



ACR Innovation Fund Grant Guidelines and Application Instructions

The ACR Innovation grant program was established by the Board of Chancellors in 2016 to designate resources for unique one-time investments in the most compelling new ideas to further the ACR's strategic plan.

Purpose

Innovation grants will be awarded to support untested, uncommon, and distinctive ideas and activities that lead to groundbreaking efforts. Successful applications will align with and support the goals and objectives of the ACR's strategic plan in pursuit of the College's core purpose:

To serve patients and society by empowering members to advance the practice, science, and professions of radiological care.

We are looking for ideas that create value or address specific unmet needs or issues faced by our members or the profession.

Eligibility

Applicants must be current members or staff of the American College of Radiology. Individuals or groups may submit proposals.

Letter of Interest (LOI) Process

A one-page Letter of Interest (LOI) must be submitted by **December 15 for the February 1-March 2 application period and June 15 for the August 1 – 30 application period.** The LOI submission form will be available for active ACR members and staff at www.acr.org during the LOI application period (November 15-December 15 or June 15-July15). **You must have an approved LOI in order to proceed to the application phase.**

The Letter of Interest (LOI) should address the following areas:

- 1. ALIGNMENT WITH STRATEGIC GOALS OF THE ACR:** Does the proposal align well with the strategic goals of the ACR?
- 2. SIGNIFICANCE:** How great is the potential impact of advancing the ACR core purpose to

serve patients and society by empowering members to advance the practice, science and professions of radiological care?

3. INNOVATION: Does the proposal create value or address an unmet need? Are new methods, concepts, or technologies introduced? Is the innovation likely to be adopted in practice or ACR operations?

4. APPROACH: Is the proposed work feasible during a twelve month award period? Are methods for completing the project clinically and fiscally sound?

5. INNOVATORS, PERSONNEL, AND ENVIRONMENT: Do the innovators have a track record of taking similar projects to completion? Do the innovators have all of the requisite expertise available to complete the proposed project?

Application Deadlines

Proposals will be accepted twice annually: **February 1 – March 2 and August 1 – 30.**

In order to submit a proposal during the above application periods, applicants must have an approved Letter of Interest (LOI).

The term of the grants will be one year. A six-month progress report will be required. Grant non-cost term extensions will be considered at the discretion of the Executive Committee of the Board of Chancellors.

Awards will be announced twice annually by May 31 and October 31

Proposal Preparation

Proposals will be limited to five (5) pages plus a one (1) page Executive Summary. The **Application Cover Sheet, Budget template, Letters of Support and CVs** must be submitted with each proposal.

The narrative of the proposal must include the following:

- Title of the proposed activity/project
- What is the purpose or objective of the project? Why is it important?
- How is the project *innovative*? Are there any other efforts or existing projects underway that would compete with or contribute to this innovation/idea?
- Provide a clear connection to the ACR strategic plan. Specifically discuss how the project will contribute to attaining one of the goals/objectives which may be found after logging in at www.acr.org/About-ACR/ACR-Strategic-Plan
- How is the applicant qualified to address the project for which the funds are being sought?
- Budget Proposal and brief narrative on the planned spending. Please provide justification for the amount of funding requested including how the amount is consistent with the associated output to be achieved (cost/benefit).

- Timeline for completion of project. Please note: grants are expected to be completed and funds utilized within 12 months of award.
- Key personnel/contributors to the project as well as their role and/or responsibilities. Please provide CVs.
- Description of expected outcomes and impact of project - statement of deliverables or work products. The proposal should include a discussion of the anticipated output from the grant and who will be the beneficiary of the targeted results.
- Statement of how the project will be evaluated. How can this project be measured to determine success?
- Description of any known or anticipated compliance implications of the project/activity including the collection, use, or storage of sensitive or confidential information (e.g. PII, PHI).
- Description of any IT resources used for the project that will be managed by, or interact with, ACR owned or operated systems.
- Description of ACR IT staff time required to complete the project.
- If ACR resources will be utilized, name of ACR staff person who approved such utilization.
- One or two letters of support.
- References Appendix (Maximum ONE page)

Format: 8.5x11 double spaced copy using Times Roman 12 point font.

Application submission will be five (5) documents in Word or pdf format: Executive Summary, Proposal and Optional Appendix (7) pages, Application Cover Sheet, Budget and Justification, Letters of Support and CVs.

Intellectual Property

The American College of Radiology will have and retain ownership of all intellectual property, including, but not limited to, copyrights, licenses or inventions developed in connection with any project funded in whole or in part by the ACR Innovation Fund grant. At its sole discretion, ACR may grant to the award recipient a world-wide, royalty-free, non-exclusive license for such intellectual property inventions developed under the Innovation grant, for use for educational or research purposes.

Proposal Sponsorship

Each proposal must have approval from the appropriate ACR Commission Chair to be considered for funding. In addition, sponsorship by the overseeing Executive Vice President (EVP) of the area that the grant is most aligned with must be obtained.

Proposals that originate from the ACR staff Innovation Lab must have sponsorship from the appropriate EVP as well as the CEO.

Signatures by the appropriate Commission Chair and EVP must be obtained by the applicant **prior** to submission.

Funding Limits

The American College of Radiology's Innovation Grant program provides funds up to \$100,000, inclusive of indirect costs. **To maximize funding to the work of the awardee investigators, we are limiting the indirect cost reimbursement to 15% of the direct costs attributable to the applicants host institution.**

Selection Committee

The Executive Committee of the Board of Chancellors will review proposals and make recommendations to the Board of Chancellors for awarding grants. Each of the proposal requirements will be evaluated with emphasis on alignment with the ACR strategic plan and the potential innovative contribution of the project.

Reporting

Grant recipients must submit a six (6) month progress report and a final report. The final report will include results/outcomes of the project, lessons learned, obstacles encountered and any proposal for ongoing ACR activity as a result of the grant work. Grant recipients will be provided the report format when selected.

*For more information or questions regarding specific proposals, please contact the appropriate commission staff: www.acr.org/Member-Resources/Commissions-Committees. For questions regarding grant guidelines or the LOI and application process, please contact the Innovation Fund team at **InnovationFund@acr.org**.*