

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.