

The International Liaison Committee of the International Neuropsychological Society



Charles Matthews Support Fund Application for Video/teleconferences and Invited Speakers

The International Liaison Committee (ILC) of the International Neuropsychology Society (INS) accepts applications for funds to support electronic conferences or invited speakers in neuropsychology. The purpose of this program is to promote continuing education among neuropsychologists in non-North American countries, especially South America, Asia, Africa, and Eastern Europe.

Funds may be used to support the following:

- organizing and administrative expenses (e.g., printing, postage, supplies, institutional fees)
- travel expenses for invited speakers
- honoraria for invited speakers
- translation services
- technology services or fees (e.g., phone calls, equipment rental)
- site rental

Recipients and the amount of support provided will be selected based on need as well as on the merit and usefulness of the proposed program. Applicant organizations must agree to provide a financial account for funding and a summary report of the event.

Recipients will be notified by _____

The final report is due by _____

Please send application letter and supporting materials in electronic or paper format to:

Mariana Cherner, PhD

Associate Professor in Residence

HIV Neurobehavioral Research Center (HNRC)

Translational Methamphetamine AIDS Research Center (TMARC)

Department of Psychiatry

University of California San Diego

619-543-5048 voice

619-543-1235 fax

<http://hnrc.hivresearch.ucsd.edu/>

<http://tmarc.hivresearch.ucsd.edu/>

E-mail: chair@ilc-ins.org



(Applicants must use this form and submit it electronically or typed)

Date: _____

Applicant Organization Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Describe the specific program to be funded (objectives, activities, and preliminary program):

Specifically, how will the funds be used? State the specific goals you wish to achieve and describe the activities that will take place to reach those goals:

Program Title: _____

Program Director: _____ Phone: _____ Ext: _____

Program Director(s) email address: _____

When will the Program take place? Start: _____ End: _____

Please note funding will not be distributed until after _____.

Amount requested (not to exceed \$ _____) \$ _____

Total funding required for this Program: \$ _____

Geographic area to be served by this Program: _____

Estimated number to be served: _____

Description of invited speakers, including their professional qualifications:

Describe accommodations for invited speakers:

Audio/visual and electronic equipment and support needed:

Audio/visual and electronic equipment and support to be provided by host organization:

Meeting site and/or videoconferencing facilities needed:

Meeting site and/or videoconferencing facilities to be provided by host organization:

Translation services needed:

What other facilities, services, equipment, or resources will be provided by the host organization?

Publicity planned to promote the event:

How will you evaluate and measure the impact of this program?

Expenses	Total Budget for the Program	Portion of budget to be supported by INS Matthews Fund
Personnel/Staff		
a) Administrative	\$	\$
b) Teaching (including aides)	\$	\$
Total Personnel/Staff	\$	\$
Outside Fees and Services		
a) Consultants	\$	\$
b) Other	\$	\$
Total Outside Fees and Services	\$	\$
Remaining Operating Expenses		
a) Supplies/Materials	\$	\$
b) Other (please list---travel, technology, translation services, etc.)	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Remaining Operating Expenses	\$	\$
TOTAL CASH EXPENSES	\$	\$

You will be required to provide a follow-up report. Please include the following information:

- Description of target audience
- Estimate of people in the area who are in the target audience
- Total number of people who attended
- Number of INS members attending and membership status
- Number of students attending
- Highest degree level of people attending (BA, MA, PhD, MD, etc.)
- Participant evaluation of learning goals
- Evaluation of overall neuropsychological community change goals

