



American Pediatric Surgical Association Foundation

Guidelines for Applying for and Donating to Education Projects

BACKGROUND

APSAF has historically given support to Grosfeld surgeon scholars. Recently, there has been a significant interest from APSA membership in funding other projects in addition to surgeon scientists. This is consistent with the mission of APSAF.

DEFINITION

An educational project is a discrete activity that will provide members of APSA (surgeons in training, actively practicing surgeons, advanced practice providers) an opportunity to expand their core surgical knowledge and improve their skills and training.

PROPOSAL

The goal of the project should address one or more of the priorities of APSA according to its mission.

- Develop/advocate for standards of care for infants/children while influencing public policy regarding surgical care of infants/children
- Encourage discovery/innovation/improvement of patient care
- Provide methods of disseminating knowledge regarding surgical care of infants/children
- Offer high quality continuing education for pediatric surgeons
- Create identity and community among pediatric surgeons
- Promote a supportive health care environment for children, families, ancillary staff, and pediatric surgeons sustained by economic health

The project proposal should have:

- stated objectives
- a description of the methodology
- a description of the proposed outcomes and how they will be measured
- a timeline for the project
- a budget: 1) cannot include base salaries, supplemental earnings or indirect costs, however, salary support for research support staff and temporary secretarial services related to the project may be acceptable when justified; 2) can include general direct costs, including travel, materials, supplies, equipment, consulting fees, communication; 3) if consultants are essential for the success of the proposal, name each consultant and their affiliation, and indicate the nature of the consultant service to be performed. Indicate expected rate and total consultant fees, travel per diem, and related costs for each consultant as one total sum.
- a plan for sharing and dissemination of findings.

Criteria for selection may include but not be limited to:

- projects most likely to make the greatest impact on or enhance the effective surgical care of children.
- projects that involve rare surgical conditions that significantly impact child and family quality of life.
- projects that impact well-being and health of surgeons.
- projects that involve learners in underserved and/or under resourced areas.

PROJECT SUBMISSION, FUNDING, EVALUATION AND SELECTION

- Application deadline is **February 15**.
 - All applications will be submitted via an online system.
 - Applications *must* be from or sponsored by APSA Regular or Associate members.
- Maximum award for education projects will be based on available resources and cannot exceed \$15,000 per award. The APSAF Treasurer will determine available funding after year end financials.
- A decision regarding funding will be made in advance of the APSA Annual Meeting of the following year.
 - Projects should have clearly defined learning objectives delivered in a manner most likely to meet the proposed knowledge or practice gaps.
 - i. Projects with measurable and achievable outcomes.
 - ii. Development, start up or research projects will be prioritized over maintenance or continued funding.
- APSAF leadership will contact applicants after a decision is made. A formal announcement will be made at the annual meeting.
- Award recipients will be required to present a report to the APSAF Board within one year of receipt of the award (interim or full report) and full report within two years.
- Failure to file required reports will result in the need to relinquish the funds and a 3-year sanction of future proposals from the individual and any related institution.
- There is no limit to the number of times an individual or group may apply for the award.

DONATING

- Donors choose the category of “Education” at the time of Donation
- Following donation, the funds become the property of APSAF, and the donor no longer has control over the donation
 - This is in keeping with a donor advised fund for 501(c) (3) organizations. From the IRS website: “Generally, a donor advised fund is a separately identified fund or account that is maintained and operated by a section 501(c)(3) organization, which is called a *sponsoring organization*. Each account is composed of contributions made by individual donors. Once the donor makes the contribution, the organization has legal control over it. However, the donor, or the donor’s representative, retains advisory privileges with respect to the distribution of funds and the investment of assets in the account”.
- A budget line item will track the funds received and used for education.
- Donation for Education Projects will not be invested separately from the main corpus of investment.