

# Texas Occupational Therapy Foundation (TOTF) Research Program

## OVERVIEW

The primary purpose of the Texas Occupational Therapy Foundation (TOTF) Research Program is to support scholarship and research in occupational therapy in Texas. TOTF recognizes a variety of scholarship that includes Scholarship of Discovery, Scholarship of Integration, Scholarship of Application, and Scholarship of Teaching (Boyer, 1990). 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 and Eligibility

The TOTF grants are supported by funds received from TOTF fundraising and donations received. Awards will be limited to amounts up to \$5,000 and are awarded annual. Any occupational therapist who is licensed to practice in the state of Texas and is a member in good standing of the Texas Occupational Therapy Association is eligible to apply. The awards will be made with the expectation that the awardees will remain TOTA members for the duration of the funding.

## Application and Submission Instructions

Instructions for grant application are listed on page 2 and the required application form is found in Appendix A. Appendix B includes resources that applicants are encouraged to review when preparing the application.

Applications are accepted throughout the year.

## Review Process

The review committee looks favorably on proposals that are meritorious that will:

- enhance scholarship and research
- furnish preliminary data for a project with good prospects
- facilitate evidence-based occupational therapy practice

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 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. The review committee will review proposals according to the application guidelines and criteria shown on the *Review Committee Evaluation Form* (located in Appendix B).

## Expected Outcomes and Reporting Requirements

Persons who receive funding are expected to provide a written summary of progress 6 months after receiving funds and complete the following within a year of project completion:

- a presentation at a TOTA conference
- a manuscript submission to a journal for consideration of publication (e.g., non-refereed, such as OT Practice; refereed, such as AJOT)
- a final written report to TOTF

## INSTRUCTIONS

### Preparing the Proposal

Each application should be in a proposal format and use the provided application form. The application form has a section for each of the elements listed below. Proposals must adhere to the instructions and page limitations of each section as stated below.

- **Cover Page**, Page 1 of the application form.
- **Budget** Page 2 of the application form is the one-page budget form with justification.
- **Abstract** Page 3 of the application form is the abstract form with a 150-word limit.
- **Narrative**. The project narrative must be no more than two pages and include the following:
  - Conceptualization of the problem
    - Include a succinct review of the literature, statement of need and rationale for project.
    - Objectives
    - Specify the hypothesis, research question, or aims of the project.
    - Methodology or implementation
    - As applicable, include methods for data collection, statistical analysis, and justification for soundness of any survey instruments. Research design is a very important part of the application.
    - Include a timeline that describes the tasks to be accomplished during the months of the project.
    - If the project uses human participants, animals, recombinant DNA, biohazardous materials, radioactive materials, or radiation devices, please give details about the protocol and approvals received in this section.
    - 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 disseminating 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 applicable, attach copies as an appendix, such as: 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 at the facility and their acknowledgement/endorsement of the request for support from the grant.
  - Note: These are the only materials that are allowed in the appendix. There is not a page limit for this section.

### Format and Page Limitations

Proposals must adhere to the page limitations of each section as summarized in below table. 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.

	<u>Page limit</u>
Cover page (page 1 of application form).....	1
Budget page (page 2 of application form).....	1
Abstract (page 3 of application 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 (e.g., surveys, questionnaires, letters of support, letter concerning salary support, checklist) .....	None

**Submitting the proposal**

Applications must be submitted via email to [texasoft@gmail.com](mailto:texasoft@gmail.com).

Be sure the application materials used are those for the current competition. Changes in the guidelines are made following most competitions.

Appendix A: Application Form

Texas Occupational Therapy Foundation  
Research Program Application Form

**COVER PAGE**

1. Project Title:
  
2. Place of work:
  
3. Principal Investigator (PI) Model (mark one):  

Traditional Single PI Model

Multiple PI Model
  
4. Principal/Contact Investigator:
  - a. Current Title (Rank):
  - b. Department:
  - c. Phone number:
  - d. E-mail address:
  
5. Co-Investigator(s) (name, rank, department):
  
6. Collaborator(s) (name, rank, department, institution):
  
7. 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**

For the itemized budget section, list all items with amount requested under each of the following budget categories. Round figures to nearest dollar using format of \$5, not \$5.00.

Allowable costs may include salary support wages for principal investigator and graduate research assistant(s) and travel (for data collection only). Travel for data collection purposes must be in the United States and should not be a substantive part of the budget. Maintenance and operations (M&O) expenses may include items, such as: postage, telephone calls, paper, computer software, and equipment costing less than \$1,000. Funds requesting consultants or equipment purchases that exceed \$1000 must be well justified and can be listed in Other category.

For the budget justification section, justify each budget item and explain how the dollar amount within each category was derived.

Justification examples:

- Research Assistant - \$2,000 is for partial support of one OT student for one semester. The student will assist in data acquisition and complete one of the proposed experiments.
- M&O request - \$500 is for the purchase of specialized equipment.

### **ITEMIZED BUDGET**

### **AMOUNT REQUESTED**

1. Salary Support (for PI only)
2. Research Assistant
3. Maintenance and Operations (M&O)
4. Travel for Data Collection
5. Other (explain in detail)

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.

## Appendix B: Resources



**\*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 all 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 \$2,500 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?

# Texas Occupational Therapy Foundation Research Program

## REVIEW COMMITTEE EVALUATION FORM

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

**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.**

<b>A. Project Evaluation</b>	1 = Excellent	5 = Poor	NA	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 successfully complete the proposed study?	1	2	3	4	5	NA	_____
9. Is the project relevant to current occupational therapy practice?							_____

**SCORE:**

# SAMPLE

**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: \_\_\_\_\_