

## Chapter Grant Program Overview

To assist the chapters with financial support for outstanding chapter efforts beneficial to emergency medicine, ACEP has established a budgeted chapter grant program. This program allocates \$45,000 annually for the entire Chapter Grant Program, of which up to \$13,500 may be earmarked for chapter development grants.

Regular chapter grant projects should be of benefit to other chapters, while development grant projects would be beneficial to the applying chapter, but may not be applicable to other chapters.

## Chapter Grant Program Procedures

Chapters interested in applying for chapter grant program funds must submit the [chapter grant application](#) by the due date on the chapter grant schedule and meet the regular and/or development grant criteria.

Chapters may submit more than one grant application in the regular grant category. **Joint requests may also be submitted by groups of chapters.** Chapters considering projects they think may duplicate other national ACEP or chapter programs and products are requested to contact Chapter Services for verification and/or clarification.

Chapters may not submit more than one grant application in the development grant category.

The Chapter Grant Program is available to emergency medicine residency directors, Emergency Medicine Residents Association (EMRA) representatives, and emergency medicine medical student clubs or interest groups that wish to partner with ACEP chapters on community service projects. **The chapter grant project coordinator from these organizations must be a member of ACEP, must sign the application, and must include the signature from the chapter president and executive director (if the chapter is staffed) on the chapter grant application.**

All applications undergo a preliminary review by ACEP staff members and are then forwarded to the National/Chapter Relations Committee (NCRC) for evaluation. The committee will provide a recommendation to the Board of Directors as to whether a grant request should be approved. The committee's recommendation will be based on the criteria established for the grant program and the amount of funds available in the program. The Board of Directors will make the final decision on all chapter grant requests.

Chapters must have a project coordinator and/or chapter executive director available to participate in a conference call with the NCRC to answer any questions regarding the project.

## How to Apply?

Visit the Chapter Grant Program page at: <https://www.acep.org/chaptergrants/>.

## Terms of Award

### Duration

Projects funded through a chapter grant are given one year from written notification of the award to complete the project. In unusual circumstances, arrangements can be made for one extension of six months. The chapter will need to submit a letter signed by the chapter president, the chapter executive director (if staffed), and the project coordinator, requesting the six-month extension. **There will be no further extensions allowed.**

### Extension of Award Period

Any chapter that requests a six-month extension will be ineligible to apply for another chapter grant until the outstanding grant project is either completed or the chapter states in writing that it will not be completed and why. The written notification must be signed by the chapter president, the chapter executive director (if staffed), and the project coordinator. If a chapter states that it will not complete the grant, the chapter will be ineligible to participate in the Chapter Grant Program for a period of one year.

### Forfeiture of Funding

Chapters that fail to abide by the terms outlined above or who fail to submit required progress reports may be asked to return all or part of the grant award to the College. If at any time during the project work year a chapter abandons its funded project, a written explanation must be submitted to the Board of Directors and any funds that have been disbursed to the chapter must be returned. Any undisbursed funds that have been allocated for the project will then revert back to ACEP.

### Schedule of Payments

Payment of grant awards is made to funded chapters in installments throughout the project work period. These payments are timed according to the work schedule for the project outlined in the chapter's grant application, and are contingent upon the delivery to the College of status reports and/or materials agreed to in advance by the funded chapter. All reporting, product, and payment schedules are developed by Chapter Services in consultation with the funded chapter. Start-up funds may be limited. **Start-up funding must be specifically requested in the final grant application.**

### Publications

Chapters 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. One reprint of each publication should be forwarded to national ACEP. Chapters receiving funding under the Chapter Grant Program agree to allow *Annals of Emergency Medicine* right of first refusal for publication of all findings. Publications will carry the statement, **"Supported in part by a Chapter Grant from the American College of Emergency Physicians."**

### Ownership and Distribution of Materials/Products (Regular Chapter Grant)

Chapters whose projects are funded agree to provide one copy of all final data and products to ACEP. Funded chapters also agree that all patents and copyrights arising from chapter grant projects will be jointly owned by national ACEP and the funded chapter(s). Chapters further agree that sales and distribution of products arising from a chapter grant be subject to a written letter of agreement between national ACEP and the funded chapter(s).

