

**AMERICAN PHYSICAL THERAPY ASSOCIATION PENNSYLVANIA  
RESEARCH FUND**

**GUIDELINES FOR GRANT APPLICANTS**

**I. Purpose**

The function of the American Physical Therapy Association Pennsylvania (APTA PA) Research Fund (Research Fund) is to promote and support research studies relative to clinical practice, education or administration which will enhance the profession of physical therapy. This is provided through grants for approved activities.

**II. Eligibility**

- A. All research team members, if eligible, must be a member of APTA PA.
- B. The research study must relate to physical therapy.
- C. Requests for grant funds cannot be made for work that is already completed. Research studies are considered complete if data collection and data analysis are finished prior to the application deadline date.
- D. Priority will be given to new investigators and projects related to physical therapy practice, education, or advocacy. A new investigator is defined as, 1) someone who is starting their first research project after they have graduated from an accredited PT or PTA program; 2) someone who is currently enrolled in a PhD, EdD, DSc, or other terminal degree program and conducting research relevant to the field or profession of Physical Therapy.

**III. APTA PA Research Committee Funding Priorities**

Priority will be given to proposals that examine evaluation techniques, therapeutic interventions, administrative procedures, and advocacy initiatives implemented in physical therapy. In addition, priority will be given to research that examines the effectiveness of strategies used to educate physical therapists and physical therapist assistants. Specifically, priority will be given to applications that:

- A. Evaluate the effectiveness of patient evaluation techniques or therapeutic interventions.
- B. Assess the impact of economic, social, or environmental aspects of practice on patient care outcomes.
- C. Determine the accuracy, reliability, and validity of measurement methods and devices.

- D. Exam the biological, physical, or social scientific basis for treatment methods or procedures used in physical therapy practice.
- E. Develop or expand the theoretical basis for the practice of physical therapy.
- F. Develop or improve the effectiveness of an educational program for physical therapists, physical therapist assistants, patients, families, or the public.
- G. Promote public service, education, understanding, and recognition of the profession of physical therapy.

#### **IV. Award Limits/Utilization for Grant Funds**

- A. The current per annum limit for the award is **\$1500.00**.
- B. Priority will be given to applications for new studies.
- C. Requests for funding of longitudinal studies will be considered, but interim reports will be required.
- D. Any equipment purchased with grant funds shall be donated, upon completion of the study/project, to the school or institution where the study is conducted.
- E. The use of grant funds is restricted to actual expenses of the study and may not be used for administrative overhead of the sponsoring institution.
- F. Applicants must specify a designated deadline for completion of the study in the Grant Application. It is generally accepted that data collection is completed within 1-year from the time that the grant is awarded and that the results of the project should be presented at the APTA PA conference within 2-years of the award. Depending on the study design, when submitting the Grant Application, investigators may request an extended designated deadline date.
- G. Approvals for investigator requests for extensions of approved designated deadlines will be considered, but not guaranteed, if investigators provide justification for such a request to the Practice and Research Committee.
- H. In the event that the study is not completed by the designated deadline, the study is substantially changed from the description in the application, or that any terms of the contract are breached, the recipient must return the money within 30 days of notification from the Chapter.

## **V. Awarding of Grants**

- A. APTA PA Practice and Research Committee will review all grant applications and notify the Board of Directors of the selection. The Board will maintain the final responsibility of approval after reviewing the recommendation.
- B. Grants are reviewed using the [Research Grant Application Form](#). Applicants must complete and submit this form by the designated deadline in order for grant fund requests to be considered.

## **VI. Deadlines**

Applications must be received by the deadline designated on the announcement of the Grant opportunity.

Applicants will be notified electronically of the final selection decision.

## **VIII. Reports**

- A. Interim reports must be submitted for all approved projects for inclusion in the APTA PA Practice & Research Committee Quarterly Report that is submitted to the Board of Directors. The Committee Chair will provide a notification of deadlines for submission of this information.
- B. A final report is due to APTA PA Practice & Research Committee within 30 days of the grant completion date as listed in the application.

