

NATIONAL MS SOCIETY-ABF CLINICIAN SCIENTIST DEVELOPMENT AWARD

NATIONAL MS SOCIETY-AMERICAN BRAIN FOUNDATION MS CLINICIAN SCIENTIST DEVELOPMENT AWARD

The National Multiple Sclerosis Society and the American Brain Foundation (ABF) wish to leverage their current interest and support in research training to attract additional clinicians to the field of MS research. To this end, the National MS Society and ABF have committed to support the training of outstanding residency-level clinicians in MS clinical research through the National MS Society-ABF MS Clinician-Scientist Development Award.

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 research plan is appropriate and relevant to our goals and the goals of the American Brain Foundation.

GENERAL

This National MS Society-ABF MS Clinician Scientist Development Award will support the training of young clinicians committed to careers in academic medicine with an emphasis on MS clinical research. The intent of this program is to support three years of research training in an environment where talented young clinicians address problems in multiple sclerosis with the most current scientific tools. It is expected that upon completion of the program, participants will be committed to a research or combined clinical/research career and will be in line to direct robust research programs relevant to MS in their clinical department.

ELIGIBILITY

Previous Training: Applicants must hold an M.D., D.O. or equivalent clinical degree from an accredited institution, and must be licensed to practice medicine in the United States. Applicants must be at the PGY4 or PGY5 stage of an accredited residency program in the United States at the time of application. Fellowships will initiate upon completion of residency training.

Citizenship: There is no citizenship requirement; however, the individual applying for the award must be licensed to practice medicine in the United States at the time of application.

Mentor and Institution: The applicant must arrange a proposed training program with an appropriate mentor at a U.S. institution prior to submitting an application. Training may occur with the applicant's current institution or may take place at a new institution. A plan of training must be formulated and agreed on by the mentor and the applicant, and described in detail in the application.

REVIEW OF APPLICATIONS

Timing: The Society utilizes a Web-based facility for the submission of fellowship applications. All applicants are required to use this facility for the completion of their proposals. 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 research plan is appropriate and relevant to our goals and the goals of the American Brain Foundation. Completed applications, including all required supporting documents, received by the Society by the August deadline will be considered for activation on or after the following July 1st.

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Application Materials: Applicants will be required to submit the following materials as part of the application:

- 1) A three-page research proposal, including a brief statement of specific aims, background and significance, research design and methodology, and a statement of the proposal's relevance to MS. The research plan should be written by the applicant and should represent his/her original work. However, the applicant is expected to develop this plan based on extensive discussion and the support of the proposed mentor. It is entirely appropriate for the proposed work to be highly related to the mentor's ongoing research.
- 2) Biographical Sketches for both the applicant and the mentor.
- 3) Three letters of recommendation must be submitted online. It is the responsibility of the applicant to ensure that all letters are received by the deadline, and an application may be considered incomplete without them.
- 4) A statement of support from the mentor detailing his/her support of and commitment to the applicant and to the proposed research and training program.
- 5) An itemized statement of all financial requirements, including salary and relocation costs (if needed).

Interview: Each applicant must agree to a phone interview with a member of the Society's Advisory Committee on Fellowships or its designee.

Review Process: Applications for this program will be reviewed in two stages by both the Society's Advisory Committee on Fellowships and the ABF Research Council. The review process will encompass the following steps:

- 1) The Society's Fellowship Committee will review applications and interview applicants as a separate but integrated part of its annual fellowship review process. The Society's Fellowship Committee will meet during November/December following the application deadline and will make funding recommendations for the National MS Society-ABF Clinician Scientist Fellowships to the Society.
- 2) The Society will forward its funding recommendations for the National MS Society-ABF Clinician-Scientist Fellowship applications to the ABF.
- 3) The ABF Research Council will review the Society's-recommended applications and will recommend one to receive the joint National MS Society-ABF Clinician Scientist Fellowship. This stage of review will take place during December/January following the application deadline.

Evaluation Criteria: Applications will be evaluated by both the Society's Fellowship Committee and the ABF Research Council using the following criteria:

- 1) The applicant's background, training and potential to develop into a productive physician scientist based on the research proposal, letters of recommendation, and the results of the phone interview;
- 2) The originality, quality, and MS relevance of the proposed research plan;
- 3) The environment in which the training program will be conducted, specifically, the qualification and the established expertise of the mentor in participation in clinical research in MS, and the potential for intra- and inter-departmental/institutional interactions for the clinical fellow, and the institutional resources available.

Funding Decisions: Only those applications recommended for funding by both the Society's and ABF review committees will be funded with an enhanced stipend as National MS Society-ABF Clinician-Scientist Fellows. Applications that are recommended by the Society's Fellowship committee but that are not recommended by the ABF Research Council will be considered for support through the Society's Postdoctoral Fellowship program with the standard Society's Postdoctoral Fellowship salary. Outcomes of the review will be distributed to applicants following final review by the Society's Research Programs Advisory committee and the ABF Research Council. Applicants will receive notification by February following the application deadline and awards will begin on July 1 or thereafter.

CONDITIONS OF AWARD

Activities and Time: Fellows are expected to spend at least 75% of active time engaged in the research activities described in the application. Fellows may spend up to 25% of their time in teaching or clinical duties, if appropriate, unrelated to the specific aims of the fellowship. Fellowships awarded through this program are intended to support training in clinical research and may not be used to support individuals whose primary responsibility is teaching and/or clinical service.

Duration of Award: Applicants may request up to three years of support. Requests for reinstatement of an award interrupted by military service, maternity leave or other major events will be considered on a case-by-case basis.

