



Sister Transplant Centers Program

ISN-TTS STC Application Guidelines

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1. GENERAL INTRODUCTION AND NOMENCLATURE

The ISN-TTS Sister Transplant Centers Program is a joint partnership set up between the ISN and The Transplantation Society (TTS). It nurtures a partnership between centers from low-resource areas – either in low income countries (LICs), lower middle income countries (LMICs) or upper middle income countries (UMICs) - and other better developed organizations from the same region or in some high income countries (HICs) by supplying a framework and list of benefits.

SOME DEFINITIONS AND ABBREVIATIONS:

Pair applications: The Emerging Center (EC) is the center in need from either a LIC, LMIC or UMIC. The Supporting Center (SC) is the experienced training center which can be from any country in the same region or another high-income country (as per the World Bank List of Economies).

Trio applications: In a trio application; the EC is the new addition to the recently graduated ISN-TTS STC partnership. The previously called EC becomes the SC and the formerly Supporting Center now acts as the Mentor Center (MC) in the new trio partnership.

Emerging Center (EC)	The center in need of training
Supporting Center (SC)	The experienced training center which will provide support to the EC
Mentoring Center (MC)	In a trio application, the Emerging Center is the new addition to the recently graduated STC partnership. The previously called EC becomes the SC and the former SC acts as the Mentor Center in the new trio partnership
SRC Program	Sister Renal Centers Program
STC Program	Sister Transplant Centers Program

2. ELIGIBILITY CRITERIA

The EC has to be from a low-resource area: LIC, LMIC, UMIC as per the list of the World Bank of Economies [here](#) in excel format.

Each center should have at least one ISN or TTS full member. The liaison officer of each center must be ISN or TTS full member in due standing.

The application file must include a clear description of the measurable outcomes that are aimed at, as well as an overview of the various measures that will be undertaken in the context of the ISN-TTS STC Program. ISN and TTS also expect a detailed action plan and budget proposal, and a clear description of how the collaboration will develop the services of the emerging center and positively reflect the supporting center.

The ISN-TTS STC Program will not support the same emerging center with different supporting centers to avoid duplication of efforts and to ensure the funds are equally shared around the globe. A supporting center can assist different emerging centers but will have to demonstrate to the ISN-TTS STC Program Committee that it has the capacity and time to provide the necessary guidance.

Priority consideration will be given to partnerships within the same region or close to each other geographically.

3. OVERVIEW OF THE ISN-TTS STC PROGRAM

The ISN-TTS Sister Transplant Centers Program is a joint partnership set up to create new kidney transplant centers and develop existing kidney transplant programs in low-resource areas. Following the success of the ISN Sister Renal Centers Program, this initiative encourages transplant centers to work together to increase opportunities for kidney transplant patients in low-resource areas.

An experienced transplant center lends its support to an emerging transplant center to facilitate vital multidisciplinary training and encourage both centers to exchange their knowledge and expertise.

The results are beneficial to both sides. Supporting centers get involved in global health, spread ethical and competent transplantation to regions of the world with limited or no current access to transplantation. Emerging centers connect with a multidisciplinary team of international experts in transplantation from a world-leading center.

The STC Program supplies a framework and list of benefits for the two centers depending on their status level (C, B or A) within the program. It is a highly competitive program and therefore only the most promising and sustainable partnerships get a chance to move to the next levels. The number of positions at each level depends on the available budget, but as one moves into the program structure there are less and less seats available.

Every Level has a status:

- **Level C is the first stage within the program.** Sister Transplant partnerships jointly enter the program at level C for a period of two years. They receive basic annual funds from ISN-TTS to help develop and support training links. These centers are eligible for an upgrade to a level B position if the final progress reports are satisfactory and if they effectively apply by filling in all requested documents.
- **Level B is the second stage within the program.** Sister Transplant centers which have shown significant progress in level C can move to level B after two years. Unsuccessful pairs/trios will have to drop out of the program. Same for the links who do not submit any application.
- **Honorary C (HC).** However, some failed upgrade requests from C to B may become HC level. This is decided at the Chairs' discretion based on the quality of the application to level B and the partnership potential. HC levels have one additional chance to apply for an upgrade. The sister transplant pairs at honorary levels must re-apply after one year to the Level B. If they are not successful, they drop out of the program. Although no funding is attached to HC category, honorary pairs continue to benefit from priority consideration when applying to the Fellowship, CME, Educational Ambassadors and Clinical Research Programs.
- **Level A is the final stage.** Level B centers can apply competitively for an upgrade to Level A after two years. These upgrades are reserved for those few partnerships whose emerging sister centers show the most promising development towards centers of excellence in their region. The same rules apply for those who do not apply or are considered as unsuccessful: they will have to quit the program. At Level A, emerging centers are expected to establish some links with another potential center in need for support in the region and consider how to support this new center (as supporting centers) once they graduate from the program. This is to cascade the impact of the program as much as possible in the region.

