



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, or by contacting the REF at 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 this award is to introduce students to the specialty of rheumatology by supporting a full-time research experience.

Eligibility

Only students enrolled in LCME or AOA COCA accredited medical schools 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 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

All programs must be eight weeks, and may be completed any time during the academic year. The preceptorship may not be used for elective credit. Students will receive \$3,000 per eight-week session. Mentors will receive \$1,000 to cover related laboratory expenses. 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 during the current award year or the following year. 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 of the student(s) and their increased awareness of the rheumatology field 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. Each participant (preceptor and student) will be required to complete an evaluation form at the end of their participation in the program.

Review Criteria

Each application will be ranked on the following criteria:

1. Scientific merit, the program's relevance to rheumatology (clinical and basic science), and feasibility of the student's role in the proposed plans/experiences.
2. Preceptor's credentials as related to the project, and previous experience as a mentor.
3. Institutional research environment, including any coursework or seminars 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 –8 weeks (please specify why you selected this time period)
 - b. Proposed beginning and ending dates
 - c. Program location (institution name and address)
 - d. Project Title
- 5. Proposal - limited to the equivalent of five text pages - is to include:**
 - a. Description of student's current and future research interests.
 - b. Goals and expectations to be achieved in the preceptorship.
 - c. Description of preceptor's previous mentoring experience (past five years). Please include any awards or recognition received as well as any teaching activities.
 - d. Identify plans/experiences intended for the student during the preceptorship including research seminar(s) attendance; rheumatology rounds; provisions for relevant coursework; or participation in limited research activities.
 - e. Provide a listing 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 the 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 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.

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.**