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The mission of the ACR Research and Education Foundation is to improve patients' lives through support of research and training that advances the prevention, treatment and cure of rheumatic diseases.

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## INSTRUCTIONS FOR ALL AWARDS

**Application, format and submission requirement:** All applications must be submitted electronically via the ACR REF Web site by 4:00 pm ET August 3, 2009. To submit your application, visit [www.rheumatology.org/REF](http://www.rheumatology.org/REF) for a link to the online application. Please use 1 inch margins and Arial 11 point font for all documents submitted as part of your application and avoid jargon and abbreviations. Additional information concerning our awards and grants program is available at [www.rheumatology.org/REF](http://www.rheumatology.org/REF), or by contacting the REF at [ref@rheumatology.org](mailto:ref@rheumatology.org) or (404) 633-3777.

**Awards and Grants Policies:** All applicants and award recipients must abide by REF Awards and Grants Policies at all times. A list of current policies is available at [www.rheumatology.org/REF](http://www.rheumatology.org/REF).

**Review of applications:** Applications will not be blinded for the review process. Any perception of conflict of interest for reviewers will be eliminated during this time. Only applications that are complete and received by the deadline will be reviewed. It is the applicant's responsibility to review their completed application for errors and to ensure that it adheres to the application instructions. Applicants are responsible for submitting all required application documents prior to the deadline noted below.

**Notification and funding:** Applicants will be notified as to the status of their award in December. If there is a citizenship requirement, proof of citizenship will be requested at the time of notification. Funding will begin in July 2010.

**Application deadline is 4:00 pm ET August 3, 2009**

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## Purpose

The purpose of the ACR REF/Association of Specialty Professors (ASP) Junior Career Development in Geriatric Medicine Award is to provide support to academicians interested in careers focused on gerontology and the geriatric aspects of rheumatology during their transition from fellowship to first faculty appointment. Support during this critical juncture will provide the impetus required for long-term career development focused on integrating geriatrics into the subspecialties of internal medicine. The specific academic activity supported by this award may be varied and include aspects of a basic, clinical or health services project.

## Eligibility

To be eligible for the award, the candidate must:

1. Be a member of the ACR.
2. Have their MD, DO or equivalent medical degree from an accredited institution and must have completed a rheumatology fellowship leading to certification by the ABIM and/or ABAI, and be within the first four years of his/her faculty appointment.
3. Possess a faculty appointment at the level of instructor (or equivalent) or above at the time of the award. This appointment should be noted in a letter from the applicant's department chair and division director.
4. Arrange for a mentorship team comprised of at least: one geriatrician, one rheumatologist and one other member. The applicant's research mentor must be the leader of this team.
5. **The ideal candidate** is one who is ABIM certified and holds a faculty appointment which was obtained within the last four years, at the level of instructor or above, at an appropriate institution. The applicant will have a strong commitment to geriatric medicine with an interest in developing a career in the field as evidenced by past research and other academic experience.

Applicants may only apply for one of the following awards per funding cycle: the Rheumatology Scientist Development Award, the ASP Junior Career Development in Geriatric Medicine Award, or the Rheumatology Investigator Award. MD/PhD, DO/PhD and PhD applicants are not eligible for this award.

**If you have questions about your eligibility, please contact the REF prior to preparing an application.**

## **Citizenship**

Candidate must be a citizen or non-citizen national of the United States, or be in lawful possession of a permanent resident card. Non-citizen nationals are generally persons born in outlying possessions of the United States (e.g., American Samoa and Swains Island). Individuals on temporary (J1, H1) or student visas are not eligible.

## **Award Terms and Funding**

Awards are funded for two years; however the second year of support is conditional based upon substantial accomplishments during year one. Each recipient must devote at least 75% full-time professional effort to research activities with 40 percent devoted specifically to the proposed project until the end of the award term.

The award amount of \$75,000 per year will be paid directly to the sponsoring institution and will be disbursed in two equal installments in July and January. This funding can support the salary of the awardee, the purchase of supplies, the salaries of technical personnel, or other resources necessary for the completion of the research project. This funding cannot be used to acquire administrative or clerical support.

In addition to the award funding, ASP will provide recipients up to \$3,000 in travel funds to attend three required meetings (\$1,000 per meeting). Recipients are required to attend the American Geriatrics Society Annual Scientific Meeting during both years of the award, as well as the ACR/ARHP Annual Scientific Meeting during the second year of the award.

