

INSTITUTIONAL CLINICIAN TRAINING AWARD

INSTITUTIONAL CLINICIAN TRAINING AWARD

Consistent with its mission to move toward a world free of multiple sclerosis, the National Multiple Sclerosis Society supports the professional development and training of physicians in the comprehensive care of people with MS. The Society welcomes applications for support of mentors and institutions that will provide training for board-certified/eligible neurologists and physiatrists in new patient consultations, treatment and follow-up evaluations under the supervision of an MS specialist physician, as well as participation in multidisciplinary team activities, lectures, and professional meetings. The goal is for fellows to acquire the skills and knowledge necessary to provide the highest quality of care for individuals with MS.

This program provides support for a mentor-institution combination which is responsible for the recruitment, selection, and training of postdoctoral fellows to pursue a clinical career specializing in the care of individuals with multiple sclerosis and similar disorders. The mentor should be an established and active clinician in the MS field. The fellowship will provide for support of a postdoctoral fellow who will work closely with the mentor. .

In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the training plan is appropriate and relevant to our goals.

GENERAL: The fellow selected by the mentor must hold a M.D., D.O. or equivalent degree, be licensed to practice medicine in the United States, have completed a residency in neurology or psychiatry in the U.S., and plan on practicing medicine in the U.S. following the fellowship. The program of training to be supported should enhance the likelihood that the trainee will: (a) Establish or join an active MS clinical practice in the United States in order to provide high quality, state-of-the-art, comprehensive clinical care to patients with MS and (b) become an active participant and future leader in the MS clinical community, including volunteer activities with the Society at a local chapter or the home office (e.g., as a member of the Clinical Advisory Committee, Chapter Programs Committee, or Board of Trustees, as a speaker at a patient or professional education program, etc.)

ELIGIBILITY

Mentor and Institution: The mentor must have an M.D., D.O., or equivalent degree, be board certified in neurology or psychiatry, hold a faculty appointment or the equivalent at an accredited institution such as a university or teaching hospital, spend a minimum of 25% time on MS clinical care, have a clinical practice that includes relationships with a multidisciplinary care team, and work in a setting that can support an appropriate training environment for the postdoctoral fellow. It is the responsibility of the mentor and institution to recruit and select one or more appropriate postdoctoral fellows and to provide an appropriate program of training and experience leading to independence in the conduct of clinical care in multiple sclerosis. Once postdoctoral candidates are selected, their credentials will be submitted to the Society for final review and approval.

Citizenship: U.S. citizenship is not required either for mentors or postdoctoral fellows, but all training must occur at institutions in the United States and both the mentor and the fellow must be licensed to practice medicine in the US.

REVIEW OF APPLICATIONS

Timing: The Society utilizes a Web-based facility for the submission of Institutional Clinician Training Award applications. All applicants are required to use this facility for the completion of their proposals. In order to submit a proposal for support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the training plan is appropriate and relevant to our goals.

Completed applications, including all required supporting documents, received by the Society by the September deadline will be considered for activation on or after the following July.

Application: The mentor and organization are considered jointly to be the “applicant” and must provide: (1) a description of the facilities and environment available for training; (2) the academic qualifications of the proposed mentor; (3) a meaningful description of the proposed program of training, including the nature of the mentor/fellow relationship; and (4) an exact and itemized statement of all financial requirements, (under the limitations noted below). Supplemental grants are rarely made to cover costs not specifically requested in the original application.

INSTITUTIONAL CLINICIAN TRAINING AWARD

In addition to the above, the following elements should be incorporated in the application:

- Specific selection criteria for the postdoctoral fellow(s) to be trained
- A well-articulated training plan with enough specifics to allow for meaningful evaluation. As a guideline, it is expected that at least 50% of the fellow's time will be spent in direct, supervised MS patient care. There should be significant exposure to the multidisciplinary healthcare team, including physical medicine and rehabilitation, nursing, physical therapy, occupational therapy, speech therapy, social services, clinical and cognitive psychology, neuro-urology, vocational rehabilitation, orthotics, neuroradiologic interpretation and electrodiagnostics. In addition, the fellow should be involved in didactic activities, such as producing a clinical paper, review, poster, etc., attending lectures, grand rounds, seminars, interaction with the Society, and professional meetings. Applications which include training related to underserved MS patient populations (rural, those with progressive disease, minorities, etc.) will be looked upon favorably.
- Evidence of the track record of the mentor(s) in training postdoctoral fellows
- A description of how the different disciplines represented in the training program will work together

