**Northwest Athletic Trainer’s Association Research Grant**

**Application Guidelines and Instructions**

# Introduction

## The Northwest Athletic Trainers’ Association Research Grant award program provides financial support and encouragement for quality research that advances the discipline of athletic training.

## Research projects should focus on the domains of athletic training as identified in the National Athletic Trainers’ Association (NATA) Role Delineation Study.

## **Who May Submit a Proposal?**

## BOC Certified athletic trainers who are members of the NWATA with preference given to new educators who have less than 5 years of full-time faculty experience in academe (including any post docs)

## Students enrolled in an entry-level professional accredited athletic training education program or certified students enrolled in a graduate program within the NWATA region. Students must have a faculty sponsor, preferably a NWATA member.

## **When to Submit a Proposal?**

The deadline for grant proposals is January 20th annually. Completed grant proposals should be

e-mailed to the Research Committee chairperson (see application). Late proposals may be considered during the next grant funding cycle. The Research Committee may request additional materials after receiving the completed grant proposal application.

## **Award amount and restrictions**

A one-year grant for a maximum of $1000. Additionally, the primary investigator will receive free registration when they present their results at the NWATA Annual Meeting.

NWATA (D10) grant funds should not be used to:

1. Support textbook writing
2. Pay indirect (overhead) costs
3. Support research that is intended to result in the development of a product that is essentially commercial
4. Support more than $200 of travel/presentation expenses

# Obligations:

Recipients of NWATA Research Grants must:

1. Assure that no person shall, on the grounds of race, color, national origin, sex, age or handicap, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination while receiving assistance from the NWATA.
2. Ensure that any agency associated with the conduct of the project will subscribe to and adhere to the guidelines for nondiscrimination, reporting obligations and use of funds associated with this award.
3. Notify the Chair of the Research Committee of any substantive modifications to the original grant proposal, at any time during the course of the project.
4. Prepare the findings of the research project for oral or poster presentation at the NWATA Annual Meeting and Clinical Symposium in the year following the formal award announcement.
5. Prepare a written summary abstract of the findings of the research project utilizing the NATA Research and Education Foundation formatting guidelines. This summary should be completed and received by the Research Committee chair a minimum of 1 month prior to the NWATA Annual Meeting and Clinical Symposium.

# Review Process

See Appendix A

# Human Subjects and Informed Consent

NWATA requires that all appropriate steps be taken to protect human and/or animal subjects in research, including obtaining Institutional Review Board approval and documenting informed consent. The primary investigator must obtain approval for human/animal research through the appropriate institutional review board prior to commencement of the study, and provide documentation of this approval to the Research Committee.

# Notification of Award

Recipients will be notified via email and/or letter by the chair of the Research Committee. The announcement of the grant award may be made at the NWATA Annual Meeting.

**Send Completed Grant Proposals via Email to:**

Scott Landis, DAT, LAT, ATC

Chair, Research Committee

[scott.landis@wsu.edu](mailto:scott.landis@wsu.edu)

All applicants should receive e-mail notification that their applications have been received within 48 hours; however, this does not imply that the application materials are complete.

**APPLICATION INSTRUCTIONS**

All grant applications must follow the same format. A research grant application must clearly and succinctly describe the overall project. ***The NWATA Research Committee must be able to evaluate a proposal based solely on the materials presented in the proposal.*** Applicants are encouraged to be as precise and detailed as possible.

The grant proposal must be limited to no more than 10 typewritten pages (including pages for budget and references). Section 7 & 8 are excluded from the page limit. Note: The 10 page limit is a maximum, not a recommended length, a well written concise proposal may be shorter.

A standard font style and size (e.g. Times New Roman or Arial 12-point font) should be used with 1” margins on a standard 8.5x11inch document.

**Instructions for Submission:**

1. Prepare your original proposal and supporting documents in Word or other editable format.
2. Combine all required documents into a single PDF file in the order of the Sections listed below.
3. ***Send the single merged PDF file*** as an e-mail attachment to the NWATA Research Committee Chair.

**SECTION 1: Application Cover Sheet *(see Appendix B)***

This form should be completed and will serve as the cover sheet for the grant proposal.

**SECTION 2: Specific Aims (1 page maximum)**

The Specific Aims section should succinctly state the purpose(s) of the study, the particular questions to be addressed and the specific hypotheses that will be tested. It is often helpful to present the general goals in a brief initial paragraph, followed by numbered, specific aims accompanied by the associated hypotheses that are to be tested. The specific aims must be limited to one page.

**SECTION 3: Background and Significance (3 page maximum)**

Present a review of pertinent literature to identify an important gap in existing research related to athletic training and the research topic. The literature review should present current theory on topics relevant to the proposed research. This section must clearly identify the purpose and scope of the project. It should pinpoint the distinctive qualities of the proposed project as compared to previous research, and should lead to the development of the hypotheses to be tested. It should be clear how the current study expands the body of knowledge in athletic training.