- **Honorary B (HB)**. However, some failed upgrade requests from B to A may become HB level. This is decided at the Chairs' discretion based on the quality of the application to level A and the partnership potential. HB levels have one additional chance to apply for an upgrade. The sister transplant pairs at honorary levels must re-apply after one year to the Level A. If they are not successful, they drop out of the program. Although no funding is attached to HB category, honorary pairs continue to benefit from priority consideration when applying to the Fellowship, CME, Educational Ambassadors and Clinical Research Programs.
- **Graduate**. After 2 years at level A and upon submission and approval of a comprehensive report describing the achievements over the past 6 years across all levels of the STC Program, the centers graduate from the program and the ECs are eligible to train, in their turn, another center from the region (see below). As mentioned earlier, graduating emerging centers are expected to identify and establish contacts with a new potential Emerging Center in the region during their time at Level A and submit a trio application in the same year as they submit the graduation report (see below). If they cannot submit a trio application in the same year, they are still encouraged to submit a trio application the following year. Although they do not receive funding anymore, they keep their benefits as listed below in Section 7.

They are also eligible to compete for the Schrier award which rewards the graduated pair or trio of the ISN-TTS STC and ISN Sister Renal Centers (SRC) Programs, with the most impressive achievements. In addition, they will be invited to apply to become [ISN Regional Training Centers](#) when opportunities arise.

WHAT'S NEXT AFTER LEVEL A?

Successful STC graduating pairs are encouraged to establish an **STC trio** to further enhance training and experience within the region of the original EC. They are encouraged to identify and establish contacts with a new potential Emerging Center in the region during their activities at Level A and submit their STC trio application together with their graduation report in the same year. If they cannot submit a trio application in the same year, they are still encouraged to submit a trio application the following year.

The ISN-TTS STC 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.

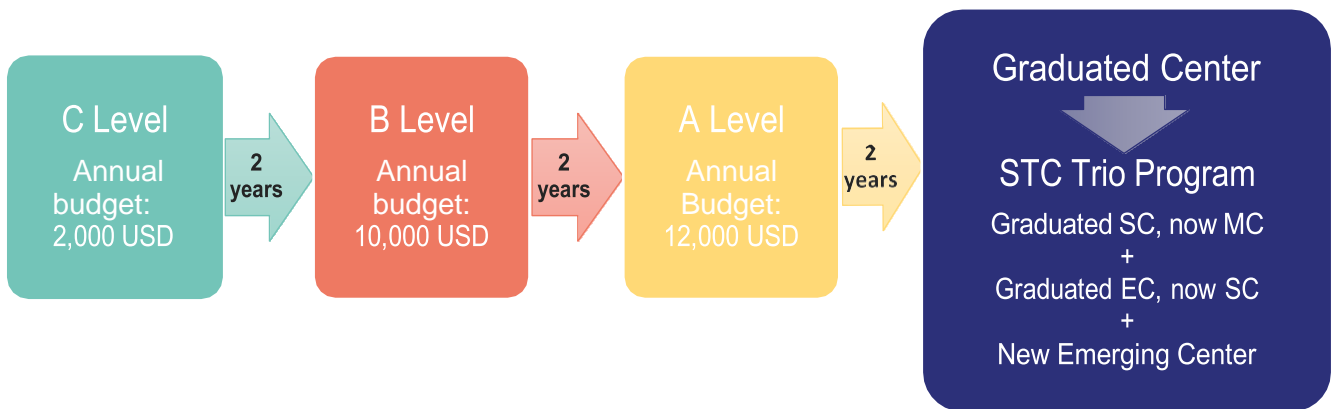
In this system, the recently graduated EC would form a new pair with another local renal transplant center and would work with the original SC to support the EC in an ISN-TTS STC Trio.

