

ISN Programs

# Sister Renal Centers Program

SRC Application Guidelines



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## Table of Contents

NOMENCLATURE .....	3
STEP 1 - ELIGIBILITY CRITERIA .....	3
BECOME A SRC PAIR .....	3
WHAT OPTIONS ARE THERE AFTER LEVEL A? .....	4
STEP 2 - HOW TO APPLY .....	5
How To Submit Your Budget? .....	5
Scoring Process.....	7
How To Receive Your Grant? .....	8
Payment .....	8
In-Kind Support Items / Benefits.....	9
Reports .....	10
OTHER.....	1

## NOMENCLATURE

*Pair applications:* The Emerging Center (EC) is the center from low and middle income country. The Supporting Center is the experienced training center usually from a high income country (as per the World Bank List of Economies)

*Trio applications:* In a trio application; the Emerging Center is the new addition to the recently graduated SRC partnership. The previously called Emerging Center becomes the Supporting Center and the formerly Supporting Center now acts as the Mentor Center in the new trio partnership.

### STEP 1 - ELIGIBILITY CRITERIA

- The Emerging center has to be from a low and middle income country [as per the list of the World Bank of Economies [here](#)]
- Both centers should have at least one ISN member  
As part of SRC benefits, the Emerging Centers Liaison officer will receive complimentary access to ISN Publications (KI + supplements) – which is not to be considered as a membership.
- Both centers need to submit a detailed action plan and budget proposal, and a clear description of how the collaboration will develop the services of the emerging center and positively reflect the supporting center

### BECOME A SRC PAIR

The SRC Program nurtures a partnership between two centers by supplying a framework and list of benefits depending on their status level (C, B or A) within the program. The deadline for applications is **October 1** each year.

#### Every Level has a status:

- **Level C is the first stage within the program.** Sister Partnerships jointly enter the program at level C for a period of two years. They receive basic annual funds from ISN to help develop and support training links. These centers are eligible for an upgrade to a level B position if the Final Progress reports are satisfactory.
- **Level B is the second stage within the program.** Sister Centers which have shown significant progress in level C can move to level B after two years.
- **Level A is the final stage.** Level B centers can apply competitively for an upgrade to Level A after two years. These upgrades are reserved for those few partnerships whose emerging sister centers show the most promising development towards centers of excellence in their region.
- **Honorary B.** Failed upgrade requests from B to A become Honorary B (HB) level. Honorary B levels have one additional chance to apply for an upgrade. The Sister pairs at honorary levels must re-apply after one year to the A. If they are not successful they drop out of the program\*\*. Although no funding is attached to HB category, honorary pairs continue to benefit from access to the ISN publications and priority consideration when applying to the Fellowship, CME and Educational Ambassadors programs.

\*\* As an exceptional option and at the discretion of the SRC committee, please note that pairs at Level B who have not upgraded, could stay at Level B and be funded for another year.

## WHAT OPTIONS ARE THERE AFTER LEVEL A?

We encourage all successful SRC graduating pairs to consider establishing an **SRC Trio** to further enhance training and experience within the region of the original SRC emerging center.

The ISN SRC trio program allows graduating EC/SC pairs to remain involved in the program and for the EC to diffuse their know-how to other centers in their region.

In this system, the recently graduated Emerging Center would form a new pair with another local renal center and would work with the original SC to support the EC in a SRC Trio.

The graduated Supporting Center (which would act as a Mentor Center - MC) in fact would support the newly formed SRC pair by providing guidance and any other possible means of support. For instance, if the pair upgrades and receives a budget this would also partly be the responsibility of the Mentor Center since visits would be conducted between them and both the centers in the same region – i.e. a funded expert from the UK would visit both centers in the same visit or ensure that personnel from one center are present at the other to benefit from training.

The applications from these SRC trios will be reviewed in the same competitive process as all other applicants and be subject to the consideration of balanced regional distribution.