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GENERAL CATEGORIES OF EXPENDITURES

Financial Commitments: The Society will provide a base salary for each year. The base salary will be dependent on the PGY level of the applicant. The Society will also provide \$7,850 as an institutional allowance. The ABF will provide an additional \$25,000 to supplement the base salary in each year. No additional funds for fringe benefits or indirect costs are allowed. Recipients would also be eligible to apply for the Society's Dale McFarlin Travel Award, which provides up to \$1,500 for a fellow to travel to a scientific meeting of their choosing.

National MS Society Base Salary

<u>PGY Level</u>	<u>Salary</u>
PGY-4	\$50,635
PGY-5	\$52,812
PGY-6	\$54,899
PGY-7 or more	\$57,361

Supplementation of the award with other grants or by the fellowship institution is permissible, but fellows may not accept other fellowships, similar awards, or have another source of support for more than 50% of their research salary while holding this award. Supplementation to offset the cost of living may be provided by the awardees institution but must not require any significant obligation from the trainee. The extent of supplementation must be stated in the application (if known in advance of the application), and the Society must be notified of subsequent additional support. Under no circumstances may the conditions of salary supplementation interfere with, detract from, or prolong the trainee's approved Society training program.

Awards are paid to the training institution on an annual quarterly basis. The awardee, mentor, and the grantee institution will each be advised by letter 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 and the ABF of annual financial and research progress reports. Awardees 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 of application and the amount requested must be comparable to economy class transportation by air or equivalent.

Institutional Allowance: An allowance of no more than \$7,850 per year will be provided to institutions. These funds should be used primarily to help underwrite the costs of individual medical insurance for the fellow, either by enrolling the fellow in a group plan, or turning over the funds to the fellow to help pay for his/her independent plan. These funds may not be used to cover medical insurance for the fellow's spouse or for family members. Travel to scientific meetings, research supplies and related expenses, may be paid from the balance of the institutional allowance. No other funds are provided to defray the costs of research or training. Funds may be used to offset any tuition or other similar fees. Purchase of personal computers is not an allowable expense.

Tykeson Conference on MS for National MS Society Fellows and Faculty Awardees: Through a generous contribution from Mr. Donald Tykeson (active volunteer and member of the Society's National Board of Directors), the National MS Society will hold a meeting of all Society fellows and faculty awardees on alternate years. All Society fellows and faculty awardees whose awards are active at the time of the conference are required to attend at the Society's expense. The goal of this meeting is to improve the sharing of research information among the Society awardees, develop a sense of community among our investigators, strengthen their commitment to MS, and establish new collaborations among these investigators.

Unexpended Funds: Any unexpended funds remaining at the end of each award year may be carried over to the next year. 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 research project 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 a postdoctoral fellowship award.

Transfer of a Fellowship Award: The transfer of an award from one institution to another along with transfer of the fellow cannot be made without prior approval in writing by the Society and the ABF. A new application face sheet and budget request will be required from, and must be approved by, the new institution. For 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

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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 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 awardee's training, a replacement may be named by the sponsoring institution pending the prior approval by the Society and the ABF. Any fellow considering a change in mentor for other reasons must receive prior approval from the Society and the ABF. However, in the event that the awardee is unable to continue with the postdoctoral training, the fellowship award is non-transferable and the award will be terminated prematurely.

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

Non-Research Activities: The award is made to support training in research and is not intended to support clinical training directed toward the completion of internship and/or specialty board certification or as a substitute for funding the conduct of research ordinarily provided by research grants. Similarly, this award cannot be used to provide support for individuals whose primary responsibility is teaching and/or service.

Termination of Award: Whenever an awardee or a mentor elects to terminate the award 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 an award will be deemed to exist: (1) if a grantee is unable to carry out the research at the original institution; (2) if a mentor requests in writing that the fellowship be terminated because of unsatisfactory performance by the awardee; (3) if an awardee requests in writing that the award be terminated for any reason; (4) if the 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 grantee 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 research studies, without prior notification and approval by the Society; (6) when annual reports of progress and recommendation for continuation are not received from both the mentor and the awarded 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

Annual Financial Reports: A brief account of the expenses made for the 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. Forms and instructions for this report will be sent with the annual progress report by 30 days before the anniversary date of the award.

Final Financial Reports: A full account of all expenses made for the 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. The form for this report will be sent with the final progress report and must be forwarded by the fellow to the financial officer of the awardee's institution. These forms are self-explanatory.

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.

PROGRESS REPORTS

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

Annual Progress Reports: The awardee must submit every twelve months an acceptable report of progress. As part of this report, the mentor must submit a letter of evaluation with a recommendation for continuation. This report is due before each anniversary date during the term of an award along with a copy of the current approval letter from the IRB and/or IACUC. Approximately one month before the end of a funding cycle, the Society will email forms and detailed instructions for completing the progress report. Attached to the completed report should be reprints or pdf files of all published reports as well as preprints of all submitted manuscripts, which include research results obtained 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

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overdue by three months, the postdoctoral fellowship grant will be terminated automatically as of the date when the report was due. Grants so terminated will not be reactivated.

Final Progress Report: The awardee and the mentor are expected to submit separately 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 email forms and instructions for completing the progress report. The final report must include a summary of work conducted during the final year of support and the entire term, a statement describing the overall benefits of the training experience, future plans, and any new contact information.

A Status Report: The Society periodically (every 4-5 years) conducts surveys of its past trainees to assess their career output since their training. To assist the Society in keeping track of our former trainees, we request that the Society be notified of changes in their professional status, professional address, and email address.

PUBLICATIONS AND REPRINTS

All fellows are expected to send to the Society and American Brain Foundation, reprints or pdf files 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 and the American Brain Foundation 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 a National MS Society-ABF MS Clinician Scientist Development Award from the National Multiple Sclerosis Society and the American Brain Foundation."