The graduated SC (which would act as a Mentor Center - MC) in fact would support the newly formed STC 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 MC since 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 trios are expected to be submitted in the same year as the graduation reports, reviewed in the same competitive process as all other applicants and be subject to the consideration of balanced regional distribution. If these trio applications cannot be submitted in the same year, they are still encouraged to be submitted the following year.

In addition, the graduated A level centers will still be enjoying their benefits (see section 7).

Besides, whenever the opportunity arises, the graduated emerging centers should also consider applying to become "[ISN Regional Training Centers](#)" to support the development of transplantation and nephrology at a local/regional level.



4. APPLICATION PROCESS

The application forms can be found on the online platform: <http://stc.theisn.org>

One needs to sign up in order to access to the forms.

The deadline to apply is on 15th October each year. The application platform usually opens 2 months before the deadline (i.e. usually around August).

5. HOW TO SUBMIT A SUCCESSFUL APPLICATION?

A few important reminders:

- Education vs research activities
The ISN-TTS STC program aims at enhancing the clinical practice of nephrology at ECs through a variety of training exchanges between SC (and/or MC) and EC. Note that ISN and TTS see **the primary role of the Sister Transplant Centers Program as being to support education. It is not primarily to support research.**
- Educational grant
The STC grant intends to support educational activities only, and no staff salaries in any circumstances. Capital and consumable costs won't be covered neither.
- Virtual activities
In order to facilitate virtual interactions between EC and SC/MC, **30% of the budget is allowed to be used for virtual activities**, including virtual equipment for Emerging Centers only. Virtual equipment and subscriptions allowed include computers, projectors, zoom subscriptions, internet connections, etc. Please note that it does not include medical equipment.
- Events and Abstracts
10% of your STC grant can be used to attend nephrology conference and events (eg WCN, TTS Congress, ASN, ...) and submit abstracts.

The STC Program is unlikely to support applications from well-developed transplant centers in developing countries, due to the overwhelming demand to support less developed centers.

The following forms need to be submitted:

1. **Application form** should include a detailed description of the EC needs, the objectives and measurable outcomes. One should think about some measurable indicators: what will the pair/trio achieve? What will be a good outcome of the Sister Transplant Center partnership?

For instance:

Objective	Example of Measurable
establish a transplant unit	number of transplants performed
establish a deceased donation transplant program	number of DD transplants performed
	...

The STC Committee will evaluate the success of applications based on the level of progress to meet the original objectives.

2. ***Annual budget proposals (Y1/Y2)*** should include a realistic overview of all the activities planned in the next 2 years (there is one form per year) and provide an estimate of a budget breakdown per activities. Whenever possible the centers should supplement the STC grant with their own means – eg STC pays airfare and local center endeavor to cover ground costs (accommodation, ...).

The submitted budget should be in accordance to the allocated ISN-TTS grant, i.e. the budget proposal should be consistent with the corresponding levels. One should not ask for more or less. Below are the amounts corresponding to each level:

- Level C => 2,000 USD
- Level B => 10,000 USD
- Level A => 12,000 USD

The form should not include activities that will be supported with exterior sources of funding. These can be mentioned in the reports.

As a reminder, the ISN-TTS STC grant will **not** cover:

- Capital costs
- Consumable costs
- Equipment (other than virtual equipment for the EC)
- Salaries
- Basic research activities
- Membership fees (ISN, IPNA, ASN, etc.)

Below are a few examples of activities:

- Visits & training exchanges between the centers;
- Senior scholarship visits from the SC to EC; involvement of multi-disciplinary team, including non-medical staff and allied-health professionals
- Provisioning of educational materials for the EC (videos, documents, publications, etc.) and translation in local languages;
- Establishment of programs (e.g. deceased donation transplant, PD, renal pathology);
- Local and regional CMEs;
- Participation in training courses (in-person or online);
- Community-orientation activities at the EC (e.g. donor awareness, clinical research);
- Relay of knowledge through regional, national and international meetings and publication;
- Webinars, online conferences or weekly meetings;
- Organization of workshops;
- Participation in events like WCN (10% maximum of STC budget for registration and abstracts);

- WKD activities.

