



2020 Clinical Fellowship Rescue Funding Award

ISSUE DATE:	February 3, 2020
SUBMISSION DUE DATE:	May 4, 2020 by 11:59 pm CT
SELECTION NOTIFICATION	By July 31, 2020
PERIOD OF PERFORMANCE:	1 year (Fellowships starting in 2021)
AMOUNT OF FUNDING:	Up to \$65,000 of support
LINK TO APPLICATION:	https://www.grantrequest.com/SID_5880?SA=SNA&FID=35043
CONTACT:	AASM Foundation 2510 N. Frontage Road Darien, IL 60561 Phone: 630-737-9724 E-mail: foundation@aasm.org

The AASM Foundation is committed to the expansion of the field of sleep medicine with highly qualified researchers and clinicians. To ensure that there is a healthy pipeline of board-certified sleep medicine physicians that can provide quality care for all patients who have a sleep or circadian disorder, the AASM Foundation provides matching funds to maintain Accreditation Council for Graduate Medical Education (ACGME) sleep medicine fellowship slots at organizations at risk of losing funding through a competitive application process. The goal of this award is to provide supporting funds for a one-year sleep fellowship slot, that was included in the sleep medicine fellowship match, while the program works to secure funding for the subsequent year(s).

FUNDING INFORMATION

The Clinical Fellowship Rescue Funding Award provides funds for one year and can be up to \$65,000 per award. This award is to provide funding for a sleep medicine fellowship slot starting in 2021. The funds must be matched by another source (division/department, industry, etc.) and this support will need to be indicated in the application. The funds can be used for salary support and related expenses (benefits, etc.).

The award is a contract between the AASM Foundation and the awardee's organization, and funds must be used for the intended purpose.

ELIGIBILITY

The following eligibility criteria must be met:

- The application must be submitted by a sleep medicine Program Director from an ACGME-accredited sleep medicine fellowship program that is in good standing.
 - If the sleep medicine fellowship program has citations, they must be disclosed in the application along with ACGME documentation of continued accreditation despite the citation(s). A plan on how the program is addressing the citation/s will also be required.
- Documentation that this is an established ACGME-accredited sleep medicine fellowship slot that is at risk of being lost due to funding issues must be provided.
- The program must provide evidence for support from an organization (division/department, industry, etc.) that will provide matching funds for the award.
- Individuals may apply for renewal of funding during each application cycle, however, there is no guarantee of continued funding, and funding will generally not be provided for more than 2 consecutive years.
- Sponsoring organizations and fellowship programs may only hold one active award at a time.

INELIGIBILITY

- Additional or new sleep medicine fellowship slots will not be funded through the Clinical Fellowship Rescue Funding Award.
- Sleep medicine fellowship slot/s being closed due to citation issues will not be funded. Programs losing a fellowship slot due to lack of funding that also have significant citations are not eligible to apply.

AWARD REVIEW CRITERIA AND PROCESS

An award committee, appointed by the AASM Foundation Executive Committee, will evaluate and score all submitted applications. Factors that will be taken into consideration include:

- 1. Funding:** Description of past funding mechanisms for the sleep medicine fellowship slot, avenues being pursued for current funding in addition to the Clinical Fellowship Rescue Funding Award, and feasible plan for securing funding in the future.
- 2. Training and Outcomes:** Description of training received by sleep medicine fellows and whether it is well-structured and will equip fellows to have successful and productive sleep medicine careers.
- 3. Appropriateness:** A clear and feasible plan on how the Clinical Fellowship Rescue Funding Award will facilitate maintenance of the sleep medicine fellowship slot, and what will be achieved with the funds.

4. **Budget:** Current budget for funding from award is well-justified and there is written confirmation that support from at least one additional organization to provide additional funds to fully fund the sleep medicine fellowship slot has been secured.