In addition the graduated A level centers will still be able to benefit from the following:

- Invitation to compete for **the Schrier Award** at the next WCN after graduation by presenting their collective achievements throughout their SRC partnership. The **Schrier Award** session is hosted at every World Congress of Nephrology. Mrs. and Professor Schrier have made a very generous donation to the ISN – **The Schrier Fund** which is dedicated to supporting ISN's substantial [outreach and capacity building programs](#) in emerging countries. All A-level centers that have graduated since the previous WCN are invited to participate and display their ongoing achievements throughout their participation in the SRC Program; the award is of 5.000 USD. The jury is composed of the SRC Committee members, the ISN Programs chair and Robert Schrier (if available).
- The EC and SC will receive a certificate from ISN

## STEP 2 - HOW TO APPLY

All applications need to be received by **October 1<sup>st</sup>, each year**

**The relevant information and forms to fill will be sent to you by email 3 months before the deadline**

1. NEW APPLICATIONS (LEVEL C)	2. UPGRADES APPLICATIONS (LEVEL B & A)
<b>Forms to be submitted:</b>	
1. Application form 2. Annual budget proposal for year 1 / year 2*	SRC pairs or trios will be invited to apply for upgrade if they are eligible: 1. Final report of last 2 years partnership*** 2. Annual Budget proposal for year 1 / year 2*
<h3 style="color: #4F81BD;">How To Submit Your Budget?</h3>	
<p>By October 1<sup>st</sup>, each SRC partnership is requested to make a budget plan for 2 years with corresponding proposed schedule and costing of activities. The budget proposal should be submitted in USD. SRC pairs/trios at level C are entitled to an ISN budget of 1,500 USD each year.</p> <ul style="list-style-type: none"> <li>- <b>Budget amount:</b> <ul style="list-style-type: none"> <li>o Please submit a budget in accordance to your allocated ISN SRC budget, i.e. the budget proposal should be consistent with the level you are applying to (for example if you are applying to level C, please submit a total budget that amounts to 1.500 USD, <b>not more or less</b>)</li> <li>o do not indicate in the form any activities you are planning to undertake with exterior sources of funding. (These can be reported in the Final report).</li> </ul> </li> <li>- <b>Budget restrictions:</b> <ul style="list-style-type: none"> <li>o The SRC Program is bound by a limited budget which it cannot exceed</li> <li>o Please note that only 10% of your SRC budget can be allocated to travel supplement to attend Nephrology Conferences – such as WCN, ASN, ERA_EDTA, ... (so up to 150 USD for pairs applying to level C)</li> <li>o The SRC grant is an educational grant and not a service grant. It is therefore inappropriate to plan to Budget for equipment (such as regular patient care or research laboratory equipment)</li> </ul> </li> <li>- Your budget <b>MUST</b> be spent in the current year (<b>by end of December</b>) and unclaimed budget will not be added to your budget of the next program year, except for EXTENUATING CIRCUMSTANCES such as sickness, visa refusals or acts of God (late organisation is not an extenuating circumstance)</li> </ul>	<p>By October 1<sup>st</sup>, Each SRC partnership is requested to make a budget plan for 2 years with corresponding estimated breakdown for the activities. The budget proposal should be submitted in USD. At A-level the ISN contribution amounts to 15,000 USD and 12,000 USD at B-level.</p> <ul style="list-style-type: none"> <li>- <b>Budget amount:</b> <ul style="list-style-type: none"> <li>o Please submit a budget in accordance with your allocated ISN SRC budget, i.e. the budget proposal should be consistent with the level you are applying for (for example if you are applying to level A, please submit a budget that amounts to 15.000 USD, <b>not more or less</b>)</li> <li>o do not indicate in the form any activities you are planning to undertake with exterior sources of funding. (These can be reported in the Final report).</li> </ul> </li> <li>- <b>Budget restrictions:</b> <ul style="list-style-type: none"> <li>o The SRC Program is bound by a limited budget which it cannot exceed</li> <li>o Please note that only 10% of your SRC budget can be allocated to travel supplement to attend Nephrology Conferences – such as WCN, ASN, ERA_EDTA, ... (so up to 1,200 USD for pairs applying to level B and 1,500 USD for pairs applying to level A)</li> <li>o The SRC grant is an educational grant and not a service grant. It is therefore inappropriate to plan to Budget for equipment (such as regular patient care or research laboratory equipment)</li> </ul> </li> <li>- Your budget <b>MUST</b> be spent in the current year (<b>by end of December</b>) and unclaimed budget will not be added to your budget of the next program year, except for EXTENUATING CIRCUMSTANCES such as sickness, visa refusals or acts of God (late organisation is not an extenuating circumstance)</li> </ul>

