Section Grant Criteria for Evaluation 2019-20

Proposed projects will be evaluated for funding based on the degree to which they satisfy the following criteria:

1. Meets member or section needs.

2. Educates the public.

3. Furthers the advancement of emergency medicine.

4. Dues paying members of a validly chartered ACEP section must be involved in submitting the Letter of Intent.

5. The project must not already be completed.

6. The project must not be individual research. Consider submitting individual research proposals to the Emergency Medicine Foundation.

7. The project must demonstrate a time commitment from members of the section(s).
   The bulk of the work must be done by section members. Projects funded under the Section Grant Program should be completed within 18 months of written notification of the grant. Sections should design projects with this work period in mind.

8. Budget must be realistic in scope, planning and expense.
   Sections must work with their staff liaison in developing a realistic budget.

9. ACEP Staff time must be realistic in scope, planning and expense.
   Sections must work with their staff liaison in providing a realistic estimate of ACEP staff time required to complete the project. The bulk of the work must be done by section members and staff time should be kept to a minimum.

10. Outcome product must be clearly identified and will be owned by national ACEP.
    Funded sections agree that all patents and copyrights arising from section grant projects will be owned by national ACEP. All project participants who contribute intellectual property to a section grant are required to complete and agree to the terms of ACEP’s Conflict of Interest and Copyright Assignment Agreement. The sales and distribution of products arising from a section grant are the right of national ACEP.

11. Projects must not duplicate programs and products offered or being developed by state chapters or national ACEP.

12. The Sections Subcommittee will consider the submitting section’s past performance with projects funded by section grants, if applicable, as one of the evaluation criteria.

13. A list of benefits to individual sections or emergency medicine must be submitted with the application and will be considered as one of the evaluation criteria.

14. Applications for non-individual research projects must be accompanied by IRB/AUC approval if applicable, sources of errors or barriers to completion, and sample size as appropriate. This information will be considered as part of the evaluation criteria.
15. CV of project coordinator must be submitted with the grant application and will be considered as one of the evaluation criteria.

16. The project coordinator must be a section member and a member of ACEP.

17. The Letter of Intent and Final Application must be reviewed, approved, and signed by the section chair and staff liaison.

18. Funding will **not** be granted for:
   - Individual research;
   - Individual travel expenses;
   - Stipends or honorariums for members;
   - Equipment purchases;
   - Non-ACEP administrative assistance;
   - Incentives for answering surveys.

19. Surveys* of the general membership must be approved in advance by the Board.
   *Note that ACEP owns a survey tool which can be used at no cost. Contact your staff liaison for details. Keep in mind that the response rate for surveys of the ACEP membership is generally low.

**Cross-section applications**
Collaborative efforts between sections are encouraged. When appropriate, sections with proposed grant projects that could benefit from other sections’ expertise should seek their collaboration and submit joint applications.

**Multiple applications submitted by one section**
Sections that prepare multiple applications must have their Section Chair prioritize/rank the applications in order of importance for the section at the time of submission. This will help the Sections Subcommittee in their evaluation.

**Questions and Advice**
If you have questions or concerns about your proposal, the Sections Subcommittee offers mentorship throughout the grant application process. Contact your staff liaison for details.