

# Letter of Intent Academy Grants through the SAEM Foundation

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The SAEM Foundation (SAEMF) recognizes the need for funding of research and educational projects in emergency medicine subspecialties. The SAEMF welcomes proposals from academies of SAEM to set up grant mechanisms to meet this need.

Please submit a letter of intent using the instructions below to request the creation of a pilot grant in a subspecialty area (limit 5 pages excluding cover page). Forms must be submitted electronically to [grants@saem.org](mailto:grants@saem.org). Details regarding the grant creation process can be found online at [www.saemfoundation.org](http://www.saemfoundation.org).

## *Cover Page*

- Date
- Title of the Grant
- Amount of Grant Award
- Sponsoring Academy
- Project Leaders
- Contact Information

## *Need Statement*

1. Describe the unfulfilled need that this grant will address. Explain how this grant will fulfill that need.

## *Mission, Goal, Objectives*

2. Explain how this grant helps the academy achieve its mission, and how it aligns with the mission of the SAEM Foundation.
3. State the goals and objectives of this grant. How will you measure its success?

## *Target Audience*

4. Describe the intended audience that would apply for this grant.
5. What is the estimated demand for this type of funding?
6. Are there similar funding mechanisms that support this type of work? If so, list the other grants and their respective grantors. (i.e., SAEMF Research Training Grant, SAEMF Education Research Grant, EMF Industry Grant, etc.)

## *Financial Plan\*†*

7. Please state the value of the award and the source of funds (i.e., academy dues, industry sponsors, donations received through fundraising, etc.)
  
8. How does the academy intend to help sustain this grant program if it is approved after the first year?

*\* Note: All funds for the grant must be secured before the grant RFA is released to the public, as well as all appropriate forms, policies, and procedures.*

*† Note: 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.*