



## ISN - Sister Renal Center Program Manual

### **A and B Level Center Partnerships (Pairs/Trios)**

This manual is designed to explain the guidelines for participating centers in the SRC Program (pairs and trios) in accordance with privileges allowed for Levels A and B.

We wish to point out the following to SRC program participants:

- **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 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.
- The financial support system allows funding for C level partnerships as well as greater flexibility and autonomy for the SRC pairs or trios; **in return ISN requires all participants to be responsible by respecting the formalities and deadlines described in this document in order to ensure the provision of our support.** 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.

This manual comprises eight sections:

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This manual will refer to the Supporting Center as 'SC', to the Emerging Center as 'EC' and 'MC' as the Mentor Center. The term Mentor Center refers to the Graduated Supporting Center for Trios.

All forms referred to in this manual can be downloaded from the SRC Webpage on the ISN Website (<http://www.theisn.org/program-materials/itemid-502>). For any additional details or inquiries, please always contact ISN Global Operations Center, as shown here below

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## 1: SRC Objectives

The SRC program aims at enhancing the clinical practice of nephrology at Emerging Centers through a variety of training exchanges between SC and EC. The key objectives of each SRC link are:

1. **Clinical staff training:** Multidisciplinary training exchanges between the EC and the SC, senior scholarship visits from the SC to the EC - will account for up to 40% of the scoring.
2. **Education:** Local and regional CMEs, provision of education materials at the EC, attendance on training courses whilst on training attachments at the EC, involvement with ISN GO Programs - will account for up to 20% of the scoring.
3. **Upgrade of clinical services:** Evidence of expansion of local and regional clinical nephrology facilities and services - will account for up to 20% of the scoring.

## 2: Progress Report & Upgrade

In order for the SRC Committee to evaluate the level of activity and commitment among the Sister Centers as well as to assess the appropriate use of the funding, all centers are required to submit an annual report at the end of the year. The report constitutes the basis for granting priorities or upgrades at a later stage as well as releasing further funding.

The report should include all activities undertaken by the centers and describe the support that has already been provided. 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 progress reports will be very short and will address the following items:

- Names of persons involved
- Dates
- Budget breakdown for each activity and brief description.
- Confirmation of forthcoming activities (incl. names, dates, required budget)

Please note that SRC **reports constitute the primary basis to review pairs and trios' achievements.** The SRC committee takes indeed into account the annual report of the year before 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.

Suitability for upgrade will be determined considering the following:

**Key 3 criteria (see section 1):** (this accounts for up to 80% of the scoring)

1. Clinical staff training
2. Education
3. Upgrade of clinical services

**Secondary criteria:** (this accounts for 10-20% of the scoring)

1. Community-orientation including evidence of participation in World Kidney Day
2. Clinical research activities at the EC
3. Relay of knowledge through regional, national and international meetings and publications

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.

### 3: Explanation of Financial Support and Guidelines

The SRC Program is bound by a limited budget, which it cannot exceed. This budget is divided over all Center pairs who receive a different financial allocation dependant on their level within the program.

- A level pairs receive an annual allocation of maximum 15.000 USD
- B level pairs receive an annual allocation of maximum 12.000USD
- C level pairs receive an annual allocation of maximum 1.500 USD

The amount allocated to each SRC partnership is to be used for visits by the SRC Centers and other activities of an educational nature which are beneficial to the development of the Emerging Center. Each pair or trio must submit **an annual budget/activity plan alongside their application for upgrade in September** in order for them to start activities as of January the next year as well as to give the SRC Committee an opportunity to review the intentions and approve the appropriateness of the activities and intended expenditures (the purchase of hardware is not considered an appropriate expense).

Standard formats that are approved for support are for instance:

- Travels from EC to SC (training visits, short team training visits, etc.)
- Travels from SC to EC (senior scholarship visit)
- Travel grants or supplements (limited to 10% of the annual ISN funding, i.e. no more than 1.500 USD for A level pairs and 1.200 USD for B level pairs can be spent on travel grant supplement.)
- Other educational activities/projects

The full amount of the grant will be paid **to the bank account of the Supporting Center (SC) in February**. In the case of trio partnerships, grants will be sent to the account of the Mentor Center, unless explicitly requested and approved by the SRC chairs that the SC should receive the funds.

