

ISN Programs

Educational Ambassadors Program

EAP Application Guidelines



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Step 1 - Eligibility Criteria

Apply to invite an Educational Ambassador

For emerging centers wishing to apply for an expert to deliver specific training in the following year, the applications deadlines are **May 1** and **October 1**.

- Representative of the host center must be an ISN member.
- Before submitting an application, emerging centers must be in contact with a potential trainer. ISN can help find an expert that matches the needs*.
- Adherence to the Declaration of Istanbul is a prerequisite element for applications.

*Before submitting an application to the EAP, please make sure you are in contact with an ambassador who will undertake the training at your center.

You can either suggest someone you already know or ask the ISN to match your request with an available enrolled ISN Educational Ambassador who is qualified in the field of training required. A Matching Initiative has been launched in order to further encourage and support global nephrology training. Please see below for more details on the EAP Matching Initiative.

Become an Educational Ambassador

ISN members who wish to become an Educational Ambassador can apply all year long.

- Applicants must be ISN members.
- Applicants must be experts in a defined area of renal medicine documented by publications in peer-reviewed journals.
- Applicants must have active faculty appointments at accredited institutions and be ready to teach for one to four weeks in a developing nephrology center.
- Applicants must adhere to the Declaration of Istanbul.
- Applicants must be willing to travel for at least 1 and up to 4 weeks for teaching in a developing country.

EAP Matching Initiative

If you require help in identifying a suitable trainer, ISN can find an appropriate ISN Ambassador for your specific training needs through the ISN Matching Initiative. Please complete the [EAP Matching Initiative Form](#) and send it to eap@theisn.org at least **one month** before the application deadline.

In the Matching initiative form you should provide:

- Details about your institution;
- Description of the training;
- Names of the proposed ambassadors (at least two names).

[ISN Educational Ambassador List](#) available at: <http://ea.theisn.org/>



Step 2 - How to apply

Applications can be submitted online at:

<http://ea.theisn.org/>

Important notes for applicants from emerging centers

Your application will be judged incomplete if you haven't identified a suitable expert. It is important for you to have established some contact with a trainer before applying to the program.

A clear budget proposal for the training should be submitted.

If you apply for the May deadline your training cannot start before August 1st

If you apply for the October deadline your training cannot start before January the following year.

Important notes for individuals who wish to become ISN Ambassadors

Please also note that 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 Educational Ambassador. You or your relatives cannot hold ISN responsible in the event of untoward events or experiences.

Step 3 - Review Process

Applications from the emerging centers will be assessed by the Educational Ambassador Committee against the following criteria:

- Match between needs/training objectives and expert selected
- Relevance of training request as per local needs / Goals and objectives of training:
- Scope of training as regards to what can be covered by ISN
- Relevance of requested budget
- Relevance of training duration
- Involvement of emerging center in the ISN programs (Sister Renal Center, Fellowship, CME and Clinical Research)

Step 4 - EAP applications outcome

Applications from emerging centers

Approximately 3 months after the application deadline, all applicants are notified in writing about their acceptance or rejection in the Educational Ambassadors Program. The names of the successful candidates will be announced on the ISN website. Your training may be partially or fully sponsored by different partner organizations and this will be announced in your acceptance letter.

Applications from individuals who want to become ISN Ambassadors

Accepted Ambassadors will be notified within a month after the application submission.

The names of accepted Ambassadors and information about their expertise will be published on the list of ISN Ambassadors available on the ISN website.

Step 5 - Funding

Reasonable expenses related to travel, accommodation, and cost of living are reimbursed by ISN once the Educational Ambassador has returned to his/her home institution (via proven expenses). Host institutions are however expected to provide financial contributions towards subsistence expenses (e.g. local transportation, daily meals and/or accommodation) for the invited ISN ambassadors.

ISN will cover for Educational Ambassador:

- Coach class airfare or train travel (reservations should be made at least 21 days in advance). Transfers between home, terminal and hotels (please provide receipts).
- Auto mileage at \$0.70/Km, tolls and parking
- Normal visa fees
- Tips related to above services
- Hotel and accommodation expenses (although these can be taken care of by the host institution)
- Meal expenses (although these can be taken care of by the host institution)

ISN will not cover:

- ISN members do not receive honoraria for participation in ISN programs/activities
- Between-meal bar bills
- Room service (unless there is unexpected acute illness)
- Personal phone calls and fax charges
- Transportation to/from destinations that are not linked to ISN activities
- Gym or spa fees
- Theater or entertainment tickets or in-room entertainment
- Rush charges for visa or passport (unless the trip is officially requested at the last-minute).
- No spouse/partner travel expenses will be covered unless the spouse/partner is also involved in the educational program
- Valet cleaning and other personal services
- Any other items not related to ISN business

Reimbursement request should be submitted online at: <http://ea.theisn.org/>
Payments will be processed in USD.

Step 6 - After training

After the training, both the Host Center and the Educational Ambassador must submit a report within 30 days. These reports are reviewed by the Chair of the Program and the relevant regional committee who will be in charge of following-up and assessing the impact of the course.

Certificates of appreciation after successful training will be issued upon receipt of reports. Report submission is important for the ISN and will certainly be taken into account when considering possible future applications.

Reports should be submitted online at: <http://ea.theisn.org/>