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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 December. If there is a citizenship requirement, proof of citizenship will be requested at the time of notification. Funding will begin in July 2012.

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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/Amgen/Pfizer Rheumatology Fellowship Training Award is to help ensure a diverse and highly trained workforce is available to provide competent clinical care to those affected by rheumatic diseases.

### Eligibility

Only training directors at ACGME-accredited institutions in good standing may apply. The rheumatology fellowship training program director at the institution will be responsible for the selection and appointment of trainees to the fellowship training award and for the overall direction, management and administration of the program. **This award is granted to support one year of clinical training, which is not restricted to the first year of training.** Multiple applications from a single institution will not be permitted unless they are for separate training programs (e.g., adult and peds rheum).

### Citizenship

The trainee 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

This is a one year award. No trainee may be appointed for less than 12 months during the period of appointment. No individual trainee may receive more than one year of aggregate support during the period of accredited training. Upon receipt of this award, the institution must submit documentation related to the appointment of the trainee. Funding will not be released until the REF receives such documentation.

Recipients will receive \$25,000 to support the salary and fringe of one trainee. The award is paid directly

to the sponsoring institution and payments are disbursed in two equal installments of \$12,500 in July and January. Other trainee costs (e.g. fees, health insurance, and other educational expenses) are to be incurred by the recipient's institutional program.

Travel scholarships for trainees to attend the ACR/ARHP Annual Scientific Meeting will be provided and administered through the ACR Fellows-in- Training (FIT) Travel Scholarship.

### Review Criteria

The applications will be reviewed based on all components of the proposal with emphasis being placed on the following criteria:

1. ABIM/ABP pass rate of rheumatology fellows
2. Publication history of staff and previous fellows
3. Current positions of previous fellows
4. ABIM/ABP status of clinical faculty

## Reporting Requirements

The recipient must provide a final report at the end of the award term detailing how the funds were used to train and prepare fellows to provide clinical care to those affected by rheumatic diseases and noting any unexpended funds. In addition, the institution shall provide a status report on the fellow. The division chief or program director must provide

assurance of protected time and verify the accuracy of these reports by signing and approving these reports.

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 the evaluation will be provided 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 future REF applications from the institution to be disallowed.

## Funding Source

Funding for this award is made possible through the financial support of Amgen, Inc. and Pfizer.

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## Application 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. **It is highly recommended that you begin preparing your application at least four (4) weeks prior to the grant submission deadline.**

Each item must be saved and uploaded to the online application separately. For example, item one of this application, institutional statement, 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; Save all MS Word documents as '.doc,' **not** '.docx'
- All templates are available for download on the Web site
- 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
- Additional file uploads should be numbered consecutively and named relevant to their content (e.g., '2PatientPop.doc')
- Avoid using jargon and abbreviations within your application
- Review all documents once uploaded and before final submission

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

#### **1. Institutional statement - limited to two pages**

This statement must describe the fellowship training program in detail, including the following:

- a. Quality of training program, including faculty, resources and experiences available to trainees
- b. Overall goals of the training program (e.g. to produce physician scientists, clinical educators or practicing clinicians)
- c. Data regarding the current and projected short-term fellow to faculty ratio

#### **2. Description of patient population the fellow is exposed to in their clinical year of the training program**

This description should include socioeconomic and demographic information regarding the program's patient population including race, ethnicity, gender as well as cases seen in a typical year of training.

#### **3. Description of the types of procedures the fellow is exposed to in their clinical training year**

This description should include actual procedures the fellow can observe or perform during their clinical training year, and should not be an exhaustive list of all procedures performed in the hospital.

#### **4. Faculty information**

- a. Download, complete and submit the Faculty Information Table for all faculty members who will have significant interaction with the fellow – please limit to six faculty members. See example of the table below. Tables completed as part of an application to other funding agencies will also be accepted (e.g., NIH T32).

- b. Download, complete and submit the Faculty Publications Table. See example of the table below. Tables completed as part of an application to other funding agencies will also be accepted (e.g., NIH T32). If submitting a table from another application, please bold each fellow's name in the author listing and italicize the responsible rheumatology faculty on these publications.
- c. Submit curriculum vitae in NIH format for each faculty member included in the Faculty Information Table – limited to four pages each.

**5. Means of funding fellows**

Include information on the number of ACGME-approved training slots in this program, as well as information on how many slots have been filled each year for the past five years, how these slots are funded in the program, and the impact the award will have on the training program (e.g., would train one less fellow without this award, able to fill an unfilled slot with this award, or this award is used to maintain the current program at average number of fellows).

**6. Letter of institutional support from Division Chief or Department Head**

This letter should provide clear support for the program and trainees, and should also describe the quality of the training program. In the letter, the writer should also detail how the remaining funding for the trainee will be covered in the award cycle and any remaining years of the fellowship. *If the Program Director is also the Division Chief, the letter of support should be written by the Chair of Medicine.*

**7. Fellow Graduates Table**

Download, complete and submit the Fellow Graduates Table. See example of the table below. Tables completed as part of an application to other funding agencies will also be accepted (e.g., NIH T32).

**8. Paula DeMerieux Eligibility**

Applicants for the ACR REF Paula DeMerieux Rheumatology Fellowship Award must complete this item.

