



## **RESEARCH TRAINING AWARD**

### **PURPOSE**

The purpose of this award is to provide the opportunity for investigators to visit a research lab at another educational institution to facilitate the transfer of research knowledge, skills, and techniques and new research methodologies in the following areas:

- Animal research studies
- Basic science or bench research

Exchange of techniques and skills for human subjects' research is not allowable for this award.

### **AWARD**

SIR Foundation will provide reimbursement of up to \$3,000 to assist with airfare, up to 6 nights of lodging, meals and related travel expenses to locations in the US and Canada. This award is not intended for international travel.

The recipient will be responsible for arranging his/her own airfare, transportation and housing at the new site.

### **ELIGIBILITY REQUIREMENTS**

- Eligible candidates must hold an MD, DO, PhD, or equivalent degree at an educational institution in the U.S. or Canada.
- Must be a U.S. citizen or permanent resident.
- Candidates must be a current SIR member in good standing.
- Candidates must be a faculty member, research fellow, or permanent staff at an educational institution who has a demonstrated need to learn new technique(s) or procedure(s) that are not practiced at home institution. Human subjects studies are not eligible for this award opportunity.
- Letter of support from their department chair of home institution supporting travel to new institution and time away from clinical service
- Letter of support from the mentor from the new institution supporting recipient to learn the new techniques and providing the necessary equipment or materials to ensure techniques are adequately attained.
- The applicant will identify the host institution and will describe the specific skill or technique that will be acquired at the new site.

## **APPLICATION PROCEDURES AND DEADLINE**

Applicants are to submit their completed application via the online form found at [apply.sirfoundation.org](http://apply.sirfoundation.org).

Applications are due by 5:00 PM ET on **December 31, 2021**. The deadline remains whether or not the date falls on a weekend and/or holiday. Applications that are not completed or do not comply with the guidelines, will be withdrawn.

## **AWARD EXPENSES**

Allowable expenses include:

- Lodging accommodations (room fee and taxes only) up to 6 nights
- Coach airfare (to and from home institution) up to \$700 for domestic flights. Business and first-class airfare will not be reimbursed.
- Airline baggage fees
- Ground transportation (taxi rides home ↔ airport and airport ↔ new institution)
- Meals
- Materials and supplies may be budgeted to cover potential expenses incurred at the host institution. Allowable expenses may include extra purchased materials and supplies for the PI at the host institution or any direct costs resulting from the PI at the host institution.

Unallowable expenses include:

- Salary support
- Entertainment and personal expenses (i.e. incidental costs, social activities, alcoholic beverages)
- Equipment purchases
- Institutional indirect costs or secretarial or office expenses

**Expenses will be reimbursed by SIR Foundation upon receipt of the summary of expenses.**

## **GRANT APPLICATION FORMAT**

When uploading your grant application to our online forms, you must save your grant application using the naming convention below:

2022\_Travel Award\_Mary Johnson

All the items detailed below must be included in the application before it will be considered. Incomplete applications will be rejected or deferred until the requested information is provided. The following items must be included in the application:

- I. Title Page
  - a. Name, degree, and institution

- b. Lay statement of the proposed technique/procedure to learn at the new institution.
- c. Name of Department Chair at home institution and advisor at the new institution
- d. Proposed travel dates

II. Description

- a. Statement demonstrating the likely knowledge, skill, and technique applicant would learn at host institution
- b. Description of hosting institution's environment
- c. Indicate how the method will be used in the trainee's research program.
- d. Describe plans for continuity and maintaining the new techniques at the home institution.

III. Supporting Materials:

- a. Curriculum Vitae or biographical sketch in NIH biographical sketch format
- b. Letter of support from the Department Chair at the home institution indicating the following:
  - i. Approval and support of application and travel to new institution
  - ii. Support for faculty specifying the amount of academic time to dedicate to the research.
  - iii. The new technique will be supported for the long-term goals of the program.
- c. Letter from the Research Mentor at the hosting institution:
  - i. Confirming support for the visit/exchange of knowledge, skills, and/or techniques
  - ii. Advisor's willingness to teach the applicant throughout the duration of the 1-week period.
  - iii. Statement indicating whether the visiting physician will be performing any procedures during the visit.

If the physician will be performing procedures/tests on animals, the new institution will be required to include the applicant in the study proposal and approval from the Institutional Animal Care and Use Committee (IACUC). Proof of this documentation is not required for grant submission, however, is required to be submitted to SIR Foundation prior to the start of the award. Those observing will not need to be included in approvals.

### **REVIEW PROCESS**

Each application will be checked for eligibility and will be sent to reviewers according to their expertise in the appropriate area and will review the following:

- Quality and originality of the proposal
- Suitability of the selected host institution/laboratory
- Perceived benefit to the home institution/laboratory

Applications will be reviewed annually by the SIR Foundation Grant Review Committee during the SIR Annual Scientific Meeting.

## **REPORTS**

A summary of expenses must be submitted to SIR Foundation by 60 days after completion of training at the host institution. The summary of expenses should include the following:

1. All travel receipts (including lodging accommodations, airfare, and ground transportation)
2. Receipts from any materials and supplies incurred at host institution

A final progress report (FPR) must be submitted 60 days after completion of the training at the new institution. The FPR should include the following:

1. A detailed description up to 250 words of what was learned at the new institution and methods to share the new knowledge base to the home institution.
2. How the new techniques/procedures learned will be implemented at the home institution and incorporated into own research.
3. Describe any unforeseen issues that were encountered and how they were resolved

All final progress reports should be submitted here: [apply.sirfoundation.org](http://apply.sirfoundation.org).