

## **Texas Occupational Therapy Foundation**

### **Research Program**

#### **Application Deadline:**

#### **Program Description**

The primary purpose of the Texas Occupational Therapy Foundation (TOTF) is to promote scholarship and research in occupational therapy in Texas.

Research is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied and includes all research activity, both basic and applied.

#### **Program Funding**

The TOTF grants are supported by funds received from annual TOTF fundraising events. Awards will be limited to \$5,000 and will be awarded each year at a TOTF event during the annual Texas Occupational Therapy Association (TOTA) conference.

#### **Eligibility**

Any occupational therapist who is licensed to practice in the state of Texas, and is a member in good standing of TOTA is eligible to apply. The awards will be made with the expectation that the awardee will remain TOTA members for the duration of the funding. It is also expected that the recipient will present the results of his or her study at a TOTA meeting and submit the results to a journal (non-refereed, such as OT Practice, or refereed, such as AJOT).

#### **Application and Submission Instructions**

The application form, detailed instructions and checklist may be found at the end of these program guidelines. The original proposal is due by email by 5:00 p.m. on the application deadline date. Applications received after 5:00 pm on the deadline date may not be considered for competition.

#### **Review Process**

The review committee looks favorably on proposals that:

- are meritorious
- will enhance scholarship and research;
- will furnish preliminary data for a project with good prospects
- will facilitate evidence-based occupational therapy practice
- clearly identify future funding proposals linked to TOTF support

The review committee will not look favorably on proposals that

- are essentially for preparing textbooks, revising courses, preparing class notes, performing editorial duties, or compiling non-scholarly bibliographies and catalogs;
- have relevance only to an applicant's place of work;
- provide travel to conferences;
- are essentially equipment requests (unless the applicant is seeking to set up a laboratory).

Applicants should be aware that not all of the members of the review committee will be familiar with the applicant's practice area. Thus, the proposal should provide an explanation of the significance of the project that can be understood by an educated layperson. Proposals will be reviewed according to the guidelines published with the application materials by the review committee. Committee reviewers will use the criteria shown on the Review Committee Evaluation form to evaluate the proposal.

### **Expected Outcomes and Reporting Requirements**

Persons who receive funding are expected to provide a written summary of progress 6 months after funding provided. Also, the awardee is expected to provide a presentation at a TOTA conference within a year of completing the project and submit paper to a journal for consideration of publication. A final written report will also be required upon completion of project.

## **INSTRUCTIONS**

### Preparing the proposal

Each application should be in the form of a proposal and include the elements shown below. Proposals must adhere to the page limitations of each section as indicated. A font no smaller than 11-point must be used and one-inch margins should be used. All pages of the application should be numbered consecutively. Do not use a, b, or c (i.e., as in 10, 10a, 10b, or 10c) to extend the number of pages.

Figures, charts, tables, figure legends, and footnotes may be smaller in size but must be readily legible and include a caption. Applicants may single-space or double-space the narrative text and are encouraged to double-space between paragraphs.

- **Cover page** (use form). This is page 1 of the application.
- **Budget** (use form). Page 2 of the application is the one page budget form with justification.

Allowable costs include salary support wages for graduate research assistants; equipment (provided this is not the major part of the budget, and travel (for data collection only). Maintenance and operations (M&O) expenses are items such as postage, telephone calls, paper, computer software, equipment costing less than \$1,000. Travel for data collection purposes must be in the United States and should not be a substantive part of the budget. Funds requesting consultants must be well justified in the proposal narrative and can be listed in Other.