Examples of activities at different levels in the program:

- Level C: within the limited funding amount at Level C, the partnerships are expected to establish and maintain contacts, either in-person or virtually to discuss and identify the training needs of the EC and agree on the objectives and goals of the partnerships for the next 6 years. One in-person visit, either from EC to SC/MC or vice-versa is expected during Level C, if the situation permits. The partnerships are expected to have virtual exchanges, online meetings, organization of WKD activities and other activities, if relevant to their objectives and measurable outcomes.
- Level B: with the increased amount of funding at Level B, the partnerships are expected to carry out more visits and activities, with the examples above in order to achieve their objectives and measurable outcomes. They are encouraged to provide training opportunity for non-medical staff and other allied-health professionals in order to build a multidisciplinary team at the EC.
- Level A: with the increased amount of funding at Level A, the partnerships are expected to continue to sustain and expand their activities in order to produce more results in the final stage of the program. During Level A, the partnership are expected to identify and establish contacts with a new potential Emerging Center during their activities so they are ready to apply for a trio when graduating from the program. They can use some part of their budget to establish contacts with another emerging center from the region in order to prepare their activities as supporting center in a trio relation after graduation. They are highly encouraged to continue to provide training opportunity for non-medical staff and other allied-health professionals in order to reinforce capacity of a multidisciplinary team at the EC.

Please note that you are responsible for making your own travel arrangements. All related regulations must be strictly adhered to when traveling. You may contact the ISN HQ staff to ask for a letter of invitation for your visa purpose, if it is required.

The STC budget must be spent in the current year (by the end of December) and unclaimed budget will not be added to the budget of the next program year, except for extenuating circumstances at the Chairs' discretion (and late organization is not an extenuating circumstance!).

Extra funding via the ISN Programs

The ISN offers other very exciting Programs: The Fellowship, the Educational Ambassador, the CME, the Clinical Research and the Mentorship Programs. STC participants are warmly encouraged to make use of them to fund some additional STC activities. All STC participants receive priority consideration when applying to these programs and this would allow them to use the STC money for other educational activities. For instance, the Fellowship Program could fund some short-term visits (3-6 months) from the EC to the SC/MC. Visit the ISN website for more information: <https://www.theisn.org/in-action/grants/>

The STC Committee will review the annual budget requests based on the educational merit and benefit for the EC. If necessary, they will seek the advice of the respective Regional Boards to evaluate the appropriateness and relevance of the proposed activities. The budget requests may be discussed with the pair if further explanations/modifications are needed, or approved.

3. **Activities & Budget Report** (for the past 2 years) - only for upgrade applications!

Levels C and B centers are required to submit a final report at the end of the 2-year

partnership. This report constitutes the basis for reviewing the pairs and trio's achievements and granting priorities or upgrades at a later stage as well as releasing further funding. Progress, achievements and challenges must be clearly articulate as the scoring parameters for upgrades are greatly influenced by previous activities and results.

Pictures are also welcome (not in a power point or pdf files as we can't use them. We prefer to receive .jpg files with short description in the file name).

6. SCORING PROCESS AND TIMING

Applications must be in line with the STC Program objectives, i.e. enhance the clinical practice of nephrology at emerging centers through a variety of educational activities and training exchanges between the EC and SC (or MC).

The Review Committee will evaluate the needs of the EC and the potential to address them through the collaboration with the SC. They will look at the level of activity and commitment between the Sister Centers and assess the appropriate use of the funding in a way that will benefit the community at large.

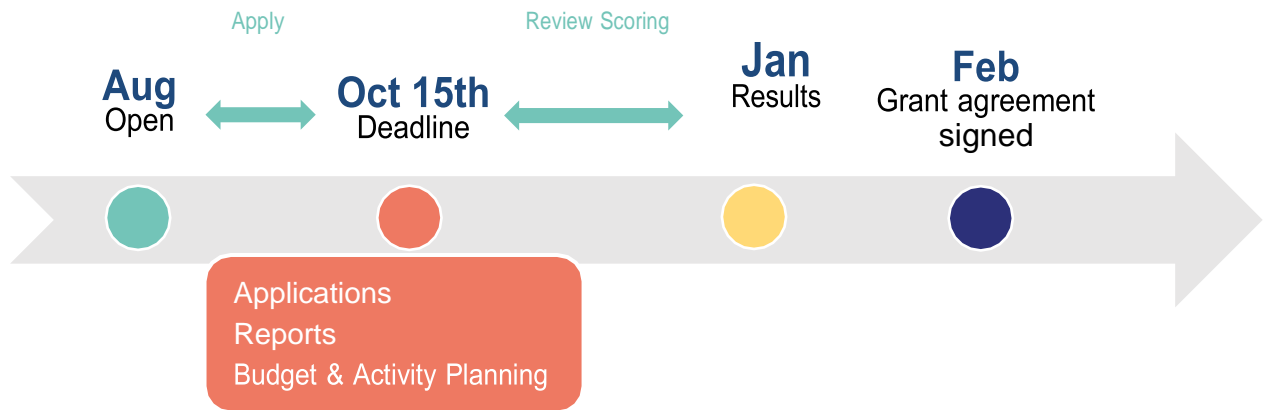
The following aspects will be taken into account:

