

**Emergency Medicine Foundation
Council of Residency Directors
Emergency Medicine Education Research Grant**

Please read these instructions carefully. Applications that do not follow these instructions with regards to typesize, length, format, and supporting documentation will not be reviewed.

Before submitting your application, please be sure that the following items have been addressed:

- Information page is included as the first page of the application packet and is fully completed.
- Type size is no smaller than 15 characters per inch (use 12-pt. font if you are unsure)
- Evidence of IRB approval, or at least evidence of submission to IRB, from each institution, is included in application packet (for multi-centered studies, approval from or evidence of submission to IRB for all sites is required)
- Clearly stated research hypothesis
- Letter of support from a designated mentor (when applicable)
- Statement of Conditions is signed by applicant and **Institutional Fiscal Officer** and is included in application packet
- Letter of support from Emergency Medicine Chair is included in application packet
- Letter of support from each co-investigator is included in application packet
- **Other grant support for all investigators is included in application packet**
- Submission via our on-line application system is required. Late applications will not be considered.
<http://www.emfoundation.org/applyforagrant/>

**EMERGENCY MEDICINE FOUNDATION
COUNCIL OF RESIDENCY DIRECTORS
EMERGENCY MEDICINE EDUCATION RESEARCH GRANT
GENERAL INFORMATION
2016 - 2017**

Deadline for receipt of application - February 12, 2016
Notification of award - May 2016
Funding - July 1, 2016 - June 30, 2017

Please fill out the information questionnaire and upload the completed application through our online grant portal.
<http://www.emfoundation.org/applyforagrant/>

INTRODUCTION

The Emergency Medicine Foundation endeavors to promote and to provide improved education and research opportunities in the field of emergency medicine in order to improve the availability and quality of emergency medical treatment.

The EMF/Council of Residency Directors (CORD) Research Grant will award one or more grants to promote project(s) that seeks to study a medical education topic that has direct relevance to the specialty of emergency medicine. Applicants may apply for up to a total of \$25,000 for a one-year period.

DEFINITION OF EMERGENCY MEDICINE EDUCATION RESEARCH

Emergency medicine education research is broadly defined as scientific investigation designed to investigate the impact of educational innovations and/or study novel means of assessing the essential knowledge and skills of emergency medicine providers.

RESEARCH TOPICS

The EMF/CORD Research Grant goals and scope:

1. To promote methodologically robust emergency medicine education research.
2. To provide evidence that supports best practices for emergency medicine training and assessment.
3. To facilitate the academic growth and development of future researchers in emergency medicine education.
4. To study emergency medicine education across the continuum including medical students, residents, fellows, or faculty.
5. To publish research findings in a peer-reviewed journal.

Scope:

Proposals may include, but are not limited to: improved learning, curricular or program evaluation, instructional design, patient safety, or assessment.

MENTORSHIP

The applicant must identify a mentor that will assist with project design, implementation, completion and presentation. The mentor must be an experienced medical education researcher. However, applicants with educational expertise who apply with experienced clinical researchers, or PIs with education research expertise themselves may also be competitive. **When there is a mentor involved, it is required that they submit a letter of support.** This letter must describe the mentor's (or collaborator's) and the applicant's roles and responsibilities in the proposed project. The mentor must have an MD, DO, PhD or equivalent degree. The mentor must have proven ability to pursue independent research as evidenced by original research publications in peer-reviewed journals and/or funding from extramural sources.

ELIGIBILITY

The principal investigator (PI) must have a primary faculty appointment in Emergency Medicine. The PI will be responsible for all arrangements and conduct pertaining to the proposed research projects, and supervising the work of all associate investigators. Only US-based universities will be eligible to apply for this grant award. The research proposal must be approved by the corresponding institutional review board (IRB) at the time of grant submission including those determined to be exempt. This must be documented by inclusion of the IRB letter in the grant proposal.

INSTITUTIONAL SUPPORT

The applicant must also submit a letter from the Chair/Director of Emergency Medicine stating that adequate funds and time will be available to the applicant to complete the proposed project.

EVALUATION OF APPLICATIONS

Each application will be reviewed by emergency medicine specialists who are actively involved in education, basic science, clinical or health services research. Each application will be judged primarily on: (1) the significance of the project to emergency medicine, (2) the soundness of the research methodology, and (3) the likelihood the project will be completed. The final funding decision will be made by the Emergency Medicine Foundation Board of Trustees and all decisions are final.

