



5550 Meadowbrook Industrial Court/ Rolling Meadows, IL 60008 / 847.378.0500 / [www.nref.org](http://www.nref.org)

## 2021-22 NREF DIRECTED RESIDENCY SCHOLARSHIP

### APPLICATION GUIDELINES, INSTRUCTIONS & FAQs

As a premier funder of neurosurgical studies, the [Neurosurgery Research & Education Foundation](http://www.nref.org) (NREF) focuses on providing educational funding in basic neuroscience and neurosurgical programs in North America.

The **NREF Directed Residency Scholarship** is a scholarship program designed for neurosurgical residents interested in expanded subspecialty experience during their residency prior to their Chief Resident year. The program is designed for a rotation away from their home ACGME accredited neurosurgery residency training program (domestic or international). The scholarship program can, in part, be funded by directed industry support. The application will be reviewed and approved by the home residency Program Director as well as the NREF.

Qualifying programs should consist of 3- to 12-month away rotation, in the US or international, focused on a subspecialty experience with a Board-certified (or international equivalent) Neurosurgeon(s) or subspecialty surgeon(s) from another primary specialty. The supervising surgeon(s) will provide supervision to the resident and structured feedback to the residency's home program. The program should involve hands-on clinical exposure to the subspecialty in the operating room and clinic environment.

For the 2021-2022 academic year, the NREF will accept applications from Institutions with an eligible resident as a potential recipient. Scholarships will be awarded based on available funding.

**Four (4) scholarships of \$15,000 each will be awarded.**

**Please read this document in its entirety prior to completing the online application.** After reviewing the application and the information below, please contact NREF at [info@nref.org](mailto:info@nref.org) if you have questions.

### ADMINISTRATIVE POLICIES, PROCEDURES & PROGRAM INFORMATION

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#### General Information

- **Objective** - The objective of the scholarship grant is to fund clinical scholarships in a subspecialty of neurosurgery
- **Period of Scholarship** - Three (3) months to one (1) year, beginning October 1, 2021 through September 30, 2022
- **Amount of Scholarship Grant** - Four (4) scholarships of \$15,000 each will be awarded. The grant is intended to cover the salary and benefits for the grantee first and some, if not all, related non-salary direct costs. Scholarship funds may not be used for indirect scholarship costs. (Fully-funded, one-year scholarships are awarded at \$30,000, but may be awarded in other and/or lesser amounts depending on available support, program length and the total salary and benefits cost.)
- **Deadline** - The deadline to submit an application is: **11:59pm (Central), Sunday, August 1, 2021**
- **Background Information** - For additional information, please contact NREF via email at [info@nref.org](mailto:info@nref.org).

#### Eligibility

- Neurosurgical residents in an ACGME-accredited neurosurgery residency training program interested in expanded subspecialty exposure with a rotation away from their home program prior to their Chief Resident year.
- Rotation must be spent in a neurosurgery residency program with Accreditation Council for Graduate Medical Education (ACGME) certification or the international equivalent.
- The applicant institution must provide proof of qualification as a non-profit, charitable entity (IRS determination letter).

#### Scholarship Funding - Overlap/Duplicate Funding

- Funding for a scholarship awarded by the NREF through this grant program cannot be duplicated by any other outside funding source but can be used to supplement scholarship costs up to the full cost of the scholarship. If the institution receives funding from another source for a scholarship awarded by NREF through this program, the institution's Program Director must notify the NREF immediately. Notification must be sent to NREF by email to [info@nref.org](mailto:info@nref.org).



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### Notification of Award

- **The foundation expects to notify institutions via email by Wednesday, September 1, 2021.** However, public announcement will be contingent upon receipt of written confirmation from the institution. The Foundation reserves the right, in its sole discretion, to extend the date for it to provide notification of awards.

### Fiscal Policies and Reports

- Scholarship grant payments will be made in two (2) increments:
  - 75% by the start of the scholarship,
  - 25% after final reports are received (see below)
- An interim summary report is required to be submitted by the grantee describing his/her experience along with a current accounting of funds within 180 days of the start of the scholarship
- A final summary report is required to be submitted by the grantee describing his/her experience along with a final accounting of funds. These reports are due within 40 days of the conclusion of the scholarship.
- Ten percent (10%) of the grant funds will be withheld until the reports referenced above are received by the NREF. Upon receipt of both reports, the remaining withheld funds will be sent to the grantee institution.
- At the conclusion of the scholarships, any unexpended balance of \$100 or more must be refunded to the Foundation within forty-five (45) days together with the report of expenditures and accompanying documentation.
- All final reports must be submitted electronically to NREF at [info@nref.org](mailto:info@nref.org).
- Separate accounting of the scholarship grant funds should be maintained at the receiving institution. These accounts, with appropriate and related invoices and payroll information, must be available at all times to NREF representatives.
- The grantee may terminate a scholarship grant prior to the planned expiration date by notifying the NREF in writing and stating the reasons for termination. Unexpended funds must be returned to the NREF within sixty (60) days, together with a final report of expenditures. The NREF reserves the right to terminate scholarship grants at any time if the grantee violates the terms and conditions of the grant.

### Policy on Delinquent Financial/Research Reports

- The Foundation reserves the right to deny additional scholarship grants to any institution where, after proper notification, a grantee has not submitted his/her final reports, and/or the financial officer has not submitted the final report of expenses, as required by NREF.
- The NREF will not issue final payments to institutions until both reports are received.

