



Australasian College
for Emergency Medicine

Al Spilman Early Career Researcher Grant

Policy FND370 v7

Document Review

Timeframe for review:	Every two (2) years, or earlier if required
Document authorisation:	Board
Document implementation:	ACEM Foundation Committee
Document maintenance:	Manager, Membership and Culture

Revision History

Version	Date	Pages revised / Brief Explanation of Revision
v1	Mar-2016	Approved
V2	Dec-2016	2.2 Changed eligibility to Fellows less than ten years post Fellowship
V3	Feb-2017	Changed name to Al Spilman Early Career Researcher Grant and increased grant to \$30,000
V4	Feb-2019	Revisions to Document Review
V5	Sept-2021	Update to eligibility criteria and definition of early career research Updated name of adjudicating committee to Research Committee Updated document responsibilities
V6	Feb-2022	Update to selection/adjudication – final decision by the ACEM Board
V7	June-2023	Revision to eligibility criteria and definition of early career researcher as well as general administrative revisions throughout.

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1. Purpose and background

The ACEM Foundation Al Spilman Early Career Researcher Grant (previously known as the New Investigator Research Grant) (the 'grant') was established in early 2014. 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.

2. Terminology

For the purposes of this policy:

Early Career Researcher

means a Fellow and/or FACEM Training Program trainee who would ordinarily be expected to have authorship on ten (10) or fewer peer reviewed research publications and have been awarded less than AUD\$100,000 in competitive grant funding as a Principal Investigator(s).

Fellow

means an individual who has been admitted as a 'Fellow' of the College, pursuant to clause 2.1.1 of the ACEM Constitution and associated Regulations.

Good Standing

means a Fellow who is currently compliant with all relevant ACEM recertification requirements, has no outstanding financial debts to the College and who is not subject to any disciplinary or other investigations by the College, or a FACEM Training Program trainee who has no financial debts to the College and has fulfilled all training and assessment requirements applicable to their training stage.

Recipient

means the person(s) to whom the grant funds are made available. Where more than one person is a party to the grant funds, reference to 'recipient' includes a reference to all those recipients.

Trainee

means an individual enrolled in the FACEM Training Program.

3. Application process

3.1 Eligibility criteria

To be eligible to apply for and receive the grant the applicant must be an ACEM Fellow or a FACEM Training Program trainee who:

- a) is an early career researcher; and
- b) is of Good Standing with the College.

Applicants who do not meet the criteria outlined in 3.1(a) above but who still believe themselves to be in the early stages of their research career may submit a written statement to the College explaining why they would an appropriate recipient of the grant.

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Eligible persons interested in applying for the grant will be required to complete and submit the appropriate application and budget proposal forms. All requirements and any accompanying information specified on that form must be completed and submitted by the deadline specified by the College.

4. Selection process

4.1 Selection criteria

Applications for the grant will be assessed according to the extent to which the applicant(s) demonstrates evidence of:

- a) originality of the research; and
- b) potential application to emergency medicine; and
- c) level of evidence provided by the outcome; and
- d) appropriateness of the study methodology; and
- e) probability of success.

4.2 Adjudication

A panel of three (3) or more assessors convened by the Research Committee shall adjudicate all eligible applications and recommend to the ACEM Foundation Committee a recipient(s) for the grant.

The ACEM Board shall determine the recipient(s) of the grant. Decisions of the ACEM Board are final and are not open to reconsideration, review or appeal under College policy.

The selection process will be conducted in accordance with the [College Conflict of Interest Policy \(COR139\)](#).

5. Selection process

5.1 Nature of the grant

The grant consists of a monetary sum (AUD\$30,000), the amount of which is fixed periodically by the ACEM Foundation Committee.

5.2 Acknowledgement of the grant

The grant recipient(s) will be invited to be presented with a certificate of award in acknowledgement of the grant at the College Ceremony held in the year the grant is made.

5.3 Publication of the grant

ACEM may publish the recipient's name and the working title of the research project to promote the grant and raise the profile of ACEM Foundation.

6. Conditions of the grant

6.1 General

The grant recipient(s) and any other persons involved in the research project (i.e., research, technical or other personnel) are not employees or contractors of ACEM. The College takes no responsibility whatsoever for any employment or other entitlements in respect of those parties.