- **Abstract** (use form). Page 3 of the application is the abstract form of no more than 150 words.
- **Narrative**. The project narrative must be no more than 2 pages and include the following:

- Conceptualization of the problem (include a succinct review of the literature, statement of need and rationale for project)
  - Objectives (used interchangeably with: hypothesis, research questions, or aims) of the project
  - Methodology or implementation (including, as applicable, data collection, statistical analysis, and justification for soundness of any survey instruments). A timeline describing the tasks to be accomplished during the months of the project should be included. If the project uses human participants, animals, recombinant DNA, biohazardous materials, radioactive materials, or radiation devices, please give details about the protocol in this section. Research design is a very important part of the application.
  - List adequacy of research and statistical support. Describe the PI's ability to conduct this research project and or the list researchers with these skills who will be included to ensure this support.
  - Significance of the project to occupational therapy
  - Discussion of future external funding opportunities
  - Proposed method of presenting results
- **References.** List relevant literature references. There is no page limit for this section.
  - **Curriculum Vita.** Include curriculum vitae for each investigator on the project as well as for all collaborators, Each CV is limited to two pages.
  - **Other attachments:** As an appendix, attach a copy of any evaluation tools, project survey or questionnaire, a copy of any human subjects review approval (or indication of a pending application), a letter from any colleagues agreeing to collaborate on the project, a letter from an administrator of the facility stating that the project may be conducted there, and endorsing a request for support from the grant. (These items are not included in the page limit.) These are the only materials that are allowed in the appendix.

	<u>Page limit</u>
Cover page (use form) .....	1
Budget page (use form).....	1
Abstract (use form) .....	1
Narrative (i.e., conceptualization of problem, objectives, methodology, significance, discussion of future external funding opportunities, and proposed method of presenting results)	2
References.....	None
Curriculum Vita .....	2-pages per CV
Internal & External Research Support .....	None
Other Attachments (i.e., surveys, questionnaires, letters of support, letter concerning salary support, checklist) .....	None

### Submitting the proposal

- Applications must be submitted to the President of TOTF at [mbaxter@twu.edu](mailto:mbaxter@twu.edu), or a designated TOTF board member.
- Be sure the application materials used are those for the current competition. Changes in the guidelines are made following most competitions.

**\*CHECKLIST FOR PROPOSAL (Self-assessment Tool)**

- \_\_\_ Does the application meet the page limit? Have you checked the page limit for each section?
- \_\_\_ Have the requirements for formatting the text been followed?
  - \_\_\_ Font used in the narrative of the application at least 11-point?
  - \_\_\_ One-inch margins all around?
- \_\_\_ Have the rules for numbering the pages been followed?
- \_\_\_ Are any figures, charts, tables, figure legends, and footnotes legible and contain captions?
- \_\_\_ Does the abstract summarize the project rather than simply stating the problem and reviewing literature? Does it stay within the 150 word limit?
- \_\_\_ Is a copy of the research instrument included if you plan to use one?
- \_\_\_ Is the total budget \$5,000 or less?
- \_\_\_ Budget justification complete and understandable?
- \_\_\_ Budget request reflected in the text of the proposal?
- \_\_\_ Is there a two-page CV included for each investigator and collaborator?
- \_\_\_ In your list of publications, are the abstracts and articles from refereed publications listed in separate categories?
- \_\_\_ Have you proofread for errors in spelling and grammar? (Running a spellchecker is not sufficient.)
- \_\_\_ Are the hypotheses (objectives, research questions, or aims) clearly stated?
- \_\_\_ Is complete documentation (references, citations) to support the research premise included?
- \_\_\_ Are references recent? If not, is an explanation included?
- \_\_\_ Is the timeline for accomplishing the project realistic?
- \_\_\_ Is the statistical design and plan fully developed?
  - \_\_\_ Sufficient explanation of statistical tests used?
  - \_\_\_ Data collection procedures?
  - \_\_\_ Data analysis?
- \_\_\_ Is the significance of the project clearly and objectively stated in the proposal?
- \_\_\_ Is there an explanation of the credentials of the any project consultant given?
  - \_\_\_ Consultant's value to the project explained?
  - \_\_\_ Consultant's two-page CV included?
- \_\_\_ Have all required signatures been obtained?

\* This is the last page of your application. It will not count in the page limit.

