

Guidelines on the Use of Artificial Intelligence for SACME-Sponsored Grant Application and Abstract Submissions

Date Approved: December 1, 2025

SECTION I.

Guidelines For Applicants When Submitting Proposals for SACME-Sponsored Grants and SACME Annual Meeting Abstracts

Purpose

The purpose of Section I guidelines is to provide clear direction to applicants on the responsible use of artificial intelligence (AI) tools in preparing proposals for SACME grants and abstract submissions. These guidelines ensure that all submissions reflect the expectations of SACME and specifically the principles of integrity, transparency, equity, personal data protection, and accountability.

Guidelines

1. **Authorship:** AI tools or platforms may not be listed as authors or co-authors on any SACME submission.
2. **Responsibility:** Applicants are fully responsible for the accuracy, originality, and integrity of all submitted content, regardless of whether AI tools were used.
3. **Extent of Use:**
AI tools may be used but may not make a substantial contribution to the conception, design, or writing of the proposal or abstract. The determination of whether AI use constitutes a *substantial contribution* is the applicant's responsibility. AI use is considered significant when the core ideas, structure, or intellectual content originate primarily from the AI tool rather than the applicant. Applicants are expected to ensure that their scholarly contribution is their own, accurate, and free from plagiarism.
4. **Disclosure:** If AI tools were used in any part of the preparation process, applicants must disclose this on their application or abstract submission. The disclosure should include the AI tool's name, version, date of use, and an explanation of how it was utilized (e.g., language polishing of text, developing a summary, etc.).

Example:

In preparing this document, the author(s) used *ChatGPT (version GPT-5)* accessed on *November 4, 2025* for *language refinement*. The content was *subsequently reviewed and edited by the author(s), who assume full responsibility for its accuracy and integrity*.

- Note: Reviewer assignments are blinded, and reviewers will not be informed about whether an applicant has disclosed AI use. This ensures that all submissions are reviewed in an equitable and unbiased manner.

Attestation: Applicants must include the following statement on the first page of their submission:

“I (we) have read the SACME Guidelines on the Use of Artificial Intelligence, and I am (we are) complying with them.”

SECTION II.

Guidelines For Reviewers of Applications for SACME-Sponsored Grants and SACME Annual Meeting Abstracts

Purpose

The purpose of Section II guidelines is to ensure the fairness, confidentiality, and integrity of the SACME review process by clarifying expectations for the use of AI tools in reviewing abstracts and grant submissions.

Expectations

1. ***Confidentiality and Equity:***

Reviewers are expected not to use any form of AI technology to analyze, summarize, score, or comment on SACME grant proposals or abstract submissions. This maintains the principles of confidentiality and equity in the review process.

2. ***Permitted Use:***

Reviewers may use AI tools only for general purposes, such as checking grammar or clarity in their own written comments or notes.

- Reviewers may not input or reference any non-public or confidential information from applications or abstracts or upload any submission parts into an AI tool or platform.

3. ***Blinding:***

The SACME review process is blinded. Reviewers will not be informed whether an applicant disclosed the use or non-use of AI tools in their submission, to ensure fair and unbiased evaluation.

4. ***Acknowledgment:***

Reviewers must acknowledge this expectation before agreeing to serve as a reviewer.

SECTION III.

Review and Revision

These guidelines will be reviewed periodically and updated as necessary to reflect the evolving interests, strategies, practices, technologies, and standards of SACME for the responsible use of AI in Society-sponsored scholarly and educational research activities.

References

- Government of Canada (Tri-Agency): Guidance on the Use of Artificial Intelligence in the Development and Review of Research Grant Proposals (2024). science.gc.ca
- U.S. National Institutes of Health (NIH): Apply Responsibly: Policy on AI Use in NIH Research Applications and Limiting Submissions per PI (2025). grants.nih.gov
- Seckel, E., Stephens, B.Y., & Rodriguez, F. (2024). Ten simple rules to leverage large language models for getting grants. PLoS computational biology, 20(3), : e1011863. <https://doi.org/10.1371/journal.pcbi.1011863>.