TERMS OF THE AWARD

The EMF/CORD Research Grant funds will be disbursed semi-annually over the one-year cycle. Disbursement of payments will be contingent upon satisfactory progress reports.

Limitations on Awards

Funds may be used for materials and supplies and to provide salary support. Capital equipment expenditures (costing more than \$5000 and a life of over one year) must be justified in the budget. Payments will be made to the principal investigator's institution that will be responsible for administering the funds. The Emergency Medicine Foundation will not be responsible for institutional overhead, cost for publications, travel, renovations, or secretarial support. Detailed audited financial reports may be required. The EMF is not fiscally responsible for funds necessary for the project's completion.

Change of Status of Principal Investigator

If the PI makes any changes, including affiliations or ceases research in the field for which the award was made, that jeopardizes the research, he/she is responsible for immediately notifying EMF. The award will immediately terminate and the remaining balance will be returned to the Emergency Medicine Foundation.

Liability of the Emergency Medicine Foundation

The EMF and CORD assumes no financial liability if patient care responsibilities of any kind are undertaken by the program faculty or investigator. The principal investigator and his or her institution acknowledge that the EMF is not legally liable for the conduct of the institution, the principal investigator, the program faculty, or any associate investigators.

Patent Policy

The principal investigator and institution acknowledge that, though unlikely, if a patentable invention or discovery is conceived, or conceived and reduced to practice by EMF-supported personnel during the award year, the EMF and CORD must be apprised of the invention and the institution's plans for protecting such invention under existing institutional patent policy. The EMF will defer to institutional policies where they are in compliance with those of the Federal government.

SUPPORT FACILITIES

The applicant must submit letters of support if the proposed project uses facilities not routinely available to or directly under the supervision of the sponsoring program.

PUBLICATIONS

All discoveries resulting from work supported in part by the Foundation should be made available to the public and scientific community through scientific and/or public policy channels such as national meetings and peer-reviewed publications. Publications will acknowledge the support of the EMF/CORD. Two reprints of each publication should be forwarded to the Emergency Medicine Foundation.

PROGRESS REPORTS AND MONEY MANAGEMENT

The principal investigator is required to submit a six-month progress report (due Jan 1) and a final progress report within thirty days of the conclusion of the award year (June 30). Additional reports may be required. Failure to provide such reports will delay transmission of funds. Furthermore, failure to provide interim and final reports to the Foundation may negatively impact the PI's institution's ability to apply for future EMF awards. EMF/CORD will maintain the copyright of all such reports. Progress reports must include an accounting report using Generally Accepted Accounting Procedures showing the distribution of funds with a signature from an institutional official (e.g., accountant, grants manager, administrator from the Office of Sponsored Research). The EMF reserves the right to withhold release of interim funds if >25% of the previous cycle remains unspent. The EMF allows up to 25% of funds to be carried over from one cycle to the next. The PI must immediately report any violation of IRB rules or IRB concerns relating to the research.

SURVEYS

The principal investigator and the institution will be surveyed periodically following completion of the award regarding career paths, subsequent grants/contracts obtained, and publications. The principal investigator and the institution will be expected to respond to these surveys as the Foundation will rely on such information to support continuation of the award program.

RESEARCH FORUM

Awardees are required to present their work at the American College of Emergency Physicians' Scientific Assembly/Research Forum and the CORD Academic Assembly as a poster or oral presentation. Funds cannot be requested to cover the travel cost to attend the conferences, although the registration fee is waived for the presenter.

GRANTEE WORKSHOP

Grant recipients will be expected to attend a grantee workshop. The workshop is designed to bring together EMF grant recipients to present their progress and discuss any problems they may be facing. Senior researchers and faculty will be available to help solve problems that are potentially bogging down research projects, manage staff, and balance life. Travel expenses will be reimbursed by the Emergency Medicine Foundation.

APPLICATION INSTRUCTIONS

Submission in electronic format is required. No paper copies please. Please fill out the detailed questionnaire about your grant application on the link on our EMF grant page. Be prepared to submit information about your project including where the name and address of your institution, detailed information about where the check will be sent, and names of your mentor, fiscal officer, etc. Once the “questionnaire” is completed, you will need to press submit then you will be guided to the next page where you can upload your application in a PDF format. Please note, the completed file cannot be larger than 10MB. **INCOMPLETE PROPOSALS OR PROPOSALS RECEIVED AFTER THE DEADLINE DATE INDICATED UNDER GENERAL INFORMATION WILL NOT BE CONSIDERED.**

Historically, getting the signatures on the application has been the main delay in meeting the grant deadline due to sick leave, vacations, business travel, etc. We suggest that you start getting the signatures as soon as possible so you do not miss the grant deadline. Once the deadline passes, we cannot accept the application.

