

WHO RESEARCH TRAINING GRANTS
AND
VISITING SCIENTIST GRANTS

General Information
and
Conditions of Award



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PREFACE

The World Health Organization (WHO) is a specialized agency of the United Nations.

WHO had its origin in the proposal, made at the United Nations Conference held in San Francisco in 1945, in conformity with Article 57 of the United Nations Charter, that a specialized agency be created to deal with all matters relating to health. In 1946, representatives of 61 governments met at the International Health Conference, New York, drafted and signed the WHO Constitution, and established an Interim Commission. The Constitution came into force on 7 April 1948, and on 1 September 1948 the permanent Organization was established. There are, at the time of printing, 164 Member States of WHO, and one Associate Member.

The objective of WHO is defined in its Constitution as "the attainment by all peoples of the highest possible level of health". Health is defined as "a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity".

The headquarters of the World Health Organization is in Geneva. The work of the Organization is carried out by three organs: the World Health Assembly, the supreme authority, composed of delegates representing the Member States; the Executive Board, which acts as the executive organ of the Health Assembly and consists of 31 persons designated by as many Member States; and a Secretariat, under the Director-General. Six regional organizations, forming an integral part of the Organization, have been established, each consisting of a Regional Committee and a Regional Office. The responsibility for much of WHO's work as it more directly affects countries is decentralized to the six Regional Offices in Copenhagen, Alexandria, Brazzaville, New Delhi, Manila and Washington (PASB/Regional Office of WHO).

**Clinical Trials and Informatics Support Unit
Department of Reproductive Health and Research
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INTRODUCTION

The purpose of this booklet is to give general information on

- the purpose of WHO Research Training Grants and WHO Visiting Scientist Grants;
- eligibility to apply;
- how to apply;
- the financial provisions of the grants;
- the conditions of award.

In conjunction with the Letter of Award, the booklet specifies the terms and conditions of the grant. Before accepting a grant, the applicant should make himself thoroughly familiar with the contents of the booklet and he should keep both the Letter of Award and the booklet with him throughout the grant period.

People of either sex are equally eligible to apply, and the word "he" should be understood to mean "he/she" throughout the text.

PART I. WHO RESEARCH TRAINING GRANTS

GENERAL INFORMATION

Purposes for which grants are awarded

1. WHO Research Training Grants are intended to enable research workers to spend a period of training in an appropriate institution(s) to broaden their experience in research or research techniques in order to fit them to undertake more advanced research in institutions in their home countries.
2. The grants are available mainly for advanced research training at postgraduate levels; but they can also be used for training allied health and technical support personnel from developing countries.
3. Grants may be awarded for training in management of research.
4. Grants may be awarded for participation in research training courses organized or sponsored by WHO.
5. The grants are awarded only for training which is relevant to both research problems in the grantee's home country and the research programmes of WHO.
6. Grants are normally awarded for training which entails going abroad, but they may, exceptionally, be awarded for training in the home country.

Purposes for which grants are not awarded

7. Grants are not awarded for:
 - (a) training in the applicant's home institution;
 - (b) attendance at meetings;
 - (c) participation in lecture tours;
 - (d) consultant or advisory activities to governments or institutions;
 - (e) training WHO staff members; or
 - (f) to supplement stipends received from other sources.

Eligibility

8. Applicants for the grants must be
 - nationals of Member States or Associate Members of WHO, or nationals of a territory for whose international relations a WHO Member State is responsible;
 - staff members of research institutions, universities, or other recognized national institutions in their home countries;

- in sufficiently good health for the work and travel to be undertaken;
- reasonably fluent in the language in which they will undertake their training.

9. Subject to the criteria given in paragraph 8, grants are awarded to

- (a) research workers identified by the Organization as part of an institution strengthening plan being funded by WHO with a view to building up self-reliance in health research at the national level; or
- (b) individuals who submit to WHO an application which is relevant to the health research problems of their countries and to the work of the Organization.

10. Priority is given to nationals of developing countries. However, all research workers who fulfil the criteria in paragraphs 8 and 9 are eligible to apply and their applications will be considered subject to there being funds available in their particular field of study.

Application procedure

11. Application forms may be obtained from the Office of Research Promotion and Development, WHO Headquarters, or from any of the Regional Offices of the Organization. Full addresses are listed at the beginning of this booklet.

12. To enable the Organization to determine whether the enquirer is eligible to apply, requests for forms should be accompanied by a curriculum vitae or by brief information on the background and experience of the intending applicant, together with a short statement on the training sought.

13. Application forms must be fully completed and signed. The information requested should be entered in type on the form itself, and, except for lists of publications, annexes should not be used in place of information requested on the form. Continuation sheets may be used if necessary. Items 25 and 26 of the form must be completed and signed; the medical report on page 8 must be completed by a practising physician; and a passport-sized photograph must be attached to page 1. Part III of this Booklet gives further information on the completion of the form.

14. Where government clearance of an application has been obtained by the applicant, it should be attached to the application form. Where government clearance is required but has not been obtained by the applicant, an award will only be made subject to such clearance. Where necessary, WHO will request the clearance.

15. The fully completed, original Application Form (WHO 379.1 or WHO 379.2) should be returned to the WHO office from which it was obtained, the address of which is shown on page 1 of the form. The duplicate copy should be retained by the applicant.

16. In principle, up to four months should be allowed for processing by WHO.

17. Grants are not made retroactive. Any commitment entered into without the written approval of the Organization is the applicant's own responsibility.

Choice of institution and country of study

18. Training should be arranged in the nearest suitable place of study to the applicant's home country, and workers from developing countries should, wherever possible, be trained in a country where similar health problems exist and preferably in a country in the area of the same WHO Regional Office as that in which the grantee resides.

19. Within the above criteria, applicants may express a preference for a particular place of study. When no preference is stated by the applicant, the reviewing committee in WHO will recommend an appropriate host institution.

20. Applicants may, if they wish, make an informal approach to the host institution(s) of their choice, in which case copies of the correspondence should be attached to the application. They may not, however, enter into any commitment without the formal consent of WHO.

Arrangements with host institution(s)

21. In all cases the Organization will keep the proposed host institution(s) informed of the award and ensure that the visit has been approved and that the required training can be provided.

22. When the host institution has agreed in principle to accept the grantee for training, the grantee should contact the training supervisor to make the arrangements for his visit and to establish a mutually convenient date for the commencement of his training.