Selection of the Postdoctoral Fellow: It will be the responsibility of the mentor to identify and recruit the postdoctoral fellow and to submit the fellow's qualifications to the Society for approval. Information concerning the proposed fellow is **not** to be submitted as part of the original application for support. Instead, the mentor will submit the fellow's qualifications at some point **after** the application for support has been submitted. The qualifications for the proposed fellow can be submitted either 1) prior to notification of the outcome of the review of the mentor's application for support, or 2) after the mentor's application for support has been approved. This will provide the mentor with ample time and opportunity to identify and recruit the most promising candidate. The Society will review the qualifications of the proposed fellow when this is submitted and provide an answer to the mentor in a timely fashion. Funds to support the postdoctoral fellow will not be released until the Society has reviewed and approved the mentor's selection.

CONDITIONS OF AWARD

Duration of Award: The Institutional Clinician Training Award will have a term of five years. However, the term of training of each postdoctoral fellow will be determined by the mentor based on the period of time required for the training needed for development of an independent clinician. Support for a given postdoctoral fellow will not usually be provided for less than one year or more than three years. Each mentor-based fellowship award will provide sufficient funds to support a single postdoctoral fellow for five years. However, the mentor may divide this time in a variety of ways such as support for a single postdoctoral fellow for three years followed by a different fellow for two years, five different fellows for one year each, etc. At its discretion, the awardee organization may consider requests for reinstatement of a fellowship interrupted by military service, maternity leave or other major events.

Salary: The salary offered is \$75,000, payable to the institution, plus up to an additional 25% to cover fringe benefits. Supplementation or additional support to offset the cost of living may be provided by the awardee's institution but must not require any significant obligation from the trainee. The extent of supplementation must be stated when the postdoctoral fellow is nominated, and the Society must be notified of subsequent additional support. It is the intent of this fellowship award that the majority of the fellow's time will be spent on the approved Society's training program.

Awards are paid to the training institution on a quarterly basis. The mentor, the grantee institution, and the fellow will each be advised of the duration and amount of the award and will be provided with a budget that reflects the approved expenditures for each grant year. Payment of subsequent years is dependent upon a) availability of funds; and b) receipt, review, and approval by the Society of annual financial and progress reports. Fellows are considered employees of the institution and their salaries are paid by the institution according to the payment policy and schedule of the institution.

Relocation Costs: Funds to cover the cost of travel to the institution where the training is provided are available but only for the fellow and not for family members or for transportation of household belongings. The relocation costs must be requested at the time the postdoctoral fellow is nominated and the amount requested must be comparable to economy class transportation by air or equivalent.

Travel Allowance: An allowance of no more than \$2,500 per year may be made to help institutions defray the costs of travel for the postdoctoral fellow to one or more professional meetings.

Mentoring Expenses: An allowance of no more than \$10,000 per year may be made to help institutions defray the costs incurred by the mentor in the course of providing training and supervision to the postdoctoral fellow. The funds may be used for salary support, supplies or similar expenses. However these funds cannot be used for the purchase of equipment, computers, or for travel.

INSTITUTIONAL CLINICIAN TRAINING AWARD

Unexpended Funds: Any unexpended funds remaining at the end of each award year may be carried over to the next year only upon approval by the Society. Unexpended funds remaining at the termination of the award must be returned to the Society.

Change in Terms of the Award: Any change to the conditions of an award, including a change in the direction of the clinical training or in the level of activity by the fellow or mentor, requires prior approval by the Society. Failure to notify the Society will be considered grounds for revocation of the award.

Transfer of a Fellowship Award: The transfer of an award from one institution to another along with transfer of the mentor and fellow cannot be made without prior approval in writing by the Society. A new application face sheet, budget request, and other documentation will be required from, and must be approved by, the new institution. If applicable, if the training program involves research involving human subjects and/or animals, written approval from the new institution's Institutional Review Board and/or the Animal Care and Use Committee must be received prior to initiation of payment. In addition, the original institution must submit an acceptable report of expenditures and return all unexpended funds to the Society before a final transfer can be made. No interruption of financial support should be involved if the request to transfer the award is received by the Society at least 90 days prior to the anticipated date of transfer and the financial report is submitted from the original institution prior to the transfer date.

Change of Mentor: If the mentor becomes unable to continue the supervision of the fellow's training, a replacement may be nominated by the sponsoring institution pending approval by the Society.

Personnel Policies: Fellows are not considered employees of the National Multiple Sclerosis Society but rather of the institution where the training is provided. The fellowship is to be administered in accordance with the prevailing policies of the sponsoring institution, including vacations, sick leaves, holidays, etc.