Use English only and avoid jargon and unusual abbreviations. For terms not universally known, spell out the term the first time it is used with the appropriate abbreviation in parentheses; the abbreviation may be used thereafter. Type the application, single-spaced, and stay within the margin limitations indicated on the forms and continuation pages. The type must be clear and readily legible, no smaller than 15 characters per inch. (If in doubt, use 12 pt. size font.) Finally, there must be no more than six lines of text within a vertical inch. Use black type; do **not** use photo-reduction.

Do **not** submit an incomplete application. **An application will be considered incomplete if it is illegible, if it fails to follow instructions, or if the material presented is insufficient to permit an adequate review.** Unless specifically required by these instructions (e.g. human subjects certification, vertebrate animals verification) do **not** send supplementary material.

The application is to be submitted using the enclosed forms. Number the pages consecutively at the bottom throughout the application. Do not use suffixes such as 5a, 5b. Type the name of the Applicant and Mentor at the top of each printed page. **AN APPLICATION WILL NOT BE CONSIDERED IF PAGE LIMITATIONS ARE NOT OBSERVED.**

The application consists of the following sections:

1. INFORMATION PAGE

Name the **one** person responsible to the applicant organization for the scientific and technical direction of the project. Choose a title that is descriptive and specifically appropriate, rather than general. List the Mentor and any associate investigators.

2. ABSTRACT

Provide a brief summary of educational program and research proposal. Include coursework (or degree) to be completed and rationale, research hypothesis, specific aims, and significance.

3. TABLE OF CONTENTS

4. INTRODUCTION TO REVISED APPLICATION, if applicable. (limit 2 pages)

EMF will consider revised proposals, and two additional pages are provided to introduce reviewers to the revised proposal. Key things to keep in mind when submitting a revised grant:

- a. The introduction to the revision should provide a concise summary of reviewers' comments from the previous application and should, point-by-point, discuss how the revised application has addressed these concerns.
- b. Revised applications are not reviewed outside of the normal review process. Such applications may be more competitive than first-time submissions, but not necessarily so.
- c. Revised applications are reviewed as new science. Revised applications will not automatically be considered better applications within the review process.
- d. In the event of a resubmission, the committee will attempt to return applications to their original reviewers when possible. However, regular turn-over of the committee membership prevents the SRC from guaranteeing that a grant will be reviewed by the same individuals reviewing the original application.

5. RESEARCH PROPOSAL (limit 10 pages)

Use NIH form Continuation Format Page available on the internet at

www.grants.nih.gov/grants/funding/phs398/phs398.html#

In general, most successful education research grant proposals will address the following types of studies (Suggested resources for specific methods are listed):

- A. Evaluation of educational interventions
 - Sullivan GS. Writing education studies for publication. *J Grad Med Educ* 2012;4(2):133-137.
 - Yarris LM, Deiorio NM. Education Research: A Primer for Educators in Emergency Medicine. *Acad Emerg Med* 2011;18:S27-S35.
 - Beckman TJ, Cook DA. Developing Scholarly Projects in Education: A Primer for Medical Teachers. *Med Teacher* 2007;29:210-218.
- B. Programmatic needs assessments
 - Grant J. Learning Needs Assessment: Assessing the Need. *BMJ* 2002;324(7330):156-159.
- C. Assessment
 - Sullivan GM. A Primer on the Validity of Assessment Instruments. *J Grad Med Educ* 2011;3:119-120.
 - Cook DA, Beckman TJ. Current Concepts in Validity and Reliability for Psychometric Instruments: Theory and Application. *Am J Med* 2006;119:166e10-199.e16.
 - Ricards G, Magee C, Artino Jr AR. You Can't Fix by Analysis What You've Spoiled by Design: Developing Survey Instruments and Collecting Validity Evidence. *J Grad Med Educ* 2012;4(4):407-410.
 - The Standards for Educational and Psychological Testing (2014); see: teststandards.org
- D. Qualitative studies
 - Sullivan GM, Sargeant J. Qualities of Qualitative Research: Part I. *J Grad Med Educ* 2011;3:449-452.
 - Sargeant J. Qualitative Research Part II: Participants, Analysis and Quality Assurance. *J Grad Med Educ* 2012;1:1-3.
 - Hanson J. Qualitative Research Methods for Medical Educators. *Academic Pediatrics* 2011;11:375-386.
 - O'Brien B. Standards for Reporting Qualitative Research: A Synthesis of Recommendations. *Acad Med* 2014;89:1245-1251.
- E. Systematic Reviews

- Cook DA, West CP. Conducting Systematic Reviews in Medical Education: A Stepwise Approach. Medical Education 2012;46:943-952.