Prior to providing step by step guidelines here below we wish to stress two important facts which SRC centers must be aware of:

- 1. It is of crucial importance that you keep a record of all expenses in order to detail them in your reports. More information is provided below.**
- 2. Your budget MUST be spent in this current year and unclaimed budget will not be added to your budget of the next program year.**

In addition to the above-mentioned budget, ISN also provides several in-kind support items to the pairs; these are described on page n°6.

Please note that the budget allocated to travel grants for attending meetings should not exceed 10% of the yearly budget.

**The SRC grant is an educational grant and not a service grant. It is therefore discouraged to spend budget on equipment (such as regular patient care or research laboratory equipment).**

ISN also offers 4 other very exciting Global Outreach Programs: the Fellowship, the Educational Ambassadors Program, the CME and the Clinical Research and Prevention Programs. Centers taking part in the SRC program are entitled to apply to additional funding through all GO programs (as listed above). For instance the Fellowship program could fund short term visits (2-6 months) for the EC to the SC/MC. In addition to eligibility for extra funding, SRC centers will also receive extra points during the review process.

Visit the ISN website for more information:

<http://www.theisn.org/isn-information/global-outreach-go-programs/itemid-451>

## **Instructions regarding payment of allocated budget**

### **STEP 1: Annual Budget Request by September 15**

Each SRC partnership is requested to make an initial annual plan and corresponding estimated budget breakdown for the activities taking place the next year by September 15. Please note that **a timely submission is mandatory** in order for you to benefit from your allocated budget.

- Pairs or trios applying for an upgrade in the following year must submit by email to [Giorgia Manuzi](#) the annual budget along with their other required documents for application to an upgrade by September 15
- SRC Partnerships not yet eligible for an upgrade must also submit the annual budget plan by September 15, in order for the SRC Committee to review it for implementation in the next year.

The annual budget plan is to be submitted via '[Form 1: annual budget request](#)'; you may also be required to provide the necessary information for payment arrangements at this time.

Please note that that your budget request is to reflect the maximum budget allocated by the SRC program in the level you are applying for or remaining in; therefore do not indicate in the form activities you are planning to undertake with exterior sources of funding. (These can be reported in the annual progress report).

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 the respective regional committees to evaluate the appropriateness and relevance of the proposed activities. The budget requests will either be discussed with the pair if further explanations/modifications are needed, or approved.

We realize that these 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 duly informed.

### **STEP 2: Notification of Approval in January**

Around mid – January, you will be notified about the status of your application for upgrade and/or the approval of your budget plan.

### **STEP 3: Signature of Grant Agreement and payment of grant in February**

The SC or MC will be asked to sign a Grant Agreement to guarantee that the ISN funds are properly used, and in accordance with the purpose designated by ISN. The signature of a Grant Agreement between ISN and the SC will allow the ISN funds as a "grant" which means that the ISN HQs will not need invoices or receipts related to your expenses anymore. The SC/MC will be responsible for distributing the money to the rightful recipients.

### **STEP 4: Submission of applications and annual activity plan/budget in September** (see Step 1)

SRC pairs and trios will be invited to apply for upgrade if you are eligible. The relevant information and forms to fill will be sent to you by email in the course of August. You will be asked to provide an annual budget plan along with the previous year's annual report. Additional documents/ information may be asked. Detailed information and instructions will be sent to you in due course.

Pairs/trios that are not eligible for upgrade will be asked to submit an annual budget plan for the next year at the same level in the program.

### **STEP 5: Annual Progress Report in November**

At the end of November a final progress report (via a provided template) is to be submitted. Again, this report does not need to be accompanied by invoices/receipts anymore. Only a detailed description of the

activities undertaken in the course of the year as well as a brief reconfirmation of the activities foreseen for the remainder of the year will be asked.

### **STEP 6: Final Accounting**

The pairs or trios who did not spend all the funds they have received will be requested to reimburse the unused funds to the ISN at the end of the year. Non-compliance with this may result in removal from the program and all other ISN programs, activities and benefits; graduating pairs or trios will lose their right to certificates, the 5 year complimentary online subscription to ISN journals and eligibility for partaking in the Schrier Award.

## **Additional Notes Regarding Payment and Practical Arrangements**

### **Rolling Over of Funds to the Next Year**

Funds which are allocated in one year but are not used cannot be rolled over for activities in the next year except for EXTENUATING CIRCUMSTANCES such as sickness, visa refusals or acts of God (late organisation is not an extenuating circumstance); i.e. **unclaimed budget will not be added to your budget of the next program year.**

### **Surplus Funds**

Pairs who have some surplus as per the November 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.

