



Australasian College
for Emergency Medicine

Emergency Medicine Research Projects Support Requests

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[acem.org.au](https://www.acem.org.au)

Document Review

Timeframe for review:	Every five years, or earlier if required
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Revision History

Version	Date	Pages revised / Brief Explanation of Revision
01	May 2014	Procedure created
02	Mar 2016	Minor edits
03	Sep 2016	Edits to criteria – [1.-2nd para] surveys not considered; and [2.2(a)] projects to be completed prior to completion of data collection
04	May 2018	Major revisions to coincide with establishment of ACEM Clinical Trials
05	Mar 2020	Major revisions to recognise: - Change in Policy name - Submission of clinical research projects (for endorsement by ACEM Clinical Trials Network) - Submission of epidemiological research projects (for endorsement by the ACEM Emergency Department Epidemiological Network) - Streamlining of all endorsement applications through the Research Advisory Committee, who will assign appropriate Executive members for review and decision of a submitted application - Addition of reference articles
06	Apr 2020	Edits to section 3.2 to remove reference to clinical audit project and study designs that are qualitative
07	May 2021	Further minor edits on governance processes.
08	Sep 2022	Further minor edits.
09	July 2025	Major revisions to streamline the Policy and process: - Change in Policy name - Incorporation of SOP262 Advertisement of Requests for Research Project Participation into the Policy - Removal of research study design types and methodology section - Clarification of the specific types of research support ACEM can provide and the associated eligibility criteria, process for researchers and ACEM and conditions of support.

1. Purpose

The Australasian College for Emergency Medicine (ACEM, the College) is committed to supporting high quality research, for the advancement of the science and practice of emergency medicine. Through ACEM's Research Advisory Committee, ACEM supports building research capacity across emergency departments (EDs), from a workforce perspective and through investment in resourcing to embed research into everyday clinical practice. This is through the provision of advice on the co-ordination, facilitation, endorsement and monitoring of emergency medicine research, either directly or indirectly via ACEM's Clinical Trials Network (CTN) or ED Epidemiology Network (EDEN), with the goal of promoting high quality research conducted by ACEM members and trainees in order to advance patient care.

The Research Advisory Committee has the remit to assist members in attracting funding for projects and promoting research project participation that align with ACEM's Strategy and Advocacy Priorities, and it is recognised that support from ACEM can add weight to an applicant's grant submission and project success.

The College and ACEM's Research Advisory Committee routinely receive requests for research support in the form of advertising project participation to our members and trainees, requests for letters of support including with either in-kind and/ or financial support to accompany funding applications and to provide study endorsement through coordination with ACEM's CTN or EDEN.

The purpose of this policy is to outline the criteria for the various types of research support provided by ACEM. This process will ensure that the support is synonymous with a consistently high standard of ethical study design, conduct, analysis, publication and dissemination, and with optimal research capacity and study feasibility. Maintenance of such high quality will ensure that ACEM support for research studies and outputs is considered a 'gold standard'. The provision of support by ACEM will also enhance collaborative opportunities within and connected to emergency medicine research.

2. Scope

Projects of any research methodology will be accepted, including quantitative, mixed methods and qualitative research methodologies, Indigenous research methodologies, and educational research methodologies.

This policy applies to researchers undertaking or intending to undertake research involving emergency medicine care in Australia and/ or Aotearoa New Zealand, who wish to request research support from ACEM. This includes researchers who are ACEM members or trainees and non-members. The policy also applies to ACEM members and trainees acting in an official capacity on behalf of the College as members of the ACEM Research Advisory Committee, the ACEM CTN Executive, the ACEM EDEN Executive, or other ACEM entities as relevant, e.g. the Indigenous Health Committee or Council of Education.

The specific types of support this policy applies to are listed below, with more information on the eligibility requirements, review process and conditions of approval provided in subsequent sections of this policy:

1. Advertising research project participation to ACEM members and/ or trainees¹

Researchers can apply to ACEM's Research Advisory Committee for approval for ACEM to advertise research project participation (including the distribution of research related surveys), to our members and/ or trainees through ACEM's communication channels.

2. Letters of support: In-kind support of less than \$10,000 per annum for a maximum of 5 years

Researchers can apply to ACEM's Research Advisory Committee for approval of a letter of support for a grant application, with the provision of in-kind support of less than \$10,000 per annum for a maximum of 5 years per project, to assist with securing of funding and/ or further support.

