

**THE SOCIETY FOR ACADEMIC EMERGENCY MEDICINE FOUNDATION (SAEMF) -  
NIDA CTN TRAINING AWARD APPLICATION INSTRUCTIONS**

Submission in electronic format is required through <https://ctnmftapplications.org/>. Select Society for Academic Emergency Medicine Foundation (SAEMF) as the sponsor affiliation.

Use English only and avoid jargon and 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.

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 do not send supplementary material. The application consists of the following sections:

**1. ABSTRACT**

Provide a brief summary of the project proposal and any associated activities (e.g., coursework, other technical training). Include rationale, specific aims, and significance.

**2. CANDIDATE STATEMENT** Write a statement outlining your qualifications, experiences, and motivation for pursuing the mentor-facilitated training.

**3. PROJECT DESCRIPTION**

Background Information

Explain the importance of the problem or critical barrier to progress in the field that your project addresses. Explain how your project will improve scientific knowledge, technical capability, and/or clinical practice.

Objectives

State concisely the specific objectives of your project (e.g., create a novel curriculum, challenge an existing paradigm or clinical practice, or address a critical barrier to progress in the field).

Proposed Methods or Activities

- Describe your overall strategy, methodology, and how you will evaluate your project's success.
- Discuss potential problems, alternative strategies, and benchmarks for success.
- If the project is in the early stages of development, describe your strategy to establish feasibility and manage any risks to the proposed work.

**4. PROJECT PROTOCOL**

Describe how you aim to achieve your project objectives.

**5. TIMELINE FOR THE AWARD YEAR**

Specify the expected milestones and activities for each month throughout the award year. Describe how you and your mentor will work together to meet the goals of your project and how your mentor will monitor your progress.

**6. BIOGRAPHICAL SKETCHES** Include current biographical sketches for you and your mentor(s).

7. **OTHER SUPPORT** If applicable, provide a list of other associates or consultants and describe how they will contribute to your project. Tell us about facilities and support available to you through your institution (e.g., assistance with statistical calculations).
8. **BUDGET AND JUSTIFICATION**  
Indicate how the money will be spent. Justify all major expenditures. Include estimated travel expenses.
9. **LITERATURE CITED**  
Include a list of references cited in the application.
10. **LETTER DETAILING FUNDING HISTORY**  
Explain any current or previous funding received.
11. **LETTERS OF SUPPORT**  
Include letters of support from the mentor(s), your department chairs or appropriate program director affirming their support for your participation in the MFT program.

## **TERMS OF THE AWARD**

**Program Evaluation:** Awardees will be contacted annually by the Dissemination Initiative following completion of the funding year regarding career paths, ongoing dissemination or implementation activities, leadership in promoting the adoption of evidence-based practices in clinical settings, subsequent grants/contracts obtained, and publications. Awardees will be expected to respond to this outreach.

**This award *cannot* support new, free-standing pilot research, clinical trials, or clinical research studies.** Any proposed activities such as secondary analyses or quality improvement initiatives must be eligible for IRB exemption and display merit to impact on or increase the adoption of evidence-based practices. Focus groups and informal interviews may be conducted if eligible for IRB exemption and will inform the mentored project.

**Duration:** Applications will be accepted for one year of participation.

**Extension of Award Period:** In unusual circumstances, arrangements can be made for an extension of an award. Such a request must be made by the applicant at least 60 days before the expiration date of the award. This request must be made in writing, specify reasons for requesting the extension, and state a new expiration date. Project extensions of greater than six months will not be considered.

**Change of Status of Designated Mentor or Applicant:** If the applicant changes affiliations or ceases work in the field for which the award was made, the award will terminate, and the remaining balance will be returned unless the applicant and their new institution demonstrate the ability to successfully complete the planned project and receive approval to continue. If the named mentor changes affiliations or ceases work in the field for which the award was made, the award will terminate, and the remaining balance will be returned unless another appropriate mentor or plan to ensure appropriate mentoring is identified and approved.

**Location of Work:** Awards are for projects in the United States at an accredited medical school, medical center, or institution affiliated with a university teaching program. The awardee, with the direction of the mentor, will make all arrangements for conducting the proposed projects.

**Liability of SAEMF and National Institute on Drug Abuse:** The SAEMF and NIDA assume no financial liability if patient care responsibilities of any kind are undertaken by the NIDA applicant or mentor. The mentor, the applicant, and their respective institution(s) acknowledge that NIDA and the SAEMF are not legally liable for the conduct of the applicant or the mentor and associate faculty.

**Patent Policy:** The mentor, the applicant, and their respective institution(s) acknowledge that if a patentable invention or discovery is conceived, or conceived and reduced to practice by the award during the term of the award year, NIDA and SAEMF must be apprised of the invention and the institution's plans for protecting such invention under existing institutional patent policy. The SAEMF defers to institutional policies where they follow those of the federal government. NIDA and the SAEMF reserve the right where the institution has no patent policy, or policies not in compliance with those of the federal government, to claim rights and interests in the invention or discovery consistent with FAR Clause 52.227-11, Patent Rights-Ownership by the Contractor.

June 2024