

Division of Neuropsychology of the British Psychological Society
in conjunction with
The British Neuropsychological Society

INTERNATIONAL FELLOWSHIP SCHEME
Guidance Document – March 2018

AIM

The purpose of the *Neuropsychology International Fellowship* scheme is to help promote and support neuropsychology in countries where neuropsychology resources are limited or are in the early stages of development, and to encourage collaborations in Neuropsychology between those countries and the UK.

BACKGROUND

Many national and international organisations have systems in place to support developing countries. The *International Neuropsychological Society* has an International Liaison Committee, with its own Newsletter, website and Charles Matthews Support Fund. Other societies, such as the *Association of British Neurologists*, have schemes to help support their disciplines in developing countries. Organizations such as the British Council and the Tropical Health Education Trust have schemes to promote links with developing countries. A number of British universities have a presence or close links with developing countries, and some western universities offer distance-learning schemes that can be taken by students who reside overseas.

A number of recent reports from the Department of Health have emphasised both the moral responsibilities of western countries to support health care in less developed parts of the world, and also the direct and indirect benefits that accrue from overseas links for health service activities, clinical teaching and clinical research in the UK. Many NHS trusts have schemes that include projects or partnerships with developing countries. In an inter-dependent, increasingly globalised world, what happens in one country may have some impact on a distant country, and so it is in the long-term interests of UK citizens to ensure that there is well-being in other parts of the world.

More specifically, neuropsychologists need to develop culturally-sensitive and culturally-fair neuropsychological tests, since the populations of many western countries are becoming increasingly heterogeneous. Clinical scientists in western countries who wish to carry out research in topics such as AIDS, tropical infections, blindness, effects of foetal nutrition, etc. may find that it is beneficial to have collaboration with a developing country to facilitate recruitment of participants and exchange of experiences and good practices.

OUTLINE OF THE SCHEME

The Neuropsychology International Fellowship scheme aims to support, in a variety of ways, neuropsychology in developing countries. Thus, it may provide for travel and accommodation costs for a neuropsychologist from a developing country to come and spend some time in neuropsychology departments in the UK, attend meetings, etc. Although preference would be given to scholars visiting from overseas, the scheme may also support senior neuropsychologists in the UK who, for example, wish to deliver a workshop in a developing country. It may support teleconferences, for teaching or consultation purposes, between the UK and a developing country. It may support a collaborative research project between the UK and a developing country, the outcome of which is likely to have some tangible benefit to the developing country.

SUPPORT PROVIDED

The BPS Division of Neuropsychology (DoN) and The British Neuropsychological Society (BNS) have agreed to jointly fund the Neuropsychology International Fellowship scheme. Two fellowships are available each year, each to the value of up to £1000. Members of the BNS who hold senior academic positions, and also senior clinicians in the BPS Division of Neuropsychology, would likely facilitate visits to their departments from an overseas research fellow in the scheme.

OPERATION OF THE SCHEME

A Neuropsychology International Fellowship (NIF) committee that consists of three members from the DoN and three members from the BNS, oversees the scheme and processes applications. The Chair of the DoN and the President of the BNS are ex-officio members of the committee, and are consulted about issues being discussed by the committee.

The members of the committee currently are –

- Dr Andrea Higgins (Dublin) – DoN
- Narinder Kapur (London) – DoN
- Jon Evans (Glasgow) – DoN
- *DoN Chair [ex –officio]*

The members from the BNS are

- Ashok Jansari (London) - BNS
- Katerina Fotopolou (London) – BNS
- Aparna Dutt (Kolkata) – BNS
- *BNS President [ex –officio]*

Narinder Kapur is currently chair of the committee. In his absence, a member of the BNS or DoN executive committee can take over as chair.

Division of Neuropsychology of the British Psychological Society
in conjunction with
The British Neuropsychological Society

NEUROPSYCHOLOGY INTERNATIONAL FELLOWSHIP AWARD

Procedures

1. Award

Title: *The Neuropsychology International Fellowship Award*

The award will be known as the Neuropsychology International Fellowship (NIF) award. This award is to help to promote and support neuropsychology in a country where neuropsychology is in its early stages of development or needs support. This may be achieved in a variety of ways. Thus, it may provide for travel and accommodation costs for a neuropsychologist from a developing country to come and spend some time in neuropsychology departments in the UK, attend meetings, etc. Although preference would be given to scholars visiting from overseas, the scheme may also support senior neuropsychologists in the UK who, for example, wish to provide a workshop in a developing country. It may support teleconferences, for teaching or consultation purposes, between the UK and a developing country. It may support a collaborative research project between the UK and a developing country, the outcome of which might have some tangible benefit for the developing country.

2. Procedures

2.1. Proposal

2.1.1. Any psychologist from an eligible country can apply for a fellowship. The proposal is to be submitted to the Chair of the NIF subcommittee, and a copy sent to the secretaries of the DoN and BNS Executive Committees. Where there is any uncertainty, the NIF subcommittee will decide what constitutes an 'eligible country'. It is accepted that this definition may change over the years.

2.1.2. The applicant will be encouraged to have as a mentor a past NIF fellow who may help with the application. NIF fellows would be expected to agree to be a mentor as part of 'giving back' what they have gained from their fellowship experience and opportunities. Successful applicants would be encouraged to seek a coordinator (who could be a member of the NIF committee) who would help set up a programme for the visit of the awardee and advise on issues such as visa application, reimbursement of expenses, etc.

2.1.3. Nominations will be considered by the NIF subcommittee, who will decide the recipient of the award each year. If there are no candidates who merit any of the awards for a particular year, then the NIF subcommittee reserves the right not to make an award.

2.1.4 Two awards, each up to £1000, will be made each year. The NIF subcommittee will inform the DoN and BNS executive committee of the names of the successful candidates.