23. WHO will only authorize travel when the commencement date has been agreed upon between the grantee and the host institution.

Period of training

24. After full consultation with his home supervisor and the director of his home institution, the applicant should state in his application how much time he estimates will be required to accomplish his training. This will be either confirmed or amended by the reviewing committee.

25. The grant period will include travel time except under the conditions specified in paragraphs 40 (c) and (e).

Itinerary

26. The itinerary and training programme set out in the Letter of Award must be adhered to. Visits made en route to or from the authorized place of study which are not included in the authorized itinerary must be made at the grantee's own expense; in his own time; and on his own responsibility. Such expenses may involve not only living costs, but also the cost of re-routing the ticket provided under the grant and, in some cases, revalidating it for the journey home on completion of the grant period.

Additional travel during the grant period

27. Travel to meetings, conferences, etc., or visits to laboratories which are not within commuting distance of the authorized place of study and which are not specified in the Letter of Award, must be authorized in advance by WHO regardless of whether or not additional funds are required to cover the costs. Requests for permission to travel should be submitted to the office in WHO which issued the Letter of Award in good time and should be accompanied by background documentation, where applicable, and a letter of support from the grantee's training supervisor.

Visits to WHO Headquarters and Regional Offices

28. Grantees wishing to visit WHO for discussions related to their training or to their work after training, should seek approval for the visit, either at the time of application or at least six weeks in advance. Grantees should not call at WHO Headquarters or at WHO Regional Offices unless the visit has been approved in advance.

Extensions of the grant period

29. Requests for extensions of a grant period may be submitted three to four months before the end of the current grant, and these should be accompanied by:

- (i) a recommendation from the supervisor;
- (ii) a statement from the grantee's home institution that there is no objection to an extension and that their original undertaking regarding the availability of the grantee's post and the other items mentioned in paragraph 83 will not be affected;
- (iii) where government clearance was required for the original grant, a further clearance for the proposed extension;
- (iv) a progress report on work completed to date showing how it compares with the original proposal; and
- (v) a full justification for the extension, stating the work to be done and the time required to complete it.

30. If no extension of the training period is approved, grantees are expected to return to their home countries immediately the authorized training period is completed. If funds for extended training are received from some other source, the grantee must obtain permission from WHO, his home institution, and, where applicable, his government before accepting.

Passports and visas

31. Grantees are required to obtain their own passports. All necessary visas, including transit visas, for the countries to be visited should normally be obtained before departure. WHO will provide attestations to facilitate visa applications if requested to do so.

Vaccinations

32. Grantees must undergo any immunizations required by international or national regulations and provide themselves with the relevant certificate (see Vaccination certificate requirements and health advice for international travel, WHO, Geneva).

WHO Chronicle/World Health/World Health Forum

33. On return to their home countries, grantees wishing to be placed on the mailing list for the WHO Chronicle/World Health/World Health Forum are invited to complete and return the postcard included at the end of this booklet. Copies will be sent free of charge for four years.

FINANCIAL AND OTHER PROVISIONS

Summary of financial provisions

34. Detailed information is given in the individual Letters of Award, but the following financial provisions are common to all WHO Research Training Grants.

- (a) Travel tickets between the place of origin of the grantee and the country/countries of study according to the agreed itinerary (see paragraphs 36-46).
- (b) Stipend, or monthly living allowance, to cover room (hotel, etc.), board (restaurants, etc.), and incidental expenses (see paragraphs 47-52).
- (c) A book allowance (see paragraph 53).
- (d) Special laboratory expenses (see paragraphs 54-55).
- (e) Tuition fees (see paragraphs 56-59).
- (f) Bench fees may be paid provided no special laboratory expenses are claimed. They may, however, be paid in addition to tuition fees for academic courses which include laboratory work (see paragraphs 57-59).
- (g) Examination fees and thesis expenses (see paragraphs 60-61).
- (h) Limited excess baggage allowance (see paragraph 62).
- (i) Medical insurance (see paragraphs 63-68).
- (j) Travel ticket between the place of study and the place of origin in respect of home leave for longterm grants (see paragraphs 69-74).
- (k) As an alternative to (j) above, travel ticket for one dependant between the place of origin and the place of study, the option to be decided before training commences (see paragraphs 75-77).

35. WHO does not pay for:

- (a) Living allowance for accompanying dependants.
- (b) Baggage insurance.
- (c) Cost of visas, passport photographs, passports.
- (d) Travel and other costs in connection with visa applications.
- (e) Expenses arising from delays in travel, late cancellations of travel reservations, the use of alternative means of transport (e.g. hired car), and travel on routes other than those specified in the Letter of Award (see paragraph 26).
- (f) The cost of travel in the grantee's own car, unless, in exceptional circumstances, prior permission has been obtained and the grantee travels in his own time and on his own responsibility.
- (g) Taxi or airport bus fares, or tips.
- (h) Packing, baggage porters, customs duty, airport charges.
- (i) Routine travel expenses within commuting distance of the place of study.
- (j) Cost of vaccinations.

Travel

36. When there is a choice between travel by air, rail or road, the most economical and rapid means are used unless there are special reasons for using other means.

37. Normally, at least six weeks' notice of travel date should be given to WHO to allow for the necessary travel and financial arrangements to be made.

38. WHO issues a travel order to a local travel agent or airline, which contacts the grantee to issue the ticket. The grantee is then free to make travel reservations.

39. Travel tickets must not be purchased by the grantee unless he is specifically requested by WHO to do so. WHO does not make reimbursement to grantees for unauthorized purchase of tickets (see paragraph 89).

40. The following types of travel and accommodation are authorized:

- (a) by air: by the most direct, fastest and most economical route; the maximum standard of airline accommodation for the cost of which the Organization accepts responsibility is economy class normal fare. However, if there is an excursion air fare available which corresponds with the duration of the grant and also with the schedule and itinerary of the authorized travel, this air fare basis is used;

- (b) by rail: where rail travel is authorized, first class, or equivalent, accommodation is provided, with sleeper for night travel;
- (c) by sea: where the scheduled itinerary is not covered by air services, second or tourist class travel is provided, with sleeping accommodation appropriate to that class. Sea travel may be used exceptionally in place of air travel if specifically requested, provided the expense involved does not exceed that of economy class (or excursion fare, where applicable) air travel by the most direct route and the travel time is not included in the grant period.
- (d) by road: public transport, not hired car.
- (e) by private car: this is authorized only in exceptional circumstances and subject to the following conditions:
- the maximum sum reimbursable to the grantee is the cost of economy class (or excursion fare, where applicable) air travel by the most direct route;
 - the travel time is not included in the grant period;
 - the grantee travels entirely on his own responsibility.