The final report should include a research abstract that will be peer reviewed in consideration for presentation at the subsequent MovePA Conference.

- C. If the research study project is published, a reprint of the article should be sent to the Practice and Research Committee and the Chapter office.

## **IX. Credit Line**

The following must appear on any report, abstract, or other publication regarding the research study:

*"Supported (or "supported in part") by a grant from the American Physical Therapy Association Pennsylvania Research Fund".*

- B. Research Grants shall be awarded only to individuals and institutions which provide physical therapy services in accordance with Commonwealth of Pennsylvania Practice Act 110 and Chapter 40 Regulations, the "Code of Ethics for Physical Therapists," and the "Standards of Ethical Conduct for the Physical Therapist Assistant" of the American Physical Therapy Association (APTA).

C. In the event that the study is not completed by the approved deadline, the study is substantially changed from the description in the application, or that any terms of the contract are breached, the recipient must return the money within 30 days of notification from the Chapter.

## **X. Instructions for Completing the Research Grant Application Form**

Complete all fields in the [Grant Application Form](#).

### **Principal Investigator/Project Director**

Complete all requested information that references the principal investigator, including the APTA ID# and preferred contact information. This reference information will be used for all correspondence from the Research Fund.

### **List Names and APTA ID# for all Co-Investigators**

### **Title of Study/Project**

The title should be brief, but inclusive and descriptive.

### **Location of Study**

### **Period of Proposed Activity**

The starting date is when the research proposal is finalized, and data collection is projected to begin.

### **Narrative Description**

Upload a narrative description of the proposed study/project. This description should be brief (no more than 10 pages) but should provide sufficient information to permit the Research Committee to judge how well the proposal meets criteria determining quality of the project.

### **Suggested Outline for the Narrative**

#### 1. Introduction

- a. Purpose: State the overall purpose of the study and if appropriate hypotheses to be tested. Briefly explain what you feel is the potential significance of the study.
- b. Background: Briefly review the most significant previous work and describe the current status of work in this field. Document with references. Describe any preliminary work the Principal Investigator or other members of the research group have done which led to this study.

#### 2. Method

- a. Brief statement of the type of investigative study.

- b. Methods and instrumentation to be used for sample selection and for data collection.
  - c. Data to be collected.
  - d. Procedures used for data collection and analysis.
  - e. The projected timetable and completion of the study. List all major steps in the study and approximate dates when you anticipate starting and completing work.
3. Resources Available
  - a. Describe the facilities, special equipment, consultative services, and other relevant resources available for project. If any of these are to be secured through collaborative arrangements with institutions other than that which might be indicated in the address of the Principal Investigator/Project Director, attach letters from each such institution confirming their willingness to provide these resources.
  - b. List amount and source of any other support which may be applied to this project, e.g., personal resources, other grants, costs absorbed by employer/institution. Use budget line items as a reference.
4. Study Limitations
5. Biosketches of primary investigator and co-investigators
6. Plans for Future Work and Sharing of Results
  - a. Describe your plans for sharing the results of your study/project through such means as publication, presentation at meetings, including, but not limited to, APTA, local, state, or national meetings.
  - b. Summarize any plans you have for continuing work in this problem area after this study has been completed.

**Abstract**

Upload an abstract of the project of no more than 500 words.

The abstract is to include:

- \* Purpose
- \* Type investigative study (experimental, descriptive, etc.)
- \* Subjects (number, selection criteria)

- \* Procedures for data collection
- \* Measurements instruments
- \* Type of data analysis
- \* Relevance to physical therapy practice, education, or administration.

### **Consent/Verification Forms**

#### 1. Upload Human Subject Informed Consent

- a. All projects should comply with institutional review board standards (IRB) for study approval including the informed consent process which is required to ethically conduct human subject research. Proof of IRB approval must be submitted with the Grant Application. **INCLUDE IRB APPROVAL DATE.**
- b. An acceptable informed consent form should include, in plain language, an explanation of the purpose of the research, procedures that the individual will be subjected to, the risks involved, the expected duration of the subject's participation, the fact that participation is voluntary, that the identity of the subject will be kept confidential, whom to contact for answers to pertinent questions, and, in the event there are problems or dissatisfactions, the fact that the subject may withdraw from the study at any time without prejudice, and signature spaces for the subject, principal investigator, and witness (if necessary).