### **Invoices and Receipts**

You do not need to provide invoices or receipts anymore. Indeed the signature of the Grant Agreement in January exempts you from doing this as the money you receive can be considered as a "grant".

### **Visa procurement letters for travelers:**

If necessary, it is highly recommended that the traveller(s) make arrangements for a **visa** procurement as soon as possible seeing as this often takes several months and is in some unfortunate cases declined. Please be aware that the Global Operations Center 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.

### **Liability statement for travelers:**

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.

## 4: Description of In Kind Support Items

Through ISN and other third parties (sponsors, partner societies) several in-kind support items have been arranged for your benefit. These items cannot be traded for cash support.

The benefits vary depending on the A or B level Status of the SRC pair.

<b>Items by ISN:</b>	ISN journal subscriptions	C, B & A
	Certificates	C, B & A
	Schrier Award	Graduated pairs
	Other ISN Programs-priority	C, B & A
	WCN Travel Grants	1 for B, 2 for A
	Forefronts Travel Grants	A
	Nexus Travel Grants-priority	C, B & A
<b>Items by third parties:</b>	Other Society Journals	Depends on availability

### **Subscription to ISN Journals:**

The EC will receive a subscription to both Kidney International and Nature Clinical Practice Journals. 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 journal is shared and accessible.

### **Certificates:**

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.

### **Priority Consideration for other ISN GO Programs**

#### **A. CMEs**

Requests submitted by an SRC pair 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 fulfills 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 GO 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. Fellowship, Clinical R&P and Educational Ambassadors Program**

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 not guaranteed a successful outcome seeing as the criteria of the Fellowship, Clinical R&P 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.

These additional means of development and growth for the EC (beyond provisions of the SRC program) are **strongly encouraged and will be favorably viewed** during applications for upgrade seeing as they are considered to be a demonstration of commitment to improving the level of nephrology at the EC.

### **Travel Grant to WCN**

Pairs and trios at level A and B are guaranteed 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 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 GO SRC program. This will give the SRC Committee members the opportunity to meet with the pairs/trios and visualize their activities.

- 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).
- B level centers pairs or trios may select one young nephrologist from the EC.

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.

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.

Please note that for logistical reasons, it is usually the level of partnerships during the year preceding the WCN that is taken into account.

### **Travel Grant to the ISN Nexus symposium:**

The candidates who apply for a Nexus Travel Grant will receive priority points in the selection procedure, which is handled by the event organizers. Only one person per center can receive a travel grant; this is however not guaranteed and all usual selection criteria as imposed by the Nexus organizers will be upheld.

The candidates are to apply directly to the event organizers via the official Nexus Travel Grant application form, which will be posted on the ISN Nephrology website:

<http://www.theisn.org/isn-information/nexus/itemid-541>

### **Travel Grant to Forefronts Symposia:**

One selected nephrologist from the SC or EC of A-level pairs is entitled to a Travel Grant for the ISN Forefronts Symposium. The value of the grant is dependent on the event organizers. The Travel Grant includes a free congress registration.

The candidates are to apply directly to the event organizers via the official Forefronts Travel Grant application form which will be posted on the ISN Nephrology Gateway:

<http://www.theisn.org/isn-information/forefronts/itemid-542>

### **In-Kind Support Items Provided by the SC's:**

Whilst this is not mandatory, it is encouraged; preferred forms of support (to list a few) could be a subscription to Up-to-date, subscription to a nephrology journal, provision of textbooks or slides, travel and registration costs for an EC member to an international congress or CME, training support, technology and/or communication materials, machines etc.

It is important that this support is detailed in the progress reports, which will be reviewed in order to assess the level of goodwill and commitment between the partners.

### Eligibility for the Schrier Award (only for Graduated Pairs):

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 prize is 5.000 USD. The jury is composed of the SRC Committee members, the GO chair and Robert Schrier (if available).