## **Review Criteria**

The applications will be reviewed based on the following:

1. Relevance to gerontology and the geriatric aspects of rheumatology
2. Significance and innovation of proposed project
3. Qualifications of the candidate
4. Suitability of the environment
5. Appropriateness of the budget
6. Qualifications of the mentoring team

## **Reporting Requirements**

The recipient and mentor will provide the ASP and REF with annual reports on the progress of the research project(s). Progress reports must follow REF guidelines and be completed using a template provided by the REF.

Furthermore, the recipient must complete an ASP questionnaire regarding progress toward goals at six and 18 months and provide a final report—in addition to the annual progress report—to the ASP and REF at the end of the award term noting any unexpended funds and discussing project outcomes such as abstracts, submitted or published articles, and other grants obtained or invited reviews. The division chief or program director must provide assurance of protected time and verify the accuracy of these reports by signing and approving each report. In an effort to effectively evaluate the impact of this award, all recipients will also be required to complete online evaluations up to ten years post-award. An e-mail link to these evaluations will be provided at least 30 days prior to the due date.

Failure to comply with award terms and conditions, reporting requirements, and proposed time/effort commitments by stated deadlines may result in future REF applications from the institution to be disallowed.

## **Funding Source**

Funding for this award is made possible in part through the financial support of the Association of Specialty Professors.

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# **Application Instructions**

**Before starting the online application, please read these instructions.**

Only online applications submitted through the REF Web site will be accepted. Incomplete applications will not be accepted. It is the applicant's responsibility to review the application for completeness and errors, and to ensure that it adheres to all REF instructions. **Applicants are responsible for submitting all required sections and documents prior to the deadline noted on page 1 of this application.**

Each item must be saved and uploaded to the online application separately. For example, item one of this application, abstract page, must be saved as a MS Word or Adobe PDF file per the following instructions and uploaded when prompted in the online application.

- All files must be in either MS Word or Adobe PDF format and saved as ‘.doc’ or ‘.pdf’ files
- Use one inch margins, Arial font and 11-point font size (does not apply to figures and tables)
- The header of each page must contain the applicant’s last name and first initial (formatted as lastname, firstinitial)
- Filenames should be named according to section (e.g., “1Abstract.doc”) and must not exceed 15 characters in length
- Additional file uploads should be numbered consecutively and named relevant to their content (e.g., ‘2ResearchProp.doc’)
- Avoid using jargon and abbreviations within your application

**You will be asked to provide the following:**

**1. Abstract page – to include the following:**

- **Project Title:** Include your project title at the top of your abstract page. Make your title specific and detailed. It should clearly state the topic of your proposal and is limited to 56 characters, including spaces between words.
- **Abstract – limited to 300 words:** Succinctly describe the hypothesis to be tested, the specific aims or global objectives of the project, and the expected results.
- **Key Words:** At the bottom of your abstract page, please include **three key words** that accurately describe the project.

**2. Research proposal – limited to six pages including references**

Describe in detail:

- a. **Specific aims:** State the overall research objectives and specific aims for the proposed project.
- b. **Background:** Briefly summarize the background to the proposal. Include only key references to prior work that constitutes the foundation of the proposal and any preliminary background work by the applicant.
- c. **Experimental design and methods:** Detail the specific nature, design, methodology and evaluation techniques for the proposed project. Explain the specific methods to be used to quantitate the outcomes of the project.
- d. **Significance:** Describe how the successful completion of the proposed research will add to a better understanding of rheumatologic diseases. State concisely the importance of the research described in this application by relating the specific aims to the broad, long-term objectives.
- e. **Selected references** – limited to one page

**3. Benchmarks of success**

Download, complete and submit the Benchmarks of Success template. See example of the template below.

Benchmarks of success should be included for the formal coursework and the research project as outlined in the research proposal. Examples include: timeline for research proposal, submission of abstract(s) and/or publication(s).

**4. Career development plan**

Detail the specific plans to implement a career focused on the geriatrics aspects of rheumatology. This plan must also include specific measures for the continued involvement of the awardees in structured geriatrics activity. Examples include: developing appropriate educational resources, teaching the geriatrics medicine aspects of rheumatology or developing rheumatology clinical services focused on geriatric patients.

**5. Statement of the mentor**

Each mentor must provide a letter detailing his or her part in the project and agreeing to serve in that capacity. The mentor must also outline his or her past training record. If specific methodological support, reagents, patients or other resources are critical to the project, they should be addressed in the statement.

