



2019-2020 RESEARCH FELLOWSHIP GRANTS & YOUNG CLINICIAN INVESTIGATOR AWARDS

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 if you still have questions.

APPLICATION DEADLINE: Midnight, Thursday, November 1st, 2018

ADMINISTRATIVE POLICIES AND PROCEDURES FOR FELLOWSHIP GRANT

General Information

- **Research Fellowship Grant** (One year; up to \$50,000)
 - The NREF Research Fellowship Grant provides training for neurosurgeons who are preparing for academic careers as clinician investigators.
 - 100% of the applicant's research efforts must be devoted to this project.
- **Young Clinician Investigator Award** (One year; up to \$50,000)
 - The NREF Young Clinician Investigator Award supports junior faculty who are pursuing careers as clinical investigators.
 - 50% of the applicant's research efforts must be devoted to this project.
- **Deadline for Application** - Midnight, Thursday, November 1st, 2018.
- **Period of Fellowship** - One year, beginning July 1, 2019 through June 30, 2020
- The NREF does not pay for any indirect costs related to our grant awards. Please visit the NREF website, www.nref.org, for program overview. For additional information, please contact the NREF Office at info@nref.org.

PROGRAM INFORMATION

Eligibility

- **Research Fellowship Grant** - Applicants must be physicians who have been accepted into, or who are currently in approved residency training programs in neurological surgery in North America.
- **Young Clinician Investigator Award** - Applicants must be neurosurgeons, no more than two years from having completed their neurosurgical residency training, and/or clinical fellowship, who are full-time faculty in North American teaching institutions.

Fellowship Funding Overlap/Duplicate Funding

- Funding for a fellowship awarded by the NREF through this grant program cannot be duplicated by any other outside funding source. If the individual 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 and return the fellowship funding. Notification must be sent to NREF Office by email at info@nref.org.



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Application Procedure

- The *format* of the application is flexible. However, based on an evaluation of proposals from recent awardees, here are a few factors to consider when submitting your application:
 - Does the research have potential for extramural funding? Is there strong preliminary data?
 - Does the project represent a new direction from existing research efforts? Is the study innovative?
 - What is the societal impact and potential applications of the research? Would a positive outcome contribute to the field?
 - Are the goals, objective and anticipated results clearly defined, logical and well-described in the proposal? Is the scope of the project realistic for timeframe?
 - Is the research environment supportive? Does the institution offer strong mentorship?
 - NOTE: Including these elements should not be interpreted as a guarantee of an award.
- Complete an application for each fellowship category for which funding is requested.
- Submission instructions
 - 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.

Notification of Award

- **The foundation expects to notify each applicant by email by February 15, 2019.** However, public announcement is 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 quarterly:
 - 25% at the start of the grant period (by July 15)
 - 25% by October 15th
 - 25% by January 15th
 - 25% after final summary report and final accounting are received
- 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.
- Twenty-five percent (25%) of the grant funds will be withheld until 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 grants@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 an NREF-funded fellowship, the NREF must be cited prior to beginning 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. Who can apply?

- **Research Fellowship Grant** - Grant applicants must be physicians accepted into, or who are in, approved residency training programs in neurological surgery in North America
- **Young Clinician Investigator** - Award applicants must be neurosurgeons who are full-time faculty in North American teaching institutions and in the early years of their careers, no more than two years from the end of clinical training (residency or clinical fellowship)

2. Does the applicant need to be a United States Citizen?

- U.S. Citizenship is not required to apply

3. How many awardees per institution are allowed?

- Usually, no more than one award per year will be given to any one institution.

4. What is the award amount?

- Typically, each grant is \$40,000 but the amount can be adjusted depending on available funding.

5. Can funding be accepted from other sources?

- If a grant is obtained from another source for the same project, NREF funding will be withheld and given to another applicant. It is the applicant's responsibility to notify the NREF if this occurs.

6. What is the grant period?

- Both awards support a one-year project, starting July 1st following the award and ending June 30th.

7. What is the time commitment?

- **Research Grant** - 100% of the grant applicant's research efforts must be devoted to this project
- **Young Clinician Investigator** - 50% of the young clinical investigator's research efforts must be devoted to this project

8. How are applications submitted?

5550 Meadowbrook Drive / Rolling Meadows, IL 60008 / 847.378.0500 / www.nref.org



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- Applications are only available through the NREF Online Grant portal at <https://www.nref.org/en/GrantApplications.aspx/>

9. What is the application deadline?

- The completed application must be submitted by **midnight (Central Standard Time) November 1st**.

10. Will I be notified that my application was received?

- An administrative review will take place after November 1st and notification of receipt will be sent by November 15th. If you do not receive an email by November 15th, please email the Development Coordinator at grants@nref.org.

11. When will awardees be notified?

- Notification of awards will be made no later than February 15th. All applicants will be notified whether or not they receive the award.

12. What is the policy for extension requests?

- A request for a No Cost Extension is allowable but will subject to approval from the NREF Education Advisory Committee Chair. Send requests to the Development Coordinator at grants@nref.org.

13. What are the reporting requirements?

- A summary report will be required at the halfway point (180 days from beginning of grant period) and a final summary report and accounting of funds is required within forty (40) days of the completion of the grant period.

14. What are the budget requirements?

- A budget must be prepared by the applicant and the sponsor indicating how the award funds will be used.
- Funds may be used in part or entirely for stipend. It is the policy of NREF to fund only direct costs involved with research awards. Grant proceeds must not be used to acquire or cover fringe benefits, publication costs, or travel expenses.

15. Who is the payee?

- Awards will be made payable to the institution

16. What is the policy for unused funds?

- Any funds that are not used at the end of the engagement period must be returned to the NREF.

17. How is the grant administered?

- The NREF is the official administrator of the grant program. The NREF Development office oversees the application process including receipt, processing, and organizing the review of applications.
- RG-YCI applications are subject to a double review process by committees comprised of AANS members. The applications are evaluated by the Grants Section Advisory Committee in each subspecialty with final selection of awardees determined by the Education Advisory Committee.
- The NREF manages the financial aspects of the fellowships and the distribution of funds to the institution.