- Main objective relevance and proposed measurable outcomes
- Motivation, progress and future plan for development
- Planned activities: exchanges and capacity-building projects
 - Visits & Virtual Interaction: Multidisciplinary training exchanges between the EC and the SC/MC, senior scholarship visits from the SC/MC to the EC...
 - Capacity-Building Projects: development of new skills like transplant programs, local and regional CMEs, provision of educational materials at the EC, attendance on training courses whilst on training attachments at the SC/MC, ...
- Previous participation by the institutions and/or liaison officers in any existing ISN Programs (including ISN-TTS STC Program) in the last 2 years.
- The level of support that can be provided by a SC/MC already involved in other STC links
- The geographic distance between the centers. The STC Committee gives priority to intra-regional partnerships for reasons like similar culture and languages, similar resource settings and budget optimization (flights).

As far as upgrades are concerned, the unsuccessful pairs/trios will drop out of the program or become HC/HB centers (for those applying from C to B/from B to A) depending on the quality level of their application. The STC Committee may decide to extend the duration of the STC level of an individual pair/trio for longer than 2 years under exceptional circumstances at the committee's decision.

The pairs/trios eligible for upgrading to the next level who do not submit any application will automatically drop out of the Program.

Below is an overview of the usual timing of an application session:



7. BENEFITS

Enrolling in the ISN-TTS STC Programs gives access to some significant benefits:

FINANCIAL BENEFITS

The ISN and TTS support the participation of a pair/trio within the STC program with a total grant of 48,000 USD spread over 6 years and broken down as follows:

Level C	2,000 USD per annum
Level B	10,000 USD per annum
Level A	12,000 USD per annum

There is no funding at HC/HB levels.

IN-KIND BENEFITS

The successful STC pairs/trios will also receive the following:

- **Certificates (for levels A, B, C and graduated pairs/trio's)** are issued to the EC, SC (and MC) 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/trio is active in the same level. Graduated A levels also receive a certificate.
- **ISN Academy (for levels A, B, HB, C, HC and graduated from the last 2 years)**
The STC EC, SC (and MC) will receive one free pass as an institution for the ISN Academy which is an interactive e-learning platform and mobile app providing equal access to the latest knowledge in nephrology, where and when you need it. With up-to-date and interactive resources, it opens doors to a unique mix of presentations, cases, articles, webinars, guidelines and more. **Do not forget to request your free pass by writing to stc@theisn.org.**
- **Priority access to ISN Programs (for levels A, B, HB, C, HC and graduated from the last 2 years)**
The grants related to successful applications to ISN Programs will be on top of the budget already received through the STC program. Please be aware that an application is not guaranteed a successful outcome since the criteria of the Programs prevail and they remain competitive in nature. Priority consideration will be given in the review process of the following programs:

