

AMEE Student Initiatives Grant - Tips document

Listed below are 9 tips to help you write a good grant application:

1) **Read the eligibility rules.**

There is no point to writing an application if your activity is not fit for the purpose of this grant or if it does not match the inclusion criteria. This specific grant is for student led initiatives aimed to improve medical education.

2) **Problem statement.**

The whole existence of your activity is based on the defined problem. Make sure the reader understands what is the exact relevance of this problem on a local, national and/or international level. Clearly demonstrate why this problem is important and relevant to medical education.

3) **Have well-defined aim and objectives.**

Make sure your overall aim provides an answer to the problem statement. Write SMART (specific, measurable, attainable, relevant, timer bound) objectives that will help you reach the overall aim. Keep in mind that your impact should be measurable and this is why you must identify the indicators you will be using.

4) **Focus on project impact and concrete outputs.**

Explicitly state the expected practical, tangible outputs (such as number of students that are affected, how many presentations will be delivered, etc.). If applicable, explain also how this may have an impact on the long term. Be very clear about what measurable outputs would define the activity as successful.

5) **Make a clear timeline.**

You are allowed to add your timeline as a separate document, so this is the perfect opportunity to demonstrate how specifically your activity will be organized. Use milestones to indicate concretely when certain things will be accomplished.

6) **Validate proficiency in your team and partners.**

State the specific tasks for each team member. Make the reader trusts that your team is competent to complete the job. Mention relevant past experiences. When describing your partnerships, explicitly state how they will contribute to your activity.

7) **Specifically describe the purpose of the requested funding.**

Describe how the funding will make a difference for your activity. How will the funding be used to improve your activity? What is the concrete impact that the funding will make? Make sure your budget reflects this purpose, and do not forget to mention other funders (if applicable).

8) **Make sure the application is legible.**

Use professional English and be compliant to the prior set rules such as page limit. Be specific and keep your proposal compact. Avoid long vague descriptions, but rather use concrete numbers or examples. This way it will be easier for the reader to understand exactly what you are going to do. Ask someone to proofread the application.

9) **If applicable, demonstrate sustainability and outreach potential.**

Illustrate for the reader how your activity will become financially sustainable and how it will be organized in the coming years and how the activity can be expanded in other regional areas.

For any additional information or queries please contact conferences@amee.org