

Australasian College  
for Emergency Medicine

# ACEM Foundation Conference Grant

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Policy FND418

## Document review

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

## Revision history

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Version	Date	Revisions
v1	Mar-15	Establishment of policy
v2	Jul-16	1, 2.1, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 3, 3.4
v3	Jan-17	1, 2.1, 2.2, 2.3, 2.6, 4.1
v4	Jun-18	2.1, 4.1
v5	Sept-21	Amended policy to include awarding of virtual registrations Updated document responsibilities
v6	Apr-22	Update to Selection process and final determination to ACEM Board
v7	Feb-23	Updates to terminology and layout to align with current ACEM standards. Amendment to travel arrangements and coordination.

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## 1. Background and purpose

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The purpose of the ACEM Foundation Conference Grant (the Grant) is to support Aboriginal, Torres Strait Islander and Māori medical practitioners, medical students and other health professionals in attending the Australasian College for Emergency Medicine (ACEM;the College) Winter Symposium or the ACEM Annual Scientific Meeting (ASM).

ACEM acknowledges that increasing the Aboriginal, Torres Strait Islander and Māori health workforce is an essential step in reducing the current health disparities experienced by Indigenous people. By supporting attendance at the ACEM ASM or Winter Symposium, the Grant aims to provide the recipient with an opportunity for professional development and:

- (a) encourage the sharing of current knowledge and expertise in emergency medicine with Aboriginal, Torres Strait Islander and Māori health practitioners;
- (b) strengthen relationships between Indigenous and non-Indigenous health practitioners; and
- (c) facilitate leadership development for Aboriginal, Torres Strait Islander and Māori health practitioners.

## 2. Definitions

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### College member

means a person admitted as a member of the College pursuant to the provisions of the ACEM Constitution and associated regulations.

### Good standing

means a member who is currently compliant with all relevant ACEM renewal of membership requirements and has no financial debts to the College, or a trainee who has no financial debts to the College and has fulfilled all training and assessment requirements applicable to their stage of training.

### Recipient

means the person to whom the Grant funds in question were made available.

### Trainee

means a person enrolled in and undertaking the FACEM Training Program and, for the purposes of this policy, also includes trainees undertaking the Emergency Medicine Certificate (EMC), Emergency Medicine Diploma (EMD), Emergency Medicine Advanced Diploma (EMAD), and Diploma in Pre-Hospital Retrieval Medicine (DipPHRM), as well as Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of attaining eligibility for election to Fellowship of the College.

## 3. Application process

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### 3.1 Eligibility criteria – Applicant

Eligible applicants include Aboriginal, Torres Strait Islander and Māori trainees, medical practitioners, medical students or health professionals who are actual or potential leaders in the development of emergency medicine.

Previous Grant recipients are not eligible to reapply.

### 3.2 Eligibility criteria – Supporter

Applicants are required to submit a letter of support (via the specified form) as part of their application. The supporter must be:

- (a) An ACEM Fellow or FACEM Training Program trainee who is of Good Standing with the College and has developed linkages with the applicant; or
- (b) A doctor, nurse, social worker, or Indigenous liaison worker who is active in emergency medicine care and has developed linkages with the applicant; or
- (c) An Indigenous graduate member of the Australian Indigenous Doctors' Association (AIDA) or Te Ohu Rata o Aotearoa (Te ORA) – Māori Medical Practitioners Association.

### 3.3 Applications

Eligible persons interested in making an application for the Grant will be required to submit the completed application form. 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

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### 4.1 Selection criteria

The applicant will be selected according to the following criteria:

- (a) demonstrated interest in emergency medicine practice and/or research;
- (b) demonstrated leadership qualities;
- (c) current engagement in an area of work or study that will benefit from the opportunities and learning experiences to be gained at the ACEM event.

It is also preferable that the applicant is a member of the Australian Indigenous Doctors Association (AIDA), Lowitja Institute Research Foundation or Te Ohu Rata o Aotearoa – Māori Medical Practitioners Association (Te ORA), or equivalent organisation.

### 4.2 Adjudication

A panel of three (3) or more assessors convened by the Indigenous Health Committee shall adjudicate the applications based on the selection criteria outlined in 4.1 of this policy and recommend to the ACEM Foundation Committee recipients for the Grant(s).

The ACEM Board shall determine the recipient(s) of the grant. The decision of the ACEM Board will be final and no correspondence will be entered in to.

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

## 5. Grant

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### 5.1 Nature of grant

The ACEM Foundation Conference Grant provides up to \$5000 per recipient, with a maximum of \$15,000 annually.

The Grant will fund attendance at the ACEM Annual Scientific Meeting (ASM) or Winter Symposium either in person or virtually. The Grant shall be used to cover the event registration and if in-person attendance, the return economy-class airfares, accommodation, travel and living expenses while the recipient is at the ACEM event and travel insurance.

The awarding of virtual registration may be included or additional to this annual amount, circumstantial to the format of the ASM. The decision of registration delegation will be made to ensure maximum reach and participation of Aboriginal, Torres Strait Islander, and Māori Emergency Medicine professionals.

The Grant(s) is made annually, where this is appropriate. If no applicant meets the criteria in a particular year, then the Grant(s) will not be made.

Successful applicants will be appointed an ACEM member, trainee, or staff member host for the conference upon receiving the Grant.

## 5.2 Acknowledgement of grant

The recipient(s) are presented with a certificate acknowledging the Grant at a College Ceremony.

Virtual certificate will be sent to virtual registrants on confirmation of attendance.

## 5.3 Grant expenditure

Eligible costs incurred for living expenses outside the ACEM event, such as non-conference meals, or airport and venue transfers will be reimbursed to the Grant recipients through the standard College reimbursement process. Ancillary costs and any costs associated with family members or others who travel with the delegate are not covered by the Grant.

Where possible, travel and accommodation arrangements should be made through relevant College service providers. All travel and living expenses must adhere to the *ACEM Travel and Expenditure Guideline*.

# 6. Reporting obligations

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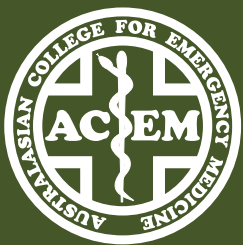
The Grant recipient shall provide a one-page report detailing their experience to ACEM within 30 days of attending the ACEM event.

The Indigenous Health Committee administrator shall provide a report detailing the expenditure associated with the Grant to the ACEM Foundation Committee within 30 days of the corresponding ACEM event.

# 7. Associated documents

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- FND441 Global Emergency Care Scholarship Nomination Form
- FND442 Global Emergency Care Scholarship Score Sheet
- FND845 ACEM Foundation Conference Grant Post-Conference Report Form
- CF193 Travel and College Expenditure Guidelines
- COR139 Conflict of Interest Policy



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