- [Clinical Research Program and Scientific Writing Course](#) supports research and education initiatives involving nephrologists, health workers, and local authorities in low and middle-income countries.
- [Educational Ambassador Program](#) offers support for a specific hands-on training by an expert for up to four weeks to advance new initiatives, skills or services.
- [Fellowship Program](#) gives physicians from disadvantaged parts of the world the opportunity to pursue essential nephrology training abroad to advance kidney care in their home region. In the unfortunate event that the STC 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.
- [Emerging Leaders Program](#) provides early-career professionals in integrated kidney care the opportunity to work with international experts in the field to become qualified for a leadership role in the advancement of global kidney care.
- [CME Program](#) supports faculty to present talks and workshops at regional nephrology-related meetings, bringing expert speakers together from around the world to share knowledge and experience in clinical care and research. The CMEs are to be organized in conjunction between the EC and the SC usually as part of an ISN STC Program event.
- The ISN [Mentorship Program](#) is a nice option for those who would like to benefit from some guidance from a dedicated mentor on a specific subject. The framework for regular interaction (skype, email, phone calls) is encouraged and a plan is set up between mentor and mentee.
- The ISN [Interventional Nephrology Training Program](#) provides targeted training in interventional procedures at a recognized training center.
- **Priority for travel/virtual grants to WCN and TTS Congress**
 - Pairs and trios at level A, B, HB, C, HC and graduated from the last 2 years are given priority points towards travel/virtual grant applications for WCNs.
 - The grants are reserved for ISN members in good standing and for the benefit of physicians and scientists who are residents of low- and middle-income countries. The final decision is based on other several scoring criteria which include successful abstract(s) submission, age, and current and/or past participants in ISN Programs.
Note that the maximum number of grants that any individual may receive in a lifetime is limited to 3.
 - In the event that we receive numerous applications from the same STC partnership, you will be asked to choose a maximum of 2 applicants to be considered for the grants. This will ensure equitable access to different participants around the world.
 - STC participants should directly apply to the events' organizers via the official relevant website. The amount of the grant may change depending on the WCN organization. The actual arrangements and confirmations are announced via a personal letter and depend on the WCN organization.
 - Graduating pairs may have the opportunity to apply to receive a travel grant to go to TTS Congress to present a poster summarizing the activities undertaken under their

partnership. The TTS will contact the pairs to offer the opportunity.

- Invitation to compete for the [Schrier award](#) (after graduation) by presenting the collective achievements throughout their STC partnership. The Schrier award session is hosted at the World Congress of Nephrology every year.

Mrs. and Professor Schrier 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 in the same year as WCN are invited to participate and display their ongoing achievements throughout their participation in the ISN-TTS STC or ISN SRC Programs.

A jury composed of the ISN Sister Renal Centers Program chair and deputy chair, the ISN-TTS Sister Transplant Centers Program co-chairs, the ISN Programs Chair and Deputy Chair and family of Robert Schrier (if available) selects the most deserving winner. The award is of 2,500 USD and comes together with a travel grant to attend WCN.

All the above benefits remain applicable 2 years after graduation from the Program – apart from the Schrier award for which one can only compete once.

8. REPORTING PROCESS

INTERMEDIARY REPORTS

In order for the STC Committee to evaluate the progress of the STC participants, the impact of the Program and assess the appropriate use of the funding, the centers are required to submit a report at the end of the 2-year partnership. The STC Committee may also request a report of expenses at the end of Year 1 and a plan for Year 2 for budget planning purposes. The report constitutes the basis for reviewing pairs and trio's achievements and granting priorities or upgrades at a later stage as well as releasing further funding. Progress, achievements and challenges must be clearly articulate as the scoring parameters for upgrades are greatly influenced by previous activities and results. An analysis of what has been achieved and how the status of the EC has progressed would indeed be a very helpful insight to the STC Committee. These reports will be very short (maximum 1,000 words) and will address the following items:

- Names of persons involved
- Budget breakdown for each activity and brief description (visits & projects)
- Confirmation of forthcoming activities (incl. names, dates, required budget)
- Motivation and Plan for development
- Impact Assessment

Pictures are also welcome (but please do not enclose them in a power point or pdf file as we can't use them. We prefer to receive .jpg files with short description in the file name).

LEVEL A - FINAL STC REPORT

Levels A finishing their second year of partnership will be requested to provide a comprehensive report with details on their original goal when they enrolled in the ISN-TTS STC Program, how much

progress they have achieved, the measures they carried out and respective outcomes, the challenges they were faced with, their expenses at A-level ...They are expected to report if they have established contacts with a new potential EC in order to prepare for a trio application in the same year as they graduate. This is the final mandatory step for them in the Program. Reports will need to be submitted by October 15. The pairs/trios will formally graduate from the Program upon approval of this report by the STC Chairs.

9. GRANTS & PAYMENTS

The fund disbursement procedure now consists of reimbursements or smaller advance payments if there is clear evidence of a project in the pipeline.