6.2 Adherence to terms of project

The recipient shall adhere to the details of the research project and budget as approved by the College and shall not make any alteration to either without the prior written approval of ACEM.

6.3 Completion of the grant project

An approved project is to be completed within 24 months of the date the grant was made, or within such other timeframe as the ACEM Foundation Committee may in writing allow.

6.4 Grant Funds

- a) The grant will usually be paid in a lump sum as soon as practicable after the grant is awarded. They are not subject to inflationary or other incremental adjustments.
- b) When a grant terminates (for any reason), any unexpended balance of grant funds must be returned to ACEM.

6.5 Matters requiring prior approval

- a) The recipient must obtain the prior express, written approval of the ACEM Foundation Committee in respect of the following:
 - Changes to research program or budget; and
 - Approval to apply for patent; and
 - Approval to purchase office equipment with grant funds.
- b) Applications for prior approval must be made in writing, addressed to the ACEM Chief Executive Officer (CEO), and include full details of the subject matter.
- c) Any approval will not be valid if it is not made in writing or does not specify the precise nature of, and limitations on, the approval.

6.6 Required notifications

The recipient shall notify the ACEM Foundation Committee in writing, and in advance wherever possible, of:

- a) any periods of absence to be taken during the course of the grant (excluding those which are less than four week's duration); and
- b) their leaving, or intention to leave, the relevant institution before the expiration of the grant and the name of the institution their next intended place of employment.

6.7 Ethics

- a) It is expected that any research conducted with the support of the grant:
 - will have all necessary ethical clearances; and
 - in particular, will comply with policies and statements on research involving humans published by the National Health and Medical Research Council (NHMRC).
- b) Recipients shall also comply with all relevant procedures and policies of the host institution.

6.8 Obligations

Reporting Obligations

The recipient shall provide the following reports to the ACEM Foundation Committee:

- a) by 30 May of each year – a statement of expenditure charged to the grant (provided by the host institution);
- b) by 30 June of each year – a concise summary of research progress (approximately 300 words); and
- c) at the termination of the grant:
 - a final statement of expenditure (provided by the host institution)
 - a final report on the overall outcome of the research.

Publication Obligations

At the termination of the grant, the recipient shall present the results of their research supported by the grant through:

- a) presentation at the ACEM Annual Scientific Meeting, Winter Symposium or other appropriate scientific meeting approved by the ACEM Foundation Committee; or
- b) publication through the usual scientific channels.

All presentations or publications are to acknowledge the support of the 'ACEM Foundation Al Spilman Early Career Researcher Grant'.

6.9 Intellectual Property

Any discovery arising out of work supported by the grant must not be the subject of application for patent, except with:

- a) the written approval of the ACEM Board; and
- b) the agreement of the institution in which the work is carried out.

6.10 Ownership and disposition of property

Equipment of any kind purchased from grant funds remains the property of ACEM. With the prior approval of ACEM, the grant recipient(s) may transfer or donate such equipment to another approved project or relevant institution.

ACEM may arrange or direct removal or transfer of equipment between laboratories:

- a) at any time after completion of the original research project; or
- b) at such time as, in the opinion of ACEM, the equipment is no longer required for the purposes of the project.

6.11 Prohibited usage of funds

Grant funds may not be used to acquire office equipment such as personal computers, laptop computers, tablets, smart phones, facsimile machines, photocopiers etc. unless the recipient has obtained, in writing, the prior express approval of the ACEM Foundation Committee.

6.12 Termination of Grant

A grant may be terminated if the conditions of grant are not observed.

A grant will terminate if the recipient leaves the institution before the expiration of the grant unless other arrangements satisfactory to the ACEM Foundation Committee are made beforehand.

7. Associated documents

- Al Spilman Early Career Research Grant Application Form (FND485)
- Al Spilman Early Career Research Grant Score Sheet (FND486)
- Al Spilman Early Career Research Grant Mid-Project Progress Report (FND853)
- Al Spilman Early Career Research Grant Project Completion Report (FND854)
- Al Spilman Early Career Research Grant Expenditure / Budget Reporting Form (FND855)
- Al Spilman Early Career Research Budget Proposal Form (FND856)
- Conflict of Interest Policy (COR139)



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