



WORLD FEDERATION OF NEUROLOGY

A non-governmental organization in association with the World Health Organization

The WFN's mission is to foster quality neurology and brain health world wide.

WFN Grant-in- Aid Rules and Regulations

ARTICLE 1: BACKGROUND/OBJECTIVES

The mission statement of the WFN is to improve human health worldwide by promoting the prevention and care of persons with Neurological disorders by:

- Fostering best standards of care.
- Educating, in collaboration with neuroscience and other international public and private organizations.
- Facilitating research through its Research Groups and other means.

Through its grants scheme, called Grants-in-Aid, WFN aims to provide seed funding for two years and up to \$40,000 to projects in the areas of interest described in Article 2. The grants are available once a year and announced on the WFN website.

Since 2011, WFN has supported 43 projects worldwide:

2011: 10 projects in Japan, Pakistan, South Africa, UK, USA and Zambia.

2012: 10 projects in Africa (need to be specific), Austria, Canada, Honduras, UK and USA.

2013: 11 projects in Canada, Nigeria, South Africa, Spain, Tanzania and USA.

2014: 10 projects in India, Morocco, Sri Lanka, Sudan, Turkey, Uganda, USA and 2 regional grants (Zambia/Tanzania, South Asia/Sub-Saharan Africa/Central and South America)

ARTICLE 2: TYPES OF PROJECT SUPPORTED

Projects in the following areas will be considered for funding:

- Education
- Improvement of services
- Regional collaboration
- Scientific projects

The amount of the eleven WFN grants funds will be divided into three categories:

- CATEGORY A: One grant worth up to \$40,000
- CATEGORY B: Two grants worth up to \$25,000
- CATEGORY C: Eight grants worth up to \$15,000

ARTICLE 3: CO-SPONSORED GRANTS

In addition to the WFN grants, the WFN also encourages 'co-sponsored' grants. The WFN shall seek a partner organization (PO). The PO can be a scientific, a regional association or a local society. The partnership should seek project complementarity and relevancy. The WFN and the PO will define the shared costs and their respective roles in this project.



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ARTICLE 4: CANDIDATE PROFILE

Neurologists from WFN Member Societies may submit applications in the above categories for support for projects in education; improvement of services; regional improvements; and for scientific projects. Applicants for grants in Categories A and B should indicate whether they would be prepared to accept an award in a lower Category and describe in their application how the project and its budget could be appropriately modified.

ARTICLE 5: CRITERIA FOR SELECTION

Grants will be awarded based on the following criteria:

- Relevance: How does the project directly address the mission of the WFN?
- Value: What is the return for invested effort, funds or time? (Priority will be given to low cost, high impact projects)
- Viability: Is this a limited time project with a measurable outcome or is it an initiative that will grow and become institutionalized? If the latter, who will take over responsibility after the WFN's initial involvement?
- Synergy: Within the WFN, among committees, initiatives and task forces, with outside partners, governmental and non-governmental organizations, the WHO, fundraising agencies etc
- Evaluation: How will the outcome be measured?

ARTICLE 6: APPLICATION PROCESS

Application steps:

- Grants will be announced on the WFN website.
- A standardized application form must be appropriately completed.
- The application is electronic and must be made via the WFN website.
- A full application is submitted on request.
- Conditions of the grants are available on the WFN website.

Step 1: Submit a letter of intent

This letter should include:

- The name of the sponsoring group.
- The names of the project personnel with curricula vitae.
- The name of the primary contact person with contact details.
- A description of the project including aims, methodology, timelines and outcomes (maximum 500 words)
- Budget outline

Step 2: Response

The letters of intent will be reviewed by the Grants Committee. A letter inviting a full application will be sent to the applicant.



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Step 3: Full application

An application form should be completed and sent to the WFN Trustees. This application form will include the following information:

- The name of the sponsoring group and individual initiator(s) with their curricula vitae.
- The title of the project.
- A description of the project.
- The direct relevance of the project to the mission of the WFN.
- The timeline of the project with full dates, duration and key milestones.
- A detailed two-year financial plan.
- Supplementary materials.
- A statement of support from the local ethics committee.
- A statement from the institution where it shall be carried out under the circumstances described.

Throughout the application process, the WFN will assess the criteria listed in Article 5.

The grant applicants should commit that the project will be carried out in the way described. Any deviations must be reported to the WFN Grants Committee. If milestones or final results are not achieved the WFN will report back to the institution regarding the failure of the project/ grant. Grant money not spent will be reclaimed if the project is not completed.

ARTICLE 7: FINANCIAL SUPPORT

The usual period for a grant to run is two years. Once a project is selected, WFN will confirm the amount to be received according to the categories listed in ARTICLE 2.