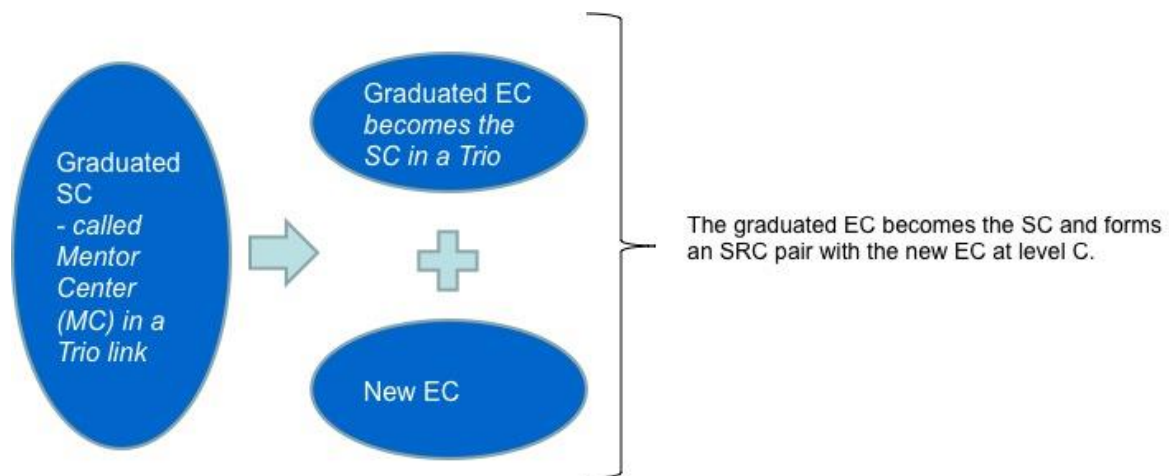
## 5: Honorary Levels (Honorary C, Honorary B)

The failed upgrade requests from B to A become Honorary B (HB) level and the failed upgrade requests from C to B become Honorary C (HC) level. The Sister pairs/trios at honorary levels must re-apply after a one year to the A or B level. If they are not successful they drop out of the program.

Although no funding is attached to these categories, honorary pairs continue to benefit from access to the ISN publications and priority consideration when applying to the Fellowship, Clinical R&P and Educational Ambassadors programs.

## 6: What's after level A?

The new 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 seeing as 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 EC will benefit from an online subscription to ISN journals for a maximum of 5 years.

## 7: Dates to Remember: 2014 -2015

### January/ February:

- **SRC approval of annual budget plans and announcement of application outcome**
- **Signature of Grant Agreement**
- **SRC Pairs receive the first advance payment**

### March

- [World Kidney Day](#) - March 13, 2014
- [ISN Forefronts Symposia](#) "Intrinsic Regulation of Kidney Function"  
Charleston SC USA – March 6-9, 2014

### April:

- Application deadline for Clinical [R&P Program](#) - April 1
- [ISN Nexus Symposium](#) "New Era of Drug Discovery and Clinical Trials in Kidney Disease" - April 3-6, 2014, Bergamo, Italy

### May

- Applications deadline for [Educational Ambassadors Program](#) – May 1 (Applications accepted from centers in developing countries)
- [WCN 2015](#) Cape Town March 13-17, 2015

### June:

- Applications deadline for ISN Fellowship Program – June 15

### September:

- **SRC annual budget plans and applications for upgrade/renewal are due by September 15.**
- [ISN Forefronts Symposia](#) "Genetic Basis of Renal Disease" September 11 - 14, 2014  
Boston (MA), USA
- [ISN Nexus Symposium](#) "Hypertension and the Kidney September" 25 – 28 September , 2014  
Brisbane, Australia

### October:

- Application deadline for [Clinical Research & Prevention Program](#) – October 1
- Application deadline for [Educational Ambassadors Program](#) – October 1

### November:

- **SRC pairs to submit the annual progress report.**
- ASN Renal Week, Philadelphia – November 11-16, 2014

### December:

Application deadline for the ISN Fellowship Program - December 15

## 8: World Kidney Day – Awareness and Prevention of Kidney Diseases!



harmful and treatable.

World Kidney Day is celebrated worldwide on the second Thursday of March. It is an awareness campaign, which aims to raise awareness of the importance of our kidneys to our overall health and to reduce the frequency and impact of kidney disease and its associated health problems worldwide. World Kidney Day encourages high risk populations to be screened.

The events around the world offer a crucial and visible opportunity to inform and educate health policy-makers, people who are at highest risk of CKD, and the general public that kidney disease is common,

**Any involvement is meaningful!** People around the World celebrate World Kidney Day in different ways, whether it is by distributing flyers, organising a football game or organising a free screening event in a hospital.

For more detailed information about WKD, please visit the website: [www.worldkidneyday.org](http://www.worldkidneyday.org), where ideas for action, campaign toolkits, posters, leaflets and other campaign material are available to help you prepare for the next World kidney Day.