

**MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS RESEARCH FUND  
MARY JUDD RESEARCH GRANT**

**POLICIES AND PROCEDURES**

**1. PURPOSE**

To encourage and contribute to the growth of research on occupation and occupational therapy. One award of up to a maximum of \$1,000.00 is available annually.

**2. ELIGIBILITY**

2.1 The principal investigator must be a CAOT and MSOT member in good standing for a minimum of 6 months.

2.2 The principal investigator must work in Manitoba.

**3. GUIDELINES FOR FUNDING RESEARCH**

3.1 Research projects must be directly applicable to the science of occupation and/or the practice of client-centred occupational therapy.

3.2 Research projects must be innovative, demonstrate originality and be scientifically sound.

3.3 MSOTRF and COTF value research that demonstrates a multidisciplinary approach and consumer participation.

3.4 Research projects must be conducted in a Manitoba setting and must not have been initiated prior to completion of this grant review process to allow for incorporation of reviewer feedback if necessary. The review process is anticipated to take up to 3 months.

3.5 Funding will be for a 1-year period.

**4. DOCUMENTATION**

4.1 Confirmation of CAOT and MSOT membership.

4.2 Completed and signed application forms.

4.3 Appendices which may be used to provide copies of measurement instruments and abstracts of related publications.

4.4 Curriculum vitae of principal and co-investigators, each not in excess of 5 pages, providing educational qualifications, work experience for the previous 5 years, previous or current research funding, publications, and presentations.

4.5 A letter of support from any individual and/or organization whose co-operation is essential to the project.

4.6 Certificate of ethical approval from the University of Manitoba Committee on the Use of Human Subjects in Research and consent forms. The certificate need not

accompany the application, but it must be submitted before funding can be released.

- 4.7 Applicants may submit up to 3 names and contacts of potential reviewers.
- 4.8 One (1) electronic copy of the cover letter, research proposal and appendices, and all supporting documents. The research proposal must not be in excess of 6 (8.5 x 11) typed pages double spaced, excluding references and appendices, with 1 inch margins and 12-point print size.

**N.B. Failure to provide any of the above may jeopardize the review.**

## **5. RESPONSIBILITIES**

- 5.1 Acceptance of the grant must be acknowledged in writing by the principal investigator before funds may be issued. The principal investigator should view this letter as a binding contract to complete the project, as funded, in the allotted time.
- 5.2 The principal investigator must submit a final report of the funded project by June 30<sup>th</sup> following the granting period. This report should cover the purpose, what was done, the results and further research, publications and presentations planned (not to exceed 3 pages). This report must include a detailed financial account of the funds expended on the project. Should the project not be completed within the granting period, a detailed plan and timelines for grant expenditure must be submitted in writing to the MSOTRF committee by June 30<sup>th</sup> following the granting period. A final report will be submitted upon completion of the project.
- 5.3 Abstracts and/or reprints of all presentations and publications based on the funded work must be forwarded to MSOTRF and COTF for public relations purposes.
- 5.4 Any applications, reports or presentations based on the research project must acknowledge the financial support of MSOTRF and COTF.

## **6. APPLICATION PROCESS**

- 6.1 Applications must be received in electronic format (USB or CD-ROM) in the MSOT office by 4:00 p.m. on the first Monday of November annually. Late applications will be returned to the applicant.
- 6.2 Granting period is April 1<sup>st</sup> to March 31<sup>st</sup> of the following year.
- 6.3 Research projects which require additional funding following the granting period are eligible to re-apply for funding in subsequent years, however, funding is not guaranteed.

## **7. PROCEDURES**

- 7.1 Submit 1 electronic version of the proposal and all other supporting materials to:  
**MSOT Research Fund Committee, 7-120 Maryland Street, Winnipeg, MB**

### **R3G 1L1.**

- 7.2 All research proposals will be reviewed by the MSOTRF Committee to ensure they include the required documentation. The committee will select two independent reviewers to respond to the content areas addressed in proposals in the current competition. The reviewers may or may not be those submitted by the applicant.
- 7.3 All proposals will undergo a scientific review process by the independent reviewers. Reviews will be structured on the basis of the attached sheet titled "Reviewer Criteria".
- 7.4 The independent reviewers will forward their recommendations to the MSOTRF Committee. The committee will recommend research projects to be funded to the Executive of MSOT. In the absence of consensus, a third independent reviewer will be selected.
- 7.5 Applicants will be notified in writing of the results of the competition after ratification of the committee's recommendations by the Executive of MSOT.
- 7.6 Grants may be made conditional on revisions suggested by the review committee. If this is the case, revisions must be submitted in writing and approved by the MSOTRF Committee before funds may be issued.
- 7.7 Upon written confirmation of acceptance of the grant and the terms of the grant, a cheque will be issued to the researcher(s) by COTF.
- 7.8 All applications and information pertaining to applications will remain confidential and available only to members of the MSOTRF Committee and the selected independent reviewers. All attempts will be made to keep applicants and reviewers anonymous from one another.

