

Policy: SAOT / COTF Research Grant

(updated July 2017)

<p>Purpose</p> <p>Annual research grants are awarded to qualifying occupational therapists (this does not actually refer to students who are not yet occupational therapists) to conduct clinical research, or to advance their knowledge about occupational therapy practice and research processes.</p>
<p>Policy Statement</p> <p>Research grant applications must be:</p> <ul style="list-style-type: none"><input type="checkbox"/> Directly applicable to occupational therapy science and or occupational therapy practice<input type="checkbox"/> Original and pertinent within the Alberta context <p>Application requisites require the applicant to be a(an):</p> <ul style="list-style-type: none"><input type="checkbox"/> CAOT member for at least six months<input type="checkbox"/> SAOT member for a minimum of six months<input type="checkbox"/> Active member of ACOT or a student member of SAOT
<p>Award</p> <p>A maximum of three \$1000 grants are awarded annually Grants are for three individual projects that are not interrelated. Award recipients receive:</p> <ul style="list-style-type: none"><input type="checkbox"/> Letter of recognition from the SAOT president or delegate.<input type="checkbox"/> Acknowledgement on the SAOT website and e-newsletters.<input type="checkbox"/> Recognition at the annual SAOT AGM.
<p>Procedure</p> <ol style="list-style-type: none">1. Retrieve application form from SAOT or COTF website.2. Submit completed application and supporting materials via e-mail or fax by October 1 , 20173. Application's summary form to include:<ul style="list-style-type: none"><input type="checkbox"/> Applicant's name and academic credentials.<input type="checkbox"/> Current professional position and CV.<input type="checkbox"/> Applicant's contact information: address, phone, e-mail.<input type="checkbox"/> CAOT and SAOT membership numbers
<p>For Research Grant</p> <p>Submission of research proposal to include:</p> <ul style="list-style-type: none"><input type="checkbox"/> Project title<input type="checkbox"/> Co-investigator(s): name, academic credentials, CV, contact information (CAOT/SAOT membership not required)<input type="checkbox"/> Abstract of 250 words including project purpose.<input type="checkbox"/> Background and literature review to establish the theoretical and clinical rationale for the project.<input type="checkbox"/> Description of methodology planned<input type="checkbox"/> Description of the significance of the project to occupational therapy practice within the Alberta context.<input type="checkbox"/> Health research ethics approval certificate (if applicable).<input type="checkbox"/> Plan for broad knowledge transfer.

For Education Related to Occupational Therapy Practice/Research

Application to include:

- Project/thesis or education activity title.
- Abstract of 250 words including project's/education activity's purpose.
- If applicable- Adviser(s): name, academic credentials, current position, contact information.
- Background/ literature review to establish the theoretical and clinical rationale for the education activity/project
- Description of the significance of the project/activity for occupational therapy practice within the Alberta context.
- Plan for completion/presentation of the project or dissemination of information.

Budget

Applications must be accompanied by a detailed budget, with specific costs.

Submission Parameters

1. No greater than five typed pages on 8.5" by 11" paper, 1" margins, minimum of 11 point font, and single spaced. PDF format if sent via e-mail.
2. Bibliography and appendices are in addition to the 5 page submission parameter.
3. Signature of principal applicant required.

Award Committee Review

All applications received by the Awards Committee:

- Screened and selection completed within 60 days of submission deadline.
- Award recommendations are submitted to the SAOT board for ratification; SAOT informs successful candidates in writing within 60 days of application deadline.
- Acceptance letter or e-mail including social insurance number from applicant is required within 30 days; provision of ethics approval if required within 60 days.

SAOT provides COTF with:

- Name, address, and social insurance number of the successful applicant.

COTF issues the award cheque to the successful applicant or institutional award office.

Applicant Follow-up

The successful applicant will submit a final report to SAOT:

- Outcomes are presented in a report not exceeding 500 words within 90 days of completion of the project.
- If not completed within the year following the grant, then a brief report on the status of the project is submitted to SAOT including a date of anticipated completion.
- The final report is disseminated to SAOT members via the web site and/or e-newsletters.
- Any publication, formal report or presentation based on the project acknowledges the financial support of SAOT and COTF.

Documentation circulation

1. Awards and Grants Committee.
2. SAOT President.
3. SAOT Executive Director.

Deadline: October 1, 2017

Approved by: SAOT Board

Date of Approved: Authorize signature:

Printed name and Position: