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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.

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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 (EST) 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.

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#### Purpose

The purpose of the ACR REF/Abbott Medical Student Clinical Preceptorship is to introduce students to the specialty of rheumatology by supporting a full-time clinical experience.

This program is not designed to replace a clinical clerkship in rheumatology nor will the student receive academic or elective credit. Programs should be designed as a "shadow" experience with the student observing the preceptor. The student should not be expected to perform independent patient management. Examples of such experiences would primarily include observing patient contact in the clinical office, accompanying the preceptor on rehabilitation facility visits, hospital rounds and/or conferences at the preceptor's institution.

#### Eligibility

Only students enrolled in LCME or AOA COCA accredited medical schools or undergraduate students who have been accepted into medical school are eligible. MD/PhD students and previous student participants are not eligible. Preceptors are responsible for selecting student applicants and must be ACR members. Preceptors are limited to two students each summer and must

complete the online application.

Individuals who are personally related to the proposed student are not eligible to serve as the student's Preceptor. Interested students should contact their medical school's department of medicine/rheumatology or a division of pediatric rheumatology in a department of pediatrics.

#### Citizenship

Applicant must be a citizen or non-citizen national of the United States or be in lawful possession of a permanent resident card. Individuals on temporary (J1, H1) or student visas are not eligible.

#### Award Terms and Funding

This is a one-year award. Students will complete either a four or eight-week program during the academic year. Preceptorship cannot be used for elective credit. Students will receive a \$1,500 stipend per four-week session. Mentors will receive a \$500 stipend per four-week session. Students are also eligible to receive complimentary registration as well as reimbursement for up to \$1,000 in travel expenses to attend the ACR/ARHP Annual Scientific Meeting. Students must notify the REF prior to attendance to receive these benefits.

#### Reporting Requirements

The preceptor must participate in all efforts to track the outcome and monitor the number of students who enter a career in rheumatology that participate in the program during the time of the award and up to 3 years after the award. This information is vital to measure the success of this program. Each participant (preceptor and student) will be required to complete an evaluation form at the end of their participation in the program.

#### Review Criteria

Preference will be given to preceptors who are in a community-based office practice. Applications are rated on the following criteria:

1. The preceptor's ability to provide a clinical environment and his/her demonstrated experiences as a clinical mentor.
2. The clinical environment, including any experiences specifically prepared for summer students.

#### 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 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. Student's personal contact information including phone number and e-mail address**
- 2. Student'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. Length of proposed program – 4 or 8 weeks (please specify why you selected this time period)
  - b. Proposed beginning and ending dates
  - c. Program location (institution name and address)
- 5. Proposal - limited to the equivalent of five text pages - is to include:**
  - a. Description of student's current and future clinical interests.
  - b. Goals and expectations to be achieved in the preceptorship.
  - c. Description of preceptor's previous mentoring experience (last five years). Please include any awards or recognition received. Please include any teaching activities.
  - d. State specific aims of the proposed plans/experiences and address how they will be accomplished during the preceptorship. Include clinical seminar(s) attendance, rheumatology rounds, provisions for relevant coursework, or participation in limited clinical activities.
  - e. A list of other faculty/investigators the student may encounter on a regular basis during this preceptorship. Please include names, explanation of their relationship and declaration of research interests. Additional preceptors included in proposal must provide a written statement citing awareness of their responsibilities and support of the proposal.
- 6. Letters of recommendation**
  - a. A letter of recommendation is required from the preceptor describing the institutional clinical environment (i.e., potential interactions with other clinical trainees, other laboratories, etc.).
  - b. In addition, a letter of support from the division, department or program director is required (if applicable), describing any proposed plans/experiences intended for the student during this preceptorship.

**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 February 2010.**