SRC partnerships that did not spend all the money awarded out to them will be requested to reimburse the unused fund to the ISN. Non-compliance with this may result in the removal from the program in the following year (see also: Surplus Funds, below).

- It is of crucial importance that you keep a record of all expenses in order to detail them in your annual reports.
- Extra funding: The ISN offers other very exciting Programs: the Fellowship, the Educational Ambassador, the CME, the Clinical Research and the Mentorship Programs. We would like to encourage you to use these programs to fund some of your SRC activities. As a SRC partnership, you have priority points when applying to these programs and this would allow you to use the SRC money for other educational activities. For instance, the Fellowship Program could fund short terms visits (2-6 months) from the EC to the SC/MC. Visit the ISN website for more information: <http://www.theisn.org/programs>
- Initial plans may be subject to change due to visa issues, acts of god, personal and health situations, etc. Changes to the initial plan and alternative suggestions for the use of funding (of an educational nature) can be accommodated only under exceptional circumstances at the SRC Chairman's discretion and as long as the HQs staff is duly informed.

**Surplus Funds:**

Pairs who have some surplus as per the October accounting report (due to activities costing less than foreseen or other justifiable reasons) may re-allocate the funds towards journal subscriptions, textbooks, registration/attendance to CMEs and congresses, or any other items of educational merit as long as these are paid for in the same program year and submitted for approval.

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## Scoring Process

In order for the SRC Committee to evaluate the level of activity and commitment between the Sister Centers as well as to assess the appropriate use of the funding, the SRC Committee will review all annual budget requests based on the educational merit and benefit for the EC. If necessary they will seek the advice of our respective Regional Board Committee to evaluate the appropriateness and relevance of the proposed activities. The budget requests may be discussed with the pair if further explanations/modifications are needed, or approved.

The SRC program aims at enhancing the clinical practice of nephrology at emerging centers through a variety of training exchanges between SC (and/or MC) and EC. Applications must be in line with SRC Program objectives described below

**Activities** (this accounts for up to 80% of the score)

1. **Visits:** Multidisciplinary training exchanges between the EC and the SC/MC, senior scholarship visits from the SC/MC to the EC...
2. **Projects:** Local and regional CMEs, provision of educational materials at the EC, attendance on training courses whilst on training attachments at the SC/MC, ...

**Motivation and plan for development:** (this accounts for 20% of the score)

**Bonus points**

This will be added to the general scoring if the institution and/or liaison office has taken part in any existing ISN Programs, (including SRC Program) in the last 2 years

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Levels C and B centers are required to submit a final report at the end of **the 2-year partnership**. The report constitutes the basis for granting priorities or upgrades at a later stage as well as releasing further funding.

Suitability for upgrade will be determined considering the following:

**Activities** (this accounts for up to 80% of the score)

3. **Visits:** Multidisciplinary training exchanges between the EC and the SC/MC, senior scholarship visits from the SC/MC to the EC...
4. **Projects:** Local and regional CMEs, provision of educational materials at the EC, attendance on training courses whilst on training attachments at the SC/MC, ...

**Motivation and plan for development:** (this accounts for 20% of the score)

Please note that the SRC Committee has the possibility of extending the duration of the SRC Level of an individual pair or trio for longer than 2 years under exceptional circumstances at the Committee's discretion.

