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[www.saemfoundation.org](http://www.saemfoundation.org)

## **TITLE OF GRANT**

### **APPLICATION DEADLINE – AUGUST 1, 20##**

The following is an overview of the [Name of Grant]. For complete instructions on applying, please see the Detailed Instructions. For submission instructions and SAEM policies, visit How To Apply. For questions, visit our Grants FAQ page.

All applications must be submitted electronically to [grants@saem.org](mailto:grants@saem.org), including letters of recommendation. All applications must be received on the due date by 5pm (Central time). If electronic signatures are not available please submit the application and letters of recommendation (if applicable) electronically without signatures. Applications must be in a single file (PDF format only) and attached to an email. The subject line of the email should indicate the grant for which the applicant is applying.

#### **APPLICATION FORM**

Attach the application form to the RFA.

#### **PURPOSE OF THE AWARD**

Describe the purpose of the award and list its specific goals. Discuss research areas of interest.

#### **DURATION OF THE AWARD**

SAEMF Grants run on one and two year cycles (July 1 – June 30). State whether this is a one or a two year grant.

#### **ELIGIBILITY**

##### **The Applicant**

Explain the eligibility requirements for applicants in order to apply for this award.

##### **The Institution**

Explain the eligibility requirements for institutions or departments in order to apply for this award, if it applies.

##### **Other**

Explain the applicable eligibility requirements for any other entity.

#### **THE FINANCIAL AWARD**

Describe the amount of the grant and what it can be used for. Also indicate what restrictions apply to the grant funds.

\*Note: All SAEMF grants must be awarded to an allowable institution in accordance with IRS guidelines. Grants are not awarded to individuals.

#### **DELIVERABLES**

List the deliverables due to SAEM Foundation and academy at the end of the grant period (may include publications, abstract submission, attendance at annual meeting, etc.)

### **PROGRESS REPORTS**

A progress report is due at 6 and 12 months for one year awards, and 12 and 24 months from the start of the grant period. The progress report template can be downloaded at [www.saem.org](http://www.saem.org). These reports will be prepared independently by the awardee submitted to SAEMF.

### **EVALUATION CRITERIA**

**Describe criteria for evaluation (Overall impact, significance, investigator, innovation, approach, environment)**

### **GRANT REVIEW PROCESS**

The Grants Committee, with representation from the academy, is responsible for the review of all applications and will make recommendations to the SAEMF Board of Trustees regarding recipients. A scoring system considering the [list scoring criteria] will be assessed with the goal of funding applicants with [goal]. A [Name of Grant] will be awarded only if an applicant is deemed suitable and worthy of the award.

### **TERMS OF THE AWARD**

Describe how the award will be disbursed over the one or two-year cycle. Discuss if disbursement of the second payment will be contingent upon satisfactory progress during the first six months or one year of the award.

### **NOTIFICATION OF AWARD**

SAEMF will notify the applicants after a funding decision has been made.

### **CONTACT INFORMATION**

Please contact the Grants Committee Chair or Academy Liaison with any questions.