### Ownership and Distribution of Materials/Products (Chapter Development Grants)

Chapters whose projects are funded agree to provide one copy of all final data and products to ACEP. **Funded chapters also agree that all patents and copyrights arising from Chapter Development Grant projects will be solely owned by the funded chapters, but will not conflict with national ACEP policies.** Chapters further agree that sales and distribution of products arising from a **Chapter Development Grant** will be solely the responsibility of the funded chapter(s).

### Progress Reports

Each funded chapter must submit [progress reports](#) to Chapter Services during the project work period with a final report due at the end of the funding period. Schedules for these reports are developed by

ACEP Chapter Services in consultation with funded chapters and are based on project work schedules submitted by chapters. Payment of grant installments is contingent upon the timely receipt of progress reports and/or other agreed upon deliverables. Failure to submit the required reports will result in delayed payments.

**Correspondence**

General correspondence concerning the Chapter Grant Program should be e-mailed to Maude S. Hancock at [mhancock@acep.org](mailto:mhancock@acep.org).

## Criteria for the Regular Chapter Grant

1. The project must produce results that can be used by other ACEP chapters and/or national ACEP.
2. The project must be directly undertaken by an ACEP chapter. If another entity is involved, the chapter will have the primary responsibility to ensure that the grant is appropriately managed.
3. The project must not already be under way.
4. The project must have chapter and member support, and demonstrate a time commitment from members of the chapter.
5. The project coordinator must be a chapter member and a current member of ACEP.
6. The project must not directly duplicate programs and products offered by other chapters or national ACEP.
7. Surveys of the general membership are prohibited, unless approved by the ACEP Board of Directors.
8. The project must advance ACEP's Mission Statement and Values and/or Priority Objectives (*Attachment A*).
9. Additional sources of funding must be disclosed and must be in compliance with the state rules and regulations for tax-exempt organizations.
10. The proposed budget is realistic for scope of project.
11. Funding will not be granted for: 1) individual research; 2) individual travel expenses (i.e., to attend conferences); 3) stipends or honorariums for members; or 4) equipment purchases (i.e. computers).
12. The project schedule is realistic and can be completed within duration noted under "Terms of Award."
13. Projects that are purely clinical research projects will not be considered for funding under the Chapter Grant Program. Research projects are more appropriately funded through other venues such as the Emergency Medicine Foundation (EMF) research grants and university research programs.
14. The National/Chapter Relations Committee will consider the submitting chapter's past performance with projects funded by chapter grants, if applicable, as one of the evaluation criteria.

## **Criteria for the Development Chapter Grant**

1. Chapter development projects should be advancing the long-range growth of the chapter.
2. The project must be directly undertaken by an ACEP chapter.
3. The project must have chapter and member support, and demonstrate a time commitment from members of the chapter.
4. The project coordinator must be a current chapter member.
5. Additional sources of funding must be disclosed and must be in compliance with any state rules and regulations for tax-exempt organizations.
6. The proposed budget is realistic for scope of project.
7. Funding will not be granted for: 1) individual research; 2) individual travel expenses (i.e., to attend conferences); 3) stipends or honorariums for members; or 4) equipment purchases (i.e., computers).
8. The project schedule is realistic and can be completed within duration noted under "Terms of Award."
9. The National/Chapter Relations Committee will consider the submitting chapter's past performance with projects funded by chapter grants, if applicable, as one of the evaluation criteria.

STATEMENT OF DIRECTION

## Mission Statement

The American College of Emergency Physicians (ACEP) exists to support quality emergency medical care, and to promote the interests of emergency physicians.

## Values

The Board of Directors has identified values that serve as the guiding principles for the specialty of emergency medicine. These values, and the objectives that follow, are the foundation of ACEP's planning processes and Council and Board actions.

The values of the American College of Emergency Physicians are:

- Quality emergency care is a fundamental right and unobstructed access to emergency services should be available to all patients who perceive the need for emergency services.
- There is a body of knowledge unique to emergency medicine that requires continuing refinement and development.
- Physicians entering the practice of emergency medicine should be residency trained in emergency medicine.
- Quality emergency medicine is best practiced by qualified, credentialed emergency physicians.
- The best interests of patients are served when emergency physicians practice in a fair, equitable, and supportive environment.
- Emergency physicians have the responsibility to play the lead roles in the definition, management, evaluation, and improvement of quality emergency care.

*Approved by the Board of Directors  
August 16, 2000*