



Ontario Society of
Occupational Therapists

**OSOT RESEARCH FUND
RESEARCH GRANTS PROGRAM**

Occupational Therapy Research Grant

2019



ONTARIO SOCIETY OF OCCUPATIONAL THERAPISTS RESEARCH FUND

Occupational Therapy Research Grant Application Guidelines

1. PURPOSE

To promote the growth of the occupational therapy profession through supporting original research to provide an evidence base for clinical or practice related issues with a focus on support of occupational therapist clinician-researchers.

2. DESCRIPTION

The OSOTRF Research Grant is an annual grant of up to \$1000. The grant period shall be September 1 to August 31, annually. Research projects could include but are not limited to:

- clinical intervention
- case studies
- a systematic literature review or scoping review
- survey of practice in an area relevant to a clinical area or other aspects of occupational therapy practice
- analysis of existing clinical data
- program evaluation
- needs assessment, or other actions that will assist in development of a full research proposal

3. FUNDING STRUCTURE

Applicants may apply for funding up to a total of \$1000. The OSOT Research Fund Advisory Team reserves the right to award less than the total requested amount.

4. ELIGIBILITY

4.1 The applicant/principal investigator must be;

- a member of OSOT for at least 6 months prior to application
- a COTO registrant in good standing
- a permanent resident of Ontario

4.2 Recipients of an OSOTRF Research Grant are eligible to re-apply in subsequent years, however, generally the OSOTRF will not fund any one researcher more than once every three years.

5. GENERAL POLICIES

5.1 OSOTRF has limited funds available for grants and cannot fund every worthy application it receives. Consequently, OSOTRF strives to ensure that its grants are awarded as equitably as possible for the benefit of the maximum number of people.

5.2 OSOTRF recognizes that individuals applying for research grants may apply to other funding sources for the same activity or project. If received, this funding may be complementary to OSOTRF grant

funds or it may overlap. OSOTRF reserves the right to proceed with or withdraw funding based on the perceived overlap with funding from other sources.

- 5.3. OSOTRF recognizes that some investigators may make application for more than one project to be funded by the OSOTRF. OSOTRF reserves the right to determine that those individuals shall receive no more than one OSOTRF grant annually (calendar year). Each project is only eligible for funding from one of the OSOTRF Grants – applicants must select which Grant they wish their project to be considered for.
- 5.4. Where possible, the principal investigator should identify an institution willing to administer funds (see OSOTRF Grants Application Form). If the principal investigator does not have an institutional affiliation, OSOTRF will issue a T4A to the individual receiving the grant. The investigator must include this amount as income when filing a tax return for the year the grant is awarded. Expenses associated with the grant may be deducted to offset the income.
- 5.5. Indirect costs (overhead) are not eligible to be covered by OSOTRF Funding. This would include costs related to supporting the research environment (libraries, computer networks, utilities, etc.), research and financial administrative support or human resource management.
- 5.6. Principal investigators may not draw a salary from the grant.
- 5.7. All investigators must appear on the application.
- 5.8. When the project is a thesis, the thesis supervisor must appear as the principle investigator on the grant and be a member in good standing.
- 5.9. Funds unexpended or unallocated for at the end of the project must be returned to the OSOTRF.
- 5.10. Funds not spent within one year following the receipt of the grant may be carried into the following year upon written permission from the OSOTRF Advisory Team.

6. GUIDELINES FOR FUNDING RESEARCH

- 6.1. Applicants for research funds must state the relevance of the proposed research to the practice of occupational therapy in Ontario as well as demonstrate competence to successfully complete the proposed project.
- 6.2. Applications will be rated on the clarity of purpose, relevance to promoting occupational therapy practice, appropriateness of the method, budget, feasibility of the time frame and other supporting documentation.
- 6.3. Projects must be innovative, progressive, original and scientifically sound.
- 6.4. OSOTRF values research which demonstrates a multi-disciplinary approach and consumer participation.
- 6.5. Projects must be conducted in an Ontario setting.
- 6.6. Only quality projects will be funded by the OSOTRF. OSOT and the OSOTRF Review Committee reserve the right to not award funding if applications submitted do not meet or surpass a threshold

of 16/20 (or 80%) when reviewed according to the prescribed evaluation criteria. In such a situation, a third party reviewer will be sought to review all applications to ensure that a grade below the threshold is truly reflective of the application's merit and not variability of reviewers.