41. Hotel reservations are the responsibility of the grantee.

Validity of tickets

42. For grants of up to twelve months, round-trip tickets will be issued. For grants exceeding twelve months, a one-way ticket will be issued to the place of study, or where applicable, for all travel entailed in the first twelve months of study.

43. Where a one-way ticket has been issued at the commencement of the grant period, the grantee should send a request for the ticket for the homeward journey to the office which issued the Letter of Award. This should be done about six weeks before the travel date.

44. Grantees holding round-trip tickets should acquaint themselves with regulations about cancellations and expiry dates. WHQ will arrange for the validity of tickets to be extended only in cases where the Organization has approved the extension of a grant period beyond one year.

45. Where a grant which was awarded by WHO for any period up to one year is extended with funds received from some other source, WHO does not normally assume the cost of revalidating the return coupon of the ticket.

46. The tickets provided by WHO should be used for the purpose of travel as specified in the Letter of Award only. They must not be submitted to any agent or airline for modification without written permission from the office which issued the Letter of Award.

Stipend

47. A stipend is not a salary or an honorarium; it is an allowance paid to the grantee for room, board and incidental expenses incurred during the grant period. It is not intended to cover routine expenses at home for the grantee or for his family and should not, therefore, be considered as a substitute for any salary paid to him in his home country. Stipends are payable in the country of study, either by means of traveller's cheques or through other available means of payment in the appropriate currency. Stipends are not normally subject to income tax in the country of study.

Levels of stipend

48. Stipends are based on the cost of living in the country(ies) of study and are, therefore, subject to revision and vary from place to place. The stipend payable under each grant is indicated in the Letter of Award.

49. Grants awarded for attendance at academic courses or for studies leading to degree examinations carry the standard United Nations fellowship stipend rates. The first month in a place of study is payable at the "travel" rate in order to cover initial expenses of settling in. Subsequent months are payable at the "resident" rate, which is lower than the travel rate.

50. Grants awarded for research training in laboratories or hospitals carry a supplement to the stipend rate indicated in paragraph 49. The first month in a place of study is payable at the "travel" rate in order to cover initial expenses of settling in. Subsequent months are payable at the "resident" rate, which is lower than the travel rate.

51. In all cases where the visit to one place is one month or less, payment is made on a per diem basis to cover hotel expenses.

52. Stipends are paid monthly, in advance, at the place of study.

Book allowance

53. An allowance of a maximum amount of \$ 300 is provided where the period of training is one year or longer; a proportionately smaller sum is paid for periods of less than one year. Grantees should consult their training supervisors before purchasing the books required for their approved training.

Special laboratory expenses

54. Up to \$ 2000 per annum is paid to the host institutions on receipt of a written request from the grantee's supervisor. Payment may be claimed at the commencement of the grant period for training of one year or less, and at the beginning of each training year for longer term grants.

55. Special laboratory expenses are not paid where tuition or bench fees are charged (see paragraphs 56-59).

Tuition and bench fees

56. WHO will pay tuition fees for study courses. Invoices for such fees should be submitted to WHO for payment, clearly showing the grantee's name and the grant reference.

57. Where study courses include laboratory work, bench fees will be considered in cases where they are routinely charged by the host laboratory.

58. Bench fees must be negotiated with the host institution and approved in advance by WHO. Payment will be made against invoices, which should clearly show the grantee's name and the grant reference.

59. Tuition and bench fees will not be paid if special laboratory expenses have already been claimed (see paragraphs 54-55).

Examination fees and thesis expenses

60. WHO will pay examination fees in connection with study courses, either against an invoice from the training institution or by reimbursement to the grantee against receipted invoices.

61. Grantees studying for degrees may, where applicable, claim the cost of final typing, binding and related work in connection with the presentation of a thesis up to a maximum of \$ 500. Invoices countersigned by the thesis supervisor should be submitted with the claim.

Excess baggage

62. Grantees may claim the cost of 20 kgs excess baggage for the journey from the place of study to the place of origin. Alternatively, if preferred, where more than one host institution is involved, grantees may claim the cost of 20 kgs excess baggage for the journey from the place where the bulk of the training has taken place. A signed quotation from a recognized travel agent or airline should be sent to the office which issued the Letter of Award six weeks before the travel date. Payment of the sum quoted will be made at the place of study through the agents which have dealt with the stipend payments.

Medical expenses, illness and accident insurance

63. WHO does not undertake to reimburse to the grantee medical or dental expenses arising from sickness, accident, or other causes. The grantee is required, therefore, to take out insurance for such risks regardless of whether or not he is obliged to by governmental or institutional regulations at the place of study.

64. WHO will reimburse to the grantee the cost of adequate medical insurance coverage on receipt of appropriate documentation and of proof of payment of the premium.

65. Where it is not possible for a grantee to obtain adequate illness and accident insurance coverage, or in other exceptional circumstances, the Organization may, at its discretion, make payment of any part of expenses incurred during the grant period.

as a result of illness or accident. Such payments are not normally made, however, in the following circumstances:

when the disability arises from a condition that should have been treated before the grantee left his country;

when the grantee has not made use of the facilities available in the country of study for free medical or hospital care or for care at a cost low enough to have been met from the living allowance;

when, except in an emergency, the Organization has not been consulted before the expenses were incurred.

66. Any illness or accident which occurs during the grant period should in all cases be reported promptly to the office which issued the Letter of Award.

67. In the case of death, WHO will bear the costs of transportation of the body of a deceased grantee to his place of origin.

68. The Organization does not provide insurance coverage nor does it pay compensation in respect of a grantee for death or disability resulting from illness, accident or any other cause.

Home leave

69. Where training abroad covers an uninterrupted period of two years or longer, one month's home leave is permitted during the first month of the second and subsequent years.

70. Where the initial grant period covers one year or less training abroad and an extension is approved bringing it up to two years or more, the grantee will qualify for home leave during the thirteenth month of training and at yearly intervals thereafter.

