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**IHS Headache Trainee Programme 2023**

**Information and application form**

**Information for Applicants**

**Introduction**

IHS aims to encourage physicians from countries listed as World Bank Low-, Lower-Middle- and Upper-Middle-Income countries to visit a specialised headache institution abroad to actively increase their knowledge on headache disorders and specialised headache management. It is intended the scholar will spread this knowledge to their home countries and help increase expertise to build a national headache medicine infrastructure.

After a clinical training period of up to 12 weeks at a headache centre abroad the award holder is encouraged to return to his / her country of origin in order to apply the acquired knowledge, thus contributing to the advance of patient management locally. Within a supporting phase of 12 weeks the Trainee is afterwards asked to present or discuss cases from their home clinical centres to the headache specialist.

**Length of tenure**

Funding is provided for 8−12 weeks at the host institution.

**Language requirements**

The applicant must be able to communicate well in the language of the host country or in English if the host is agreeable.

**Value**

The award is designed to provide funding to cover the trainee's salary costs, travel and living expenses based on the local economic context of where the programme is taking place. The maximum amount of the total grant is €  10,000.

**Funding transparency**

The applicant must declare in advance to the IHS Education Committee if he / she will benefit from any other source of financing to complete the programme, and also declare any funding received after being awarded the programme.

**Host organisation**

The applicant must identify and contact the desired mentor and host organisation. All liaison with the host organisation is done by the applicant.

The host organisation must have accepted the candidate for the Short-stay Scholarship and the mentor must be a member of IHS. The applicant and the mentor must have agreed on a provisional programme and the learning outcomes and objectives.

The host organisation must ensure that the award holder is made aware of his / her responsibilities during the placement. Failure to comply with these conditions may lead to termination of the award and the society reserves the right to recover the funds in part or fully.

Important: Applicants should contact the mentor to request a placement before submitting the application.

**Essential criteria**

1. The applicant should be training in neurology, or have finished neurology training no more than 7 years ago
2. The applicant must be able to visit the host institution for a minimum of 8 weeks
3. The applicant should have a good understanding of and be conversant in English
4. The applicant must be able to communicate well in the language of the host country or in English if the host is agreeable.
5. The applicant must be a Junior member of IHS (free of charge Associate Membership is available for young researchers from applicable countries; visit the IHS website ([www.ihs-headache.org](file:///C:\Users\user\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\W8VJT8CV\www.ihs-headache.org)) to join)
6. The mentor must be a member of IHS
7. The host institution must be different from the home institution and in another country
8. The applicant should not currently be working with the future mentor. In special cases applications on this basis will be accepted if the current working period has been for less than 12 months
9. The grant is restricted only to applicants from countries listed as World Bank Lower-, Lower-Middle- and Upper-Middle-Income countries

**Reporting**

The award holder must submit a final report within 2 months following the end of the programme period. All payments may be recovered if the report is not received within 6 months of the end of the supporting period.

**Insurance and logistics**

The award holder must make his / her own arrangements for travel and accommodation. Any insurance-related matters for the duration of the programme will be the entire responsibility of the award holder.

**Follow up after programme**

After returning to their home country the education committee will support the applicant through educational means where possible.

**Eligible countries**

**Eligible countries are those listed by the World Bank as Low-, Lower-Middle- and Upper-Middle-income countries. The listings can be found** [here](https://datahelpdesk.worldbank.org/knowledgebase/articles/906519)**.**

**Application**

Each application must include:

1. Completed application form
2. Updated curriculum vitae of the applicant (to include personal data, qualifications, language ability, academic training, clinical experience, research experience, honours achieved, full bibliography and any other material thought to be appropriate)
3. Copy of last medical qualification certificate
4. Copy of passport
5. A reference letter (other than the programme mentor)
6. Updated curriculum vitae of the programme mentor
7. Confirmation letter of support and acceptance from the host institution or programme mentor (to include a description of the clinical programme, hours of work, type of work, time in the office / hospital, level of patient care)

Applications will be evaluated to ensure they fulfil all the required eligibility criteria. Incomplete or incorrect applications will not be considered further. Complete and accurate applications will be submitted for evaluation to the IHS Education Committee. Applicants will be informed of a definitive decision by email as soon as practical.

The application should be included within 1 (one) email, preferably as a combined pdf file.

**Deadline for applications:** 28 April 2023

**Applications and supporting documents should be sent by email to Carol Taylor**: [carol.taylor@i-h-s.org](mailto:carol.taylor@i-h-s.org)

**Data protection**

To meet the society’s obligations for member’s accountability, some details of Awards will be made available on the society’s website, reports, documents or mailing lists.

Protection of any intellectual property will be fully respected. Nevertheless, and with the consent of the award holder, the society may share the results from the programme with its members via its website or owned publications.

Application information will be shared only with the Trainee Award Review Committee, and IHS Officers if deemed necessary.

Please see the full IHS Data Privacy Policy [here](https://ihs-headache.org/en/about-ihs/articles-and-policies/).

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**IHS Headache Trainee Programme 2023 – application form**

**Application deadline: 28 April 2023**

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| --- | --- |
| First name |  |
| Last name |  |
| Date of birth |  |
| Place of birth |  |
| Nationality |  |
| Date of completion of neurology training |  |
| Current affiliation |  |
| Institution and Department |  |
| Mailing address |  |
| Phone |  |
| Institutional email address |  |
| Publications |  |
| International journals |  |
| National journals |  |
| Abstracts at international meetings |  |
| Abstracts at national meetings |  |
| Chosen Trainee Programme affiliation |  |
| Institution and Department |  |
| Country |  |
| Mentor |  |
| Letter of motivation / proposal, including the reason for choosing the host institution |  |
| Details of how this programme will benefit your work in your home country |  |

**Return this form and supporting documents by email to Carol Taylor by 28 April 2023**

[carol.taylor@i-h-s.org](mailto:carol.taylor@i-h-s.org)