



## 2020 CEREBROVASCULAR TRAVELING FELLOWSHIP

### 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.

**APPLICATION DEADLINE: Midnight, Sunday, November 1<sup>st</sup>, 2019**

### ADMINISTRATIVE POLICIES AND PROCEDURES FOR FELLOWSHIP GRANT

#### I. GENERAL INFORMATION

**A. Objective:** The objective of the fellowship grant is to fund travel of mid-career (see eligibility below) fellowship-trained cerebrovascular/endovascular specialist (applicant/fellow) to another institution (host) for 5 days.

#### B. Eligibility Criteria:

1. Applicant/Fellow: Fellowship-trained cerebrovascular/endovascular specialist, board certified in his/her specialty and holds a CAST certificate in neuroendovascular surgery or is able to demonstrate significant open cerebrovascular experience and practice, who has practiced independently for at least 5 years and is a dues-paying member in good standing of the AANS/CNS Joint Cerebrovascular Section or the Society of NeuroInterventional Surgery (SNIS).
2. Host: Any practice that demonstrates significant volumes and outcomes in the area that the applicant is seeking experience. The presence of a CAST-approved fellowship training program may be used as an indicator of such practice focus but may not be sufficient. The selection committee will reserve the right to make a final decision regarding the eligibility of a specific applicant or host.

**C. Deadline for Application:** Midnight, November 1, 2019.

**D. Period of Fellowship:** Any consecutive 5-day period between July 1, 2020 through December 31, 2020.

**E. Amount of Fellowship Grant:** The awardee will receive a stipend of \$5,000, plus reimbursement for travel and lodging expenses up to \$2,500. The host institution will receive an award of \$1,000.

#### F. Items Required:

1. Applicant must submit a completed, current version of this application.
2. Application (with signatures) and the items listed below must be submitted via the NREF Online Grant Portal by the deadline.
3. Invitation letter by the director of cerebrovascular/endovascular program at the host institution. This letter should outline the commitment of the host institution to host the applicant and be specific to the experience the applicant is seeking.
4. IRS Non-Profit Status Determination letter. Please contact NREF with questions about the eligibility of the host institution, as usually it is required that only non-profit, charitable entities may apply. A for-profit entity is not eligible unless affiliated with a non-profit entity.
5. Curriculum vitae of applicant.



6. Letter of intent by the applicant/fellow. Please speak to the experience being sought and why the proposed host institution is expected to be able to offer the desired experience. Please also include 1-2 alternate host institutions that could be selected by the selection committee.
7. Certificate letter demonstrating ACGME or CAST accreditation for cerebrovascular/endovascular fellowship OR demonstration of significant open cerebrovascular interest and practice. Please use the CAST application as a template to furnish such information. In the event an Applicant has applied for CAST accreditation but has not yet received CAST accreditation, please submit a copy of the CAST accreditation request with the application

**G. Information:** For additional information, please contact NREF at 847.378.0500 or via email at [grants@nref.org](mailto:grants@nref.org).

## II. PROGRAM INFORMATION

**A. Fellowship Funding Overlap/Duplicate Funding:** Funding for this fellowship awarded by the NREF cannot be duplicated by any other outside funding source. If the recipient receives funding from another source, the NREF must be notified by email to [grants@nref.org](mailto:grants@nref.org) immediately and the fellowship funding returned.

**B. Notification of Award:** The foundation expects to notify each applicant by letter prior to the 2020 Joint Cerebrovascular Section/Society for Neurointerventional Surgery meeting; 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. The successful applicant is expected to attend the Joint Cerebrovascular Section meeting in person to receive recognition for the award.

### C. Fiscal Policies and Reports:

1. Fellowship grant payment will be made upon completion of the fellowship. Documentation of travel and lodging expenses must be provided and will be included with the fellowship grant payment.
2. A final report is required to be submitted by the fellow describing his/her experience. This report is due within 45 days of the conclusion of the fellowship.
3. All final reports must be submitted electronically to [grants@nref.org](mailto:grants@nref.org)
4. Grantee is required to provide an oral report at the Cerebrovascular Section Annual Meeting following the fellowship experience, typically in January or February of the following year.

**D. Policy on Delinquent Financial/Research Reports:** The Foundation reserves the right to deny fellowship grant payment until the final report has been received.

**E. Publication:** The NREF encourages publication of research findings by the fellow, 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.