



Australasian College  
for Emergency Medicine

# International Development Fund Grant

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Policy FND365

## Document review

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Timeframe for review:	Every two (2) years, or earlier if required
Document authorisation:	ACEM Board
Document implementation:	ACEM Foundation
Document maintenance:	ACEM Foundation & Honours Officer

## Revision History

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Version	Date	Revisions
v1	Jan-2015	Approved by Council
v2	Jul-2016	Comprehensive revision and standardisation
v3	May-2018	Amendments to clauses 1.0, 3.5, 3.8, 4.8, 4.9, 4.10, 5.1, 6.1
v4	Mar-2019	Amendments to clauses 1,3
v5	Sept-2021	Amendments to eligible applicants Updated adjudicating committee Updated document responsibilities
v6	Feb-2022	Update to selection – final adjudication made by the ACEM Board

# 1. Background and purpose

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The purpose of the International Development Fund Grant (IDFG) is to promote the development of emergency care in developing countries. The awarding of a grant can be expected to achieve this by

- Delivering teaching, training, or capacity building
- Developing resources for use in developing countries
- Promoting and supporting emergency medicine in developing countries
- Enhancing the status of emergency medicine within developing nations

Preference will be given to projects focusing on developing countries as defined in the [ACEM Policy on Defining 'Developing Country' \(COR446\)](#).

## 2. Body of policy

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### 2.1 Nature of Grant

The grant consists of a monetary sum (AUD \$50,000), the amount of which is fixed periodically by the ACEM Foundation.

### 2.2 Eligibility Criteria

The grant is open to Fellows or FACEM trainees of the Australasian College for Emergency Medicine (ACEM/the College). The grant recipient must be the lead of the project proposal and activities.

Fellows and trainees must be of good standing with the College.

### 2.3 Applications

Eligible persons interested in applying for the award should complete the appropriate application form and submit it, together with the documentation specified therein, to the ACEM Foundation within the advertised timeframe. Applications must be lodged by the Fellow or trainee project partner.

## 3. Selection criteria

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A panel of three or more assessors convened by the Global Emergency Care Committee (GECCo) shall adjudicate the projects based on the following domain criteria:

#### ***Context and identified needs***

The project proposal will have identified needs, with local participation and agreement. The context of the project environment (resources, contacts) will be summarised.

#### ***Aim(s)***

The project aim(s) must be clearly stated. The aim(s) will match the identified needs and be both appropriate and realistic, given local resource constraints.

#### ***Activities***

The project activities should match the aim(s) and must be clearly stated. A comprehensive outline of activities, including a list of the types of personnel delivering those activities and the timing of activities, is expected. Multidisciplinary participation is strongly encouraged; local partner participation is essential.

### **Outcomes**

Outcomes should match the described activities and may include, for example:

- number of participants;
- skills and knowledge transfer; and
- level of satisfaction of participants.

### **Evaluation**

The plan for project evaluation must be described. The project proposal will identify what will be an indicator of success and how it will be measured.

Following completion of the project, a comprehensive and auditable project report will be provided to the GECCo and ACEM Foundation on the Acquittal Report Form provided to the recipient.

### **Sustainability**

The project proposal will justify its value by outlining how its aim and objectives will be achieved in a sustainable fashion. Follow-up activities and linkages are desirable.

### **Linkages and Commitment**

The project proposal will clearly demonstrate strong linkages between the partner organisation(s) and key stakeholders. Commitment from the partner organisation(s) and key stakeholders will be demonstrated through documented agreement on all components of the project proposal.

### **Budget**

The proposal must clearly detail project costs, including those for which the IDF Grant would be utilised. Details of other funding applied for or secured for the project must be included. Preference for IDF Grant allocation will be given to a proposal seeking funds for in-country activities.

The maximisation of local health resources and cost-effective approaches to the development of international emergency medicine is highly valued. As such the ACEM Foundation 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. Examples of costs that would not be considered appropriate for funding include, but are not limited to:

- non-economy airfares
- equipment not owned by, or equipment which is deemed inappropriate for, the partner organisation
- recreational activities and social functions
- activities which are, or could easily be, funded from another source
- proposed expenditure

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 will be accepted) must be attached to the Application Form. Purchases must be itemised and justified with the source of quotes for these items provided.

Each domain criteria is considered using the following pre-defined scoring system

Context and identified needs	15
Aim	10
Activities	10
Outcomes	10
Evaluation	10
Sustainability	15
Linkages and commitment	15
Budget	15
Total	100

## 4. Policy

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Using the scores, the projects will be ranked, with a cumulative cost for the projects listed.

