

**MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS RESEARCH FUND  
CANADIAN OCCUPATIONAL THERAPY FOUNDATION  
PRESENTATION AWARD**

**POLICIES AND PROCEDURES**

**1. Purpose**

To provide funding to support the presentation of **original research findings** by occupational therapists who are presenting at a national or international scientific meeting. A minimum of one award of at least \$500.00 is available annually; based on an annual review of available funds.

**2. Eligibility**

2.1 The applicant must be the primary presenter of the research findings (e.g., qualitative, quantitative, or mixed methods research study; program evaluation; systematic review).

2.2 The presentation must be at a national or international scientific meeting.

2.3 The applicant must be a member of the Canadian Association of Occupational Therapists and the Manitoba Society of Occupational Therapists in good standing for a minimum of six months prior to application and registered with the College of Occupational Therapists of Manitoba. The applicant must be an active member of MSOT and qualified to work as an OT to be eligible to apply for this award. MOT students are not eligible to apply.

2.4 The Presentation Award will be available prospectively only. Application to fund past attendance at scientific meetings will not be considered.

**3. Priorities**

The following will be considered in awarding the Presentation Award. Note that these priorities may change; prospective applicants are advised to review the priorities annually.

3.1 Priority will be given to primary research.

3.2 Priority will be given to presentations that have direct application to relevant and important issues in occupational therapy (OT)

3.3 Priority will be given to presentations that contribute to the knowledge base in OT.

3.4 Priority will be given to presentations that have been peer-reviewed.

3.5 Priority will be given to first-time presenters at a conference outside of their province of employment (usually Manitoba).

3.6 Years of membership with MSOT will be considered, with priority given to long-standing members of MSOT (in the case of a tie).

#### **4. Documentation (3 copies of each)**

4.1 Completed and signed application forms.

4.2 Proposal for presentation award including:

- Copy of submitted abstract of presentation (suitable for publication in the MSOT Update).
- Statement of the application of the presentation to relevant and important issues in occupational therapy (OT) and contribution to the knowledge base in OT (not to exceed two (2) double-spaced typed pages, excluding references, with one (1) inch margins and 12-point font).
- Detailed budget with justification for expenditures (may include travel expenses, registration, accommodation, presentation materials for primary presenter)

4.3 Curriculum vitae of applicant(s), each not in excess of 5 pages, providing educational qualifications, work experience, previous or current research funding, publications and presentations.

4.4 Signature from direct manager, director or supervisor indicating awareness of, and providing endorsement for, the applicant's participation at the scientific meeting.

4.5 Copy of letter or email indicating acceptance of abstract submission at the national or international scientific meeting.

4.6 A photocopy of MSOT and CAOT membership and the COTM registration cards.

4.7 A checklist is provided. All supporting materials should be collated in that order.

#### **5. Application Process**

5.1 Hard copies of the applications must be received in the MSOT office by 4:00 pm on the second Monday of January annually. Late or incomplete applications will be returned to the applicant. It is the responsibility of the applicant that the completed package is received in the MSOT office. Review will take a minimum of 6 weeks.

5.2 Granting period is April 1<sup>st</sup> to March 31<sup>st</sup> of the following year.

## **6. Procedures**

- 6.1 Send three typed copies of the proposal and all other supporting materials to:  
**MSOT Research Fund Committee, 7-120 Maryland Street, Winnipeg, MB, R3G 1L1**
- 6.2 All proposals will be reviewed by the chair of the MSOTRF Committee to ensure they include the required documentation.
- 6.3 An ad hoc review committee of three members will be struck to review submissions. The committee will be comprised of the chair of MSOTRF and two members of MSOT in good standing. One of the committee members will have expertise in research methodologies.
- 6.4 Reviews will be structured on the basis of the attached form "Review of Application for MSOTRF Presentation Award".
- 6.5 The chair of the MSOTRF committee will recommend the proposal to be funded to the Executive of MSOT.
- 6.6 Applicants will be notified in writing of the results of the competition after ratification of the committee's recommendations by the Board of MSOT.
- 6.7 Upon written confirmation of acceptance of the award and the terms of the award, a cheque will be issued by COTF to the successful applicant.
- 6.8 All applications and information pertaining to applications will remain confidential and available only to members of the ad hoc MSOTRF committee.

## **7. Responsibilities**

- 7.1 Acceptance of the award must be acknowledged in writing by the applicant before funds may be issued. The applicant should view this letter as a contract binding him/her to present the research, as described, at the specified forum.
- 7.2 The applicant must submit a final detailed financial account of the funds expended on the presentation by June 30<sup>th</sup> following the granting period. Funds unexpended or unaccounted for at this time must be returned to MSOTRF/COTF.
- 7.3 Abstracts and/or reprints of the presentation must be forwarded to MSOTRF and COTF for public relations purposes.
- 7.4 The financial support of MSOTRF must be acknowledged at the presentation.

## Review of Application for MSOTRF Presentation Award

The MSOTRF ad hoc review committee will use the following criteria to evaluate submissions:

	POINTS	COMMENTS
The research project involves collection of original primary data	1 2 3 4 5 Definitely not ←-----→ Definitely	
Submission has direct application to relevant and important issues in occupational therapy	1 2 3 4 5 Definitely not ←-----→ Definitely	
Submission contributes to the knowledge base in OT	1 2 3 4 5 Definitely not ←-----→ Definitely	
Quality of written submission	1 2 3 4 5 Poor ←-----→ Exceptional	
Submission has been accepted through a peer-review process	1 5 No yes	
Applicant is a first-time presenter at a national or international scientific meeting	1 5 No yes	
<b>TOTAL</b>		
In the case of a tie, years of membership with MSOT will be considered	1 3 5 0-5 6-10 11 or more	

**MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS RESEARCH FUND  
PRESENTATION AWARD (\$500)  
APPLICATION FORM**

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

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone:    Work: \_\_\_\_\_ Home: \_\_\_\_\_

**Title of Presentation:** \_\_\_\_\_

\_\_\_\_\_

**Name and Date of Scientific Meeting:** \_\_\_\_\_

\_\_\_\_\_

**When the research project is a thesis, independent study, or had a co-author(s) involved, the thesis/independent supervisor or co-author(s) must be identified here:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Type of research presentation:**

- qualitative, quantitative or mixed methods research
- participatory research
- program evaluation
- systematic review
- other \_\_\_\_\_

**Submissions to this meeting are peer-reviewed** \_\_\_ yes \_\_\_ no

**Are you a first-time presenter at a conference outside of your province of employment?**

\_\_\_ yes \_\_\_no

**Presentation Award Grant History**

Title

Date

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**Years of membership with MSOT** \_\_\_\_\_

**Total Request in Budget: \$** \_\_\_\_\_

**Responsibilities and Signatures**

I have read the responsibilities (Section 5) inherent in acceptance of the Presentation Award, and agree to meet them.

Applicant

Date

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**Indication of support from person who grants applicant permission to attend this conference (if applicable, e.g. applicant's employer, manager, director)**

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Signature

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Title

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Date

***Applicant Checklist***

Ensure your application includes the following:

\_\_\_ Completed Application Form    \_\_\_ Complete Proposal    \_\_\_ Budget

\_\_\_ Curriculum Vitae                    \_\_\_ Signature of support    \_\_\_ Documentation of Acceptance for presentation

\_\_\_ CAOT & MSOT Membership and COTM registration card photocopy