



Australasian College
for Emergency Medicine

ACEM Foundation Kelly Research Grant Applicant Guide

V1 FND923

Document Review

Timeframe for review:	Every two years, or earlier if required
Document authorisation:	ACEM Board
Document implementation:	ACEM Finance, Governance and Risk
Document maintenance:	Lead, ACEM Foundation and Honours, Manager Research

Revision History

Version	Date	Pages revised / Brief Explanation of Revision
V1	Oct-2024	Grant approved by ACEM Board

Copyright

2024. Australasian College for Emergency Medicine. All rights reserved.

1. Introduction

The purpose of the ACEM Foundation Kelly Research Grant Applicant Guide is to provide information to assist potential applicants prepare their grant application for the ACEM Foundation Kelly Research Grant round. This Guide should be read in conjunction with the *ACEM Foundation Grants Policy* (FND915) and ACEM Foundation Kelly Research Grant Application Form (FND927).

2. About Professor Anne-Maree Kelly

Professor Anne-Maree Kelly is a senior emergency physician and research academic at Western Health, The University of Melbourne. She is also an adjunct professor at the Australian Centre for Health Law Research at Queensland University of Technology. Professor Kelly is a past president of the Australasian Society for Emergency Medicine and has held various roles in health services, health departments and universities as well as ACEM. She has more than 300 peer reviewed publications (in medicine, medical education and law) as well as having edited a textbook and contributed more than 30 book chapters. Professor Kelly's research interests are broad, with an emphasis on multisite collaborative research and research in vulnerable populations.

3. What is the Kelly Research Grant?

One of ACEM's strategic goals is to ensure that high-quality research data analysis and critical appraisal informs and supports our activities. Furthermore, 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 provide 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.

Established in 2024 following a generous donation made to the ACEM Foundation by ACEM Fellow, Professor Anne-Maree Kelly and her partner Colin Yates, the Kelly Research Grant aims to build the capability and capacity of emergency medicine researchers across the health service by supporting innovative, adult focused clinical research.

The ACEM Research Advisory Committee, with the support of ACEM Research administration and ACEM Foundation administration staff, is the programmatic entity responsible for the oversight of the application, assessment, monitoring and reporting of Kelly Research Grant funded activities

Grant applications must be submitted as outlined in the annual ACEM Foundation Kelly Research Grant application 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?

Fellows and FACEM Trainees of ACEM are eligible to apply for the Kelly Research Grant if they:

- Are of good standing with the College;
- 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 and met all ACEM reporting obligations, including the completion of the 'Project outcome Report' as outlined in the *ACEM Foundation Grants Policy*.

5. What funding is available?

Parameters of the grant are:

- Up to \$20,000 (AUD) is available for the 2024 ACEM Foundation Kelly Research 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 \$20,000 (AUD)
- Members can only submit one application
- All costs associated with the proposed project should be included in the budget
- The funding will not support oncosts such as host institution administration.

6. What are the assessment criteria?

The Kelly Research Grant supports adult focused clinical research. Projects that focus on improving health outcomes for Aboriginal, Torres Strait Islander and Māori communities, as well as refugees, and those in rural, remote, or vulnerable populations, and applications by early career researchers are strongly encouraged. Pilot projects to inform future large competitive grant applications are welcome.

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

- Aim(s):*** the project aim(s) must be clearly stated, align with the identified needs, and be both realistic and highly relevant to the specialty of emergency medicine.
- Research question(s) are clearly defined***
- Methodology for the research question(s) is appropriate and well described:*** a clear outline of the research design is provided, including addressing potential limitations.
- Capability and capacity building of researchers:*** the project aims to enhance the skills, knowledge, and resourcing of researchers and build research experience within health services.
- Collaboration across the health system:*** the project fosters collaborative efforts and partnerships within the health system.
- The project's impact is scalable:*** the beneficial impacts of the project have the potential to be scaled up or replicated on a broader level.
- 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.
- Originality of the research:*** The project is novel or appropriately replicates previous research to determine its applicability to our health system.
- Evaluation:*** the plan for project evaluation must be described. The project proposal will identify what will be an indicator of impact and how it will be measured.

- j. **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
- k. **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.
- l. **Alignment with ACEM strategic priorities**
- m. **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

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 \(S731\)](#)
- Logframe framework: <https://tools4dev.org/resources/logical-framework-logframe-template/>
- Theory of change framework: <https://www.changethegameacademy.org/shortmodulepage/monitoring-and-evaluation/tool/>

8. What are the funding conditions?

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 Grant 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 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?

- 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

If you have any questions, please contact the ACEM Foundation team foundation@acem.org.au

11. What is the notification process?

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. Unsuccessful applicants can ask for feedback on their application, but the provision of individual feedback is not guaranteed.

12. Checklist

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

- ACEM Foundation Grants Policy (FND915)
- ACEM Foundation Kelly Research Grant Application Form (FND927)



Australasian College for Emergency Medicine

34 Jeffcott Street
West Melbourne VIC 3003
Australia
+61 3 9320 0444
admin@acem.org.au

acem.org.au