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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 aim of the ACR REF Lawren H. Daltroy Fellowship in Patient-Clinician Communication is to improve patient-clinician interactions and communication. The award is intended to enable a rheumatology health professional clinician or graduate student to further study or to improve practice in the field of patient-clinician communication. The fellowship may be held by a novice who aspires to improve clinical skills or an expert who can offer unique expertise to others. **The application must be directly relevant to enhancing patient-clinician communication.**

The goal of the fellowship may be achieved through several mechanisms that include, but are not limited to:

- Funding educational opportunities for an individual clinician to improve his/her skills in patient-clinician communication.
- Developing a course, lecture series or coursework on patient-clinician communication to be used in a training program.
- Mentoring a junior faculty member or a clinician through work with a senior faculty member or clinician who is an expert in patient-clinician communication.
- Conducting a specific research or educational project related to patient-clinician communication.
- Inviting guest lecturers or workshop leaders to provide courses to a group of consumers and/or health professionals aimed at learning more effective patient-clinician communication.

## Eligibility

Applicants must be members of ARHP. Applicants with limited research training or experience with grants or fellowships are encouraged to apply with a mentor holding such skills. Applicants with preliminary or extensive work in the area of patient-clinical communication or those with a desire to refocus their research toward patient-clinician communication are also encouraged to apply. This fellowship is open to both junior and senior level applicants. ***This award is not intended for physicians.***

## Award Terms and Funding

Awards are funded for one year. No continued support is available. Institutions may submit more than one application for consideration; however only one award will be given per year. The award amount of \$7,000 will be paid directly to the sponsoring institution. Payments will be disbursed in two equal installments of \$3,500 in July and January. Award funds may be used toward salary, fringe, stipend, tuition, travel, books, or other educational or research needs. If used for salary, salary levels should be set by the institution. Fringe benefits are allowed at a rate of up to 30%. Fringe benefit rate documentation from the institution should be supplied if requesting fringe.

## Review Criteria

Candidates will be judged on the feasibility and quality of their fellowship proposal, the appropriateness and extent of support of their proposed mentor, and the proposed academic training program (if any). Prior experience and publications in patient-clinician communications are not required, but will be considered as supportive qualifications of the applicant. Key elements to be considered will include:

- Proposal's relevance to patient-clinician communication
- Feasibility and quality of the applicant's fellowship plans
- Commitment of the applicant to continue work in patient-clinician communication
- Qualifications of the mentor (if applicable)
- Qualifications of the applicant
- Evidence of the fellowship's potential for improving patient-clinician communications. Examples of such evidence are accomplishments to date, commitment of mentor and justification for effort.
- Clear and concise presentation of fellowship plan

## Reporting Requirements

The recipient will provide the REF with a final report at the end of the award term noting any unexpended funds and a description of project results and outcomes, such as abstracts, submitted or published articles, other grants obtained, and future career plans. The division chief or program director must approve all reports. In an effort to effectively evaluate the impact of this award, all recipients are required to complete online evaluations for up to ten years post-award. An e-mail link to the evaluation will be provided at least 30 days prior to the due date. Failure to comply by REF deadlines with award terms and conditions, reporting requirements, and proposed time/effort commitments may result in institutional penalties for future REF submissions.

## Funding Source

Funding for this award is made possible through an endowment established by Rheuminations, Inc.

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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., '2AppExper.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:** Summarize the proposed activities to enhance patient-clinician communication.
- **Key Words:** At the bottom of your abstract page, please include **three key words** that accurately describe the project.

**2. Proposal - limited to four pages including references**

The proposal is to be written by the applicant and should include a description of the project and the resources available to carry it out. This might include information regarding other investigators involved in the project, a description of the patient population, and technical resources such as computer and statistical support. If the applicant's project is part of an ongoing research project established by the mentor, the applicant must describe his/her particular role in the project and how it can be accomplished in the one-year grant period. If a mentor is part of the project, a description of the mentoring component to be used in the fellowship program must be described. Applicants should submit a description of their fellowship that includes the following:

- a. Goals and objectives
- b. Method/approach
- c. Detailed description of the activities or project that will be incorporated into the fellowship
- d. Rationale/justification for the activities planned including citation of relevant literature
- e. Evaluation plan
- f. Selected references – limited to one page

**3. Benchmarks of success**

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

List benchmarks that will be used to indicate the success of the proposed fellowship project. Suggested examples include: completion of specific courses or degree program; submission of abstract(s), workshop(s), and/or publication(s) for presentation at a national scientific meeting; development of coursework on patient-clinician communication; or ability to successfully obtain grant support or a career development award for patient-clinician communication.

**4. Applicant statement**

Statement must specifically speak to the mentor's criteria and include:

- a. Why the mentor was selected
- b. A structured timeline (weekly, bi-weekly, monthly, etc.) stating how the mentor adds value to both the project and the applicant
- c. Specific detail about the applicant's role in the project and the amount of time that will be dedicated to it

**5. Mentor statement**

Statement must specifically speak to the mentor's involvement in the project and must include:

- a. Description of previous experience as a mentor
- b. Features of the training relevant to the application
- c. Why the candidate was chosen as it relates to the nature of their interaction
- d. Financial and other resources available to support the applicant specific to the project
- e. The amount of time (weekly, bi-weekly, monthly, etc) allocated for meetings to discuss project status, evaluation and ongoing tasks.
- f. Type of structure proposed/in place to support mentoring process
- g. Formal documentation stating participation agreement in the project

**6. Letter of recommendation from mentor**

One letter of recommendation from the mentor should be provided stating the feasibility of the proposal, addressing the qualifications of the applicant and the impact of the proposed fellowship activities. **No additional letters of recommendation will be accepted.**

**7. Proposed budget and justification**

Download, complete and submit the Budget Template. See example of template below.

Applications must include an itemized budget indicating the expected amount of salary from the award, up to a maximum of \$7,000 annually (this includes fringe, if requested). Fringe benefits are allowed at a maximum rate of 30%. 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.

Summarize expenditures such as consultation fees, supplies, operating costs, etc., and provide a brief justification for each item. The cost of tuition for any proposed academic component of the award should also be identified.

**8. Applicant's biosketch in NIH format - limited to four pages**

**9. Mentor's biosketch in NIH format - limited to four pages**

**10. Letter of institutional support**

The division chief, department chair or dean of the applicant's institution must provide written assurance of institutional support.

### 3. BENCHMARKS OF SUCCESS

The benchmarks (expected status of the fellowship 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):

<b>7. DETAILED BUDGET - DAL</b> <i>DIRECT COSTS ONLY</i>		FROM 07/01/2010		THROUGH 06/30/2011
<b>NAME</b>	<b>Fringe Rate*</b>	<b>SALARY REQUESTED</b>	<b>FRINGE BENEFITS*</b>	<b>TOTAL COST</b>
<b>SALARY SUBTOTAL</b> →				\$
<i>*Not to exceed 30%; Must provide institutional documentation of fringe rate</i>				
OTHER EXPENSES (Itemize by category)**				
Justification:				
<b>OTHER EXPENSES SUBTOTAL</b> →				\$
<b>TOTAL DIRECT COSTS</b>				<b>\$</b>
Applicants should outline an itemized budget not to exceed \$7,000. Funds may be used for awardee salary, supplies and other reasonable expenses.				