## **8. POLICIES**

- 8.1 Principal investigators may not draw a salary from the grant.
- 8.2 The names of all investigators must appear on the application.
- 8.3 When the research project is a thesis, the thesis supervisor must appear as an investigator on the grant.
- 8.4 Funds unexpended or unaccounted for 2 years following the granting period must be returned to COTF.

## **9.0 PROPOSAL**

- 9.1 The research project proposal must contain the following sections:
  - purpose of the research and specific objectives
  - statement of the problem addressed by the research
  - significance and relevance of the project to the science of occupation and/or occupational therapy
  - theoretical rationale for the research project
  - proposed methodology (provide detail), including design, sample size and selection, measurement instruments, data collection, data analysis and time frame

- detailed budget with justification for expenditures (use application form)
- outline of personnel and resources available to complete project.

9.2 Your identity will not be revealed to the reviewers of your proposal. Applicants should attempt to mask any major identifying features that would reveal your identity in the body of the proposal.

## 10.0 REVIEWER CRITERIA

The MSOTRF committee will ask reviewers to address the following issues explicitly when reviewing your research proposal:

### 1. PURPOSE AND OBJECTIVES

Is the intent of the research clear? Is it readily apparent what new information or understanding the proposed project will contribute? Are the objectives explicitly stated? Is the project feasible, considering the applicant(s) and research environment?

### 2. STATEMENT OF THE PROBLEM/JUSTIFICATION

Does the proposed research address a relevant and important problem in occupational therapy?  
Is relevant and current literature used to justify the need to conduct this study?  
Is the theoretical foundation for the project clearly stated?  
Is the clinical and/or theoretical significance of the project clear?

### 3. ORIGINALITY

In the reviewer's experience, is the proposed research an original idea?  
Has the project been done before?  
Does the proposed work represent a new contribution to the literature?  
Do the investigators make it clear where the gaps in the literature exist and how this work fits into the existing literature?

### 4. METHODOLOGY

Under the following headings, is the proposed methodology appropriate to address the objectives stated: **Design, Methods (participants, recruitment, measurement, analysis), Time Frame**

### 5. BUDGET

Does the proposed budget seem appropriate to meet the objectives of the study? Does the budget include all necessary items to complete the project? Are all items justified?

### 6. REVISIONS AND RECOMMENDATIONS

Would you recommend any revisions to the study? If so, please summarize.

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**APPLICATION FORM**

**Principal Investigator:** \_\_\_\_\_

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

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

\_\_\_\_\_

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

**Co-Investigator(s)**

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

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

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

**Title of Research Project:** \_\_\_\_\_

\_\_\_\_\_

Name of Research Site: \_\_\_\_\_

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

**MSOTRF Grant History**

Title	Date	Amount	Status
_____	_____	_____	_____
_____	_____	_____	_____

In the Status column, please indicate if the project has been completed and if any reports, publications or presentations have resulted. Use a separate sheet if required.

**Resources**

Please provide a description of the Research Team in terms of their contribution and professional roles within this project.

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Describe other resources available to the investigators, (e.g. support personnel, space, computing facilities, access to data, etc.).

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**Budget**

Attach budget and justification as appendix to grant proposal. Include description of funds related to personnel (time commitment, job description, salary rate and staff benefits), supplies and services (include unit costs) and equipment.

**Total Request:** \$ \_\_\_\_\_

**Suggested Reviewers**

Name; Title; Address; Phone number

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Grant Responsibilities and Signatures

I have read the responsibilities (Section 5) inherent in acceptance of the Research Grant and agree to meet them.

Principal Investigator

Date

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Co-Investigators

Date

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## Applicant Checklist

Your application should include the following:

\_\_\_\_\_ Confirmation of CAOT Membership

\_\_\_\_\_ Letter(s) of Support

\_\_\_\_\_ Confirmation of MSOT Membership

\_\_\_\_\_ Curriculum Vitae

\_\_\_\_\_ Complete Proposal

\_\_\_\_\_ Ethical Review Documents

\_\_\_\_\_ Budget