Applicants for the ACR REF/Amgen/Pfizer Rheumatology Fellowship Training Award may also be eligible for the ACR REF Paula DeMerieux Rheumatology Fellowship Training Award. In order to qualify, the trainee must be a member of an underrepresented minority within rheumatology, or a woman. For this award, “underrepresented minority within rheumatology” shall mean Black, Hispanic, or Native American (that is, American Indians, Alaska Natives, and Native Hawaiians).

If you would like to apply for this award:

- Include a statement – limited to 250 words – as to why your program is eligible for the ACR REF Paula DeMerieux Rheumatology Fellowship Award.
- You will then be considered for both the ACR REF/Amgen/Pfizer Rheumatology Fellowship Training Award and the ACR REF Paula DeMerieux Rheumatology Fellowship Award; **however** applicants need only submit one application and will **receive only one** of these awards.

*Funding for the Paula DeMerieux Rheumatology Fellowship Award is made possible in part by an endowment from the Dr. Paula de Merieux estate.*

**9. Distribution of Time/Efforts Template**

Download, complete and submit the Distribution of Time/Effort Template. See example of the table below.

**10-14. Additional Uploads**

Additional documents which support the grant application may be uploaded for Items 10-14 and should have relevant file names and be numbered consecutively, beginning with 9 (e.g., “9TraineeCV.doc”). All uploaded files must meet the formatting requirements as specified on page 2 of this application.

## ACR REF/Amgen/Pfizer Rheumatology Fellowship Training Award Application Tables

### 4a. Faculty Information Table

Include a detailed description of each faculty member's involvement in the clinical training program and their specific contributions along with their ABIM/ABP status with expiration date. Please use the template below. Tables completed as part of an application to other funding agencies will also be accepted (e.g., NIH T32). **\*If a faculty member has an indefinite ABIM certification; please state whether or not they are enrolled in a maintenance program.**

Full Name with credentials	Role in clinical training program	Description of involvement	Significant contribution(s)	ABIM / ABP status	ABIM/ABP certification expires	Maintenance Program*
1.						
2.						
3.						
4.						
5.						
6.						

#### 4b. Faculty Publications Table

List faculty publications that fellows co-authored within the last five years. **Please bold each fellow's name in the author listing and italicize the responsible rheumatology faculty on these publications.** Only include publications that resulted from work done during the fellowship, not as a junior faculty member. **Please group all submission types together (all articles together, all chapters together, etc.)** and designate status (peer reviewed, submitted, in preparation, etc.). Use the template below and add or delete rows as needed.

Tables completed as part of an application to other funding agencies will also be accepted (e.g., NIH T32). If submitting a table from another application, please bold each fellow's name in the author listing and italicize the responsible rheumatology faculty on these publications.

<b>Author(s)</b>	<b>Fellow (s)-</b> how many on publication	<b>Title</b>	<b>Publication</b>	<b>Volume,</b> <b>Issue</b>	<b>Page</b> <b>Numbers</b>	<b>Year</b>	<b>Submission</b> <b>type</b> (abstract, article, etc.)	<b>Status</b>
<b>Joseph A. Fellow, John E. Faculty, Susan Q. Scientist</b>	1	Treatment of the rheumatic diseases	<i>Arthritis &amp; Rheumatism</i>	1, 11	1573-1574	2005	journal article	published
1.							<b>Article</b>	
2.							<b>Article</b>	
3.							<b>Article</b>	
4.							<b>Article</b>	
5.							<b>Chapter</b>	
6.							<b>Chapter</b>	
7.							<b>Chapter</b>	
8.							<b>Chapter</b>	
9.							<b>Abstract</b>	
10.							<b>Abstract</b>	
11.							<b>Abstract</b>	
12.							<b>Abstract</b>	

**7. Fellow Graduates Table**

Provide the requested information on fellow graduates from the last five years. Please use the template below and add/delete rows as needed. Tables completed as part of an application to other funding agencies will also be accepted (e.g., NIH T32).

Fellow's Full Name with credentials	Career choice and current location	Years in ACGME training program	Rheumatology ABIM status date passed for Rheumatology ABIM exam / expiration date	Gender/Ethnicity (male/female, white/black/other)
1. Joseph A. Fellow, MPH, MD	Rheumatology (Adult or Peds) and Clinical Immunology, University of Florida	2000-2005	Rheumatology ABIM certified May 2005 / Expires May 2015	male / white
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

## ACR REF Rheumatology Fellowship Training Award

### 9. Distribution of Time/Effort

This award is intended to support one year of clinical training (at least 50% clinical time). Use the table below to estimate the trainee's time spent on various activities during the year.

#### Activity

<b>Clinical Activities</b>	<b><u>Time Spent</u></b>	<b><u>Description</u></b>
- Performing Procedures	_____	_____
-Observing procedures, etc.	_____	_____
-Educational Activities	_____	_____
-Other (explain below)	_____	_____
<b>Total clinical time*</b>	_____	<b>*Clinical activities must total at least 50%</b>
<b>Other Activities</b>		
- Research	_____	_____
- Administrative	_____	_____
- Other	_____	_____
<b>Total Time Spent</b>	_____	<b>*Must total 100%</b>

Other explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **Definitions**

<i>Procedure</i>	<i>Performing procedures with patients while under supervision</i>
<i>Observation</i>	<i>Viewing trainer's functions and interpreting what was learned</i>
<i>Educational</i>	<i>Includes clinical teaching activities, such as ward rounds and clinics</i>
<i>Research</i>	<i>Time spent performing research activities</i>
<i>Administrative</i>	<i>Non-medical daily activities that does not occur in a clinical setting</i>