



## 2020-2021 CLINICAL FELLOWSHIP GRANT

### Guidelines, Instructions & FAQs

As a premier funder of neurosurgical studies, the **Neurosurgery Research & Education Foundation** (NREF) focuses on providing fellowship funding in basic neuroscience and neurosurgical programs in North America.

Please read this document in its entirety prior to completing the online application. After reviewing the application and the information below, please do not hesitate to contact the NREF via email at [grants@nref.org](mailto:grants@nref.org) if you still have questions.

***NREF Clinical Fellowships will be offered in the subspecialty of spine for the 2020-2021 academic year.***

**APPLICATION DEADLINE: Midnight, Tuesday, October 1<sup>st</sup>, 2019**

### ADMINISTRATIVE POLICIES AND PROCEDURES FOR FELLOWSHIP GRANT

#### General Information

- **Objective** - The objective of the fellowship grant is to fund post-residency clinical fellowships in the specialty of neurosurgery
- **Period of Fellowship** - One year, beginning July 1, 2020 through June 30, 2021
- **Amount of Fellowship Grant** - Fully-funded fellowship grants are awarded at \$75,000, but may be awarded in lesser amounts depending on available support. The grant is intended to cover the salary and benefits for the fellow first and some, if not all, related non-salary direct costs. Fellowship funds may not be used for indirect fellowship costs.
- Please visit the NREF website, [www.nref.org](http://www.nref.org), for program overview. For additional information, please contact the NREF Office at [info@nref.org](mailto:info@nref.org).

### PROGRAM INFORMATION

#### Eligibility

- Any academic institution or group practice with an established neurosurgery residency program in North America that qualifies as a non-profit, charitable entity may apply. A for-profit entity is not eligible unless affiliated with a non-profit entity.

#### Required Documentation

- Accreditation Council for Graduate Medical Education (ACGME) certification for neurosurgery residency program or the Canadian equivalent.
- Institution must provide proof of qualification as a non-profit, charitable entity (IRS determination letter).
- Certificate letter indicating CAST accreditation for neurologic surgery fellowship. In the event the institution has applied for CAST accreditation but has not yet received CAST accreditation, please submit a copy of the CAST accreditation request with the application.
  - NREF strongly encourages institutions to be accredited by CAST but exceptions may be considered by the selection committee.



### **Fellowship Funding - Overlap/Duplicate Funding**

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

### **Application Access**

- Log in at <http://www.nref.org/en/GrantApplications/> with AANS log-in
- If you have never logged in before, please register here, [https://online.aans.org/aansssa/censsacustmast.insert\\_page?p\\_success\\_url=https://myaans.aans.org/myaans.aspx](https://online.aans.org/aansssa/censsacustmast.insert_page?p_success_url=https://myaans.aans.org/myaans.aspx).

### **Notification of Award**

- **The foundation expects to notify each applicant by email by February 1, 2020**; however, public announcement will be contingent upon receipt of written confirmation from applicants. The foundation reserves the right, in its sole discretion, to extend the date for it to provide notification of awards.

### **Fiscal Policies and Reports**

- Fellowship grant payments will be made in three (3) increments:
  - 50% by the start of the fellowship (July 2020),
  - 40% in January 2021, and
  - 10% after final reports are received (see below)
- An interim summary report is required to be submitted by the fellow describing his/her experience along with a current accounting of funds within 180 days of the start of the fellowship
- A final summary report is required to be submitted by the fellow describing his/her experience along with a final accounting of funds. These reports are due within 40 days of the conclusion of the fellowship.
- 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 fellowships, 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 [kam@nref.org](mailto:kam@nref.org).
- Separate accounting of the fellowship 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 fellowship 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 fellowship 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 fellowship grants to any institution where, after proper notification, a fellow 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.

### **Publication**

- The NREF encourages publication of research findings by fellows, but requires that the NREF is cited as a source of support on the first page of the text.



- When a fellow presents a paper at a professional scientific meeting concerning research findings made during the course of an NREF funded fellowship, 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 fellowship, even those that appear after the fellowship has concluded.