Please use the following subheadings:

Specific Aims

- State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
- List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or educational practice, address a critical barrier to progress in the field, evaluate an educational intervention, or develop and evaluate a new assessment instrument (quantitative) or to explore a phenomenon or generate a new hypothesis about a specific educational problem (qualitative).
- Specific Aims are limited to one page.

Significance

- Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
- Describe the *conceptual framework* (a theory or model for thinking about a problem or a study, or representing how complex things work the way they do) that the study is built upon.
 - Bordage G. Conceptual Frameworks to Illustrate and Magnify. Medical Education 2009;43(4):312-319.
- Explain how the proposed project will improve learning theory or impact educational practice.

Innovation

- Explain how the application challenges and seeks to shift current research or educational practice.
- Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation or interventions.
- Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation or interventions.
- Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

Approach

- Describe the study design, methods and analysis to be used to accomplish the specific aims of the project.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- If the project involves developing an educational innovation, describe the feasibility and acceptability outcomes that will be measured.
- If the project involves developing and/or evaluating a novel assessment instrument, or application of an established assessment instrument to a new context, describe the planned approach to collecting validity evidence, and the sources that will be included in the evidence (content validity, response process validity, internal structure, relationship to other variables, and consequences).
- Preliminary Studies. Include information on Preliminary Studies. Discuss the PD/PD's preliminary studies, data and/or experience pertinent to this application. Preliminary data can be an essential part of a research grant application and help to establish the likelihood of success of the proposed project.

6. **PERSONAL STATEMENT** (limit 1 page)

Use the NIH form Continuation Format Page available on the internet at

www.grants.nih.gov/grants/funding/phs398/phs398.html#

The applicant should compose and submit a personal statement that addresses:

- a. the applicant's interest in the topic and this project

- b. the applicant's perception of his/her role in the project
- c. any additional pertinent experience or interests the applicant wishes the committee to consider

7. ROLE OF PARTICIPANTS (limit 1 page)

Use the NIH form Continuation Format Page available on the internet at www.grants.nih.gov/grants/funding/phs398/phs398.html#

List the Mentor and each associate investigator and consultant. Include a brief description of how and to what extent each will be involved in the proposed project.

8. BIOGRAPHICAL SKETCHES

Use the NIH Biographical Sketch Format Page available on the internet at www.grants.nih.gov/grants/funding/phs398/phs398.html#

Information is requested for the applicant, Mentor and any associate investigators who will be involved with the projects. The new 4 page NIH format has been adopted. Description of extramurally funded projects ongoing or completed in the past 3 years should include title, funding source, specific aims, overall goals and role/responsibilities of individual on project.

10. RESOURCES AND ENVIRONMENT

Use the NIH Resources format Page available on the internet at www.grants.nih.gov/grants/funding/phs398/phs398.html#

Describe the research facilities (education resources, laboratory space, clinical population, etc.) available to support the project. If computer access or statistical support is available, it should be described in this section.

11. BUDGET

Use the NIH Form Detailed Budget for Initial Budget Period available on the internet at www.grants.nih.gov/grants/funding/phs398/phs398.html#

Indicate how the money will be spent. Justify all major expenditures.

12. OTHER SUPPORT

Use the NIH form Continuation Format Page available on the internet at www.grants.nih.gov/grants/funding/phs398/phs398.html#

List all current and pending intramural and extramural research funding for the applicant, Mentor and co-investigators. For each item indicate the grant identification number, grant type, PI, funding source, annual direct costs, funding period, percent effort, grant title, and brief description of project. For all items indicate whether there is any scientific or budgetary overlap with the current proposal.

13. ETHICS

Use the NIH form Continuation Format Page (no page limit) available on the internet at www.grants.nih.gov/grants/funding/phs398/phs398.html#

Human subjects. For all research involving human subjects, a part of the peer review process will include careful consideration of protections from research risks, as well as the appropriate inclusion of women, minorities, and children. The EMF Scientific Review Committee (SRC) will assess the adequacy of safeguards of the rights and welfare of research participants, and the appropriate inclusion of women, minorities, and children, based on the information in the application. This evaluation will be factored into the overall score. The information on the protection of human subjects that you are required to provide in this section is identical

to information that you will be required to provide for IRB at your own institution and are required by most Federal agencies. This section must address the following items. These can be copied and pasted directly into your application.