¹ For non-research projects seeking ACEM member and/ or trainee participation (e.g. surveys to inform policy, advocacy or procedures, but not for research/ publication), email the Research Administrator at Research-Evaluation@acem.org.au to discuss the request.

3. Letters of support: Financial support or matched funding, or in-kind support of equal to or greater than \$10,000 per annum for a maximum of 5 years

Researchers can apply to ACEM's Research Advisory Committee and Board for approval of a letter of support for a grant application, with the provision of financial support or matched funding, or in-kind support of equal to or greater than \$10,000 per annum for a maximum of 5 years per project, to assist with securing of funding and/ or further support.

4. Endorsement from ACEM's Clinical Trials Network or ED Epidemiology Network

Researchers can apply to ACEM's CTN or EDEN, via their respective Executives for their project to be recognised as ACEM CTN or EDEN endorsed, which can provide a greater level of credibility to the research and higher visibility of a project to increase collaboration and impact. Endorsement can also improve the chances of securing funding and support.

3. Eligibility requirements for all types of support

All types of support must meet the following eligibility requirements:

- The research team must include at least one Fellow of ACEM (FACEM), ACEM Trainee or other ACEM member actively contributing to the project and described in the application.
- The research involves emergency medicine and the intended outcomes of the project must demonstrate alignment with ACEM's Strategic Priorities and advocacy priority of quality, evidence-based, patient-centred emergency care across Australia and Aotearoa New Zealand.
- The project must demonstrate a scientific approach to investigation in terms of its feasibility, rationale, methodology, timeframe and innovation.

Additional eligibility requirements are listed for each type of support below.

4. Support: Advertising research project participation

It is the role of the ACEM Research Advisory Committee to review and approve applications to advertise research project participation through ACEM communication channels.

Advertisements may be contained in the ACEM Bulletin, Trainee News, Faculty Updates, or other relevant College electronic direct mail distribution. Direct emailing/ mailing to request participation is not available.

An initial advertisement and a maximum of two reminders will be published per research project. ACEM is not responsible for response rates and will not undertake any further actions to promote the research.

4.1 Additional eligibility requirements

- Review and approval from a Human Research Ethics Committee (HREC), including Low Risk Human Research Ethics Review.
- Approval for the project from the Head of Department of the institution where the research will be conducted, including confirmation that the necessary resources for undertaking the research will be made available to the applicant.

4.2 Process

- Applications are to be made in writing via email to the Research Administrator at Research-Evaluation@acem.org.au, and must include the following items:
 1. A letter from a FACEM, ACEM Trainee or other ACEM member, as a member of the research project team, addressed to the Chair of the ACEM Research Advisory Committee, requesting approval for the research project to be advertised. The letter will include background information on the research project, including a full review of previous work on the topic, a statement as to why the research needs to be done and

- the potential benefits of the study for the specialty of Emergency Medicine;
- 2. The research protocol
- 3. Written approval from:
 - the Ethics Committee of the institution where the research will be conducted, including a statement as to whether or not the project has been fully reviewed; and
 - the Head of Department of the institution where the research will be conducted, including confirmation that the necessary resources for undertaking the research will be made available to the applicant.
- The Chair of the Research Advisory Committee has delegated authority to review and approve applications. If the Chair is conflicted or unavailable to review, the Research Advisory Committee will appoint a delegate.
- Applicants will be notified of the outcome within two weeks of submission by email and if successful, the Research Administrator will work with the researcher regarding the content of the advertisement and key messaging.

4.3 Conditions of approval

Should the application be successful, acknowledgement of the ACEM Research Advisory Committee and ACEM for assisting with recruitment and promotion of the project is required.

5. Letters of Support: In-kind support of less than \$10,000 per annum for a maximum of 5 years

Letters of support with an in-kind value of less than \$10,000 can be given for grant applications. In-kind contributions are both non-monetary or cash equivalent resources that can be given a cash value, such as goods and/or services in support of a research project or a proposal. Should support be granted, ACEM will contribute support equivalent to an estimated in-kind contribution of a dollar value to be determined at the time of support for the duration of the project, which comprises support for:

- Advocating for project participation by ACEM accredited emergency departments across Australia and Aotearoa New Zealand through ACEM's communication channels (ACEM Bulletin, Faculty Updates, Trainee News, and other forums as appropriate).
- Engage with our members and trainees, through our communication channels (ACEM Bulletin, Trainee News, Faculty Updates), to disseminate findings from the project to inform best practice.
- Expert advice, input or review from members of ACEM's Research Advisory Committee, Clinical Trials Network, ED Epidemiology Network or other ACEM entity, as appropriate.