7. APPLICATION DOCUMENTATION

An application for an OSOTRF Occupational Therapy Research Grant shall include;

- 7.1 Completed and signed application form clearly indicating which grant the applicant is applying for – see OSOTRF Occupational Therapy Research Grant Application Form.
- 7.2 Curriculum vitae of the principal and co-investigators, limited to 3 pages, providing educational qualifications, work experience for the previous 5 years, research experience, previous or current research funding, recent publications (last 5 years only), and relevant presentations.
- 7.3 Letter(s) of support from all individuals and/or organizations whose cooperation is essential to the proposed research activity.
- 7.4 Completed proposal not in excess of 4 pages, single spaced typed pages (excluding references and appendices). The proposal must address the following;
 1. purpose of the research
 2. relevance to OT practice and profession's evidence base
 3. method
 4. budget
 5. time line for proposed study
 6. plan for dissemination of information
 7. identification of any overlap with other known projects or grant applications
 8. pertinent references and/or appendices
- 7.5 200 word abstract written in plain language summarizing the purpose and methodology of the proposed research. Abstract must be suitable for public dissemination.
- 7.6 Certificate of ethical approval if human subjects are involved (e.g. through interviews). NOTE: The certificate need not accompany the application, but it must be submitted before funding can be released.

8. RESPONSIBILITIES

- 8.1 Acceptance of the grant by the applicant will be considered as a contract binding him/her to complete the research/project, as described, in the allotted time.
- 8.2 To facilitate ongoing support and communication, researchers are requested to submit quarterly progress reports on the project. Specifically, reports will be anticipated on the following dates:
 - December 1, 2019
 - March 1, 2020
 - June 1, 2020
 - September 1, 2020
- 8.3 Grant recipients must submit a final report that relays how the OSOTRF Occupational Therapy Research Grant contributed to their research work and a brief synopsis of the outcome of this work.

This report which should be submitted in Executive Summary format must be received by December 31st of the year following the receipt of the grant.

- 8.4 At the completion of the grant period, the principal investigator must ensure that the sponsoring institution, if any, provides a financial account and that this account is forwarded to OSOTRF. When no sponsoring institution is involved, the principal investigator is responsible for providing the financial account.
- 8.5 To support knowledge translation, promotion of research findings and application of findings to OT practice in Ontario, the principal investigator will commit to participate in the following activities further to project completion:
- Preparation of a 1 page consumer friendly summary of research findings and implications of findings for OT practice to be posted to the OSOT website.
 - Presentation to the OSOT Board of Directors and Strategic Advocacy Team identifying impacts and implications of research findings for the profession, for advocacy and promotion, and for future research needs.
 - Participation in an OSOT knowledge translation activity such as a webinar, Conference workshop or poster (to be determined in consultation with investigator and OSOT) to support members' awareness and integration of new knowledge as appropriate.
- 8.6 Any publications, reports, and/or presentations related to the funded work must acknowledge the financial support of OSOTRF.
- 8.7 Abstracts and/or reprints of all presentations and publications related to the funded work must be forwarded to OSOTRF for public relations purposes.
- 8.8 OSOTRF must be informed in writing of any proposed changes to the procedures and/or budget outlined in the successful application before such changes are undertaken.
- 9. TIMELINES & DEADLINES**
- 9.1 The deadline for submission is May 1, 2019. Incomplete applications will be returned and included in a particular competition only if received by the competition deadline.
- 9.2 The review process will take a minimum of six weeks. Notifications will take place by June 30, 2019.
- 9.3 Grant recipients will be formally announced at the fall OSOT Annual General Meeting.
- 9.4 The fall OSOT Membership Email Updates will include;
- a short profile of the researcher and the project, in the year that the grant is given
 - a brief summary of the research and the results, in the year after the research is completed
- 9.5 Invitations to submit proposals will be publicized in January to April each year, as well as being permanently listed on the OSOT website.