71. Where the initial grant period covers between one and two year's training abroad and an extension is approved bringing it up to two years or more, the grantee will qualify for home leave during the first month of the extension period and at yearly intervals thereafter.

72. In all cases, a full eleven months' uninterrupted training must be completed following the vacation period.

73. WHO will provide an economy class or excursion air ticket for travel by the most direct and economical route between the place of study and the applicant's home town and the grantee will receive his normal monthly stipend during the vacation period.

74. When a grantee avails himself of the home leave entitlement, the following conditions apply:

written permission must first be obtained from the training supervisor;

the vacation must be spent in the grantee's home country;

- the grantee is expected to contact his home institution for discussions with his supervisor on the progress of his training;
- on completion of the vacation, the grantee should inform WHO of his return to the place of study;
- the grantee should submit to WHO a report on his discussions with his home supervisor;
- following the vacation period, the grantee must complete a full eleven months' training as approved under the grant, and failure to do so will render him liable to repayment of the air fare.

Travel provision for spouse in lieu of home leave

75. Where a grantee is eligible for home leave as described in either paragraph 69, paragraph 70 or paragraph 71, but does not wish to avail himself of it, he may instead request a travel ticket for his spouse to join him at the place of study.

76. Where the option for a spouse's travel is taken up, travel tickets will be issued for the spouse on the same conditions as those for the grantee as described in paragraph 40.

77. There are no other provisions or allowances for a spouse.

Annual leave

78. Grants of more than one year's duration, where grantees are not eligible for or do not wish to avail themselves of home leave (paragraphs 69-77), carry an annual leave entitlement of two weeks' duration without loss of stipend.

79. Annual leave should coincide, wherever feasible, with the longest local statutory holiday at the place of study.

80. Annual leave can only be taken with the prior approval of the training supervisor.

81. Grants of up to one year's duration do not carry an annual leave entitlement.

CONDITIONS OF AWARD

Undertaking given by grantee

82. Awards are made on condition that the grantee undertakes to return to his home country to work for a minimum of three years in the field in which he has been trained under the grant. Where the grant has been awarded as part of an institution strengthening plan, the grantee is required to return not only to his home country, but to the institution which sponsored his application.

Undertaking given by home institution

83. An award is made only if Item 26 of the application form has been completed and signed by the director (dean or equivalent) of the applicant's home institution. This

gives a firm undertaking on behalf of the institution or government department that the grantee's absence during training will not adversely affect his status, seniority, salary, pension, and similar rights and that he will have adequate facilities to continue his research work upon his return.

Early completion of training

84. If the grantee completes his studies earlier than expected, the grant will be considered to have ended the day he reaches, or could have reached, his country of origin by the quickest route. WHO's liability for stipend ceases on that date and any amount overpaid must be returned to WHO.

Travel outside authorized place of study

85. The grantee must not leave the place of study during the grant period without the permission of WHO (see paragraph 27).

Cancellation or termination of grant

86. WHO may cancel a grant if, without valid reason, the grantee does not begin the grant period on the date agreed upon. WHO may terminate a grant if, for any reason, it is inadvisable for the grantee to continue his training.

Other employment during the grant period

87. The grantee may not undertake other work, paid or unpaid, during the grant period without the approval of WHO. He is expected, however, to receive all or an agreed part of his normal salary during the grant period and this should be agreed upon between the grantee and his home institution prior to commencement of training.

Grants from other sources

88. The grantee may not apply for or accept grant support for living expenses from any other source during the tenure of his WHO Research Training Grant.

Claims for refunds

89. In no case does WHO undertake to accept claims for refund of payments made by applicants or grantees without the Organization's written authority. This includes the unauthorized purchase of air and other travel tickets (see paragraph 39).

Reports

90. Grantees are required to submit to the WHO office which issued the Letter of Award the following reports:

- (1) Every six months, a progress report describing the development of training.
- (2) Within one month of the end of the grant period, a final report, consisting of three parts: (a) a summary of the studies; (b) an analysis of the knowledge gained, with particular reference to the grantee's future work; and (c) any comments on the grant period itself, including difficulties encountered.

91. For grant periods of six months or less, one report as in paragraph 90 (2) should be submitted within a month of the end of the grant period.

92. Any additional reports which may be required by a particular funding programme will be specified in the Letter of Award.

Publications

93. WHO assumes no obligation to publish papers or reports on work performed during a grant period. However, such papers may be submitted to WHO to be considered for possible publication in one of the Organization's periodicals.

94. All papers or reports on work performed during a grant period, whether submitted to WHO or published elsewhere, must carry the following acknowledgement:

“This study was conducted while the investigator was in receipt of a WHO Research Training Grant”,

or an acknowledgement to the particular funding programme, if so specified in the Letter of Award.

BREACH OF CONDITIONS OF AWARD

95. GRANTEES ARE PARTICULARLY REQUESTED TO ENSURE THAT THEY RESPECT THE ABOVE CONDITIONS OF AWARD OF WHO RESEARCH TRAINING GRANTS. IN THE CASE OF A SERIOUS BREACH OF THE TERMS OF A GRANT OR OF THE ABOVE CONDITIONS, THE GRANTEE WILL BE REQUIRED TO REIMBURSE TO WHO ALL FUNDS PAID TO HIM OR ON HIS ACCOUNT, INCLUDING TRAVEL COSTS AND EXPENSES IN ACCORDANCE WITH THE PROVISIONS SET OUT IN THE LETTER OF AWARD.

PART II. WHO VISITING SCIENTIST GRANTS

GENERAL INFORMATION

Purposes for which grants are awarded

1. WHO Visiting Scientist Grants are awarded to senior research workers to enable them to visit their peers in other countries who are working in similar or related fields in order to exchange ideas, discuss the techniques and problems of their work, or analyse the results of studies, thus facilitating their further investigations when they return to their own countries. Such grants may also be awarded to newly appointed directors of research projects or institutions, in particular directors of WHO Collaborating Centres, to enable them to visit joint projects or other institutions to observe and become familiar with their management and supervision.

Purposes for which grants are not awarded

2. Grants are not awarded for:
- (a) research training or attendance at study courses;
 - (b) the sole purpose of attending meetings or congresses;
 - (c) participation in lecture tours;
 - (d) consultant or advisory activities to governments or institutions.