Indication in a grant application of submission (or intention to submit) for in-kind support from ACEM requires the approval of the ACEM Research Advisory Committee and ACEM President.

5.1 Additional eligibility requirements

- The research team must include at least one FACEM, ACEM Trainee or other ACEM member as a Chief Investigator (or equivalent) on the project and described in the application.
- The proposal must identify adequacy of resourcing, either solely through this grant program, or through additional sources of funding/in-kind support.

5.2 Process

- Applications are to be made in writing via email to the Research Administrator at Research-Evaluation@acem.org.au, no later than one month prior to the grant closing date. Any less than one month's notice, approval may not be guaranteed.
- Under extraordinary circumstances, for example, a rapid call for grant applications that carry significant monetary value, with submissions required within less than one month after the grant open date, applications to ACEM will be considered at the discretion of the Research Committee Chair.

- The following items must also be provided at time of submission:
 1. A draft of the letter of support addressing all of the items required in the letter of support as stated in the relevant funding guidelines
 2. A letter from the ACEM member or Trainee Chief Investigator describing their involvement in the project
 3. An executive summary of the grant application (no more than two (2) pages) which includes:
 - Project overview (clear and concise)
 - Description of how ACEM will be engaged in the project
 - How the project and intended outcomes align with ACEM's strategic priorities
 - Adequacy of resourcing
 - Description of consumer involvement in the research, if applicable
 4. Specific financial and/ or in-kind support requested and justification
- The Chair of the ACEM Research Advisory Committee will review the application. If the Chair is conflicted or unavailable to review, the Research Advisory Committee will appoint a delegate.
 - If the research involves Indigenous or educational research methodologies, the Chair or a delegate of ACEM's Indigenous Health Committee or Censor in Chief or delegate of the Council of Education, respectively will review the application.
- If approval is provided by the Chair or a delegate of the Research Advisory Committee, the ACEM President will review the application and provide sign-off. If the President is conflicted, the ACEM President-elect or Immediate Past President will review the application.
- Applicants will be notified of the outcome in a timely manner and a letter of support provided if successful. Review of any decision (appeal) will be made in accordance with the College review and appeals processes.

5.3 Conditions of Support

Should the grant application be successful, the following conditions are required to be met for the duration of the study:

- An ACEM Memorandum of Understanding will be required to be signed by both parties.
- A brief annual report is to be submitted to the Research Advisory Committee via the Research Administrator, at Research-Evaluation@acem.org.au.
- The research is to be presented at completion or at a relevant milestone at an ACEM event (e.g. Annual Scientific Meeting, Research Symposium, Aotearoa New Zealand Conference, jurisdictional Scientific Conference).
- ACEM's support should be acknowledged in all publications.
- ACEM's support should be acknowledged in all correspondence, public announcement, advertising material, research report or other material produced by, on behalf of or through the research team that relates to the research activity. The research team should notify ACEM about any research activity launch, and any other media event relating to the research activity.

Should the grant application not be successful, future applications for the same project will need to go through the process again, however if there are no or minimal changes to the application, an expedited approval process will be available.

The ACEM Research Advisory Committee reserves the right to withdraw support at any stage, where any of these conditions are not met, or should the study not progress adequately, or if irresolvable conflicts of interest associated with the project arise.

It should be noted that the provision of a letter of support does not automatically result in ACEM playing a role in the project.

6. Letters of Support: Financial support or matched funding, or in-kind support of equal to or greater than \$10,000 per annum for a maximum of 5 years

Letters of support with an in-kind value of equal to or greater than \$10,000 can be given for grant applications. Financial or matched funding or significant in-kind contributions, defined as in-kind funding equivalent to or greater than \$10,000, will be considered by ACEM on a case-by-case basis and should provide significant benefits to emergency medicine and/ or significant mutual benefits for ACEM. Reasons for requesting financial or matched funding or significant in-kind contributions, include a granting agency may require a cash contribution and/ or an in-kind contribution of a certain value or that one or both of these will be "well regarded" in the decision-making process. Alternatively, the researcher(s) may believe that to obtain cash or significant in-kind support from ACEM will be well-regarded by the agency and may give them a greater chance of being awarded the grant.

