

## **ACG Edgar Achkar Visiting Professorship Application FAQs**

### **1. Does ACG have a list or database of potential speakers?**

Yes, ACG has listed those speakers that have previously participated in a visit at [gi.org/acg-institute/edgar-achkar-visiting-professorships](http://gi.org/acg-institute/edgar-achkar-visiting-professorships). While ACG can serve as the matchmaker to find an expert for the area of need for the institution, we ask that applicants please suggest at least three speakers for their area of need, who are currently ACG members. If your program is open to other speakers for this topic area, please also indicate this in the application.

### **2. If my institute received a visit, can we re-apply?**

Yes, you may submit an application. However, keep in mind that priority will be given to those who have not received a previous visit.

### **3. Does ACG pay for any group meals provided during the event?**

No, ACG does not pay for meals, but rather directly for the speaker honorarium and travel expenses.

### **4. Is it required to have a GUT Club type event?**

While encouraged, the GUT Club type event it is not a requirement. Leveraging a GUT Club event during the ACG Edgar Achkar Visiting Professorship is a way to utilize the speaker and reach community GI physicians. However, ACG does not financially support this part of the visit.

### **5. We have applied previously, but have not received a visit. Any advice for this year's application?**

ACG takes into consideration re-applications, as well as the need and impact of the program. Make sure to show the need for the program, as well as how this program will be utilized to provide education opportunities for GI fellows and community GI physicians.

### **6. Is there a specific grant amount which the applying Institution will receive?**

No, ACG will pay the honorarium directly to the visiting professor, as well as reimburse their individual travel costs, in line with ACG travel reimbursement policies.

### **7. Will ACG reimburse retroactively for a visit that occurred before the award period?**

No, ACG will not pay for a visit that occurred prior to being selected for the program.

### **8. What is the earliest dates the visits can begin? Until what date can we plan the visits?**

ACG will work to find a date that works for both the applying institution and the visiting professor. Requested dates must be a minimum of five months after the application deadline and may extend until the end of the academic year, or possibly beyond depending on scheduling.

Likely the first possible date a visit can be scheduled is in November, December or January.

### **9. Is there a required format for the Letter of Request?**

It is recommended to use your Institution's letterhead, if available. Upload your document in either Word or PDF Acrobat format. Do not upload image files (JPG, IMG, etc.) as these are difficult to read.