**6. Mentoring team plan**

This plan must include organizing and interacting with a mentorship team comprised of a geriatrician, a sub-specialist in rheumatology, and at least one other member. The applicant’s research mentor must be the leader of this team. The specific activities of the team must be detailed, including the geriatric training plan and specifically how this award will provide training to improve geriatric rheumatology research.

**7. Proposed budget**

Download, complete and submit the Proposed Budget Template. See example of the template below. Applicants should outline an itemized budget not to exceed \$75,000. Funds may also be used for supplies, the salaries of technical personnel, or other resources necessary for the completion of the research project. **Funds may not be used to acquire administrative or clerical support.** Fringe benefits are allowed at a maximum rate of 30 percent. A statement from the institution’s contract office explaining the institution’s maximum fringe benefit rates must be included. Applications without this supporting documentation will not be considered.

**8. Distribution of time**

Download, complete and submit the Distribution of Time Template. See example of the template below. Give the percentage of time to be spent in any academic activity for each year of the award. List all clinical, research, teaching or administrative activities. Clinical work related to the proposed research is considered part of the research activity, but routine clinical duties are not.

**9. Other Support**

Submit a list of applicant’s other current and pending support. Other support includes all financial resources, Federal or non-Federal, or, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards. Information on other support should be provided in the format shown below:

**NAME OF INDIVIDUAL**

ACTIVE/PENDING

Project Number (Principal Investigator)	Dates of Approved/Proposed Project	% Effort/Time
Source	Annual Direct Costs	
Title of Project ( <i>or Subproject</i> )		
The major goals of this project are...		

OVERLAP

**10. Research award assurances**

Provide a brief statement of assurance that your proposal is in compliance with institutional guidelines as provided by the sponsoring institution’s clinical and research review boards. All research proposals including human subjects, laboratory animals and recombinant DNA techniques must show documented compliance with institutional guidelines. Copies of approval notices by the institutions IRB, IACUC and/or biosafety committees must be provided as appropriate once awarded.

**11. Applicant’s biosketch in NIH format – limited to four pages**

**12. Mentor’s biosketch in NIH format – limited to four pages**

**13. Letter of institutional support**


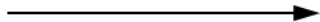
A signed letter from the applicant’s division chief or department head must be submitted confirming the applicant’s faculty appointment and providing evidence of adequate institutional support and adequate protected time to allow completion of the proposed work.

### 3. Benchmarks for Success

The benchmarks (expected status of the project at various points in time) included in your original application will be used to evaluate progress. The milestones should reflect the specific aims of the proposal and be presented within the context of measurable outcomes.

GOALS <i>(Should be listed in order of priority)</i>	Metrics for Success <i>(Projected end points)</i>	Expected completion

Applicant (Last, first initial):

7. DETAILED BUDGET – JCD – Year 1 <i>DIRECT COSTS ONLY</i>		FROM	THROUGH
		07/01/2010	06/30/2011
NAME	Fringe Rate*	SALARY REQUESTED	FRINGE BENEFITS* TOTAL COST
SALARY SUBTOTAL 			\$
<i>*Not to exceed 30%; Must provide institutional documentation of fringe rate</i>			
OTHER EXPENSES (Itemize by category)**			
Justification:			
OTHER EXPENSES SUBTOTAL 			\$
<b>TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD</b>			<b>\$</b>
<i>**Applicants should outline an itemized budget not to exceed \$75,000. Funds may be used for supplies, awardee salary and the salaries of technical personnel, but may not be used to acquire administrative or clerical support.</i>			



## 8. Distribution of Time/Effort

<u>ACTIVITY</u>	<u>DURING AWARD</u>	<u>DESCRIPTION</u>
Research	_____	_____
Proposed Project	_____	_____
Clinical Duties	_____	_____
Teaching	_____	_____
Administrative	_____	_____
Other (explain below)	_____	_____
<b>TOTAL*</b>	_____	<b>*Column must total 100%</b>

Other Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Definitions:

- Research*                      Time applicant will spend on other research projects
- Proposed Project*            Time applicant will spend on activities related to the proposed project
- Clinical*                         Clinical activities including clinical teaching activities, such as ward rounds and clinics
- Teaching*                        Teaching activities in a non-clinical setting
- Administrative*                 Administrative duties