Indication in a grant application of submission (or intention to submit) for financial support from ACEM requires the approval of the ACEM Board.

6.1 Additional eligibility requirements

- The research team must include at least one FACEM, ACEM Trainee or other ACEM member as a Chief Investigator (or equivalent) on the project and described in the application.
- The proposal must identify adequacy of resourcing, either solely through this grant program, or through additional sources of funding/in-kind support.
- The application must include a budget for the project including the contributions requested of ACEM.

6.2 Process

- Applications are to be made in writing via email to the Research Administrator at Research-Evaluation@acem.org.au, no later than six weeks prior to the grant closing date to be considered by the ACEM Board in-line with their next scheduled meeting.
- Under extraordinary circumstances, for example, a rapid call for grant applications that carry significant monetary value, with submissions required within less than one month after the grant open date, applications to ACEM will be considered at the discretion of the Research Committee Chair and ACEM President.
- The following items must also be provided at time of submission:
 1. A draft of the letter of support addressing all of the items required in the letter of support as stated in the relevant funding guidelines
 2. A letter from the ACEM member or Trainee Chief Investigator describing their involvement in the project
 3. An executive summary of the grant application (no more than three (3) pages) which includes:
 - Project overview (clear and concise)
 - Description of how ACEM will be engaged in the project
 - How the project and intended outcomes align with ACEM's strategic priorities
 - Adequacy of resourcing
 - A research budget including any other financial commitments from other organisations
 - Description of consumer involvement in the research, if applicable
 - Deliverable benefits for emergency medicine
 - Deliverable benefits for ACEM and timeframes
 4. Specific financial and/ or in-kind support requested and justification
- The Chair of the ACEM Research Advisory Committee will review the application. If the Chair is conflicted or unavailable to review, the Research Advisory Committee will appoint a delegate. The Chair or Chair delegate will assign an additional two (2) members of the Research Advisory Committee to review the application. The role of this review is to determine the scientific approach, feasibility of the proposed research and potential benefits for emergency medicine that warrant the investment.
 - If the research involves Indigenous or educational research methodologies, the Chair or a delegate of ACEM's Indigenous Health Committee or Censor in Chief or a delegate of the Council of Education, respectively will review the application.
- The ACEM Board will review the application along with the Research Advisory Committee's

- advice and consider the financial and/ or in-kind commitment.
- Applicants will be notified of the outcome in a timely manner and a letter of support provided if successful. Review of any decision (appeal) will be made in accordance with the College review and appeals processes.

6.3 Conditions of Support

Should the grant application be successful, the following conditions are required to be met for the duration of the study:

- An ACEM contract will be required to be signed by both parties.
- Notification of any major design or administration changes that occur after endorsement is conferred are to be made to the ACEM Board and Research Advisory Committee, via the Research Administrator at Research-Evaluation@acem.org.au.
- Records of project steering committee (or equivalent and where applicable) meetings shall be made available to the ACEM Research Advisory Committee on request.
- An annual report is to be submitted to the Research Advisory Committee, via the Research Administrator at Research-Evaluation@acem.org.au.
- The research is to be presented at completion or at a relevant milestone at an ACEM event (e.g. Research Symposium, Annual Scientific Meeting, Aotearoa New Zealand Conference, jurisdictional Scientific Conference).
- ACEM's support should be acknowledged in all publications.
- ACEM's support should be acknowledged in all correspondence, public announcement, advertising material, research report or other material produced by, on behalf of or through the research team that relates to the research activity. The research team should notify ACEM about any research activity launch, and any other media event relating to the research activity.

Should the grant application not be successful, future applications for the same project will need to go through the process again, however if there are no or minimal changes to the application, an expedited approval process will be available.

The ACEM reserves the right to withdraw support at any stage, where any of these conditions are not met, or should the study not progress adequately, or if irresolvable conflicts of interest associated with the project arise.

7 Endorsement by ACEM Clinical Trials Network or ED Epidemiology Network

Endorsement from ACEM's Clinical Trials Network or ED Epidemiology Network, via their respective Executives may enhance the credibility of the research, provide higher visibility of a project to increase collaboration and impact. Endorsement can also improve the chances of securing funding and support.

Investigators may not indicate in a grant application or through other communications that the study is endorsed by ACEM's CTN or EDEN unless formal written endorsement has been provided by the respective Executive.