Please note that the SRC reports constitute the primary basis to review pairs and trios' achievements. The SRC committee takes into account the final report and the proposed budget plan at the time of reviewing applications for upgrades. Therefore we remind you that the scoring parameters for upgrades are greatly influenced by previous activities and results.

**IN JANUARY:**

Notification of Approval

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**IN FEBRUARY:**

- Receipt of 2 year partnership **Certificate**

- **Signature of Grant Agreement**

SRC partnerships will receive a Grant Agreement in which you guarantee to use the funds allocated to you in the sole goal of advancing nephrology in the EC's region. The grant agreement will need to be signed by the SC or MC

The current financial support system allows funding as well as great flexibility and autonomy for the pairs and trios; **in return ISN requires the pairs and trios**

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**to be responsible by respecting the formalities and deadlines.** ISN staff will not send multiple reminders and follow-ups in order for ISN to be able to provide you with a unique opportunity for support and development via funding.

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**How To Receive Your Grant?**

The money will be sent to you as a grant and in the course of February. **It will preferably be sent to the Supporting Center for SRC Pairs and to the Mentor Center for the SRC Trios** (unless explicitly requested and approved by the SRC Program Chair that the money can be sent to the Emerging or Supporting Center). It is then the Supporting or Mentor Center who distributes the money according to the incurred expenses. Please make sure to indicate the bank details of the Supporting or Mentor Center of your link in the Annual Budget form.

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Please note the following:

- **The financial support (budget) and services (in-kind donations) provided by ISN are only intended to provide a framework among the Centers and to reinforce the goodwill that stems from the Supporting Sister Center.** ISN’s funding is not intended to form the sole basis of what should ideally be a long lasting and fruitful collaboration among the Centers. The grant funds must only be used for the educational activities agreed upon jointly by the Sister Renal Centers and carried out at the initiative of either the Emerging Center or Supporting Center in the context of the Sister Renal Centers Program and cannot be used for the private benefit of any institution. ISN’s support cannot carry all expenses linked to the development of an Emerging center and the joint activities undertaken among centers.

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**Payment**

To receive your **payment**, the Supporting Center / Mentoring Center needs to send to ISN HQ

- the signed **Grant Agreement**
- the payment request form (with full bank details)
- the signed **W8 form** or the signed **W9 form** (for USA only)

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- the signed **Grant Agreement**
- the payment request form (with full bank details)
- the signed **W8 form** or the signed **W9 form** (for USA only)

Grant recipients must provide the name and full contact details of a Finance Coordinator or Grants officer of their institution. SRC grant recipients are also responsible for liaising with the Finance Coordinator or Grant officers of their institution and ensuring that they are aware of the status of ISN Sister Renal grants and payments. ISN will provide a payment confirmation after the grant has been paid. Grant recipients should transmit this document to the Finance office.