The applicant should include specific measures on how protected health information (as defined by the Human Health Services) will be handled in accordance with the Privacy Rule of the Health Insurance Portability Accountability Act (HIPAA).”

1. RISKS TO THE SUBJECTS

a. Human Subjects Involvement and Characteristics

Describe the proposed involvement of human subjects in the work outlined in the Research Design and Methods section. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as fetuses, neonates, pregnant women, children, prisoners, institutionalized individuals, or others who may be considered vulnerable populations. Note that 'prisoners' includes all subjects involuntarily incarcerated (for example, in detention centers) as well as subjects who become incarcerated after the study begins. List any collaborating sites where human subjects research will be performed, and describe the role of those sites in performing the proposed research.

b. Sources of Materials

Describe the research material obtained from living human subjects in the form of specimens, records, or data.

Describe any data that will be recorded on the human subjects involved in the project.

Describe the linkages to subjects, and indicate who will have access to subject identities.

Provide information about how the specimens, records, or data are collected and whether material or data will be collected specifically for your proposed research project.

c. Potential Risks

Describe the potential risks to subjects (physical, psychological, social, legal, or other), and assess their likelihood and seriousness to the subjects.

Where appropriate, describe alternative treatments and procedures, including the risks and benefits of the alternative treatments and procedures to participants in the proposed research.

2. ADEQUACY OF PROTECTION AGAINST RISKS

a. Recruitment and Informed Consent

Describe plans for the recruitment of subjects (where appropriate) and the process for obtaining informed consent. If the proposed studies will include children, describe the process for meeting requirements for parental permission and child assent.

Include a description of the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. Informed consent document(s) need not be submitted to the PHS agencies unless requested.

b. Protection Against Risk

Describe planned procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss plans for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Studies that involve clinical trials (biomedical and behavioral intervention studies) must include a description of the plan for data and safety monitoring of the research and adverse event reporting to ensure the safety of subjects.

3. POTENTIAL BENEFITS OF THE PROPOSED RESEARCH TO THE SUBJECTS AND OTHERS

Discuss the potential benefits of the research to the subjects and others.

Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and others.

4. IMPORTANCE OF THE KNOWLEDGE TO BE GAINED

Discuss the importance of the knowledge gained or to be gained as a result of the proposed research.

Discuss why the risks to subjects are reasonable in relation to the importance of the knowledge that reasonably may be expected to result.

14. LITERATURE CITED

15. APPENDIX

Include letters of support from the department chairs, and associate investigators (required). No page numbering is necessary for Appendix. The appendix can include

- Application for coursework or degree program at an accredited graduate school
- Up to 5 publications, manuscripts (*accepted* for publication), abstracts, patents, or other printed materials directly relevant to this project. *Do not include manuscripts submitted for publication.*
- Publications in press: Include only a publication list with a link to the publicly available on-line journal article or the NIH PubMed Central (PMC) submission identification number. Do not include the entire article.
- Manuscripts accepted for publication but not yet published: The entire article should be submitted.
- Surveys, questionnaires, data collection instruments, clinical protocols, and informed consent documents. These may be stapled
- Original glossy photographs or color images of gels, micrographs, etc., provided that a photocopy (may be reduced in size) is also included within the 25-page limit of *Items a-d* of the research plan. *No photographs or color images may be included in the Appendix that are not also represented within the Research Plan.*

Do not use appendix to circumvent page limitations for research plans. Do not include experimental methods, protocols or figures that should be incorporated within the research project description.

Applicant/Mentor (*Last, first, middle*): _____

EMERGENCY MEDICINE FOUNDATION

TABLE OF CONTENTS

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**Emergency Medicine Foundation
Information Page**

Full Name with Titles: _____

Name of Institution: _____

Grant Category: _____

Project Title: _____

Amount Requesting: _____

Mentor, if applicable: _____

Applicant/Mentor (*Last, first, middle*): _____

Project Summary/Abstract Section

Enter the text here that is the abstract information for your application. This section must be no longer than 30 lines of text.

Applicant/Mentor (*Last, first, middle*): _____

Specific Aims Section

Enter the text here that is the specific aims information for your application. One page is recommended.