### Publication

- The NREF encourages publication of research findings by grantees, but requires that the NREF is cited as a source of support on the first page of the text.
- When a grantee presents a paper at a professional scientific meeting concerning research findings made during the course of an NREF funded scholarship, the NREF must be cited prior to the beginning of the presentation.
- The NREF should be sent reprints of all papers and publications, including any electronic papers or publications, resulting from work done during the course of a scholarship, even those that appear after the scholarship has concluded.
- The citation should appear in the Acknowledgements section as follows:

*This work is supported by the Neurosurgery Research & Education Foundation (2021-22 Residency Scholarship Grant).*

### Frequently-Asked Questions

#### 1. Can scholarship support be secured from more than one funding source?

- Funding for a scholarship awarded by the NREF through this program cannot be duplicated by any other outside funding source. For example, a program rotation that is fully-funded at \$30,000 cannot receive \$30,000 from the NREF and \$30,000 from a secondary funding source; only one can be accepted. However, a program rotation scholarship fully-funded at \$50,000 can receive funding from the NREF at \$30,000 and \$20,000 from a secondary source. If the selected institution receives funding from a secondary source through this program, the institution must notify the NREF immediately and return any overage in scholarship funding. Notification must be sent to NREF at [info@nref.org](mailto:info@nref.org).



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**2. Who can apply?**

- ACGME-accredited neurosurgery residency training programs with a neurosurgical resident interested in expanded subspecialty experience during their residency prior to their Chief Resident year by participating in a rotation away from their home program.

**3. Is United States Citizenship a requirement for the grantee?**

- No, grantees do not have to be U.S. citizens. However, a grantee must have satisfactorily completed an ACGME-accredited residency training program in neurological surgery (or the Canadian equivalent).

**4. How many scholarships are funded each year?**

- The number of grants funded by the NREF depends upon the contributions from corporate and partner supporters.

**5. How can the Scholarship funds be used?**

- The grant is intended to cover the salary and benefits for the grantee first and some, if not all, related non-salary direct costs. Scholarship funds may not be used for indirect scholarship costs.

**6. When would this scholarship grant start?**

- The grant period begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup> of the funded academic year.

**7. How can applications be submitted?**

- The application form must be completed and returned to NREF at info@nref.org.

**8. What items are required to ensure an application is complete?**

- Completed and signed application
- CV for resident traveling for the rotation
- One- to two-page essay describing the resident's specific purpose and detailed plan for use of the scholarship
- Letter from program director at host institution confirming the resident's acceptance for this rotation

**9. When is the application deadline?**

- The application must be submitted by **11:59pm (Central Standard Time), Sunday, August 1, 2021.**

**10. Will applicants be notified that their application has been received?**

- Yes. An administrative review of applications will take place after August 1, 2021. Applicants will receive an email confirmation by August 10, 2021.

**11. When will applicants be notified of the results of the selection process?**

- The Foundation expects to notify each applicant by September 1, 2021. However, public announcement is contingent upon receipt of written confirmation from the awardees. The Foundation reserves the right, in its sole discretion, to extend the date to provide award notification.

**12. How will applications be evaluated?**

- Applications for NREF Directed Residency Scholarships are reviewed and evaluated by the NREF Fellowship Committee. The committee considers, among other things, whether the residency program is accredited by the Accreditation Council for Graduate Medical Education ("ACGME").

**13. How are the funds disbursed to the institution?**

- Scholarship grant payments will be made in two (2) increments:
  - 75% by the start of the scholarship
  - 25% after final reports are received (see below)



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**14. What reporting is required?**

- An interim summary report is required to be submitted by the grantee describing his/her experience along with a current accounting of funds within 180 days of the start of the scholarship
- A final summary report is required by the grantee describing his/her experience along with a final accounting of funds. These reports are due within 40 days of the conclusion of the scholarship. All final reports must be submitted electronically to NREF at [info@nref.org](mailto:info@nref.org).
- Twenty-five percent (25%) of the grant funds will be withheld until the reports referenced above are received by the NREF. Upon receipt of both reports, the remaining withheld funds will be sent to the grantee institution.

**15. What are the accounting requirements?**

- At the conclusion of the scholarship, any unexpended balance of \$100 or more must be refunded to the Foundation within forty-five (45) days together with the report of expenditures and accompanying documentation.
- Separate accounting of the scholarship grant funds should be maintained at the receiving institution. These accounts, with appropriate and related invoices and payroll information, must be available at all times to NREF representatives.

**16. What is the policy on delinquent financial/research reports?**

- The Foundation reserves the right to deny additional scholarship grants to any institution where, after proper notification, a grantee has not submitted his/her final reports, and/or the financial officer has not submitted the final report of expenses, as required by NREF. Further, the NREF will not issue final payments to institutions until both reports are received.

**17. How should NREF be referenced in publications or presentations?**

- The NREF encourages publication of research findings by grantees, but requires that the NREF is cited as a source of support on the first page of the text.
- When a grantee presents a paper at a professional scientific meeting concerning research findings made during the course of an NREF-funded scholarship, the NREF must be cited prior to the beginning of the presentation.
- The NREF should be sent reprints of all papers and publications, including any electronic papers or publications, resulting from work done during the course of a scholarship, even those that appear after the scholarship has concluded.

**18. Why are companies working with the NREF on scholarship grant funding?**

- Agreements like this with the NREF are intended to help companies support high-quality education and training in neurosurgery in an independent and transparent manner.
- By contracting with the NREF to administer the scholarship grant program, companies are also able to reduce staff time and related internal costs that are associated with the scholarship grant process. Under the terms of agreement, the NREF is responsible for all aspects of the scholarship grant program, including but not limited to the review and approval of grant applications.

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**CONTACT INFORMATION**

**Applicants**

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**Industry Partners**

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