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<p>The payment will be following your level:  <b>Level C: USD 1,500</b></p>	<p>The payment will be following your level:  <b>Level B: USD 12,000</b>  <b>Level A: USD 15,000</b></p>
<p><b>In-Kind Support Items / Benefits</b></p>	
<p>The successful SRC pairs will receive the following:</p> <ul style="list-style-type: none"> <li>- <b>ISN JOURNAL SUBSCRIPTIONS:</b>  The EC will receive a subscription to KI, KI Supplements (which is not a membership) and a new open access journal called Kidney International Reports. We would like to stress that the journals are to be made freely accessible to all those for whom the journals are intended (physicians, student etc.) and that they are to be kept in a place accessible to all; the journals are not being granted for the benefit of only one or two selected individuals. The password and ID are communicated upon joining the program; these remain the same for every following year that is spent in the program. The Journal will be sent to the attention of the liaison officer who is responsible for ensuring that the journals are shared and accessible.</li> <li>- <b>CERTIFICATES</b>  Certificates are issued to both the EC and SC when they are first accepted into the program (as well as with each upgrade to a higher level). The certificate is valid for two years or for as long as the center pair is active in the same level.</li> <li>- <b>OTHER ISN PROGRAMS-PRIORITY:</b>  <b><u>CMEs</u></b>  Requests submitted by an SRC pair/trio to organize and host a CME, via the CME request form, will receive priority consideration by the CME Program Chairman; an application however does not guarantee that the meeting will be sponsored. Proposals for CMEs must be received at least 3-6 months in advance and reflect a serious organization of a meeting or course which fulfils an educational purpose, an appropriate scientific program and aim to gather a minimum of 50 persons. If the CME is approved for support; the economy travel of a maximum of 3 speakers will be covered by the ISN CME Program; accommodation of the speakers is to be provided and covered by the organizers. The CMEs are to be organized in conjunction between the EC and the SC usually as part of an ISN SRC Program event.  <b><u>Fellowship, Clinical Research and Educational Ambassadors Program</u></b>  Applications, submitted by individuals from a participating SRC, will receive priority consideration in the review process by means of bonus points. The grants related to successful applications will be on top of the budget already received through the SRC program. Please be aware that an application is <u>not guaranteed</u> a successful outcome since the criteria of the Fellowship, Clinical Research and EAP programs prevail and they remain competitive in nature. In the unfortunate event that the SRC is unsuccessful at upgrading to the next level, it will not affect if a fellow from the EC has been accepted in the ISN Fellowship Program to train at the SC.</li> </ul>	<p>The successful SRC pairs will receive the following:</p> <ul style="list-style-type: none"> <li>- <b>ISN JOURNAL SUBSCRIPTIONS:</b>  The EC will receive a subscription to KI, KI Supplements (which is not a membership) and a new open access journal called Kidney International Reports. We would like to stress that the journals are to be made freely accessible to all those for whom the journals are intended (physicians, student etc.) and that they are to be kept in a place accessible to all; the journals are not being granted for the benefit of only one or two selected individuals. The password and ID are communicated upon joining the program; these remain the same for every following year that is spent in the program. The Journal will be sent to the attention of the liaison officer who is responsible for ensuring that the journals are shared and accessible.</li> <li>- <b>CERTIFICATES</b>  Certificates are issued to both the EC and SC when they are first accepted into the program (as well as with each upgrade to a higher level). The certificate is valid for two years or for as long as the center pair is active in the same level. Graduated A level pairs also receive a certificate.</li> <li>- <b>OTHER ISN PROGRAMS-PRIORITY:</b>  <b><u>CMEs</u></b>  Requests submitted by an SRC pair/trio to organize and host a CME, via the CME request form, will receive priority consideration by the CME Program Chairman; an application however does not guarantee that the meeting will be sponsored. Proposals for CMEs must be received at least 3-6 months in advance and reflect a serious organization of a meeting or course which fulfils an educational purpose, an appropriate scientific program and aim to gather a minimum of 50 persons. If the CME is approved for support; the economy travel of a maximum of 3 speakers will be covered by the ISN CME Program; accommodation of the speakers is to be provided and covered by the organizers. The CMEs are to be organized in conjunction between the EC and the SC usually as part of an ISN SRC Program event.  <b><u>Fellowship, Clinical Research and Educational Ambassadors Program</u></b>  Applications, submitted by individuals from a participating SRC, will receive priority consideration in the review process by means of bonus points. The grants related to successful applications will be on top of the budget already received through the SRC program. Please be aware that an application is <u>not guaranteed</u> a successful outcome since the criteria of the Fellowship, Clinical Research and EAP programs prevail and they remain competitive in nature. In the unfortunate event that the SRC is unsuccessful at upgrading to the next level, it will not affect if a fellow from the EC has been accepted in the ISN Fellowship Program to train at the SC.</li> </ul>