Eligibility

3. The applicant should be engaged in active research or research management and must, in principle, be on the staff of a university, research institution or other recognized national institution. Preference will usually be given to applications related to fields of research in which WHO is particularly interested.
4. The applicant must be reasonably fluent in the language(s) of the country or countries which he plans to visit, or in a language commonly used in the institution(s) to be visited.
5. The applicant must be in sufficiently good health for the work and travel to be undertaken.

Application procedure

6. Application forms may be obtained from WHO Headquarters or from the WHO Regional Offices. Full addresses are listed at the beginning of this booklet.

7. Requests for forms should state the field of research in which the enquirer is interested and briefly outline the purpose of the proposed travel. A brief curriculum vitae should be included.

8. Application forms must be fully completed and signed. The information requested should be entered in type on the form itself, and, except for lists of publications, annexes should not be used. Continuation sheets may be used if necessary. Items 25 and 26 of the form must be completed and signed; the medical report on page 8 must be completed by a practising physician; and a passport-sized photograph must be attached to page 1. Part III of this booklet gives further information on the completion of the form.

9. Where government clearance of the application has been obtained by the applicant, it should be attached to the application form. Where government clearance is required but has not been obtained by the applicant, an award will only be made subject to such clearance. Where necessary, WHO will request the clearance.

10. The fully completed, original Application Form (WHO 379.1 or WHO 379.2) should be returned to the WHO office from which it was obtained, the address of which is shown on page 1 of the form. The duplicate copy should be retained by the applicant.

11. In principle, up to four months should be allowed for processing by WHO.

12. Grants are not made retroactive. Any commitment entered into without the written approval of the Organization is the applicant's own responsibility.

Choice of places to be visited

13. The applicant should name the scientists or institutions he wishes to visit and state the purpose and duration of each visit.

Itinerary

14. The itinerary of places to be visited, drawn up by WHO in conjunction with the grantee, is specified in the Letter of Award.

15. If any change in the approved itinerary becomes necessary, it must be authorized in writing by WHO, to whom the grantee should address his request, if necessary by cable. Changes in the itinerary after it has been established are undesirable and should be avoided, primarily because of the difficulties they cause to the host institutions.

Arrangements with host institution(s)

16. The grantee is normally responsible for making arrangements with the scientists or institutions he proposes to visit and for informing them of the dates of such visits and any changes.

17. WHO will contact the host institutions on the grantee's behalf to make the preliminary arrangements in cases where it would be difficult for the grantee to do so

himself, or where, for example, the proposed host institution has been recommended by WHO but is unknown to the grantee.

The grant period

18. The duration of these grants is normally up to three months, but it may in some circumstances be up to as much as eleven months. This includes the time required for international travel and travel in the country or countries of study.

Visits to WHO Headquarters and Regional Offices

19. Grantees wishing to visit WHO for discussions related to their work, should include the visit in their applications. Grantees should not call at WHO Headquarters or at WHO Regional Offices unless the visit has been approved, either in the Letter of Award or in subsequent correspondence.

Passports and visas

20. Grantees are required to obtain their own passports and visas. To avoid difficulties en route, all necessary visas, including transit visas, for the countries to be visited should be obtained before departure. WHO will provide attestations to facilitate visa applications if requested to do so.

Vaccinations

21. Grantees must undergo any immunizations required by international or national regulations and provide themselves with the relevant certificate (see Vaccination certificate requirements and health advice for international travel, WHO, Geneva).

FINANCIAL AND OTHER PROVISIONS

Summary of financial provisions

22. WHO provides travel and living costs for the duration of the grant period, as follows:

- (a) Travel tickets for international travel and for travel in the country or countries to be visited in accordance with the itinerary specified in the Letter of Award (see paragraphs 24-29).
- (b) A per diem to cover room (hotels, etc.), board (restaurants, etc.), and incidental expenses (see paragraphs 30-32).
- (c) Reimbursement of medical insurance premiums (see paragraph 33).

23. There are no other financial provisions under this type of grant.

Travel

24. When there is a choice between travel by air, rail or road, the most economical and rapid means are used unless there are special reasons for using other means.

25. Normally, at least six weeks' notice of travel date should be given to WHO to allow for the necessary travel and financial arrangements to be made.

26. WHO issues a travel order to a local travel agent or airline, which contacts the grantee to issue the ticket. The grantee is then free to make travel reservations.

27. Travel tickets must not be purchased by the grantee unless he is specifically requested by WHO to do so. WHO does not make reimbursement to grantees for unauthorized purchase of tickets (see paragraph 46).

28. The following types of travel and accommodation are authorized:

- (a) by air: by the most direct, fastest and most economical route; the maximum standard of airline accommodation for the cost of which the Organization accepts responsibility is economy class normal fare. However, if there is an excursion air fare available which corresponds with the duration of the grant and also with the schedule and itinerary of the authorized travel, this air fare basis is used.
- (b) by rail: where rail travel is authorized, first class, or equivalent, accommodation is provided, with sleeper for night travel.
- (c) by sea: where the scheduled itinerary is not covered by air services, second or tourist class travel is provided, with sleeping accommodation appropriate to that class. Sea travel may be used exceptionally in place of air travel if specifically requested, provided the expense involved does not exceed that of economy class (or excursion fare, where applicable) air travel by the most direct route and the travel time is not included in the grant period.
- (d) by road: public transport, not hired car.
- (e) by private car: this is authorized only in exceptional circumstances and subject to the following conditions:
 - the maximum sum reimbursable to the grantee is the cost of economy class (or excursion fare, where applicable) air travel by the most direct route;
 - the travel time is not included in the grant period;
 - the grantee travels entirely on his own responsibility.

29. Hotel reservations are the responsibility of the grantee.

Per diem

30. The per diem is not a salary or an honorarium; it caters for room, board, and incidental expenses paid to the grantee during the grant period. It is not supposed to cover routine expenses at home for the grantee or for his family and should not, therefore, be considered as a substitute for any salary paid to the grantee at home. Per diem rates are set in accordance with the cost of living in each country and are based on the standard levels established within the United Nations system. Per diem payments are not normally subject to income tax in the country(ies) visited.

31. Per diem is paid to the grantee in traveller's cheques, or through other official means of payment in the appropriate currency(ies). Payment is made in advance, either before the grantee leaves his home country or on his arrival at the place to be visited.

32. At the Organization's discretion, for grants up to three months the total per diem may be paid in advance. Otherwise, per diem is paid to the grantee monthly in advance.

