

## **Matthews International Neuropsychological Educational 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 this fund is to support educational and training activities such as workshops, meetings and webinars in countries where neuropsychology is less well developed/resourced. Funds can be used to sponsor travel expenses for speakers, other meeting expenses or costs associated with running webinars, videoconferences etc.

Examples of Matthews Funded workshops over the last few years can be found at:

<https://www.the-ins.org/global-engagement/#charles-matthews-fund>

We are keen to encourage applications from INS members either based in, or working with colleagues who would like to run a workshop/meeting/webinar.

### **How to apply for Matthews Funds**

Applications for Matthews Educational Fund should be submitted to the co-Chair of the Global Engagement Committee, Professor Melissa Lamar ([melissa\\_lamar@rush.edu](mailto:melissa_lamar@rush.edu)) using the subject line: Matthews Educational Funds Application

The deadline for applications is May 31<sup>st</sup> 2022. Decisions regarding funding will be communicated to applicants by June 30th. It is expected that funds requested would not exceed \$5,000.

Applicants, and the faculty invited to speak, must be INS members. The training event 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](#).

The application should include the following sections:

1. Program Title
2. Program Director
3. Program Director's institution, address and email address
4. Dates that the Program will take place
5. Geographic area to be served by the Program
6. Estimated number to be served
7. Description of the specific program to be funded (including objectives, activities and a preliminary program). Give details of the faculty who will speak including qualifications and experience.
8. Describe how INS funds will be used? State the specific goals you wish you achieve and how INS funds will be used to support the achievement of these goals. Outline any needs for support for speaker travel and accommodation expenses, meeting site hire, videoconferencing facilities, audio-visual equipment, translation, other services.

9. Describe how the event will be promoted and how INS's support will be publicized.
10. Describe how you will inform delegates about how to join INS.
11. Describe how the impact of the program will be evaluated.

Actions which include recording the training content and make it available through the INS resources web site are particularly encouraged.

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

Applications will be reviewed by the International Resources 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 set of objectives for the training event
2. The objectives for the training event 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 International Resources Chair and INS Treasurer, 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](mailto:melissa_lamar@rush.edu) and [Jonathan.evans@glasgow.ac.uk](mailto:Jonathan.evans@glasgow.ac.uk) using the subject line: Matthews Education 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 educational and training activities such as workshops, meetings and webinars in countries where neuropsychology is less well developed/resourced. Priority is given to applications from countries classified as lower or middle income according to [World Bank/UN classification](#).

Funds can be used to sponsor travel expenses for speakers, other meeting expenses or costs associated with running webinars, videoconferences etc.

## **How to apply for Matthews Funds**

1. Applications for Matthews Funds should be submitted to the co-Chair of the Global Engagement Committee (GEC).
2. The deadline for applications each year is May 31<sup>st</sup>. Decisions regarding funding will be communicated to applicants by June 30<sup>th</sup>. It is expected that funds requested would not exceed \$5,000.
3. Applicants should be INS members.
4. Faculty invited to speak 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 training events 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 (e.g. via video conferencing/web access), 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
  - a. Program Title
  - b. Program Director
  - c. Program Director(s) email address
  - d. When will the program take place?
  - e. Geographic area to be served by this program

- f. Estimated number to be served
  - g. Description of the specific program to be funded (objectives, activities and preliminary program)
  - h. Description of the specific expertise of the Faculty who will contribute to the program.
  - i. How will INS funds be used? State the specific goals you wish you achieve and how INS funds will specifically be used to support the achievement of these goals.
  - j. Outline any needs for meeting site hire, videoconferencing facilities, audio-visual equipment, translation, other services, and whether INS support is needed for any of these.
  - k. Describe accommodation for invited speakers
  - l. Publicity planned to promote the event
  - m. How will you evaluate and measure the impact of this program?
  - n. Details of program budget
8. Applications will be reviewed by the GEC Chair, INS Treasurer, and at least two of the GEC regional representatives.
9. Preliminary decision made by the evaluation committee will be submitted to the Board of Government final approval before the candidates being notified.

**10. Applications will be rated against each of the following criteria**

- a. The application includes a clear set of objectives for the program
- b. The objectives for the program are consistent with the mission statement of the INS and the aims of the Matthews Fund
- c. The objectives can be delivered by the planned program
- d. Funds requested are clearly justified and reasonable

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

**11. 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 ILC Chair and INS Treasurer, and if required, the INS President.

12. Applicant organizations must agree to provide a financial account for funding and a summary report of the event within 30 days of completion of the event. The following must be included in the follow-up report:

- i. Total number of people who attended
- ii. Number of INS members attending
- iii. Participant evaluation of learning goals
- iv. Evaluation of overall impact of the event
- v. Financial accounts