2.1.5. Deadlines for proposals will be **30th January** each year.

2.2. Award Selection

2.2.1. The NIF subcommittee will consist of three members from the DoN and three members from the BNS. The subcommittee will oversee the scheme and process applications. However, information about the total number of applicants, countries of origin and summary biography of selected fellows should be shared with the DoN and BNS Executive Committees. The Chair of the DoN and the President of the BNS are ex-officio members of the committee, and will be consulted about issues being discussed by the committee.

2.2.2. The NIF subcommittee will, where necessary, enlist referees of good standing to be approached in order to evaluate applications.

2.2.3. The award decision will be made by the **30th April** following the closing date for applications.

2.3.4 Unsuccessful applicants in one year will be allowed, if they so wish, to be considered for an award in the following year. They will be given the opportunity to update their application.

2.3.5 Awards should be taken up within 12 months of the award being made. Exceptionally, this may be extended by six months at the discretion of the chair of the selection committee. Awards not taken up by 18 months will have deemed to have been forfeited.

2.3.5 It is the duty of the awardee, and also the coordinator, to ensure that the award is promptly taken up and that the proposal is fully implemented.

2.3. Award announcement and presentation

2.3.1. The NIF subcommittee will write to successful applicants informing them of their award. The DoN and BNS executive committees will be informed of the decision and of the awardees' acceptance of the award.

2.3.2. Awards will be announced in the newsletter of the Division of Neuropsychology and in the BNS Newsletter. To ensure that this is done promptly, the Chair of the NIF subcommittee is responsible for informing the DoN and BNS Executive Committees.

2.3.3. If a meeting of the DoN or BNS coincides with a Fellow being in the UK, they will be invited to attend the meeting, with any registration fee being waived. The NIF subcommittee or the Fellow are responsible for informing the DoN and the BNS of the Fellow's intention to attend the meeting, so that any necessary arrangements are in place.

2.3.4. The award will consist of a sum of up to £1000, this amount to be regularly reviewed by the DoN and BNS executive committees.

2.3.5 Reports by Fellows after completion of a fellowship will be posted on the BNS and DoN websites. The NIF subcommittee is responsible for informing the Fellows that they are required to send copies of their reports to DoN and BNS representatives.

NEUROPSYCHOLOGY INTERNATIONAL FELLOWSHIP AWARD

Guidelines for Applicants

1. Applicants

The application should include the applicant 's full curriculum vitae, including details of current post and contact details. Applicants should provide concrete evidence of their interest in neuropsychology e.g. relevant courses and qualifications, research projects, clinical experience

2. Proposal

Applicants should provide, in not more than four A4 pages (Arial font, point size 10, single-spacing), an outline of the proposed collaboration:

- a. A description of the state of Neuropsychology in the guest country in question.
- b. What the applicant plans to do.
- c. The reasons for doing it.
- d. How it will help neuropsychology in the guest country in the short-term and in the long-term.
- e. How the United Kingdom will benefit from the collaboration.
- f. Steps to be taken to ensure dissemination of knowledge, skills and experience by the applicant in their home country, and continuity of links after this collaboration has taken place.
- g. Other sources of funding that are being used to supplement an award that is made, and any sources that are currently being sought or that the applicant intends to seek.
- h. Details of costs relating to travel, accommodation, conference registration, etc. In the event of a successful award, all receipts should be retained.
- i. After the award, a 1 - 2 pages report should be sent to the chair of the NIF subcommittee, ideally within four weeks of return to the home country, with a copy to the President of the BNS and the Chair of the Division of Neuropsychology. This report should include a list of any talks given, and any other relevant outcomes achieved.

3. Submission

Respective files should be sent in PDF format, and each file clearly labelled (e.g. NIF Proposal, Applicant CV, etc.).

Please send all files to the following three recipients. These will vary depending on the year of application, and in 2018 the were: 1) The DoN Honorary Secretary, Dr Claire Isaac, claire.isaac1@ouh.nhs.uk 2) the BNS Honorary Secretary – Dr Sara da Silva Ramos, sara.dasilvamos@thedtgroup.org and 3) the chair of the NIF Committee - Dr Narinder Kapur, narinder.kapur1@gmail.com. One of these three individuals will be nominated to send out the applications for rating, to collate the ratings and to inform the successful and unsuccessful applicants.

NOTES FOR APPLICANTS

Ideally applicants should:

1. Have qualifications and experience in neuropsychology.
2. Have clear reasons for gaining the knowledge, experience and skills that are hoped to be gained by being awarded the fellowship.
3. Put a case of why that knowledge, experience and skills cannot be gained in the home country, and to a lesser extent, put a case as to why such knowledge, experience and skills cannot be gained in a country other than the UK.
4. Documentary evidence that other sources of support have been sought, if applicable.
5. Some indication as to whether personal funds or funds raised personally (e. g. by sponsored activities), will be used to supplement the fellowship.
6. Have a planned visit such that the maximum amount of benefit can arise (e. g. not just attend a conference, but visit neuropsychology departments and labs).
7. Indicate specific ways in which the knowledge, skills and experience will be disseminated on return to home country, so that the maximum number of staff and patients in the home country can benefit.
8. NIF Fellows should retain receipts of all of their expenses. They should submit these expenses to the BNS Treasurer and DoN Treasurer respectively. Each fellow can submit expenses up to £500 to the BNS Treasurer and up to £500 to the DoN Treasurer. The names and contact details of the current Treasurers can be obtained from the BNS and DoN websites.

Checklist of PDF Files:

- 1) CV of applicant
- 2) Proposal (max. four pages)

Please label each file as 'applicant' or 'proposal', and include your surname.

Please ensure that all files are in PDF format, not Word documents.