

Policy: SAOT / COTF Research Grant

Purpose

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.

Policy Statement

Research grant applications must be:

- Directly applicable to occupational therapy science and or occupational therapy practice.
- Original and pertinent within the Alberta context

Application requisites require the applicant to be a(an):

- CAOT member for at least six months
- SAOT member for a minimum of six months
- Active member of ACOT or a student member of SAOT

Award

A maximum of three \$1000 grants are awarded annually.

Grants are for three individual projects that are not interrelated.

Award recipients receive:

- Letter of recognition from the SAOT president or delegate.
- Acknowledgement on the SAOT website and e-newsletters.
- Recognition at the annual SAOT AGM.

Procedure

1. Retrieve application form from SAOT or COTF website.
2. Submit completed application and supporting materials via e-mail or fax by October 1st
3. Application's summary form to include:
 - Applicant's name and academic credentials.
 - Current professional position and CV.
 - Applicant's contact information: address, phone, e-mail.
 - CAOT and SAOT membership numbers.

For Research Grant

Submission of research proposals to include:

- Project title
- Co-investigator(s): name, academic credentials, CV, contact information (CAOT/SAOT membership not required).
- Abstract of 250 words including project purpose.
- Background and literature review to establish the theoretical and clinical rationale for the project.
- Description of methodology planned.
- Description of the significance of the project to occupational therapy practice within the Alberta context.
- Health research ethics approval certificate (if applicable).
- 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 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 1st

Approved by SAOT Board