The point at which the grant would be fully allocated without adding any further projects will be noted. A shortlist of projects, three more than this point will be developed (or more in the event of a tie).

The shortlist will be discussed by the assessors, taking into account the overall purpose of the grant.

The panel may select combinations of projects to optimise the use of available funds, contingent upon all projects being deemed appropriate to receive funding. The assessors will recommend the projects for the grants to the ACEM Foundation. GECCo will review the prescribed selection criteria after each annual adjudication process and provide recommendations for review, if required, to ACEM Foundation for consideration.

## 5. Acknowledgement of grant

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The grant recipient(s) is presented with a citation in acknowledgement of the grant at the College Ceremony held in the year the grant is made.

Any reports, publications or presentations related to the funded project should acknowledge the contribution of funding provided as an ACEM Foundation IDFG. The grant recipient will participate in any media and/or promotional activities as requested by the College.

### 5.1 General

- (a) 'Recipient' means the person or persons to whom the funds in question were made available. Where more than one person is the joint recipient of funds, a reference to the 'recipient' includes a reference to all those recipients.
- (b) The recipient of a grant and any research, technical or other personnel involved in the project are not employees of ACEM. The College takes no responsibility for any employment or other entitlements in respect of those parties.

### 5.2 Adherence to terms of grant

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

### 5.3 Completion of grant

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

### 5.4 Grant Funds

- (a) The sums awarded will usually be paid in a lump sum as soon as practicable after the grant is made. 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 the ACEM Foundation within 30 days.

### 5.5 Matters requiring prior approval

The recipient must obtain the prior express, written approval of the ACEM Foundation in respect of the following, where relevant:

- changes to project proposal or budget;
- approval to apply for patent; and
- approval to purchase office equipment with grant funds.

This correspondence must be addressed to the Chief Executive Officer (CEO) and will include full details of the subject matter.

### 5.6 Required notifications

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

- any periods of absence from their current institution to be taken during the course of the grant (excluding those which are less than four week's duration)
- 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.

### 5.7 Ethics

(a) It is expected that any research conducted with the support of a 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.

## 5.8 Reporting Obligations

### Internal Reporting Obligations

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

#### ***Project Progress Report***

- by 30 June of each year – a statement of expenditure charged to the grant
- by 30 June of each year – a concise summary of project progress (approximately 300 words)

#### ***Project Completion Report (report to be delivered within four months of completion of the project)***

- at the termination of the grant –
  - a final statement of expenditure on the Expenditure Report Form provided with the application
  - a final report on the overall outcome of the project.

#### ***Project Outcome Report***

- 3-4 years after completion of project – Recipients to provide a follow-up report of the project detailing specific outcomes of the project, any challenges experienced, learnings for the local community and sustainability of the project into the future.

### External Reporting Obligations

At the termination of the grant, the recipient shall deliver a report of the project supported by the grant through:

- presentation at the ACEM Annual Scientific Meeting;
- Winter Symposium or other appropriate scientific meeting approved by the ACEM Foundation; and
- where possible, publication in an appropriate peer-reviewed medical journal.

All presentations or publications are to acknowledge the support of the IDFG and the ACEM Foundation.

#### ***Intellectual Property***

ACEM strongly encourages any materials produced through the IDFG, or as a result of the IDFG program are made available through open-access principles to interested or relevant parties. If materials developed as part of the IDFG program are not to be made open access, a written justification is required during the application process.

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

- the written approval of ACEM Board, and
- the agreement of the institution in which the work is carried out.

## 5.9 Ownership and Disposition of Property

Any equipment purchased from grant funds is to remain with the partner organisation unless prior approval is obtained from ACEM.

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

## 5.10 Prohibited Usage of Funds

Award 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.

## 5.11 Termination of Award

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

# 6. Selection process

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## 6.1 Adjudication

The ACEM Board shall determine the recipient of the grant. The decision of the Foundation will be final and no correspondence will be entered into.

All parts of the selection process must be conducted in accordance with the College Conflict of Interest Policy.

An adjudication panel comprised of members of the GECCo will assess the applications. Should there not be enough GECCo members to adjudicate the applications due to conflicts of interest, the College will seek adjudicators from the Global Emergency Care (GEC) Network to participate in the selection process.

## 6.2 Conflict of interest

Any Committee member having a potential conflict of interest:

- (a) will not participate in the scoring of the IDF Grant application(s) with which the potential conflict of interest exists; and
- (b) will not participate in any Selection Group meeting where there will be discussion of the IDF Grant application(s) with which the potential conflict of interest exists.



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