

## General Information:

### THE ROBERT MACHEMER FOUNDATION VITREORETINAL RESEARCH SCHOLARSHIP

#### Description of Machemer Scholarships:

**Who is eligible?** Eligible applicants are not-for-profit institutions within the United States supporting the training of vitreoretinal fellows in scientific, medical and/or surgical research to improve knowledge of the causes and treatment of vitreoretinal diseases. There is no restriction as to nationality of the designated trainee.

**What does the scholarship support?** The scholarship provides support for one year of research training at the institution for a single fellow in scientific, medical and/or surgical research to improve knowledge of the causes and treatment of vitreoretinal diseases. Because the trainee will be working in research, he or she cannot spend more than 25% time in clinical care.

**Can an institution submit several applications?** Institutions are limited to two applications per year. Only one scholarship will be granted to an institution each year.

**How are scholarships selected?** Applications will be reviewed by the Robert Machemer Foundation Board for the potential of the trainee, quality of research and mentoring plan and budget. The Robert Machemer Foundation Board will determine the allocation of Machemer Scholarships from available funds. Scholarships are selected based first on the trainee's clear commitment to applying research to the challenges of vitreoretinal diseases and surgery and a demonstration of potential to pursue a rigorous program of training; and second on the mentor and institutional plan for quality research training that will improve the understanding of the causes and treatment of vitreoretinal diseases.

#### How to Apply

##### Robert Machemer Vitreoretinal Research Scholarship Application:

*Please prepare a PDF of the four sections of the application materials and **submit online** at [Applications@MachemerFoundation.com](mailto:Applications@MachemerFoundation.com). Applications should be in 11 point or larger font with page margins 0.75 inches or greater. **Incomplete applications will not be considered.***

##### Part 1. Application cover page

1. Name and address of 501(c)(3) Institution
2. Name and address of proposed Robert Machemer Research Scholar
3. Name and address of proposed mentor for research training
4. Title of Research Training and a Lay description (200 words max)
5. Funding Requested, with explanation of specific use of the funds

**Part 2. Applicant and Mentor:**

1. Curriculum vitae of proposed Machemer Research Scholar (no more than 6 pages)
2. A one-page letter of recommendation from a current or recent supervisor of proposed Machemer Research Scholar; if current supervisor is the proposed mentor, the letter should be from another senior advisor or mentor.
3. NIH-style bio sketch of proposed mentor
4. Letter (no more than 1-2 pages) from proposed mentor who must be a faculty member of the 501(c)(3) organization, describing the mentoring plan, the trainee and project and commenting on research conducted at the institution by retina fellows (clinical or research) and published within the past 5 years.

**Part 3. Research Training Proposal:**

The proposal is 3 pages maximum, organized under these headings:

1. Educational goal of the scholar applicant (should be developed by the proposed Scholar)
2. Training plan
3. Research hypothesis
4. Background
5. Methods
6. Significance relative to understanding the causes and treatment of vitreoretinal diseases, and to the Scholar's educational goals.
7. Bibliography (no more than ½ page)

**Part 4. Institutional Documents:**

Application letter of agreement from the 501(c)(3) organization should:

1. Document that the institution is a qualified 501(c)(3) Institution.
2. Verify that indirect charges and taxes will not be applied to grant or scholarship funds.
3. Resources. Describe space and existing resources available to support the research training, including equipment and personnel. [Half-page maximum]
4. Describe the specific research project, mentor and trainee the scholarship will support.
5. Specify the percentage of time the research trainee will spend in research.

**Important Deadlines and Dates:**

1. Applications are due on 6 March of the award year.
2. Applicant 501(c)(3) Institutions will be notified of scholarship decisions by mid-January.
3. By February 15th the 501(c)(3) institution must provide a letter of acceptance of the conditions of the scholarship.
4. The one-year Machemer Scholarship will start in July.
5. A report of Machemer Scholarship research activities, expenditure of funds, publications, and a lay summary are due to the Robert Machemer Foundation by May 25<sup>th</sup> the following year.

## **The Robert Machemer Foundation Policies**

1. The Robert Machemer Foundation policy regarding scholarship funding is that funds will be directed to a 501(c)(3) institution within the United States to support training in scientific/medical research to improve knowledge of the causes and treatment of vitreoretinal diseases.
2. A Machemer Scholarship will provide one year of support for vitreoretinal research training at that institution.
3. The trainee will be working in research and cannot spend more than 25% time in clinical care.
4. The Machemer Scholarship will not normally exceed \$30,000 in any one year
5. The 501(c)(3) Institutions who fail to comply with the conditions of the scholarship may be ineligible for future funding.
6. Only one scholarship will be granted to an institution each year.

**Conditions of Scholarship:** The following conditions apply to the 501(c)(3) recipient of a Robert Machemer Foundation Scholarship:

1. All funds shall be used solely and exclusively for the purpose of the training and research proposed in the successful application and within the terms of the scholarship.
2. Expenditure of funds for any other purpose requires specific prior written permission from The Robert Machemer Foundation.
3. The award of a Machemer Scholarship is subject to agreement that no part of funds granted by The Robert Machemer Foundation as a charitable entity shall be applied to infrastructure, overhead, or levied "taxes". Expenditure of more than \$10,000 on non-consumable equipment items during the course of the grant will not be approved.
4. A complete account of scholarship funds expended shall be supplied to The Robert Machemer Foundation by May 25th in the year following the grant.
5. The support of The Robert Machemer Foundation must be acknowledged in all publications of work funded wholly or in part by the Foundation.
6. Grantees shall provide a report on the year's work comprising a research paper of approximately 5-8 pages (which may be a copy of submitted manuscript), a one page technical summary of research accomplishment, a one page educational accomplishment report from the mentor, and one-half page summary of research and educational accomplishments in non-technical terms, which can be published by The Robert Machemer Foundation. The report is due by May 1 in the year following the grant.
7. Unless excused by The Robert Machemer Foundation, the trainee supported by the Machemer Scholarship at the 501(c)(3) institution will attend the Association for Research in Vision and Ophthalmology meeting for the purpose of presenting her or his research. Funds for this travel should be included in the application budget. A research paper must be submitted to The Robert Machemer Foundation at the conclusion of the academic year for the purpose of sharing the research outcomes as a result of receiving the award. The Robert Machemer Foundation expects communication of research findings in peer-reviewed literature and in research meetings.
8. Machemer Scholarships are subject to objective evaluation and are awarded to a limited number of applicants. This funding is being provided solely for educational purposes. At the

close of the academic year, the institution must reconcile Machemer Scholarship funds. Any unused funds must be returned to The Robert Machemer Foundation.

9. The Robert Machemer Foundation requires grantee institutions to comply with the ethical research standards of their institution and all pertinent federal, state and local regulations.
10. With respect to intellectual property rights: intellectual property produced by researchers at the 501(c)(3) institution in the course of training or research supported by The Robert Machemer Foundation remains the property of the researcher or institution following published policies of the institution.
11. Should the institution anticipate changes in the scholarship circumstances or situation for reasons including, but not limited to, discontinuation of the program or the participant, The Robert Machemer Foundation must be notified promptly. If forfeiture, temporary suspension, or termination of the grant is desired or warranted by The Robert Machemer Foundation or the institution, a written agreement of the same shall be executed, terminating the agreement. Institution will promptly return any unused funds to The Robert Machemer Foundation at that time.