
PURPOSE

The Society of Interventional Radiology Foundation sponsored *Resident and Fellow Research Award* is designed to provide residents and fellows an opportunity to attend and present scientific presentations at the SIR Annual Scientific Meeting. The intent is to expose young researchers, who wish to further their research and career in interventional radiology, to the SIR Annual Scientific Meeting.

The award helps offset the costs of travel to the SIR Annual Scientific Meeting. Up to three (3) scholarships will be awarded per meeting.

AWARD

The award is payable for one-half of the applicant's airfare, hotel, and other meeting expenses **up to** \$1,000, in accordance with the *Resident and Fellow Research Award*, the other half to be paid by the applicant's institution. The applicant is responsible for any costs incurred beyond the total amount of the award. Meeting registration is waived.

ELIGIBILITY / APPLICATION PROCEDURES

Individuals enrolled in training programs related to interventional radiology are eligible to apply.

- An applicant is only eligible to receive one research award from the SIR Foundation in any given academic year;
- Applicant must be the primary investigator or the co-primary investigator of the research project to be presented, and listed as the presenting author at the time of submission of the abstract (this includes the normal abstract submission due in October and **does not** include Late Breaking Abstracts);
- Applicant must submit 1) their curriculum vitae, 2) a letter of support from his/her department chair or fellowship director, 3) a letter from his/her department or institution stating that one-half of the total allowable costs of the applicant's travel will be reimbursed by the department or institution, 4) endorsement from an SIR member (if the department chair or fellowship director is not a member);
- The application and supporting pages must be submitted to the SIR Foundation by the first Friday in November;
- Up to three winners will be selected based on scores assigned to the SIR Foundation Resident and Fellow Research Award Committee;
- Winners of the award will be notified by the first Friday in December.

REIMBURSEMENT PROCESS

- All costs requested for reimbursement must be in accordance with the *Resident and Fellow Research Award*.
- All original receipts and a completed reimbursement request must be received by SIR Foundation within four weeks of the last day of the SIR Scientific Annual Meeting completion for reimbursement.

RESIDENT AND FELLOW RESEARCH AWARD APPLICATION

(PLEASE TYPE OR PRINT)

APPLICANT INFORMATION

Applicant's Name: _____

Institution: _____

Mailing Address: _____

City / State / Country / Zip: _____

Phone No.: _____ **E-mail :** _____

Position (check one): Resident Fellow Other (specify) _____

SIR Status: SIR Member-in-Training Application in process Non-Member

APPLICANT'S EMPLOYER

Institution: _____

Mailing Address: _____

City / State / Country / Zip: _____

INSTITUTIONAL APPROVALS

Department Chair

Name	Signature	Date
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Fellowship Director

Name	Signature	Date
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SIGNATURE

In addition to this application, please provide the following:

- A copy of the applicant's curriculum vitae;
- Copy of the application;
- A letter of support from the applicant's department chair or fellowship director;
- A letter from department or institution stating that one-half of the total allowable costs of the applicant travel will be reimbursed by the institution or department.

Applicant's Signature

Date

Travel Award Reimbursement Policy

To assist you in completing your travel plans, SIR Foundation will pay one-half of your actual documented expenses as follows:

- Airfare:**
- Airfare is reimbursable (up to \$500 domestic / \$750 foreign).
 - Please document the cost of airfare and include that with your completed reimbursement voucher after the conclusion of the meeting.
 - Only economy class airfare, purchased at least 14 days in advance, will be reimbursed. First class or business class airfares will not be reimbursed.
 - After a ticket has been issued, the ticket holder is responsible for the cost of changes to the ticket.
 - You may use the airline and/or agent of your choice provided these guidelines are followed.
- Ground Transportation:**
- Automobile rentals will not be reimbursed.
 - Actual transfers from the airport to the hotel will be reimbursed.
 - Actual costs for round-trip transfers between office/home and the airport or airport parking in the city from which your flight originates are also reimbursable.
 - If you drive to the meeting instead of flying, the cost of driving to the meeting (calculated at \$0.445 per mile), tolls and parking are reimbursable up to the cost of economy class airfare (up to \$500 domestic / \$750).
- Hotel:**
- With submission of appropriate receipts, the actual cost of hotel stay will be reimbursed, to include room taxes. Meals / room service are reimbursable. All other costs associated with the hotel stay are considered incidentals and are not reimbursable (phone calls, mini-bar, movie rental, etc.)
- Meals:**
- With submission of appropriate receipts, the cost of meals will be reimbursed **up to \$65 per day**. No reimbursement can be supplied if receipts are not submitted.
- Incidentals:**
- Any incidental charges not covered in this policy are not reimbursable.

**VERY
IMPORTANT**

All requests for reimbursement must be itemized and submitted along with all receipt documentation to the SIR Foundation no later than four weeks after attending a meeting. Approved reimbursements will be sent to you approximately three weeks after your form is submitted. Any reimbursement requests that arrive to the SIR Foundation office after this deadline will not be paid.