	<p><b>WCN Travel Grants:</b>  Pairs and trios at level A and B are guaranteed <i>priority</i> to receive some travel grants for WCN provided they directly apply to the WCN organizers via the official WCN website.  The amount of the grant may change depending on the WCN organization. SRC partnerships benefitting from a travel grant are requested to showcase a poster at WCN in order to display their achievements and promote the ISN SRC program. This will give the SRC Committee members the opportunity to meet with the pairs/trios and visualize their activities.</p> <ul style="list-style-type: none"> <li>- A level centers pairs or trios may select one nephrologist from the EC and one junior nephrologist from the SC (unless agreed that both grants should go to the EC).</li> <li>- B level centers pairs or trios may select one young nephrologist from the EC</li> </ul> <p>Please note that the maximum number of travel grants that any individual may receive in a life time is now restricted to 3. This is a new policy designed to enable different persons to benefit from the grants.</p> <p>The official WCN grant will be made available at the congress; the actual arrangements and confirmations are announced via a personal letter and depend on the WCN organization.</p>
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**Reports**

<p>In order for the SRC Committee to evaluate the level of activity and commitment between the sister Centers as well as to assess the appropriate use of the funding, the centers are required to submit a final report at the end of <b>the 2-year partnership at level C</b>.by October 1<sup>st</sup>. The report constitutes the basis for assessing performance and potential for granting priorities or upgrades at a later stage as well as to determine releasing of further funding.</p> <p>This report does not need to be accompanied by invoices/receipts. Only a detailed description of the activities undertaken in the course of the 2 previous years as well as a brief reconfirmation of the activities foreseen for the remainder of the year will be required. An analysis of what has been achieved and how the status of the EC has progressed would provide a very helpful insight to the SRC Committee.  The Final reports will be very short (maximum 1000 words) and will address the following items:</p> <ul style="list-style-type: none"> <li>● Names of persons involved</li> <li>● Budget breakdown for each activity and brief description (visits &amp; projects)</li> <li>● Confirmation of forthcoming activities (incl. names, dates, required budget)</li> <li>● Motivation and Plan for development</li> </ul>	<p>In order for the SRC Committee to evaluate the level of activity and commitment between the sister Centers as well as to assess the appropriate use of the funding, the centers at A and B levels are required to submit an annual report by October 1<sup>st</sup>. At the end of 2-year partnership at B or A levels, they will be asked to fill in a more comprehensive report, which will constitute the basis for assessing performance and potential for upgrade or graduation (B or A respectively).</p> <p>This report does not need to be accompanied by invoices/receipts. Only a detailed description of the activities undertaken in the course of the 2 previous years as well as a brief reconfirmation of the activities foreseen for the remainder of the year will be required. An analysis of what has been achieved and how the status of the EC has progressed would provide a very helpful insight to the SRC Committee.  The Final reports will be very short (maximum 1000 words) and will address the following items:</p> <ul style="list-style-type: none"> <li>● Names of persons involved</li> <li>● Budget breakdown for each activity and brief description (visits &amp; projects)</li> <li>● Confirmation of forthcoming activities (incl. names, dates, required budget)</li> <li>● Motivation and Plan for development</li> <li>● Impact Assessment</li> </ul>
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## OTHER

### FAQ

**What to do if I need a visa letter?:**

If necessary, it is highly recommended that the traveller(s) make arrangements for a **visa** procurement as soon as possible since this often takes several months and is in some unfortunate cases declined. Please be aware that the **ISN Global Operations Center staff** can provide an official letter for the embassy/consulate if necessary; please provide the first and last name, place and date of birth, country of origin and passport number and expiry date for the preparation of this letter.

**What happens if an incident occurs during my travel or my stay abroad**

Please note that upon an individual's acceptance to travel and volunteer on behalf of ISN they acknowledge and accept that the International Society of Nephrology (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 traveller; they or their relatives cannot hold the Society (ISN) responsible in the event of untoward events or experiences.

For more information and assistance, please contact:

**ISN Global Operations Center**

Rue des Fabriques 1B  
1000 Brussels, Belgium  
Tel: +32 2 808 04 20  
Fax: +32 2 808 44 54  
E-mail: [src@theisn.org](mailto:src@theisn.org)