Texas Occupational Therapy Foundation

**Research Program**

**COVER PAGE**

1. Project Title:

2. Place of work

3. PI Model (mark one):  Traditional Single PI Model  Multiple PI Model

3. Principal/Contact Investigator:

a. Current Title (Rank):

b. Department:

c. Phone Number:

d. E-mail address:

4. Co-Investigator(s) (name, rank, department): Collaborator(s) (name, rank, department, institution):

5. Research involves (check all that apply):

human participants

use of patient data from charts

8. Investigator(s) signature(s) as applicable

**ITEMIZED BUDGET AND BUDGET JUSTIFICATION**

List the items and amount requested under each of the following budget categories. Justify each budget item and explain how the dollar amount within each category was derived. Round figures to nearest dollar. Write \$5, not \$5.00. **Provide more budget detail for large expenses (\$1,000 or more).**

Example: Research Assistant - \$2,000 is for partial support of one MOT. student for one semester. The student will assist in data acquisition and complete one of the proposed experiments. The M&O request of \$500.00 is for the purchase of specialized equipment.

**PRINCIPAL/CONTACT INVESTIGATOR:**

**BUDGET**

**AMOUNT  
REQUESTED**

- |                                     |       |
|-------------------------------------|-------|
| 1. Salary Support (for PI only)     | _____ |
| 2. Research Assistant               | _____ |
| 5. Maintenance and Operations (M&O) | _____ |
| 6. Travel for Data Collection       | _____ |
| 8. Other (explain in detail) _____  | _____ |
| 9. TOTAL AMOUNT REQUESTED           | _____ |

**BUDGET JUSTIFICATION:**

## **ABSTRACT**

**In 150 words or less**, describe on this page the project's broad, long-term objectives and specific aims. Describe concisely the research design and methods for achieving these goals. This description is meant to serve as a succinct and accurate description of the proposed work when separated from the application.



**Texas Occupational Therapy Foundation  
Research Program**

**TOTF COMMITTEE EVALUATION**

Principal / Contact Investigator: \_\_\_\_\_

SAMPLE

**Write your response on the line to the right of each item. The average of each section will be used to calculate the overall score. Each section is weighted equally.**

**A. Project Evaluation**

	1 = Excellent					5 = Poor	Score
1. Do the literature review and justification provide a well developed framework that justifies carrying out the study?	1	2	3	4	5	NA	_____
2. Are the hypotheses, objectives, research questions, or aims of the project clearly stated?	1	2	3	4	5	NA	_____
3. Are the hypotheses, objectives, research questions, or aims of the project well integrated and consistent with the provided framework of the study?	1	2	3	4	5	NA	_____
4. Does the research design allow the investigator to test adequately the stated hypotheses and/or achieve the stated objectives, research questions, or aims of the study?	1	2	3	4	5	NA	_____
5. Does the project employ innovative/appropriate concepts, approaches or methods?	1	2	3	4	5	NA	_____
6. Can the project be completed within the stated time frame?	1	2	3	4	5	NA	_____
7. Is the budget reasonable based on the project design?	1	2	3	4	5	NA	_____
8. Is the investigator appropriately trained to complete successfully the proposed study?	1	2	3	4	5	NA	_____
9. Is the project relevant to current occupational therapy practice?							

**SCORE:**

**B. Overall rating:**

1. Excellent: Probably will fall among the top 10% of proposals. The highest priority for support. This category should be used only for truly outstanding proposals.
2. Very good: Probably will fall among the top 1/3 of proposals; should be supported.
3. Good: Probably will fall among the middle 1/3 of proposals; worthy of support. \_\_\_\_\_
4. Fair: Probably will fall among the lowest 1/3 of proposals; unlikely to be supported.
5. Poor: Proposal has serious deficiencies; should not be supported.

**OVERALL SCORE:** \_\_\_\_\_

Evaluator: \_\_\_\_\_