10. PROCEDURES

- 10.1 An electronic copy of the proposal and all other supporting materials must be submitted to the OSOT Research Fund at osot@osot.on.ca. An email acknowledging receipt of the proposal will be sent to the applicant.
- 10.2 All proposals will be subject to a review process, undertaken by three reviewers selected to participate in the 2019 OSOTRF Applications Review Process by the OSOT Board of Directors.
- 10.3 Review will be structured on the basis of the attached form, Criteria for Review of Application for OSOTRF Occupational Therapy Research Grant (see page 6).
- 10.4 Applicants will be notified in writing of the results of the competition after ratification of the committee's recommendations by the Board of OSOT.
- 10.5 A cheque will be issued by the Canadian Occupational Therapy Foundation to the successful applicant upon receipt of the researcher's direction for payment (see General Policy 5.4). COTF administers the OSOT Research Fund.
- 10.6 The grant period is September 1 to August 31, annually.



Criteria for Review of Application for OSOTRF Occupational Therapy Research Grant

Criteria	Possible Score	Criteria to Consider
Quality of Proposal		
Clearly stated objectives	2	Is the intent of the project clear?
Strong rationale provided	2	Does background/literature review demonstrate strong knowledge of the subject area? Is the proposed method suitable given the current state of knowledge?
Research methods well articulated	3	Are the methods clear? Is it clear how the methods will address the research objectives?
Budget	1	Are budgetary needs clear? Have all relevant areas been addressed? Does the request seem reasonable in all areas?
Feasibility	2	Do the project goals appear reasonable within the stated timeframe? If study involves collection of empirical data, does it appear likely that a sufficient number of participants will be available? Are the resources requested adequate to ensure successful completion?
Proposal Quality Sub-total	10	
Quality of Applicant		
Research experience	2	Is the scope of the project a match with applicant research skills? If the applicant is a novice researcher, are adequate supports available or written in to the proposal?
Institutional support	1	Is there indication of support from any groups or institutions that would supply participants or other resources for the study?
Overall strength of applicant	2	Consider the strength of the resume
Applicant Score Sub-total	5	

Relevance to OT Practice		
Relevance	3	Does the project address an important area for OT in Ontario?
Potential to build local capacity	2	Do dissemination methods outlined suggest that results will have a major impact on OT practice?
Relevance Sub-score	5	
Total Score for Proposal	20	

OSOTRF GRANT APPLICATION FORM 2019

- Application for:**
- Occupational Therapy Research Grant
 - Strategic Priorities Research Grant
 - * Select one(1) only - a project may apply to only 1 grant

Title of Proposed Research Project		
Name of Primary Investigator		
OSOT Membership Number		
COTO Registration Number		
Contact Information		
Address		
City	Province	Postal Code
Phone	Email	
Associated Investigators		
Name/Employer		
Employer		
Name		
Address		
Other Institutional affiliation (e.g. University or research group)		

Signature	Date
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OSOTRF GRANT APPLICATION CHECKLIST

I HAVE ATTACHED:

- A completed and signed OSOT Research Fund Grant Application Form
- The grant for which I am applying is checked. Each project may be submitted in application for only one grant.
- A completed proposal and all related supporting materials (See Application Documentation guidelines, Section 7.)
- The curriculum vitae of the primary applicant
- Letter(s) of support from individuals and/or organizations whose cooperation is essential to the proposed project
- 200 word abstract

All materials should be forwarded to osot@osot.on.ca in a PDF format.

Ensure that project and applicant name are clearly identified in the file name of each document.