



---

The American College of Rheumatology Research and Education Foundation supports programs that promote rheumatology research and training, and that introduce medical students and other health professionals to the field of rheumatology.

---

### INSTRUCTIONS FOR ALL AWARDS

**Application, format and submission requirement:** All applications must be submitted electronically via the ACR REF Web site by 5:00 PM (ET) on the deadline (see Web site for schedule). Please avoid jargon and abbreviations in your application. To submit your application, visit the Web site for a link to the online application, which will be available at least 30 days prior to each deadline. Additional information 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.

**Disclosure:** For disclosure purposes, any relationship with industry that the applicant or sponsoring institution might feel would be a potential conflict of interest should be noted in a letter from the institution.

**Transfer policy:** Awards may not be transferred between individuals. Requests for transfer of award between institutions should be made using the REF checklist (available upon request), and a decision regarding such a transfer will lie with the REF.

**Patent policy:** The REF relinquishes rights to patents to awardee and institution, with this exception: the REF reserves the right to obtain access and make public scientific information produced through the REF's support.

**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 online by the deadline will be reviewed.

**Notification and Funding:** Recipients will be notified within 8 weeks of the deadline, and all award payments will be made within 2 weeks receipt of required paperwork.

---

#### Purpose

The purpose of the ACR REF/Ephraim P. Engleman Endowed Resident Research Preceptorship is to introduce residents to the specialty of rheumatology by supporting a full-time research experience, with the goal of attracting promising physician scientists to the field of rheumatology.

#### Eligibility

Residents currently enrolled in an ACGME-accredited training program in internal medicine, pediatrics (med/peds) are eligible. Applicants may apply during any year of their residency. Residents must have identified a research preceptor by the time of application. The Preceptor supervising the resident must be a faculty member actively engaged in basic or clinical research relevant to rheumatology with a strong current record of peer-reviewed research (NIH-RO1-level or equivalent). Preceptors are responsible for approving the research plan and must be ACR members. Preceptors are limited to one resident per academic year and must provide a letter of support with the application. The award must be completed during the time frame of the approved residency.

#### Citizenship

Applicant must be a citizen of the United States, Canada or Mexico. US residents who are not citizens must be in lawful possession of a permanent resident card. Individuals on temporary (J1, H1) or student visas are not eligible. Non-citizen nationals are eligible to apply. This generally includes persons born in outlying possessions of the United States (e.g., American Samoa and Swains Island).

#### Award Terms and Funding

Residents will be allowed to serve the three-month preceptorship in reasonable portions throughout the academic year. The applicant must present a budget that not to exceed \$15,000. Funds may be used to offset resident salary (including fringe benefits not to exceed 30%), related laboratory/ research expenses, appropriate living expenses (if the experience is off-site), or other reasonable and appropriate institutional expenses. No institutional indirect support will be given. Applicants should include travel expenses to attend the ACR/ARHP Annual Scientific Meeting in the budget. All funds must be expended within one fiscal year.

#### Reporting Requirements

The director of the recipient's residency program must agree to participate in all efforts to track the outcome of the resident for a reasonable time after the award. Each participant (preceptor and resident) will be required to complete an evaluation at the end of his or her participation in the program. Any abstracts or publications for this award must acknowledge REF funding.

#### Review Criteria

Each application will be ranked on the following criteria:

1. Scientific merit and relevance to rheumatic disease research (clinical and basic science)
2. Preceptor's credentials as related to the project and previous experience as a mentor
3. Quality of the mentorship environment provided by the preceptor
4. Appropriateness and feasibility of the resident's role in the project.

#### Funding Source

Funding for this award is made possible through an endowment from Dr. Ephraim P. Engleman.

# Application Instructions

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

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.**

- All files for upload must be in either MS Word or Adobe PDF format and saved as „.doc’ or „.pdf’ files
- Items requiring a signature must have original signatures in blue ink and saved in Adobe PDF format
- 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 for uploads should be named according to section (e.g., “1FacePage.pdf”) and must not exceed 15 characters in length
- Additional file uploads should be numbered consecutively and named relevant to their content (e.g., „2StuBiosketch.doc’)

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

- 1. Resident's personal contact information including phone number and e-mail address**
- 2. Resident's biosketch (NIH format) - limited to the equivalent of four text pages**
- 3. Preceptor's biosketch (NIH format) - limited to the equivalent of four text pages**
- 4. Preceptorship Logistics**
  - a. Proposed beginning and ending dates
  - b. Program location
  - c. Project Title
- 5. Proposal – limited to the equivalent of three text pages - is to include:**
  - a. Description of resident's current and future research interests.
  - b. State specific aims of the proposed project and address how each aim will be accomplished during the preceptorship.
  - c. Goals and expectations to be achieved in the preceptorship. Include research seminar(s) attendance; rheumatology rounds; provisions for relevant coursework; or participation in research activities.
  - d. Description of preceptor's previous mentoring experience (past five years). Please include any awards or recognition received as well as any teaching activities.
  - e. Provide a listing of other faculty/investigators that the resident is likely to interact with during the research rotation. Please include names, explanation of relationship to preceptor or preceptor's institution and research interests.
- 6. Proposed Budget**

Use the budget template included below and submit a budget for up to \$15,000. Funds may be used to offset resident salary and related laboratory/ research expenses. Travel to the ACR Annual Scientific Meeting should be included.
- 7. Statement of the preceptor**

A statement from the preceptor is required, with verification of the resident's current status and confirmation that the resident will be relinquished from clinical duties during the three-month research elective. Description of past research and mentoring activities should be included.
- 8. Letters of recommendation**
  - a. A letter of recommendation is required from the preceptor describing the institutional research environment (i.e., potential interactions with other research trainees, other laboratories, etc.).
  - b. In addition, a letter of support from the division, department or program director is required, describing any proposed plans/experiences intended for the student during this preceptorship including research seminar(s) attendance, rheumatology rounds, and provisions for relevant coursework or participation in research activities.

## Proposed Budget

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

<b>Support for Resident Research Preceptorship</b>	<b>Totals (\$)</b>
Resident Salary .....	_____
Fringe Benefits ..... (Not to exceed 30%; must include institutional FB rate documentation)	_____
ACR Annual Meeting Travel Expenses .....	_____
Laboratory/Research Expenses	
Supplies .....	_____
Other Research Costs..... Describe: _____ _____ _____	_____
<b>TOTAL AMOUNT REQUESTED</b> .....	_____
	<i>NOT TO EXCEED \$15,000</i>

Justification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This application does not require official signature from an authorized institutional research office at the time of application. Institutional signature will be required if award is received by applicant.**

**Only online applications will be accepted.**

**Applications will be accepted four times per year. See Web site for the full schedule.  
Applicants may submit their application online beginning in March.**