Medical expenses, illness and accident insurance

33. WHO does not undertake to reimburse to the grantee medical or dental expenses arising from sickness, accident, or other causes. The grantee is required, therefore, to take out insurance for such risks regardless of whether or not he is obliged to by governmental or institutional regulations at the places visited. The Organization will reimburse the cost of such coverage on receipt of appropriate documentation and of proof of payment of the premium.

34. Where it is not possible for the grantee to obtain adequate illness and accident insurance coverage, or in other exceptional circumstances, the Organization may, at its discretion, make payment of any part of expenses incurred during the grant period as a result of illness or accident. Such payments are not normally made, however, in the following circumstances:

- when the disability arises from a condition that should have been treated before the grantee left his country;
- when the grantee has not made use of the facilities available in the country of study for free medical or hospital care or for care at a cost low enough to have been met from the living allowance;
- when, except in an emergency, the Organization has not been consulted before the expenses were incurred.

35. Any illness or accident which occurs during the grant period should in all cases be reported promptly to the office which issued the Letter of Award.

36. In the case of death, WHO will bear the costs of transportation of the body of a deceased grantee to his place of origin.

37. The Organization does not provide insurance coverage nor does it pay compensation in respect of a grantee for death or disability resulting from illness, accident or any other cause.

CONDITIONS OF AWARD

Undertaking given by grantee

38. Awards are made on condition that the grantee undertakes to return to his home country upon completion of the grant period and remain active in the field of research

at the national level. Where the grant has been awarded as part of an institution strengthening plan, the grantee is required to return not only to his home country but to the institution which sponsored his application.

Undertaking given by home institution

39. An award is made only if Item 26 of the application forms has been completed and signed by the director (dean or equivalent) of the applicant's home institution. This gives a firm undertaking on behalf of the institution or government department that the grantee's employment position will not be adversely affected because of his absence during the grant period.

Early completion of the visits

40. If a grantee completes his visits earlier than expected, the grant will be considered to have ended the day he reaches, or could have reached, his country of origin by the quickest route. WHO's liability for per diem ceases on that date and any amount overpaid must be returned to WHO.

Changes in the approved itinerary

41. The grantee must respect the approved itinerary as set out in the Letter of Award. Any changes in the itinerary must be authorized in advance by the office in WHO which issued the Letter of Award.

42. When a grant covers an extensive itinerary involving several brief visits, the grantee may make minor changes in the schedule for the purpose of facilitating travel arrangements between host institutions.

Cancellation or termination of grant

43. WHO may cancel a grant if, without valid reason, the grantee does not commence travel on time.

44. WHO may terminate a grant if the grantee does not adhere to his schedule once it has been agreed with the host institution(s) or if, for any reason, it is inadvisable for the visits to continue.

Other employment during the grant period

45. The grantee may not receive payments under any other award, grant, etc., nor undertake other work, paid or unpaid, during the grant period without the approval of WHO. He is expected, however, to continue to receive his normal salary.

Claims for refunds

46. In no case does WHO undertake to accept claims for refund of payments made by applicants or grantees without the Organization's written authority. This includes the unauthorized purchase of air and other travel tickets (see paragraph 27).

Reports

47. Grantees are required to submit to the WHO office which issued the Letter of Award a brief report within a month of the end of the grant period. The report should consist of three parts: (a) a summary of the consultations, discussions, or studies; (b) an analysis of the knowledge gained, with particular reference to the grantee's future work; and (c) any comments on the grant period itself, including difficulties encountered.

Publications

48. WHO assumes no obligation to publish papers or reports resulting from work performed during a grant period. However, such papers may be submitted to WHO to be considered for possible publication in one of the Organization's periodicals.

49. All papers or reports on work resulting from the visits made under the grant, whether submitted to WHO or published elsewhere, must carry the following acknowledgement:

"This study [review, or whatever is appropriate] was carried out while the author was in receipt of a WHO Visiting Scientist Grant",

or an acknowledgement to the particular funding programme if so specified in the Letter of Award.

BREACH OF CONDITIONS OF AWARD

50. GRANTEEES ARE PARTICULARLY REQUESTED TO ENSURE THAT THEY RESPECT THE ABOVE CONDITIONS OF AWARD OF WHO VISITING SCIENTIST GRANTS. IN THE CASE OF A SERIOUS BREACH OF THE TERMS OF A GRANT OR OF THE ABOVE CONDITIONS, THE GRANTEE WILL BE REQUIRED TO REIMBURSE TO WHO ALL FUNDS PAID TO HIM OR ON HIS ACCOUNT, INCLUDING TRAVEL COSTS AND EXPENSES IN ACCORDANCE WITH THE PROVISIONS SET OUT IN THE LETTER OF AWARD.

PART III. NOTES ON THE APPLICATION FORM (WHO 379.1 or WHO 379.2)

INTRODUCTION

Applicants should read carefully the provisions in this booklet before completing the application in typescript or block capitals in either English or French.

The application must be made on the correct forms, WHO 379.1 or WHO 379.2, which should be returned to the office in WHO which issued them. The duplicate form, WHO 379.3, should be retained by the applicant.

The applicant's name must be typed or written in block capitals in the space provided on each sheet of the application form. Continuation sheets may be used if necessary. Annexes may be used for lists of publications, but must not be used in place of completing the items on the form.

Application forms may be obtained from WHO Headquarters or from any of the Regional Offices of the Organization, full addresses being listed at the beginning of this booklet.

Every application must be signed in the appropriate places by the applicant (item 5), and the director (dean or equivalent) of the applicant's home institution (item 26), thereby acknowledging acceptance of the terms and conditions of a grant.

It is important that all parts of the form be completed correctly, and inadequate information may delay the review of the application. Unsigned forms will be returned to the applicant.

The following notes relate to the corresponding items of the application forms WHO 379.1 and WHO 379.2.

A. Identification of the application

1. Subject of study. A concise and specific title by which the activity can be identified. It should clearly indicate the purpose of the study.

2-8. Personal details.

B. Education and experience

9. Qualifications. These should be listed commencing with the most recent. Years of study refers to the study preceding the particular degree or diploma. Field of study should be described in a simple statement of one to three words. The degrees and diplomas resulting from the study should be stated.

10. Languages. It is important that the applicant be reasonably fluent in the language that he will use during his study or visits abroad.

