

**Ontario Society of Occupational Therapists Research Fund (OSOTRF)**  
**Information and Application for:**  
**Occupational Therapy Research Grant and**  
**Strategic Priorities Research Grant**

**Occupational Therapy Research Grant (up to \$2,000)**

**Purpose**

To promote the growth of the occupational therapy profession through supporting original/applied research that provides an evidence base for clinical or practice related challenges or opportunities. There is focus with this grant supporting the work of OT clinician-researchers.

**Description**

The OSOTRF Occupational Therapy Research Grant is an annual grant of up to \$2,000. The grant period is from September 1<sup>st</sup> to August 31<sup>st</sup>. Research projects may include the following criteria, but are not limited to:

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

**Strategic Priorities Research Grant (up to \$10,000)**

**Purpose**

To encourage and contribute to the growth of clinical research in occupational therapy that supports the positioning and evolution of practice in Ontario. The research addresses policy and practice priorities and the economic impact of these within Ontario.

**Description**

The OSOTRF Strategic Priorities Research Grant is an annual grant of up to \$10,000. The grant period is September 1<sup>st</sup> to August 31<sup>st</sup>. Each year the OSOT Board of Directors establishes strategic priorities that frame the criteria for grant approvals. The intention of establishing these policy and practice priorities influencing the delivery of occupational therapy services in Ontario, is to encourage research proposals that examine and reflect them.

## Strategic Priorities for the 2024 Application Year

In addition to considering the criteria listed above, note that priority will be given to projects seeking to provide evidence of the value of occupational therapy to clients, families/caregivers, and the health care system particularly as this relates to:

- **Health Human Resources:** optimizing existing resources, innovative models of care
- **Equity, Diversity, and Inclusion:**
  - Identifying systemic factors that limit inclusion of diverse individuals into the profession of occupational therapy
  - Identifying systemic factors that limit access to occupational therapy services
- **Primary Care:** innovative role for occupational therapy, evidence for use of occupational therapy in Family Health Teams/Community Health Centers
- **Long-term Care:** evidence for OTs' role, return on investment, innovative service delivery models
- **Occupational Therapist Assistants:** innovative service delivery models, evidence for OTAs' role, return on investment

Merit will be awarded to projects with a focus on client outcomes and system performance (see Criteria for Review of Application for OSOTRF Grants - pages 6-7).

Researchers are asked to include in their proposal how their work might be leveraged to have the largest impact possible.

If the project is a thesis, the thesis supervisor must be listed as the principal investigator on the application.

## Applicable to Both Grants

### 1. Funding Structure

Applicants may apply for funding up to the total amount of the grant for which they apply. OSOT reserves the right to award less than the total requested amount.

### 2. Eligibility

- a) The 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
- b) 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.

### 3. General Policies

- a) There are limited funds available for grants, so every worthy application received, cannot necessarily be funded. OSOT strives to ensure that grants are awarded equitably for the benefit of the maximum number of people.
- b) 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.
- c) OSOTRF recognizes some investigators may apply for funding for more than one project. OSOTRF reserves the right to limit an individual/group to receive no more than one OSOTRF award per

calendar year. Each project is eligible for one OSOTRF Grant. Applicants must select for which grant they wish their project to be considered.

- d) Where possible, the principal investigator should identify an institution willing to administer funds (see OSOT Grant Application Form – page 8). If the principal investigator does not have an institutional affiliation, OSOTRF will issue a T4A to the individual. 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.
- e) Indirect costs, such as overhead, are not eligible to be covered by the OSOTRF. This includes costs related to supporting the research environment (for example, libraries, computer networks, utilities, etc.) administrative support, or human resource management.
- f) Principal investigators may not draw a salary from the grant.
- g) All investigators must be listed on the application.
- h) Funds unexpended, or unallocated at the end of the project must be returned to the OSOTRF.
- i) Funds not spent within one year following the receipt of the grant may be carried into the following year upon written permission from OSOT.

#### **4. Considerations for Applications**

- a) Applicants must state the relevance of the research to the practice of occupational therapy in Ontario as well as demonstrate competence to successfully complete the project.
- b) The Strategic Priorities Grant must address a strategic priority identified by the Society and as listed above.
- c) Applications are rated based on a set of criteria (see Criteria for Review of Application for OSOTRF Grants - pages 6-7).
- d) Projects should be innovative, progressive, original and must be scientifically sound.
- e) OSOT values research which demonstrates a multi-disciplinary approach and consumer participation.
- f) Projects must be conducted in an Ontario setting.
- g) OSOT reserves the right not to 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 a grade below the threshold is truly reflective of the application's merit and not low inter-rater reliability.

#### **5. Required Documentation**

Application for an OSOTRF Grant must include:

- a) Completed and signed application form clearly indicating for which grant the applicant is applying (see OSOT Grant Application Form 2024 - page 8).
- b) Curriculum vitae of 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), and relevant presentations.