As a reminder, the amounts of the grants are as follows:

Level C	2,000 USD per annum
Level B	10,000 USD per annum
Level A	12,000 USD per annum

These ISN-TTS funds must only be used for educational purposes toward the sole goal of advancing kidney care in the Emerging Center's region. ISN-TTS funds may not be expended for any other purpose without ISN and TTS's prior written approval. Please note that salaries, medical equipment, capital costs, stationaries, basic research are not supported by the ISN-TTS funds.

You may not expend any ISN-TTS funds for any political or lobbying activity.

For all activities mentioned in the activity and budget plans you have submitted in October and that were subsequently approved by the ISN-TTS STC Committee, ISN will release the money based on evidence that these are taking place. For any new activity (which is not mentioned in the plans submitted in October), you will need to first seek the approval by the ISN-TTS Program Chairs before requesting any payment. Note that ISN-TTS will not organize any payment for any activity that was not formally approved by the ISN-TTS Chairs.

STC partnerships will receive a grant agreement in which you guarantee to use the funds allocated to you toward the sole goal of advancing nephrology in the EC's region. The grant agreement will need to be signed by the EC and SC/MC.

Payment recipients must provide the name and full contact details of the finance coordinator or grants officer of their institution. STC payment recipients are also responsible for liaising with the finance coordinator or grant officers of their institution and ensuring that they are aware of the status of ISN-TTS Sister Transplant grants and payments. ISN will provide a payment confirmation after the payment has been paid. Payment recipients should transmit this document to the finance office.

Therefore, in order to receive a payment, the EC and SC/MC needs to take the following actions:

- sign the agreement with the terms and conditions of the budget made available to your partnership

- submit a payment request with full contact and bank details as well as a duly signed W-8BEN-E (for all institutions except US institutions), or W-8BEN (for all individuals except US individuals) or W-9 form (for USA institutions or individuals only)
- send copies of expense receipts

Without the signed agreement and payment documents, ISN cannot release any funds!

The following points are also important:

- The payments will have to be **justified and approved** by the Chairs of the STC Committee.
- The payments can be sent to an individual or institution, either EC or SC/MC with proper proof of receipts. They are **preferably sent to the SC or MC for STC pairs (unless for special request)**.
- **The STC budget must be spent in the current year (by the end of December)** and unclaimed budget will not be added to the budget of the next program year, except for extenuating circumstances at the Chairs' discretion (and late organization is not an extenuating circumstance!)
- 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 chairs' discretion and as long as the HQ staff is duly informed!
- **Surplus funds**: pairs who have some surplus as per the October 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.
- It is of crucial importance to **keep a record of all expenses** in order to detail them in the STC reports

The financial support (budget) and services (in-kind donations) provided by ISN and TTS are only intended to provide a framework among the centers and to reinforce the goodwill that stems from the SC. ISN-TTS's funding is not intended to form the sole basis of what should ideally be a long lasting and fruitful collaboration among the centers. The grant funds must only be used for the educational activities agreed upon jointly by the Sister Transplant Centers and carried out at the initiative of either the EC or SC in the context of the STC Program and cannot be used for the private benefit of any institution. ISN-TTS's support cannot carry all expenses linked to the development of an EC and the joint activities undertaken among centers.

10. FREQUENTLY ASKED QUESTIONS

I CANNOT ACCESS THE ONLINE PLATFORM WITH MY ISN CREDENTIALS

This is because both platforms and accounts are not linked. You should therefore use another password to login onto the STC Application Platform.

WHAT TO DO IF I NEED A VISA LETTER?

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

WHAT HAPPENS IF AN INCIDENT OCCURS DURING MY TRAVEL OR MY STAY ABROAD?

Please note that upon an individual's acceptance to travel and volunteer on behalf of ISN-TTS they acknowledge and accept that the International Society of Nephrology (ISN) and The Transplantation Society (TTS) cannot be held liable for any consequences related to travelling or staying abroad, including those related to Covid-19. All relevant Covid safety measures must be strictly adhered to while travelling. The responsibility for procuring health/accident and travel insurances remains with the traveller; they or their relatives cannot hold the ISN nor TTS responsible in the event of untoward events or experiences happen.

11. CONTACT

For more information and assistance, please contact stc@theisn.org

ISN Global Operations Center

Avenue des Arts, 1-2
1210 Brussels, Belgium