11. Principal scientific publications. These should be listed by title with the usual bibliographical reference - author's name, date, journal or other publication, volume, first and last pages.

12. Employment record. In the right-hand column the main activities of the applicant relevant to the applications should be stated.

C. Research experience

13. Previous research experience. A brief outline of general or other research activities should be followed by a summary of previous experience in the field with which the present application is concerned.

14. Present research interest and activities. A brief summary of present activities in the field relevant to the application.

D. Proposed research training or visits

15. Purpose of application. This should be a brief but clear statement of the research training or visits with which the application is concerned. It should justify the grant requested.

16. Length of time of study. If more than one institution or country is involved the time spent in each should be given if this is not adequately given in Item 19.

17. Relevance to national research programme. The further contribution that the applicant might make to the national research programme upon his return to his own country should be indicated.

18. Relevance to the WHO research programme, etc. The applicant should state what, in his opinion, is the relevance of the proposed study or visits to the WHO research programme. If the applicant feels unable to do this, he should state "not known".

19. Scientists and addresses, etc. When the applicant proposes to work with more than one scientist, the probable dates and durations of each visit should be stated to facilitate arrangements. It should be clearly shown whether or not the applicant has already made tentative arrangements with the scientists he wishes to visit.

20. Earliest date on which applicant could start if awarded a grant. The proposed date of departure should be stated if possible, making due allowance for completion of all administrative arrangements after an award has been granted.

21. Previous fellowships, etc. These should be arranged in chronological order commencing with the most recent and should include those from WHO as well as those from other sources.

22. Employment with WHO. The applicant should state whether he has ever been employed by WHO or whether an application has been made for such employment at any time.

23. Fellowships, scholarships, etc. Only applications within the past three years should be included.

E. Certification

24. Government clearance. The applicant must clearly state whether this is required in his country. If so, documentary evidence of such clearance should be attached.

25. Acceptance of conditions of grant by applicant. This should be signed by the applicant as an acceptance of the conditions indicated in this paragraph of the application form and in this Information Booklet.

26. Acceptance of conditions of grant by director of the applicant's institution. It is essential that this item be completed and signed by the director of the applicant's institution as an acceptance of the conditions indicated in the paragraph and in this Information Booklet that relate to the applicant's institution.

F. Medical report. This is a statement by a registered medical practitioner that the applicant is fit to undertake the study requested in the application.

ANNEX I
RESEARCH TRAINING GRANTS

Summary of payments, etc.

International travel:	Paragraphs 36-46, pages 12-13.
Stipend:	Paragraphs 47-52, page 14.
Book allowance:	Paragraph 53, page 14. Up to \$ 300 is provided at the beginning of the grant period.
Special laboratory expenses:	Paragraphs 54-55, page 14. Up to \$ 2000 may be paid to the host institution(s), provided no tuition or bench fees are charged.
Tuition and bench fees:	Paragraphs 56-59, page 15. Standard tuition fees for study courses will be paid direct to the host institution. Bench fees may be negotiated with the host institution where the course includes laboratory work and such fees are charged routinely by the host institution.
Examination fees:	Paragraph 60, page 15. Standard examination fees will be paid or reimbursed.
Thesis expenses:	Paragraph 61, page 15. Thesis expenses may be reimbursed up to a maximum of \$ 500.
Excess baggage:	Paragraph 62, page 15. A limited excess baggage allowance will be provided.
Medical insurance:	Paragraphs 63-68, pages 15-16. The cost of adequate medical insurance coverage will be reimbursed on receipt of proof of payment.

ANNEX II
VISITING SCIENTIST GRANTS

Summary of payments, etc.

Travel:	Paragraphs 24-29, pages 22-23.
Per diem:	Paragraphs 30-32, pages 23-24.
Medical insurance:	Paragraphs 33-37, page 24. The cost of adequate medical insurance coverage will be reimbursed on receipt of proof of payment.