Financial reporting should be included with each compulsory report: initial report (6 months), interim report (after one year) and the final report (end of project). Submission of receipts or other justifications should be included by the grantee for accounting and financial purposes.

In the case of an unjustified delay in project implementation or absence of formal notification to WFN, the WFN reserves the rights to request a full reimbursement of the funds released thus far.

At the end of the project, if left-over funds which were not during the project period should be returned to the WFN and will be used for new grants.

ARTICLE 8: DECISION MECHANISM

8.1. WFN Bodies and Committees

The WFN Trustees and the Grants Committee have been selected for their extensive knowledge and expertise on neurology. They will advise on the selection process of the projects and provide feedback on the grant application.

The final decisions about grant awards will be made by the WFN Trustees. However, the Grants Committee will take responsibility for reviewing all letters of intent and applications, requesting additional information (if needed) and making a recommendation to the WFN Trustees.



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The Grants Committee consists of:

- 1 Trustee
- 1 representative from each region
- Depending on the content of the grant application, the Grants Committee can also nominate one to two experts to provide additional input.

Once a grant has been approved, a contract has to be signed by the principal recipient and the WFN Grants Committee.

8.2 Selection process

Letters of intent and applications are screened in the first instance to ensure they are fully completed. Any applications which are not fully completed will be returned to sender for completion before being formally reviewed.

Once a full application has been received, it will be forwarded to the Grants Committee for review on behalf of the WFN Trustees. The Grants Committee will make a recommendation to the WFN Trustees about which applications should be supported.

As a not-for-profit organization, ensuring a valuable return (whether in research or in practice) is a priority for the WFN. Applications for WFN grants will be assessed on their medical value, the feasibility and duration of the projects. Applicants must demonstrate how their project is in line with the WFN Mission Statement.

ARTICLE 9: MONITORING PHASE

9.1. Monitoring documents

Once a grant has been approved, the process enters the monitoring phase. There are two elements to this phase:

- a) Financial monitoring
- b) Scientific Monitoring of the project content: this will be done by a responsible committee as assigned by the WFN Trustees.

An initial report is required after six months, an interim report after one year with the final report to be delivered on completion of the project. For each report, the achievements of the project as well as the financial content should be presented. After two years, the project will be scrutinized for its scientific and financial adherence.

9.2. Formal Actions

Formal actions involve signing and issuing official documents (time period, funds, scope), modifying grants, or taking other corrective actions (e.g., suspensions, disallowances). Should the grant recipients wish to change the direction of their study, details must be provided of this change within a progress report. This report will be reviewed formally by the Scientific Monitor. Further information may be requested by the Scientific Monitor including a new application form describing the change in project outline. The Scientific Monitor will inform the WFN Trustees of the proposed changes for their approval.



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If the grant recipient fails to do so, the WFN reserves the rights to retrieve the funds as described in Article 7.

9.3. Audit Resolution

Following receipt of monitoring reports, the Scientific Monitor may have formal suggestions for the future development of the project which represent the interests of the WFN and its mission. Should this be the case, the grant recipients will be notified by email with details of how they can meet the objectives of their project whilst fulfilling the requirements of the WFN.

9.4. Conflict Resolution

Conflict resolution involves settling disagreements that may occur with recipients, including formal appeals. The WFN strives to avoid disputes by communicating effectively with grant recipients at all stages of the grant process.

Should there be disagreement between WFN and the grant recipients however, an informal resolution of disputes will be undertaken.

For formal disputes, the Scientific Monitor will take the lead in researching case history, conducting background analyses and providing expert advice and testimony. It also ensures the availability of a complete and accurate official grant file. For formal disputes, the Scientific Monitor will provide information and consultation to the WFN Trustees.

ARTICLE 10: EVALUATION PHASE

The final work with the project is related to the evaluation phase. The finalization of a project should be confirmed to the WFN Trustees by the Financial Monitor and the Scientific Monitor. Once this process has been finished, the grant can be closed. An official letter from WFN will be sent to the grant recipient to inform of the closure of the grant.

10.1. Reporting

Once a grant project has been closed, the recipients are obliged to produce a full report (narrative and financial reports) of their project. Depending on the content of the project, this report should be posted on the WFN website and published in *World Neurology*, the *Journal of the Neurological Sciences* and/ or other appropriate publication.

ARTICLE 11: COMMUNICATION

By requesting an educational grant from WFN, WFN would expect the project to:

- Be entirely the work of the parties named on the research and grant application.
- Credit WFN as providing a grant towards the project in any research submitted
- Allow WFN to reproduce final reports and/ or progress reports in *World Neurology* or on the WFN website

ARTICLE 12: ACCEPTANCE OF THE RULES AND REGULATIONS

Receiving a "Grant-in-Aid" from the WFN implies the acceptance, without reservation, of the above rules and regulations in their entirety.