

Academy Grants Through the SAEM Foundation

SAEM academies that have the desire to provide grants and monetary awards for their members may use the existing Foundation infrastructure as a means to provide these programs to their members within their subspecialty areas. The following guidelines will provide instruction on how to begin the process of creating academy sponsored grants through the SAEM Foundation.

Benefits to the Academies

- advance the mission of the academies and of SAEM
- utilize existing infrastructure within the Foundation for grant making process including grant administration
- save time for academy leaders and staff liaisons
- enhance academy members participation with the SAEM Grants Committee
- include option for donors to specify donations to a specific academy fund
- likely to increase the academy's grant program sustainability

Benefits to the SAEM Foundation

- advance the mission of the Foundation
- expand current grant programs
- attract new applicants
- engage more donors within subspecialty areas
- increase potential for corporate sponsors

To Set Up an Academy Sponsored Grant

1. Academy leaders will work with Staff and Board Liaisons to submit a Letter of Intent to the SAEM Foundation Board of Trustees outlining the following:
 - a. The title and purpose of the grant
 - b. The target audience
 - c. The estimated demand for the grant
 - d. How the grant will help the academy and the Foundation achieve their missions
 - e. The financial plan, including: 1) the value of the award, 2) the source of funds

2. If the Letter of Intent is approved, the academy will be invited to submit a full RFA to the Foundation Board of Trustees for consideration.
 - a. The RFA and review criteria should be developed in conjunction with the Grants Committee.
 - b. The complete financial plan should be developed in conjunction with SAEM Foundation staff.
 - i. If the grant is funded by the academy, then the SAEM Foundation will cover all overhead expenses. If the grant is funded by external funding mechanisms (e.g., industry), overhead expenses will be allocated to the sponsor, as determined by the SAEM Foundation.
3. If the RFA is approved, a sub-account will be created within the SAEM Foundation for the academy, from which the grant will be funded.
4. All funds for the grant must be secured before the grant RFA is released to the public.
5. All terms of the grant, forms and procedures also must be in place before the RFA is released.
6. The academy will have one year to pilot the grant and measure its success. The metrics used to measure the success should include the:
 - a. Amount of funds raised
 - b. Number and quality of applications received
 - c. Number of grants awardedThe academy and Grants Committee will report to the SAEM Foundation Board of Trustees at the end of the pilot period on the success of the grant and make recommendations as to whether or not the grant should be continued or modified.
7. The Foundation Board of Trustees will make the final decision on whether or not the grant is continued as an annual offering.

Academy Grant Application and Review Process

1. Applications will be solicited through the normal channels of the SAEM Foundation. (Applications are due August 1st). Academies are encouraged to advertise the funding opportunity to their membership.
2. SAEM Foundation staff will collect and compile applications for review as per the standard processes for all Foundation grants.
3. The Grants Committee will create a subcommittee to perform the scientific review during the usual grant review session.
 - a. The review will follow the guidelines of the SAEM Grants Committee.
 - b. The academy will appoint one member / subject matter expert to serve on the subcommittee.
 - c. Grants Committee members who are also members of the sponsoring academy will be preferentially included on this subcommittee, as limited by conflict rules and the overall function of the Committee.

4. The SAEM Grants Committee will submit recommendations for funding to the SAEM Board of Directors. The SAEM Board of Directors and the sponsoring academy's leadership will jointly make the recommendation to the Foundation Board of Trustees for the final funding decision.
5. The SAEM Foundation staff will notify the academy and applicants and send out notices of awards.
6. SAEM Foundation staff will manage the grant by:
 - a) collecting mandatory contracts and paperwork,
 - b) disbursing funds,
 - c) collecting progress reports and distributing reports to subcommittee chairs for approval,
 - d) managing requests for transferring funds and no-cost extensions, and
 - e) ensuring grant recipients uphold the terms and conditions of the grant

Travel and Other Awards

Travel awards or other scholarships will be set up following a similar process to the grants above, but will not be reviewed under the grants committee rules and regulations. Awards applications will be reviewed by a subcommittee of the Academy. The subcommittee will make recommendations to the SAEM Foundation Board of Trustees on which applications to fund and the Board of Trustees will make the final funding determination based on the recommendation of the sponsoring academy.

Timeline

Timeline is subject to change from year to year.

October 1: Letter of Intent (LOI) due to grants@saem.org

December 18: Decision on LOI

March 1: RFA submitted to Board of Trustees (*must also have funds secured by this date*)

April 22: Decision on RFA

May 31: RFA posted on website

August 1: Grant applications due