THE
HISTORICAL RECORD

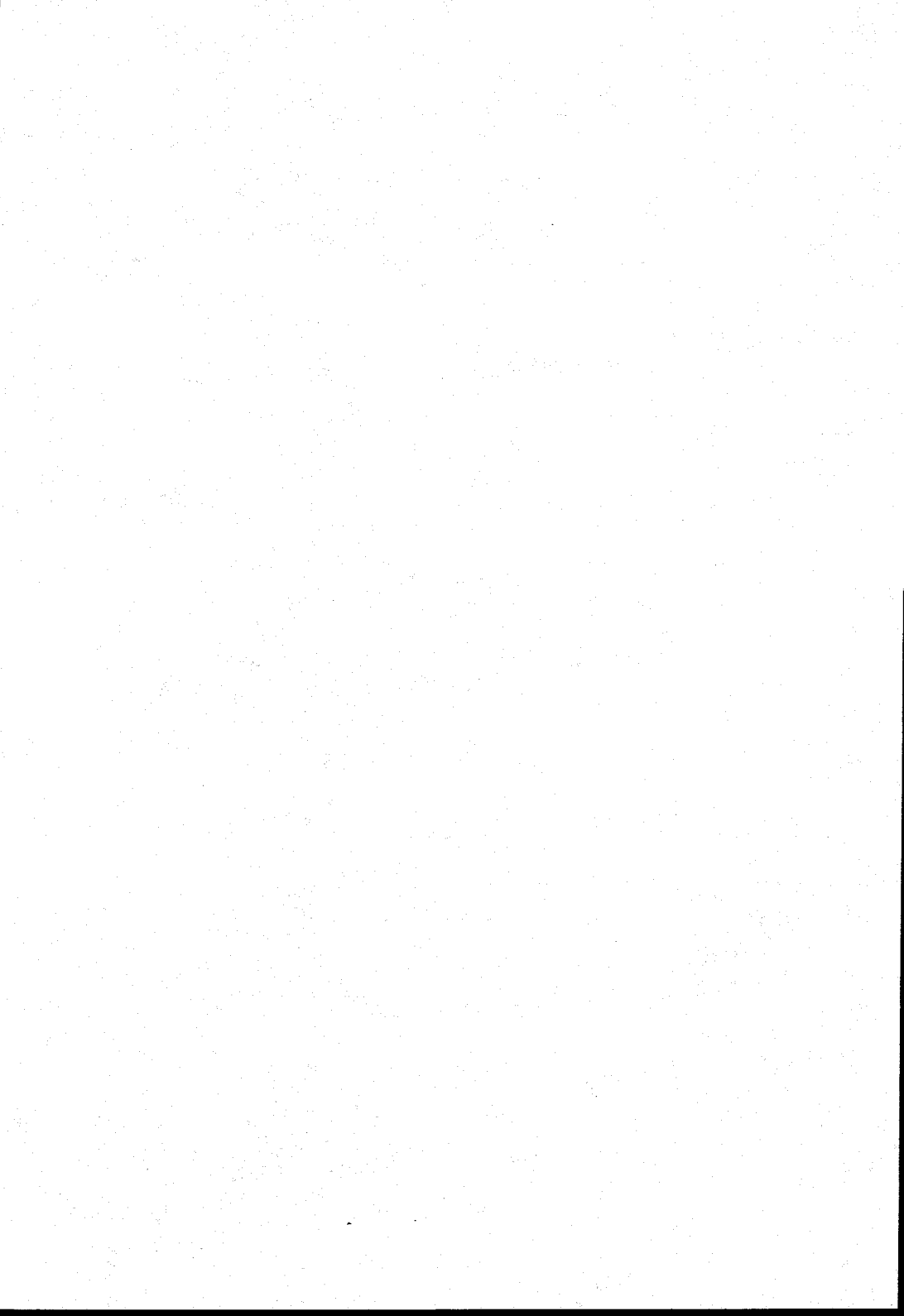
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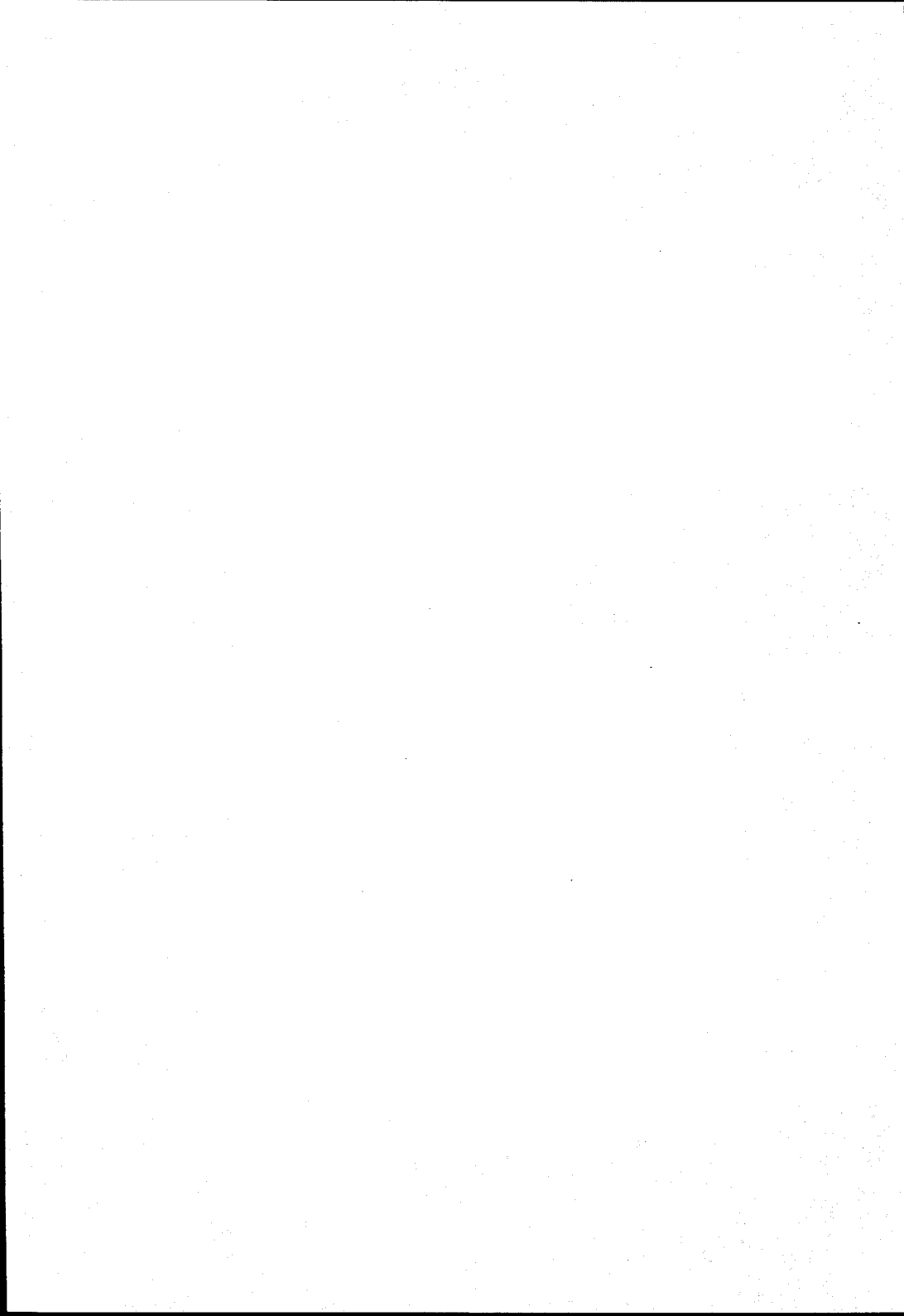
PROGRESS OF THE
CIVILIZATION OF THE
INDIAN TRIBES
IN THE
WESTERN UNITED STATES

FROM THE
EARLIEST PERIODS
TO THE PRESENT

BY
J. W. FULTON

NEW YORK:
G. P. PUTNAM'S SONS,
1875.







**WORLD HEALTH ORGANIZATION
ORGANISATION MONDIALE DE LA SANTE**

Office of Research Promotion & Development
Bureau de la Promotion et du Développement
de la Recherche

Avenue Appia

1211 GENEVE 27

(Suisse - Switzerland)

I the undersigned WHO Research Trainee

Je, soussigné, boursier de l'OMS

de Formation à la Recherche

(name in capital letters – *nom en majuscules*)

have returned to my country on

suis de retour dans mon pays depuis le

(date of return – *date du retour*)

where I occupy the position of

où j'occupe le poste de

(Title of position – *Titre du poste*)

with / *chez*

(name of institute or service – *nom de l'institut ou service*)

(number and street – *numéro et rue*)

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