



Australasian College  
for Emergency Medicine

# ACEM Foundation Al Spilman Early Career Researcher Grant Applicant Guide

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[acem.org.au](http://acem.org.au)

## Document Information

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## Revision History

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Version	Date	Pages revised / Brief Explanation of Revision
V1	Mar-2026	Approved by Research Advisory Committee

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## 1. Introduction

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The purpose of the ACEM Foundation Al Spilman Early Career Researcher Grant Applicant Guide (Guide) is to provide information to assist potential applicants prepare their grant application for the ACEM Foundation Al Spilman Early Career Researcher Grant round. This Guide should be read in conjunction with the ACEM Foundation Grants Policy (P915) and ACEM Foundation Al Spilman Early Career Researcher Grant Application Form (F485).

## 2. History of the Al Spilman Early Career Researcher Grant

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The ACEM Foundation Al Spilman Early Career Researcher Grant (previously known as the New Investigator Research Grant) was established by the ACEM Foundation in early 2014. In 2017 the grant was named in honour of Mr. Al Spilman following a generous donation made to the ACEM Foundation.

## 3. What is the Al Spilman Early Career Researcher Grant?

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ACEM is committed to strengthening the culture, profile, skills base, and capacity of emergency medicine research to advance patient care. The ACEM Foundation philanthropic program provides opportunities to undertake emergency medicine research by offering a monetary sum, the amount of which is fixed periodically by the ACEM Foundation Committee to Fellow or Trainee members to support such projects.

The purpose of the grant is to support Fellows and FACEM Training Program trainees of the Australasian College for Emergency Medicine (ACEM; the College) who have limited research experience to assist them in developing and enhancing their research skills and experience.

The ACEM Research Advisory Committee, with the support of ACEM Research administration and ACEM Foundation unit, is the programmatic entity responsible for the oversight of the application, assessment, monitoring and reporting of Al Spilman Early Career Researcher Grant funded activities.

Grant applications must be submitted as outlined in the annual ACEM Foundation Al Spilman Early Career Researcher Grant expression of interest (EOI) process. Application forms must be submitted before the advertised deadline and be complete. Please note that the grant application process does not obligate ACEM to award a grant.

## 4. Who can apply?

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Fellows and FACEM Trainees of ACEM are eligible to apply for the Al Spilman Early Career Researcher Grant if they:

- Are of Good Standing with the College;
- Are an early career researcher as defined by the ACEM Foundation Grants Policy (P915)
- Are the lead of the project proposal and activities

If the applicant has previously been awarded any ACEM Foundation grant funding, they must have completed the funded project, with all reporting obligations met and the project evaluated as being of an adequate standard by the College, as outlined in the ACEM Foundation Grants Policy.

If the applicant does not meet the definition of an early career researcher as defined in the ACEM Foundation Grants Policy (P915), but believes they are in the early stages of their research career. A written statement must be submitted to the College explaining why they would be an appropriate candidate for the grant.

## 5. What funding is available?

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Parameters of the grant are:

- Up to \$30,000 (AUD) is available for the 2026 ACEM Foundation Al Spilman Early Career Researcher Grant, the amount of which is fixed periodically by the ACEM Foundation Committee
- One grant round may fund more than one project. The allocation for all projects combined is \$30,000 (AUD)
- Members can only submit one application
- All costs associated with the proposed project should be included in the budget

## 6. What are the assessment criteria?

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The Al Spilman Early Career Researcher Grant supports Fellows and FACEM Training Program trainees of the Australasian College for Emergency Medicine (ACEM; the College) who have limited research experience to assist them in developing and enhancing their research skills and experience.

Eligible applications for the grant will be assessed according to the extent to which the project demonstrates evidence of:

