

Section Grants Terms of Award 2018-19

- **Duration**
Projects funded under the Section Grant Program should be completed within 18 months of written notification of the grant, no later than **December 31, 2020**. Sections should design proposed projects with this work period in mind.
- **Extension of Award Period**
In unusual circumstances, arrangements can be made for an extension of the 18-month project work period. Such requests must be made in writing by the funded section no later than December 31, 2020. All requests for extensions must detail reasons for the extension and include a new completion date and revised project schedule. Project extensions of more than six months will not be considered.
- **Payments**
Payment of grant funds is contingent upon the timely submission to the sections manager (kpeasley@acep.org) of progress reports, contracts, and invoices for services. Failure to submit these items will result in delayed payments.
- **Contracting for Services**
When contracting for products or services including freelance writing, editing, graphic design, video production, etc., a contract must be executed and approved by ACEP's legal counsel prior to commencement of any work and prior to execution of an agreement by any party.
- **Progress Reports**
Each funded section must submit at least *two* written progress reports to the sections manager (kpeasley@acep.org) during the project work year. Schedules for these reports are drawn up in consultation with sections and are based on the project work schedules submitted by sections in their Final Applications.
- **Publication**
Sections whose projects include research and analysis are encouraged to make their findings available to the emergency medicine community through peer-reviewed publications and other approved scientific channels. Sections receiving funding under the Section Grant Program agree to allow *Annals of Emergency Medicine* right of first refusal for publication of all findings. Publications will carry the statement, "Supported by a Section Grant from the American College of Emergency Physicians." Please note that non-policy manuscripts are not published automatically in *Annals of Emergency Medicine* and are evaluated by the journal as would any other submission. For more information, consult these *Annals of Emergency Medicine* Submissions Policies: [Policy: Submissions from ACEP Task Forces and Committees](#) and [Policy: Co-Publication in Multiple Journals](#).
- **Ownership and Distribution of Materials/Products**
Sections whose projects are funded agree to provide one copy of all final data and products to ACEP. Funded sections also 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. Sections further agree that sales and distribution of products arising from a section grant are the right of national ACEP.

- **Forfeiture of Funding**

Sections who fail to abide by the terms outlined above or who fail to submit required progress reports may have all or part of their allocated funds returned to the general College fund. If at any time during the project work year a section abandons its funded project, it must submit a written explanation to the sections manager (kpeasley@acep.org).

- **Over Budget**

The section grant funding provided by the College is a fixed sum. In the event that extenuating circumstances push a project over budget, the section will be required to submit to the sections manager (kpeasley@acep.org) a detailed explanation of what occurred along with a revised budget. This budget and explanation will be reviewed by the Sections Task Force and appropriate College staff and leaders for a determination whether the extra expense can and should be covered.

- **Correspondence**

Any questions about the program can be directed to your staff liaison or to Kelly Peasley at kpeasley@acep.org or 800-798-1822, extension 3105.