7.1 Additional eligibility

- The research project must be clinical or observational research (not necessarily a clinical trial), or a project using large-scale routinely collected health data or registry-based research that is primarily related to an aspect of emergency medicine. Study designs where the sole component is a survey (excluding Delphi surveys) will not be considered for CTN or EDEN endorsement.
- The proposal must identify adequacy of resourcing, either solely through this grant program, or through additional sources of funding/in-kind support.
- Programs of research proposing more than one individual study will not be endorsed collectively. Each component of a proposed program must be submitted separately for

endorsement.

- Unless exceptional circumstances exist, studies will only be reviewed for endorsement prospectively, that is before the commencement of recruitment or data request/ extraction/ linkage at Australasian sites.

7.2 Process

- Applications for endorsement are to be made online using the [ACEM Application for Endorsement Form](#).
- If the study is to be performed in conjunction with another research group or network this must be made clear in the application.
- The Chair of the ACEM Research Advisory Committee or a delegate will supervise the review of each application in conjunction with members from the relevant CTN or EDEN.
- Clinical and observational research projects submitted for endorsement will be assigned to and reviewed by two (2) members of the ACEM CTN. Research using large-scale routinely collected health data or registry-based research that is submitted for endorsement will be assigned to and reviewed by two (2) members of the ACEM EDEN. At least one reviewer must be a voting member of the Executive. The role of this review is to determine the scientific approach, feasibility of the proposed research and potential benefits for emergency medicine that warrant endorsement. Where the two reviewers are unable to decide on an outcome, the Chair of the Research Advisory Committee or delegate will review the application and be the deciding vote.
- In instances where there is not one (1) non-conflicted member of the ACEM CTN Executive (for clinical research projects) or the ACEM EDEN Executive (for research projects using routinely collected health data), Executive members of the alternate Network and/or Research Advisory Committee will be used.
- Applicants will be notified of the outcome in a timely manner. Review of any decision (appeal) will be made in accordance with the College review and appeals processes.

For applicants seeking both a letter of support and CTN or EDEN endorsement concurrently, the Application for Endorsement Form should be completed, along with the provision of the other relevant information for the letter of support, that is not contained in the Form.

7.3 Conditions of endorsement

Should endorsement be successful, the following conditions are required to be met for the duration of the study and for all prospectively defined sub-studies:

- An ACEM Memorandum of Understanding will be required to be signed by both parties.
- Clinical trials must be registered with a recognised trial registry authority, preferably the Australian and New Zealand Clinical Trials Registry.
- Notification of any major design or administration changes that occur after endorsement is conferred are to be made to the ACEM Research Advisory Committee and relevant CTN or EDEN Executive, via the Research Administrator at Research-Evaluation@acem.org.au.
- Records of project steering committee (or equivalent and where applicable) meetings shall be made available to the ACEM Research Advisory Committee and relevant CTN or EDEN Executive on request.
- An annual report is to be submitted to the ACEM Research Advisory Committee and relevant CTN or EDEN Executive, via the Research Administrator at Research-Evaluation@acem.org.au.
- The research is to be presented at completion or at relevant milestones at an ACEM event (e.g. Research Symposium, Annual Scientific Meeting, Aotearoa New Zealand Conference, jurisdictional Scientific Conference).

The ACEM Research Advisory Committee, CTN or EDEN reserve the right to withdraw endorsement at any stage, where any of these conditions are not met, or should the study not progress adequately, or if irresolvable conflicts of interest associated with the project arise.

7.4 Publication of ACEM CTN or EDEN endorsed studies

All manuscripts must include an acknowledgement that the project has been endorsed by the ACEM CTN or EDEN and a copy of the published manuscript should be provided to the ACEM Research Advisory Committee and relevant CTN or EDEN Executive.

All hospitals that participated in the study must be listed in the manuscript or online appendix. Individuals who contributed to the conduct of the study at each participating hospital must be acknowledged, and where possible, listed as collaborators.

8 Management of Conflicts of Interest During the Review Process

The ACEM Research Advisory Committee is committed to providing a fair and transparent process of review for all research support applications. A member of the ACEM Research Advisory Committee, ACEM CTN, or ACEM EDEN is regarded as conflicted with respect to an application if that person is a member of the project steering committee or a proposed or confirmed site principal investigator for that study. Members who are conflicted will not participate in the assessment and evaluation of applications.

Any other individuals who are invited to review studies on behalf of the ACEM Research Advisory Committee must not be involved in the design or conduct of the study.



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