarship under the same Host Mentor up to three times.

7. LIVING IN YOUR HOST INSTITUTION

INSURANCES

ISN 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 ISN Scholar; you or your relatives cannot hold ISN responsible in the event of untoward events or experiences.

FINANCIAL SUPPORT

IACN-ISN-HKSN grants are awarded on the condition that Fellows return to their home region within three months after completion of the training to actively practice nephrology, teach, and help improve the standards of medical treatment and education at home. The progress report for the next three years of each year in home institute is expected. Failure to do so, unless exempted in writing by the Program Chair, means you are in violation of the conditions of the Fellowship and must pay back the grant money to the ISN.

The grant amount is dependent on the host city. Your stipend will be paid by the IACN at the start of your training.

PICTURES

The ISN would be very thankful to receive pictures of your training at any time. These may be used in the ISN website and social media channels, and any publications on ISN Programs with your permission.

8. FINISHING YOUR TRAINING

You are required to return home within 3 months after completion of your training and must work in your Home Institution for a period of at least 3 years and fill a long-term position in your home country in line with your training objectives. Failure to show proof of return home and submission of yearly progress reports will result in you having to return all received grant money.

By the end of the training, you must complete the end-of-training report (a form is available through the online application system). Your host mentor will be requested to fill out a short report about your performance. Those reports are required to be submitted to the ISN within three months after the end of your training.

After verification and approval of the reports by sponsoring organizations, you will receive a certificate of completion, and be entitled to:

- Priority to obtain a travel grant to 1 WCN
- Use the title “IACN-ISN-HKSN Scholar”

Please note that no privilege will be awarded until your report is approved. If you submit the report later than 3 months after completion of your training, you will lose the right to your benefits.

You can send your training report through the online application portal: <http://fellowship.theisn.org>.

In order to monitor the ISN Fellows' accomplishments, ISN sends out a questionnaire to past ISN Scholars every two years, which is to be completed and submitted on-line. It is expected that you will complete these questionnaires; ISN indeed attaches great importance to maintaining a relationship with all past grantees.

IF YOU HAVE ANY QUESTIONS NOT COVERED IN THESE GUIDELINES, PLEASE DON'T HESITATE TO CONTACT US AT FELLOWSHIP@THEISN.ORG.