- a. Aim(s): the project aim(s) must be clearly stated, align with the identified needs, and be both realistic and relevant to the specialty of emergency medicine.
- b. Research question(s) are clearly defined.
- c. Consumer involvement in the proposed research, including their contributions throughout the life of the project.
- d. Methodology for the research question(s) is appropriate and well described: a clear outline of the research design is provided, including addressing potential limitations.
- e. Potential application to emergency medicine: the practical application of the findings is likely to contribute to the advancement of high-quality care delivered in emergency departments or similar/related settings.
- f. Originality of the research: The project is novel or appropriately replicates previous research to determine its applicability to our health system.
- g. Evaluation: the plan for project evaluation must be described. The project proposal will identify what will be an indicator of success and impact and how it will be measured.
- h. Sustainability: the project proposal will justify its value by outlining how its aim(s) and objectives will achieve long term sustainability.
  - Follow-up activities are desirable.
  - As appropriate, a plan for knowledge translation is included in the protocol.
  - The project is likely to be competitive in future funding applications.
  - As appropriate the project has a policy improvement focus
- i. Linkages and commitment: the project proposal will clearly demonstrate strong linkages between any partner organisation(s) and key stakeholders. Commitment from the partner organisation(s) and key stakeholders must be demonstrated through letters of support and include any monetary or in-kind funding commitment for the project.
- j. Alignment with ACEM strategic priorities.
- k. Probability of success: that the proposed project can be delivered as planned and achieve its stated objectives within the proposed timeframe, budget, and available capability.
- l. Budget: the project proposal must clearly detail project costs, including those for which the grant would be utilised. Details of other funding applied for or secured for the project must be included. It is strongly recommended that applicants include quotes for all significant items. Should airfares, accommodation and any specific equipment purchases be included in the grant application, provision of quotes (internet screenshots

acceptable) must be attached to the Application Form. Purchases must be itemised and justified with the source of quotes for these items provided. ACEM reserves the right to not support requests for funding of items, or projects, which are considered to not be cost effective and/or directly related to the success of the project.

## 7. Background information and resources

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The following resources and information may assist with the completion of the grant application.

- [ACEM Research Toolkit](#)
- [Australian Code for the Responsible Conduct of Research](#)
- [ACEM Quality Standards for Emergency Departments and Hospital-Based Emergency Care Services](#)
- [ACEM Position Statement on Consent in Emergency Medicine Research \(S731\)](#)
- [Health Research Hub](#)
- Logframeframework: <https://tools4dev.org/resources/logical-framework-logframe-template/>
- [NHMRC Consumer and Community Involvement](#)
- Theory of change framework: <https://www.changethegameacademy.org/shortmodulepage/monitoring-and-evaluation/tool/>

## 8. What are the funding conditions?

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### Funding agreements

Successful applicants are required to enter into an agreement with ACEM. It is recommended that applicants review the terms and conditions outlined in the ACEM Foundation Grants Policy before applying to ensure all obligations can be met as the terms and conditions will not be negotiable.

### Tax implications

Applicants should consult their local taxation authority or seek professional advice on the implications that may arise from being a recipient of grant funding.

### Acknowledging the ACEM Foundation

Successful applicants must state the grant name and acknowledge financial or other support was *provided by the Australasian College for Emergency Medicine Foundation* in any publications, promotional materials, announcements, events and activities in relation to the activity, or any products or processes developed as a result of it.

### Payments

Payments will be made providing:

- Your grant application was successful
- All due diligence and related conditions are met
- The funding agreement has been signed by both parties and returned to [foundation@acem.org.au](mailto:foundation@acem.org.au) by the date specified in the email notifying you of your success.

### Monitoring and Reporting

Grant recipients are required to comply with project monitoring and reporting requirements as outlined ACEM Foundation Grants Policy.

### Ethics

It is expected that any research conducted with the support of the grant:

- will have all necessary ethical approvals; and
- in particular, will comply with policies and statements on research involving humans published by the National Health and Medical Research Council (NHMRC).
- Recipients shall also comply with all relevant procedures and policies of the host institution.
- Recipients will adhere to the Australian Code for the Responsible Conduct of Research.

## 9. What is the application process?

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- Applications are submitted via the electronic application form
- You will be asked to complete the proposed budget in AUD
- Make sure your application is submitted by the due date.

## 10. Contacts and additional information

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If you have any questions, please contact the ACEM Foundation team [foundation@acem.org.au](mailto:foundation@acem.org.au)

## 11. What is the notification process?

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Successful and unsuccessful applicants will be notified by email after the assessment process is completed. All decisions are final and are not subject to further review.

## 12. Checklist

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Please ensure you have:

- Read this Guide and the Policy carefully
- Checked if you are eligible for this grant funding
- Checked if your proposed activity or project is eligible for this grant funding
- Checked that you will be able to meet all ACEM's due diligence requirements.

## 13. Related ACEM documents

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[ACEM Foundation Grants Policy \(P915\)](#)

[ACEM Foundation Al Spilman Early Career Researcher Grant Application Form \(F485\)](#)



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