PAYMENT INFORMATION AND SCHEDULE

Since this award is intended as support, if additional external funds are received (e.g. VA, industry, etc.) to **fully** fund the sleep medicine fellowship slot, the program director must notify the AASM Foundation and the following would apply:

- If external funds are received between submission of the application and notification of award, the application must be voluntarily withdrawn from further consideration.
- If external funds are received prior to distribution of Foundation funds, Foundation funds would not be released, and the award would be closed out with the AASM Foundation.
- If external funds are received after distribution of AASM Foundation funds, the remaining Foundation funds should be returned, and the award would be closed out with the AASM Foundation once the funds are received back.

Additionally, if additional external funds that are not identified in the application are received (e.g. VA, industry, etc.) to further **partially** fund the sleep medicine fellowship slot, the program director must notify the AASM Foundation and submit updated budget and budget justification documents indicating the amount of funds the program would need to retain to ensure full funding of the sleep medicine fellowship slot.

Payment #1 – Upon execution of contract	100%
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DELIVERABLES AND EXPECTED OUTCOMES

The AASM Foundation intends the Clinical Fellowship Rescue Funding Award to aid sleep fellowship programs by providing relief funds for fellowship slots at risk of being lost due to funding.

The expected results from receiving funding and deliverables should be clearly stated in the application. The program director must submit progress and final reports during the project period, describing activities and results, as outlined below. Failure to meet the deliverables or submit progress or final reports may result in the award organization being ineligible for any future funding from the AASM Foundation until the report(s) are submitted and approved.

REPORTING SCHEDULE

Progress Reports	Every six months
Final Report	Within 90 days of award completion

Upon execution of the contract, the program director must submit a progress report at six months and final report within 90 days of award completion, both to include a financial report.

Outcomes evaluation is an essential component of this award. The reports must be in a format specified by the AASM Foundation Reports, must include an accounting of how award funds were spent during the reporting period, and an update on plans to secure funding for the fellowship slot the following training year.

APPLICATION

Step 1: AASM Foundation Grant Request registration

To apply for this award, you must register on [AASM Foundation Grant Request](#). Please refer to the [AASM Foundation Grant Request User Access Guide](#) for guidance on setting-up an account.

Step 2: Complete application

[ACCESS THE 2020 CLINICAL FELLOWSHIP RESCUE FUNDING AWARD APPLICATION](#)

Full applications must be completed and submitted through [AASM Foundation Grant Request](#). Instructions for required forms are available via the online submission system. The Application Checklist below shows required attachments to be uploaded.

APPLICATION CHECKLIST

Form	Page/Word Limit
<input type="checkbox"/> Face Page A. Program Director B. Sponsoring Organization C. Sponsoring Organization contact D. Sponsoring Organization GME Department Signature page	
<input type="checkbox"/> Profile of Sleep Medicine Fellowship Program A. Overview of the program B. Educational goals and training C. Outcomes	2 pages
<input type="checkbox"/> Statement of Need A. Previous funding B. Other avenues pursued for funding	2 pages

C. Expected results from award and plan for securing future funding	
<input type="checkbox"/> Budget and Budget Justification A. Budget B. Budget Justification	B. 2 pages
<input type="checkbox"/> Letters of Support A. Division Chief and/or Department Chair B. Organization providing matching funds	1 page per letter

AWARD QUESTIONS

We encourage potential applicants to contact us early in the application process with questions. Eligibility questions may need to be reviewed by a member of the AASM Foundation Executive Committee, so please allow for at least a 1-week response time for eligibility questions. For all other inquiries, please allow a minimum of two business days for a response. Please note that questions received within 48 hours of an application deadline may not be answered before the deadline.



Face Page

***Instructions:** The applicant will enter sections A-D in AASM Foundation Grant Request. The applicant will upload the Sponsoring Organization GME Department Signature Page in AASM Foundation Grant Request.*

A. Program Director

Enter the Program Director's contact information and AASM member number.

B. Sponsoring Organization

Enter the program's institutional affiliation and address, ACGME program name, and number.

C. Sponsoring Organization Contact

Enter the sponsoring organization's contact information. This should be an authorized representative from the sponsoring organization's Graduate Medical Education (GME) office (this excludes departmental officials such as the Departmental Chair or Division Chief).

