

Early Career Neurosurgeon Traveling Fellowship



APPLICATION GUIDELINES, INSTRUCTIONS & FAQs

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

The **NREF Early Career Neurosurgeon Traveling Fellowship** is a new program designed for neurosurgical residents, fellows and early career neurosurgeons interested in a subspecialty experience away from their home neurosurgery program.

Fellowships to consist of an away rotation from one (1) week up to one (1) month in duration, focused on a subspecialty experience with a Board-certified Neurosurgeon(s) or subspecialty surgeon(s) from another primary specialty. The supervising surgeon(s) will provide supervision to the awardee and structured feedback to the awardee's home program. The fellowship will include hands-on clinical exposure to the subspecialty in the operating room and clinic environment. Fellowships will be awarded based on available funding.

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 if you have additional questions.

General Information

- **Objective** - The objective of the grant is to fund travel to another institution for a brief fellowship in a subspecialty of neurosurgery
- **Period of Fellowship** – One (1) week up to one (1) month
- **Amount of Scholarship Grant** – The awardee will receive reimbursement for travel, lodging, meals and fellowship-related incidentals, such as books. (NOTE: Selected awardees would receive notification of the amount that will be funded. The total award will depend on available funding.)
- **Submission** – Submit the application and all required documents to NREF at info@nref.org. The application for this program can be found online.

For the 2023-24 academic year, NREF will accept applications in all subspecialties. Applicants must make all arrangements with their preferred destination and/or the fellowship experience they're seeking.

Eligibility

- Neurosurgical residents (PGY-4 and above) and fellows in ACGME-accredited neurosurgery programs interested in expanded subspecialty exposure with a rotation away from their home program.
- Early career neurosurgeons in first five (5) years of practice.

Notification of Award

- **The NREF expects to notify individuals via email within thirty (30) days of submitting their applications.** The Foundation reserves the right, in its sole discretion, to extend the date for it to provide notification of awards.

Fiscal Policies and Reports

- Payment will be made directly to the recipient upon completion of the fellowship.
- Award must provide the following:
 - Expense report with copy of all receipts, including documentation of travel and lodging expenses
 - Final summary report describing his/her experience
- Reports must be submitted electronically to NREF at info@nref.org within 40 days of the conclusion of the fellowship.
- The Foundation reserves the right to deny payment to any grantee where, after proper notification, a grantee has not submitted his/her final reports, as required by NREF.
- The NREF will not issue final payments to grantees until final report is 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 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 scholarship, even those that appear after the fellowship has concluded.
- The citation should appear in the Acknowledgements section as follows:
This work is supported by the Neurosurgery Research & Education Foundation (NREF Early Career Neurosurgeon Traveling Fellowship).

Frequently-Asked Questions

- **Who can apply?**
 - The program is open to residents (PGY4 and above) and fellows from ACGME-accredited neurosurgery programs and early career neurosurgeons in the first five (5) years of practice interested in expanded subspecialty experience by participating in a brief fellowship away from their home program.
- **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).
- **How many fellowships are funded each year?**
 - The number of grants funded by NREF depends upon contributions from corporate and partner supporters.
- **When would this scholarship grant start?**
 - The fellowship is any one (1) week up to one (1) month-long period within one (1) year of applying for the award. (Alternate time frames will be considered pending submission of budget.)
- **How can applications be submitted?**
 - The application form must be completed and submitted via email to info@nref.org.

- **What items are required to ensure an application is complete?**
 - **Curriculum Vitae** – Applicant must submit a current CV
 - **Statement of Intent** – Applicant must provide a statement describing the proposed fellowship experience and what the applicant will accomplish during the fellowship period, including including any relevant information regarding specific products to be used, techniques to be studied, what they hope to learn, etc. The one-page document should speak to the experience being sought and why the proposed host institution is expected to be able to offer the desired experience.
 - **Letter of Reference** – Please submit a letter from a professional mentor, program director, neurosurgeon, medical school dean and/or faculty member familiar with your scientific interests and abilities.
 - **Letter of Invitation** – The letter must come from a leader at the host institution verifying they've agreed to provide the applicant with the fellowship experience.
 - **Budget** – The document would outline costs for travel, lodging, meals and fellowship-related incidentals, such as books. (NOTE: Selected awardees would receive notification of the amount that will be funded. The total award will depend on available funding.)

- **Will applicants be notified that their application has been received?**
 - Yes. Applicants will receive an email confirming receipt of their application. An administrative review will take place upon receipt. The NREF will contact applicants only if there is a question about their application.

- **When will applicants be notified of the results of the selection process?**
 - The NREF expects to notify individuals via email within thirty (30) days of the application submission. The Foundation reserves the right, in its sole discretion, to extend the date for it to provide award notification.

- **Is there a deadline to submit an application?**
 - No. The NREF will accept applications on a year-round basis. However, fellowships will be awarded based on available funding.

- **How will applications be evaluated?**
 - Applications are reviewed and evaluated by members of the NREF Fellowship Committee.

- **How are the funds disbursed to the awardee?**
 - Payment will be made directly to the recipient upon completion of the fellowship and submission of required reports.

- **What reporting is required?**
 - A final summary report is required by the grantee describing his/her experience. The report is due within 40 days of the conclusion of the fellowship. The report must be submitted electronically to NREF at info@nref.org.
 - The reimbursement of expenses will be withheld until the report referenced above is received by the NREF. Upon receipt of the final report, expense report and all receipts, the funds will be sent to the grantee.

- **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 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 scholarship, even those that appear after the scholarship has concluded.
- **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 traveling fellowship program, companies are also able to reduce staff time and related internal costs that are associated with the fellowship 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.

CONTACT INFORMATION

Applicants

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Industry Partners

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