## Frequently-Asked Questions

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

- Funding for a fellowship awarded by the NREF through this program cannot be duplicated by any other outside funding source. For example, a \$75,000 spine fellowship cannot receive funding from the NREF at \$75,000 and a secondary funding source at \$75,000; only one can be accepted. However, a \$100,000 fellowship can receive funding from the NREF at \$75,000 and \$25,000 from a secondary source. If the institution receives funding from another source for a fellowship awarded by NREF through this program, the institution must notify the NREF immediately and return any overage in fellowship funding. Notification must be sent to the NREF Office by email at [kam@nref.org](mailto:kam@nref.org).

### 2. Who can apply?

- Any academic institution or group practice with an established neurosurgery residency program in North America that qualifies as a non-profit, charitable entity may apply. A for-profit entity is not eligible unless affiliated with a non-profit entity.

### 3. Is United States Citizenship a requirement for the fellow?

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

### 4. How many fellowships are funded each year?

- The number of Clinical Fellowship grants funded by the NREF depends upon the contributions from corporate and partner supporters as well as the number of eligible applications received. The NREF is hopeful that the number of funded fellowships will meet or exceed past funding levels.

### 5. How can the Fellowship funds be used?

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

### 6. When would this fellowship 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 will be available only online beginning August 1<sup>st</sup>. It can be found at [www.nref.org/en/GrantApplications.aspx](http://www.nref.org/en/GrantApplications.aspx) using your AANS login.

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

- Letter of Accreditation from ACGME or the Canadian equivalent
- If the fellowship is accredited by the Society of Neurological Surgeons Committee on Accreditation of Subspecialty Training (CAST), a certificate indicating CAST accreditation for neurologic surgery fellowship.
- Biographical sketches for pertinent faculty members



- CV for Fellow
- IRS Non-Profit Status Determination letter (continued)
- Signed IRS form W-9 with tax ID number
- All required fields are complete and application is signed

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

- The application must be submitted by **midnight (Central Standard Time), October 1<sup>st</sup>**.

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

- Yes. An administrative review of applications will take place after October 1<sup>st</sup>. If you do not receive an email confirmation by **October 15<sup>th</sup>**, please email the NREF at [kam@nref.org](mailto:kam@nref.org).

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

- The Foundation expects to notify each applicant by February 1. 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?**

- All applications for NREF Clinical Fellowships are reviewed and evaluated by a NREF committee. The committee considers, among other things, whether an applicant institution is accredited by the Accreditation Council for Graduate Medical Education ("ACGME") and whether the institution is accredited by the Society of Neurological Surgeons Committee on Accreditation of Subspecialty Training ("CAST") in the particular subspecialty area for which it is applying.

**13. How many applications for fellowship funding can be submitted annually from one institution?**

- Institutions may apply for one fellowship per year.

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

- Fellowship grant payments will be made in three (3) increments:
  - 50% by the start of the fellowship (July)
  - 40% in January
  - 10% after final reports are received (see below)

**15. What reporting is required?**

- An interim summary report is required to be submitted by the fellow describing his/her experience along with a current accounting of funds within 180 days of the start of the fellowship
- A final summary report is required by the fellow describing his/her experience along with a final accounting of funds. These reports are due within 40 days of the conclusion of the fellowship. All final reports must be submitted electronically to [kam@nref.org](mailto:kam@nref.org).
- 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.

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

- At the conclusion of the fellowships, 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 fellowship 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.

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

- The Foundation reserves the right to deny additional fellowship grants to any institution where, after proper notification, a fellow 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.

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

- The NREF encourages publication of research findings by fellows, but requires that the NREF is cited as a source of support on the first page of the text.
- When a fellow presents a paper at a professional scientific meeting concerning research findings made during the course of an NREF-funded fellowship, 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 fellowship, even those that appear after the fellowship has concluded.

**19. Why are companies working with the NREF on fellowship 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 fellowship grant program, companies are also able to reduce staff time and related internal costs that are associated with the fellowship grant process. Under the terms of agreement, the NREF is responsible for all aspects of the fellowship grant program, including but not limited to the review and approval of grant applications.