D. Sponsoring Organization GME Department Signature Page

Complete the [Sponsoring Organization GME Department Signature Page](#) and obtain a physical or digital signature from an authorized representative from the GME office (this excludes departmental officials, such as the Departmental Chair or Division Chief).



Sponsoring Organization GME Department's Signature Page

APPLICANT INFORMATION	
Program Director Full Name:	
Program Director Institution:	
SPONSORING ORGANIZATION	
Contact Person:	
Position:	
Street Address:	
City, State, Zip Code:	
Telephone:	E-Mail:
I certify that all of the statements in this application are true to the best of my knowledge, I have reviewed the sample AASM Foundation contract and I agree to comply with all the terms and conditions of the contract if an award is issued as a result of this application.	
Sponsoring Organization Representative's Signature*:	Date:
Print Name:	

*An authorized representative from the Sponsoring Organization's GME office (this excludes departmental officials, such as the Departmental Chair or Division Chief). Physical or digital signature required.



Profile of Sleep Medicine Fellowship Program

Instructions: The applicant will upload the Profile of Sleep Medicine Fellowship Program (items A-C below) in AASM Foundation Grant Request

Formatting Requirements:

- Limited to 2 pages
- Times New Roman 11 pt. or 12 pt. font required with all margins no less than 0.50 inches

Provide the following information about the sponsoring organization's sleep medicine fellowship program:

A. Overview of the program

Provide an overview of the sleep medicine fellowship program, including the department affiliation, structure of the program and total fellowship training slots.

B. Educational goals and training

Describe the educational goals of the sleep medicine fellowship program and the training sleep medicine fellows receive, including course rotation, training and background of core faculty, didactic curriculum, schedule of current sleep medicine fellows, and availability of telemedicine asynchronous learning ability.

C. Outcomes

Describe the outcomes of the sleep medicine fellowship program, including board exam pass rates in the past 5 years. List the current positions of former sleep medicine fellows from the past 3 years, including any notable accomplishments as attendings.



Statement of Need

Instructions: The applicant will upload the Statement of Need (items A-C below) in AASM Foundation Grant Request.

Formatting Requirements:

- Limited to 2 pages, excluding citations
- Times New Roman 11 pt. or 12 pt. font required with all margins no less than 0.50 inches

A. Previous funding

List the total number of sleep medicine fellowship slots in your program and describe previous funding mechanisms for supporting the sleep medicine fellowship slots in your program.

B. Other avenues pursued for funding

Describe other avenues pursued for funding the sleep medicine fellowship slot you are seeking to fully fund, including any other funding avenues being pursued in concurrence with this award application.

C. Expected results from award and plan for securing future funding

Describe how the Clinical Fellowship Rescue Funding Award will facilitate maintenance of your program and what will be accomplished during the award period and plans for securing future funding.



Budget and Budget Justification

Instructions: The applicant will upload a Budget and Budget Justification Form (items A-B below) in AASM Foundation Grant Request.

A. Budget

List the sleep medicine fellow (if known), base salary, base salary percent fringe benefits and salary total being requested. Note that these are the only allowable expenses.

B. Budget Justification

Budget justification should include the rationale for each item listed in the table above.



Program Director:

Budget Dates:

ACGME Program Name:

Sponsoring Organization:

List the sleep medicine fellow name (if known), base salary, fringe benefit, salary total and total funding requested.

2. Budget Justification

Please provide a justification for total funding request and other sources for covering the full base salary amount.



Letters of Support

Instructions: The applicant will upload the letters of support in AASM Foundation Grant Request.

Formatting Requirements:

- Limited to 1 page per letter
- Times New Roman 11 pt. or 12 pt. font required with all margins no less than 0.50 inches

A. Division Chief and/or Department Chair

Provide a letter of support from your sleep medicine fellowship program's affiliated division chief and/or department chair. This letter should include plans for securing funding in the future.

B. Organization(s) providing matching funds

Provide a letter of support from the organization(s) providing matching funds to fully fund the sleep medicine fellowship slot.