Other Activities: The Institutional Clinician Training Award is intended to support specialized MS clinical training and not for the completion of internship and/or specialty board certification. Similarly, postdoctoral fellowships cannot be used to provide support for individuals whose primary responsibility is research, teaching and/or service, although fellows are encouraged to spend up to twenty percent of their time in research or teaching if appropriate.

Termination of an award: Whenever a fellow or a mentor elects to terminate a postdoctoral fellowship on a date prior to that indicated in the letter of award, the Society must be notified immediately in writing of the action taken and of the date involved. Grounds for revocation of a postdoctoral fellowship will be deemed to exist: (1) if a fellow is unable to carry out the training at the original institution; (2) if a mentor requests in writing that the fellowship be terminated because of unsatisfactory performance by the fellow; (3) if a fellow requests in writing that the fellowship be terminated for any reason; (4) if the fellow's mentor becomes unable to continue the supervision of the fellow's training and a replacement acceptable to the Society is not named within 30 days by the sponsoring institution; (5) if the fellow changes any aspect of the award from that which was originally approved by the Society, including the mentor, the department, the institution and/or the specific aims of the training, without prior notification and approval by the Society; (6) when annual reports of progress and recommendation for continuation are not received from the mentor within one month of the end of each award anniversary year; or (7) for a cause established by due process of law; or as a consequence of an institutional review committee's determination of fraud or malfeasance.

ACCOUNTING PROCEDURES

- 1) **Annual Financial Reports:** A brief account of the expenses made for each award is due before each anniversary date during the term of an award. Any unexpended funds remaining at the end of each award year may be carried over to the next year upon approval by the Society. Forms and instructions for this report will be sent to the PI about 30 days before the anniversary date of the award.
- 2) **Final Financial Reports:** A full account of all expenses made for a fellowship award is due within 90 days of the termination of the award. Any unexpended funds remaining at the end of the award must be returned to the Society. Forms for this report will be sent to the awardee's institution with the final quarterly payment. These forms are self-explanatory.
- 3) **Bonded Financial Officer:** The Society requires that the financial officer administering grant funds be bonded. Unless otherwise indicated in the application for an award, it is understood that such officials are bonded as a prerequisite to assumption of office.

INSTITUTIONAL CLINICIAN TRAINING AWARD

PROGRESS REPORTS

Over the term of the award, the Society requires several different types of progress reports from recipients:

- 1) **Annual Progress Reports:** Every twelve months, the mentor must submit an acceptable report of progress and recommendation for continuation. This report is due following each anniversary date during the term of an award along with a copy of the annual approval letter from the IRB and/or IACUC, if applicable. Prior to the anniversary date, the Society will provide forms and detailed instructions for completing the progress report. If applicable, attached to the report should be a PDF file of all published reports and preprints of all reports in press or submitted but not yet published of the results of any work accomplished under the fellowship. Manuscripts will be respected as privileged communications.

Award payments to the institution will be discontinued after each twelve-month period pending receipt of such reports, unless the Society receives prior notification of an acceptable reason for the delay of such reports. When such reports become overdue by one month, the postdoctoral fellowship grant will be terminated automatically as of the date when the report was due. Grants so terminated will not be reactivated.

- 2) **Final Progress Report:** The mentor is expected to submit a final report of progress to the Society within 15 days following the termination of the award. Approximately one month before the termination date, the Society will provide forms and detailed instructions for completing the progress report. The final report (not to exceed three pages) must include a summary of work conducted during the final year of support; and a statement describing the overall benefits of the training experience and future plans. To assist the Society in keeping track of our former fellows, we request that the Society be notified of changes in their professional address.

PUBLICATIONS AND REPRINTS

All mentors and fellows are expected to send to the Society preprints or reprints of each publication supported in whole or in part by the fellowship grant. As soon as a manuscript is accepted for publication, a copy of it, with the name of the journal and the expected date of publication, should be sent by email to the Associate Vice President of Research Information (cathy.carlson@nmss.org). Manuscripts will be respected as privileged communications. As soon as reprints of a published article are available, or if a press release from the institution is being prepared for distribution, please send to cathy.carlson@nmss.org.

The National Multiple Sclerosis Society must be acknowledged in all dissemination materials (e.g., publications, scientific exhibits, scientific presentations, press releases, etc.) related to research supported in full or in part by the Society. The following acknowledgment, or its equivalent, should be used:

"This investigation was supported (in part) by an Institutional Clinician Training Award from the National Multiple Sclerosis Society."

