

Matthews International Neuropsychological Development Fund for Education and Training – A call for 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. Funds can be used to sponsor travel expenses for speakers, other meeting expenses or costs associated with running webinars, videoconferences etc.

Examples of funded applications can be found at: [Global Engagement – The International Neuropsychological Society \(the-ins.org\)](#) under the 'Charles Matthews Fund' tab; frequently asked questions are answered there as well.

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 the Matthews Educational Fund should be submitted to the Chair of the Global Engagement Committee, Dr Melissa Lamar (melissa_lamar@rush.edu) and Dr. Unai Díaz-Orueta (Unai.DiazOrueta@mu.ie) using the subject line: Matthews Educational Funds Application.

The deadline for applications can be found at: [Global Engagement – The International Neuropsychological Society \(the-ins.org\)](#) under the 'Charles Matthews Fund' tab. Decisions regarding funding will be communicated to applicants after the Board Meeting held at the next closest INS meeting to the deadline for applications (e.g., if deadline in December, notification will be after the February INS meeting).

It is expected that funds requested would not exceed \$5,000.

The PI of the application as well as 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/Timeline for the Program including an outline of program events (see #7 below)
5. Geographic area to be served by the Program
6. Estimated number to be served and the anticipated professional level of the average attendee
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.

Budget Template:

Categories (NOTE: these categories are JUST EXAMPLES, please create categories that are relevant for your application)	Total Amount (USD)
Supplies	
<<insert an item and provide justification for need>>	<<costing>>
<<insert an item and provide justification for need>>	<<costing>>
Etc...	Etc...
Technical services	
<<insert an item and provide justification for need>>	<<costing>>
<<insert an item and provide justification for need>>	<<costing>>
Etc...	Etc...
Participation in scientific events - communication of results	
<<insert an item and provide justification for need>>	<<costing>>
<<insert an item and provide justification for need>>	<<costing>>
Etc...	Etc...
Misc expenses	
<<insert an item and provide justification for need>>	<<costing>>
<<insert an item and provide justification for need>>	<<costing>>
Etc...	Etc...
TOTAL	Do not exceed 5000

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 including all receipts/invoices for reimbursement within 30 days of the completion of the event.

Applications, initially reviewed by the Global Engagement Committee Chair, will also be reviewed by at least two Global Engagement Committee representatives.

Applications will be rated against each of the following criteria:

1. The application includes a clear set of objectives for the training event which are relevant for this region of the world identified in the application.
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 GEC Chair and Deputy Chair, as well as the INS Board, and if required, the INS President.

Please contact [Melissa Lamar@rush.edu](mailto:Melissa.Lamar@rush.edu) or Unai.DiazOrueta@mu.ie with any questions using the subject line: Matthews Educational Funds Query