

Matthews International Neuropsychological Clinical Service Development Fund 2022 – A call for applications.

At a time of crisis, it is good to have something positive to work towards! Are you able to help colleagues develop neuropsychology around the world?

Chuck Matthews, the 1992 President of INS, was a strong advocate for making INS instrumental in developing neuropsychology throughout the world, especially in low-resource countries. As a result of this passion, the INS instituted the Charles G. Matthews International Neuropsychological Development Fund in his name in 2003.

The purpose of the Clinical Service Development fund is to support clinical programs in countries where neuropsychology is less well developed/resourced. Funds can be used to sponsor the design of a clinical protocol to evaluate/diagnose, the design of an intervention tool to help patients with neuropsychological deficits, the translation/adaptation of materials not available into the local language, etc.

We are keen to encourage applications from INS members either based in the country where the project will take place or working with colleagues the country where the project will take place who would like to run a clinical program.

How to apply for C Matthews Research Funds

Applications for Matthews Funds should be submitted to the co-Chair of the Global Engagement Committee, Professor Melissa Lamar (melissa_lamar@rush.edu) using the subject line: Matthews Clinical Funds Application.

The deadline for applications is May 31st 2022. Decisions regarding funding will be communicated to applicants by June 30th. It is expected that funds requested would not exceed \$2,500.

Applicants, and the professionals involved in the development and implementation of the actions, must be INS members. The clinical program/action should take place in countries where neuropsychology is less well developed/resourced, with priority being given to applications from countries classified as lower or middle income according to [World Bank/UN classification](#). Priority will also be given to clinical actions that are specifically relevant to the local needs of the region of the world applying, and/or which attends to the cultural and local characteristics of the population being studied.

The application should include the following sections in not more than four A4 pages:

1. Title
2. Geographic area to be served by the Program
3. Abstract
4. Team members, affiliations, address and email address, and specific role in the program
5. Background and justification of the need
6. Objectives
7. Working plan and calendar with tasks being developed by each team member

8. Budget and description of how INS funds will be used
9. Describe how the results and impact will be disseminated and how INS's support will be publicized.
10. Describe how the impact of the program will be evaluated.

Results of the funded clinical programs will be disseminated on the INS Global Engagement Web page. Therefore, a brief report for the INS-GEC web site will be requested.

Applicants must agree to provide a report and financial account within 30 days of the completion of the program.

Applications will be reviewed by the Global Engagement Committee Chair, INS Treasurer, and at least two of the International Resources regional representatives.

Applications will be rated against each of the following criteria:

1. The application includes a clear, realistic and feasible set of objectives for the program which are relevant for this region of the world.
2. The objectives and expected results are consistent with the mission of the INS and the Charles G. Matthews International Neuropsychological Development Fund.
3. Funds requested are clearly justified and reasonable.

The final decision regarding funding will rest with the Global Engagement Committee Chair and INS Treasurer, the INS Board of Governors, and if required, the INS President.

We welcome enquiries from colleagues who are thinking of applying for funds ahead of making the application. Please contact melissa_lamar@rush.edu and Jonathan.evans@glasgow.ac.uk using the subject line: Matthews Clinical Funds Query

Process and criteria for the evaluation of Charles Matthews Fund applications

Chuck Matthews, the 1992 President of INS, was a strong advocate for making INS instrumental in developing neuropsychology throughout the world, especially in low-resource countries. As a result of this passion, the INS instituted the Charles G. Matthews International Neuropsychological Development Fund in his name in 2003.

The purpose of this fund is to support research projects in countries where neuropsychology is less well developed/resourced. Funds can be used to sponsor the design of a clinical protocol to evaluate/diagnose, the design of an intervention tool to help patients with neuropsychological deficits, the translation of materials not available into the local language, etc.

Priority is given to applications from countries classified as lower or middle income according to [World Bank/UN classification](#).

How to apply for Matthews Funds

1. Applications for Matthews Funds should be submitted to the Chair of the Global Engagement Committee (GEC).
2. The deadline for applications each year is May 31st. Decisions regarding funding will be communicated to applicants by June 30th. It is expected that funds requested would not exceed \$2,500.
3. Applicants should be INS members.
4. Research team members invited to participate should be INS members.
5. Applications can be made by INS members in any country, but priority for funding will be given to applications relating to research projects that will take place in a country defined as lower or middle income according to World Bank/UN classification, or be accessible to participants from low/middle income countries, or take place in a country in which it can be demonstrated that neuropsychology is not well established.
6. The aims of the training event should be consistent with the mission statement of the INS and the aims of the Matthews Fund.
7. The application form should include the following sections in not more than four A4 pages
 - a. Title
 - b. Geographic area to be served by the Program
 - c. Abstract
 - d. Team members, affiliations, address and email address, and specific role at the program

- e. Background and justification for the need
- f. Objectives
- g. Working plan and calendar with tasks being developed by each team member
- h. Budget and description of how INS funds will be used
- i. Describe how the results and impact will be disseminated and how INS's support will be publicized.
- j. Describe how the impact of the program will be evaluated.

Submissions: documents will be sent by email in a PDF format, and each file clearly labelled with a reference to the regions of the world where the actions will be implemented.

Applications will be reviewed by the GEC co-Chair, INS Treasurer, and at least two of the GEC regional representatives.

Preliminary decision made by the evaluation committee will be submitted to the Board of Government final approval before the candidates being notified.

8. Applications will be rated against each of the following criteria

- a. The application includes a clear, realistic and feasible set of objectives for the program which are relevant for this region of the world.
- b. The objectives and expected results are consistent with the mission of the INS and the Charles G. Matthews International Neuropsychological Development Fund.
- c. Funds requested are clearly justified and reasonable.

Each criterion will be rated on a 0-5 scale, with a total score being derived.

- In addition, an overall quality rating will be given:
 - A. Excellent application, priority for funding
 - B. Good application, fund if possible
 - C. Satisfactory application, consider request for revision, low priority for funding
 - D. Poor application, do not fund.

In the event of there being insufficient funds to support all applications rated as A (Priority for funding) or B, the final decision regarding funding will rest with the GEC Chair and INS Treasurer, and if required, the INS President.

- Applicant organizations must agree to provide a financial account for funding and a summary report of the program within 30 days of completion of the event. The following must be included in the follow-up report:
 - i. Results obtained (i.e., the protocol/tool/program design)
 - ii. Evaluation of overall impact of the project
 - iii. Financial accounts