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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 5:00 pm ET August 1, 2011. 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 September. If there is a citizenship requirement, proof of citizenship will be requested at the time of notification.

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## Application deadline is 5:00 pm ET August 1, 2011

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### Purpose

The purpose of the ACR REF/Abbott Medical/Graduate Student Achievement Award is to recognize outstanding medical and graduate students for significant work in the field of rheumatology and to provide students with the opportunity to attend the ACR/ARHP Annual Scientific Meeting.

### Eligibility

Medical student candidates must be enrolled in a LCME-accredited medical school; graduate student candidates must be enrolled in an accredited institution. In addition, students must be an author or co-author on an abstract submitted for this year's ACR/ARHP Annual Scientific Meeting via the ACR/ARHP abstract submission portal by the **June 28th deadline**. The student must have made a significant contribution to the work submitted in order to be considered for the award.

### Citizenship

The applicant 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

Recipients will receive an award of \$750, plus reimbursement up to \$1,000 for travel expenses (including air fare, hotel and meals) to attend the upcoming ACR/ARHP Annual Scientific Meeting. Recipients will also receive complimentary registration for the meeting. This is a one-year award.

### Review Criteria

Each application will be ranked on the following criteria:

1. Evidence of abstract submission

2. Contribution of work to the abstract
3. Merit of candidate
4. Relevance of the applicant's research to rheumatology

### Reporting Requirements

The mentor and recipient must participate in all efforts to track the outcome of the student(s) that participate in the program during the time of the award and up to three years after the award. This information is vital to measure the success of this program. The resident must provide a report within three months of attending the ACR/ARHP Annual Scientific Meeting describing their experience and any modifications of career plans based on this experience.

### Funding Source

Funding for this award is made possible through the Abbott Endowment for Rheumatology Development.

# 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, statement of the candidate, 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., "1InstiStmt.doc") and must not exceed 15 characters in length

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

### **1. Statement of candidate - limited to two pages**

Student must provide details regarding past achievements and future career plans.

### **2. Mentor Letter of Recommendation - limited to two pages**

The mentor must provide a letter of recommendation detailing student's contributions to research project and any achievements.

### **3. ACR/ARHP Annual Scientific Meeting Abstract submission**

Please include the following:

- a. Author's name(s)
- b. Abstract control number (from ACR/ARHP submission portal)
- c. A copy of the complete abstract. Applications received **without a copy of the abstract** submitted to the ACR/ARHP Annual Scientific Meeting **will not be reviewed.**

*Please note that the REF does not have any information regarding the status of your abstract submission to the ACR or ARHP. The ACR/ARHP abstract selection process and the REF award selection process are conducted independently.*