- c) Letter(s) of support from any individuals and/or organization whose cooperation is essential to the proposed research activity.
- d) Proposal, no more than 4 single-spaced typed pages (excluding references and necessary appendices). The proposal must include the following:
  - purpose/objectives of the research
  - relevance to occupational therapy practice and the profession's evidence base
  - relationship to OSOT identified strategic priority(ies); if applying for the Strategic Priorities Grant only
  - methods
  - budget
  - timeframe for the proposed study
  - plan for dissemination of information
  - identification of any overlap with other known projects or grant applications
  - pertinent references and/or appendices
- e) 200-word abstract written in plain language summarizing the purpose and methodology of the proposed research. Abstract must be suitable for public dissemination.
- f) Certificate of ethics approval if human subjects are involved (e.g. through interviews). Note: The certificate does not need to accompany the application, but it must be submitted before funding can be released.

## **6. Timelines and Deadlines**

- a) The deadline for application submission is May 1, 2024. Incomplete applications will be returned and included in the competition only if received by the deadline.
- b) The review process will take a minimum of six weeks. Notifications will take place by email.
- c) Successful applicants will be announced at the OSOT Annual General Meeting held in the fall of each year.
- d) OSOT's fall Member Email Updates and website will include:
  - A short profile of the researcher and the project, in the year the grant is awarded
  - A brief summary of the research and the results in the year after the research is completed

## **7. Application Procedures**

- a) The completed and signed application form along with all supporting documentation as outlined on pages 3-4 under the Require Documentation section, must be submitted electronically to: [osot@osot.on.ca](mailto:osot@osot.on.ca). An email acknowledging receipt of the application will be sent to the applicant.
- b) All proposals will be subject to a review process, undertaken by reviewers selected to participate in the 2024 OSOTRF Applications Review Process by the OSOT Board of Directors.
- c) Review will be structured on the basis of the attached form, Criteria for Review of Application for OSOTRF Grants (see pages 6-7).
- d) Applicants will be notified in writing of the results of the competition after the OSOT Board of Directors decides based on the reviewers' recommendations.

- e) A cheque will be issued by the Canadian Occupational Therapy Foundation (COTF) to the successful applicant upon receipt of the researcher's direction for payment. COTF administers the OSOT Research Fund.
- f) The grant period is September 1<sup>st</sup> to August 31<sup>st</sup> annually.

## **8. Expectations of Grant Recipients**

- a) Acceptance of the grant by the applicant is considered a contract binding them to complete the research/project, as described, in the allotted time.
- b) 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, 2024
  - March 1, 2025
  - June 1, 2025
  - September 1, 2025
- c) OSOT must be informed in writing of any proposed changes to the procedure, timeline and/or the budget outlined in the approved application before such changes are undertaken.
- d) A final report must be submitted that relays how the OSOTRF Grant contributed to the research and a brief synopsis of the outcome of the work. This report, which should be submitted in Executive Summary format, must be received by March 31st of the year following the grant period.
- e) At the completion of the grant period, the principal investigator must ensure the sponsoring institution, if any, provides a financial account and that this account is forwarded to OSOT. When no sponsoring institution is involved, the principal investigator is responsible for providing the financial account.
- f) To support knowledge translation, promotion of research findings and application of findings to occupational therapy practice in Ontario, the principal investigator will commit to participate in the following activities further to project completion:
  - Prepare a one-page consumer friendly summary of research findings and implications of findings for occupational therapy practice to be posted on the OSOT website.
  - Participate in an OSOT knowledge translation activity such as a webinar, conference, workshop or poster, determined in consultation with the primary investigator and OSOT, to support members' awareness and integration of new knowledge as appropriate.
- g) All abstracts and/or reprints of any presentations/publications based on the funded work must be forwarded to OSOT for public relations purposes.
- h) Any publications, reports or presentations based on the research project must acknowledge the financial support of OSOTRF.

## Criteria for Review of Application for OSOTRF Grants

Name of applicant: \_\_\_\_\_

Name of research proposal: \_\_\_\_\_

Criteria	Possible Score	Considerations
<b>Quality of Proposal</b>		
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?
<b>Proposal Quality Sub-total</b>	<b>/10</b>	

<b>Quality of Applicant</b>		
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
<b>Applicant Score Sub-total</b>	<b>/5</b>	
<b>Relevance to Occupational Therapy Practice</b>		
Relevance	/3	<p><b>Strategic Priorities Grant only:</b> Does the project address a strategic priority identified by the Board of Directors?</p> <p><b>OT Research Grant only:</b> Does the project address an important area for OT in Ontario?</p>
Potential to impact strategic priorities provincially	/2	Do dissemination methods outlined suggest that results will have a major impact on OT practice and/or health system change?
<b>Relevance Sub-score</b>	<b>/5</b>	
<b>Total Score for Proposal</b>	<b>/20</b>	
<b>Overall Comments:</b>		

## OSOTRF GRANT APPLICATION FORM 2024

**Application for:**    ☐ **Occupational Therapy Research Grant (up to \$2,000)**  
                                  ☐ **Strategic Priorities Research Grant (up to \$10,000)**

**\*An application can be for only one grant.**

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



## 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. I am only applying for one grant.
- ☐ A completed proposal and all related supporting materials (see Application Documentation guidelines on pages 3-4).
- ☐ The curriculum vitae of the primary investigator.
- ☐ 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](mailto:osot@osot.on.ca) in a PDF format.

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

Questions? Please contact: Seema Sindwani, Director, Strategic Partnerships and Practice at:  
[ssindwani@osot.on.ca](mailto:ssindwani@osot.on.ca)

Thank you for your contribution to the profession!