OR

#### 2. Upload Animal Research Committee Approval

- a. If the research methodology will include the use of animal subjects, applicants must supply information to verify that the project cannot be accomplished in any other manner than with the use of animal subjects.
- b. Applicants must supply verification that the study has met the criteria for use of animal subjects and been approved by the appropriate committee on the use of animal subjects at their institution. **INCLUDE APPROVAL DATE.**

**NOTE: IF THE INSTITUTIONAL REVIEW APPROVAL OR ANIMAL RESEARCH COMMITTEE APPROVAL IS NOT INCLUDED WITH THE APPLICATION, THE PROJECT WILL NOT BE REVIEWED.**

### **Budget Summary**

The Research Fund will support expenses that are only an integral part of the research study and are not expenses related to proposal or manuscript preparation.

## 1. General Information

- a. Each grant proposal, including requests for supplemental funding, must develop and contain a Budget Summary Page.
- b. Budget Notes page(s) to justify or explain each line item request must be attached to the Budget Summary Page.

## 2. Budget line items: Provide a breakdown of expenses for this project in the following categories:

- a. EQUIPMENT PURCHASE/RENTAL - All equipment to be purchased must be documented. Rental of specific equipment must be noted with explanation of reason for rental.

(1) Following the project, if the requested equipment would be shared by other investigators or clinicians, it would strengthen the applicant's request. The better use made of the equipment, the more likely that it will be funded. Unnecessary duplication of equipment within the same institution will not be funded.

(2) Equipment purchased through a Research Fund grant award shall become the property of the institution. Should there be no institution, ownership of such property shall be approved by the Fund.

- b. SUPPLIES (disposable) - Indicate type, purpose, cost.

- c. CLINICAL SITE FEES - Will be funded if there is a specific fee established for the use of special equipment/tools by an institution for use of similar studies by others. Adequate justification will be required (e.g. gait labs).

- d. PERSONNEL/CONSULTANT FEES - Reimbursement for investigator time will be considered for activities which are not part of the investigator's employment responsibilities. Adequate justification will be required. Established hourly fee for specific personnel/technicians, computer programmers, etc., who must operate specific equipment or provide specific services. Such a fee cannot be offered to incidental "helpers." Indicate hourly/daily fee, estimate days of service, and justify.

- e. PARTICIPANT SUPPORT COSTS - Normally participant support will not be without good cause. Identify amount of compensation for each participant and justify.

- f. TRAVEL - Limited to patient transport, public transportation, handicapped transport systems, etc. when such transport cannot be provided by the participating subject or caregiver. Travel will be provided at current Federal

mileage rate. Purpose, distance, frequency must be documented. Note: Transportation of investigators or transfer of equipment will not be routinely funded unless there is a documented need.

g. COPY SERVICE/DUPLICATING - Will generally not be reimbursed. Exceptions may be made with sufficient justification.

h. MAIL COST - Cost of mailing questionnaires, follow-up post cards, etc, will be covered if integral parts of study/project.

i. OTHER - Itemize and justify.

3. Identify the total amount needed to carry out the research project and the amount requested.

### **Academic Approval**

Check if the study is or is not to fulfill an educational requirement.

If study is to fulfill an educational requirement, indicate the study team member who will serve as the academic/research advisor.

### **Certification**

1. Sign as indicated.

2. Includes understanding of and agreement with the provisions noted in Award Limits/Utilization for Grant Funds.

3. If the study/project is to fulfill an educational degree requirement, the signature of the Faculty Advisor is required.

4. Grant monies will be distributed as noted in Section IV. Award Limits/Utilization for Grant Funds upon notification of receipt of the Grant Award.

5. If the Grant is awarded, additional information may be required for tax purposes.