Applicant/Mentor (*Last, first, middle*): _____

INTRODUCTION TO REVISED APPLICATION, if applicable. (Limit 2 pages)

EMF will consider revised proposals, and two additional pages are provided to introduce reviewers to the revised proposal. Key things to keep in mind when submitting a revised grant:

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- b. Revised applications are not reviewed outside of the normal review process. Such applications may be more competitive than first-time submissions, but not necessarily so.
- c. Revised applications are reviewed as new science. Revised applications will not automatically be considered better applications within the review process.
- d. In the event of a resubmission, the committee attempts to return applications to their original reviewers. However, regular turn-over of the committee membership prevents the SRS from guaranteeing that a grant will be reviewed by the same individuals who reviewed the original application.

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.

Follow this format for each person. **DO NOT EXCEED FOUR PAGES.**

NAME	POSITION TITLE		
eRA COMMONS USER NAME (credential, e.g., agency login)			

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)*

INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	MM/YY	FIELD OF STUDY

Principal Investigator/Mentor (*Last, first, middle*) _____

RESOURCES AND ENVIRONMENT

FACILITIES: Specify the facilities to be used for the conduct of the proposed research. Indicate the performance sites and describe capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Under "Other," identify support services such as machine shop, electronics shop, and specify the extent to which they will be available to the project. Use continuation pages if necessary.

Laboratory:

Clinical:

Animal:

Computer:

Office:

Other:

MAJOR EQUIPMENT: List the most important equipment items already available for this project, noting the location and pertinent capabilities of each.

**STATEMENT OF CONDITIONS
GOVERNING THE
EMERGENCY MEDICINE FOUNDATION GRANT**

It is understood that any Emergency Medicine Foundation Research Grant approved by the Emergency Medicine Foundation will be made with the following conditions:

1. Institutional overhead is not allowed.
2. The principal investigator's institution is associated or organized for humanitarian purposes and is not a profit making organization.
3. All reports of work achieved with this grant will acknowledge the support of the Emergency Medicine Foundation and his or her co-sponsor, if applicable.
4. Any discovery that arises from work supported in part by the Emergency Medicine Foundation will be submitted for publication. Two copies of each publication will be furnished to the Emergency Medicine Foundation.
5. Independent progress reports by the applicant will be submitted to the Emergency Medicine Foundation mid-project, and within thirty days of completion of the funding period. Additional reports may be required. The Emergency Medicine Foundation will maintain the copyright of all such reports.
6. Participation in Emergency Medicine Foundation recognition reception during the American College of Emergency Physicians Scientific Assembly is required. Grant money may not be used for travel to this event.
7. Participation in the Emergency Medicine Foundation Grantee Workshop is required. The Emergency Medicine Foundation cover travel expenses.
8. Participation in Research Forum to give a poster and lightning oral presentation is required. This event takes place at the end of your project. Research Forum is held each year during the American College of Emergency Physicians Scientific Assembly. Grant money may not be used for travel.
9. If all requirements are met, funding will begin on July 1st. The Emergency Medicine Foundation reserves the right to terminate payments under this grant at its sole discretion.
10. If the named principal investigator leaves the institution or terminates research in the designated field, all remaining funds revert to the Emergency Medicine Foundation. If unused funds exist at the completion of the project, all remaining funds revert to the Emergency Medicine Foundation.
11. Patent rights will conform to institutional standards. If none exist, the Emergency Medicine Foundation reserves the right to protect such interests.
12. No research proposal will be funded unless the principal investigator and the Fiscal Officer of the sponsoring institution affirm:

- a. That the investigation(s) proposed in this application are endorsed by the Animal and/or Human Subjects Committee or other designated body of the preceptor's institution, and
- b. That any research involving human subjects conforms with the principles of the Helsinki Code of the World Medical Association, and
- c. Research involving animals or human subjects must be approved by the institutional review board (IRB), or its equivalent, and a copy of the approval or pending approval sent with this application. IRB approval must be documented prior to dispensation of Emergency Medicine Foundation funds.
- d. That research involving vertebrate animals will conform with the "Guiding Principles in the Care and Use of Animals" as approved by the Council of the American Physiological Society.
- e. Research involving vertebrate animals must have approval from the institutional Animal Care and Use Committee.

Date	Signature of Principal Investigator	/	Type Name of Principal Investigator
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Date	Signature of Mentor, if applicable	/	Type Name of Mentor
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Date	Signature of Fiscal Officer	/	Type Name of Fiscal Officer
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