**SECTION 4: Experimental Design and Methods (3 page maximum)**

This section should be presented in using the following 4 subheadings:

## ***Experimental Design***

Use this subsection to give an overview of the experimental plan and to identify the type(s) of experimental design(s) to be employed. If appropriate for your study design, include the number and names of independent and confounding variables; the number and names of the levels for each independent variable; and the number and names of dependent variables. Define the independent and dependent variables with clear operational definitions.

## ***Subjects***

This subsection should address the following: number of subjects, subject demographics, and relevant criteria for inclusion/exclusion.

***Methods and Instrumentation***

This subsection should provide the details of the methods and instruments used for the project. It should be a step-by-step description of the study’s data collection process. Care should be taken to provide sufficient detail to enable grant reviewers to evaluate the experimental procedures. Although it is acceptable to refer the reviewers to published descriptions of the methods and procedures for details, this subsection should include, at minimum, a brief description of the referenced method.

## ***Statistical Analysis***

Identify all statistical tests (including post-hoc tests as applicable) and the probability levels to be used in the study. Provide adequate detail to illustrate that this has been considered and designed in advance. For each hypothesis presented in Section 2, identify the specific variables that will be examined and the statistical test(s) that will be used to evaluate them.

# SECTION 5: Timeline and Budget

Start a new page for section 5. **Time Line:** Please construct a time line indicating when you will begin your research, the important bench marks along the way (collection of data, categorization, analysis) and when you plan to finish the project. **Budget**: See Appendix D for sample budget and recommended format. In your budget be sure to address the following categories (a) expendable supplies, (b) equipment to be purchased, (c) salary (including student assistants and primary investigator), (d) subject honorariums, and (e) travel/presentation expenses. For each category justify how funding is required for conduction and completion of your study.

# SECTION 6: Bibliography

Place your bibliography on a separate page with the title Bibliography centered at the top of the page. The bibliography should follow the American Medical Association format. For further information, please refer to the *AMA Style Manual* or the Author’s Guide in the *Journal of Athletic Training.* We recommend limiting your bibliography to 15 major references.

**SECTION 7: Consent Form and IRB Approval**

Section 7 does not count toward the total page limit. Attach a copy of the approval letter from the appropriate institution’s Investigatory Review Board (IRB), Human Subjects Review Board, or appropriate administrative office, if available. If the study has not yet been approved by the institution’s respective committee, provide a date for the proposed submission. If the study is exempt from IRB approval, please describe. No funds will be awarded to a project unless approval has been received or exemption verified.

**SECTION 8: Biographical Sketch Form**

Section 8 does not count toward the total page limit. Complete a Biographical Sketch Form for the primary investigator and (in the case of student projects) the faculty supervisor. In addition to the form for the individuals required above, the primary investigator may elect to complete this form for all proposed investigators. See Appendix C.

# Appendix A

# Grant Review Process and Timeline

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| **DEADLINE DATE** | **ACTION** |
| Date/time stamped by midnight January 20th | Deadline for submitting application electronically to research committee chair |
| February 1st | Applications that pass mechanical review distributed to committee members (or outside experts) for review. Each reviewer will review and rank proposals. |
| March 15th | Committee identifies award recipient(s)  Research Committee Chair recommends recipient(s) to the to NWATA Executive Board |
| Late March/early April (year 1) | Award recipients announced at NWATA Annual Meeting |
| March 1st (year 2) | Written abstract of results due to Research Committee Chair |
| Late March/early April (year 2) | Present research findings at NWATA Annual Meeting |

The NWATA Research Committee is responsible for reviewing and recommending funding of research proposals. The review panel will consist of members of the NWATA Research Committee. If needed, consultation from outside content area experts will be solicited. Review is not blind. The review process is conducted for each individual grant proposal and includes evaluation of the general merits of the individual proposed research.

**REVIEW PROCEDURES**

1. All submitted proposals will initially undergo mechanical review. The committee chair or designee will screen applications for completeness and adherence to application guidelines, and prepare them for distribution to designated review members. Proposals not following the application instructions will be returned to the investigator without review.
2. All proposals that pass initial mechanical review will be reviewed by at least 3 committee members. Committee members will declare conflicts of interest, and will abstain from review or voting on proposals with identified conflicts of interest.
3. Reviewers will evaluate the proposal using the Grant Review Criteria listed below. Evaluation will be based on the quality of the application, the study’s potential impact on the athletic training profession and the application’s scientific merit. The basic criteria for evaluating the research proposal will be associated with, but not limited to, the following general considerations:
   1. The overall neatness and thoroughness of the grant application
   2. The extent to which the desired outcome of the project is clear, specific and attainable.
   3. The extent to which the proposal will impact the athletic training profession.
   4. The extent to which the procedures described in the proposal are likely to achieve the purpose of the project. Areas of specific consideration include appropriate methodological design, procedures for data collection and statistical analysis.
   5. The extent to which the facilities and personnel are sufficient to promote/support the completion of the project.
   6. The extent to which the budget is appropriate for the investigation, detailed and understandable, and is vital to the success of the proposed study.
4. The committee will prepare a written evaluation and ranked order of all proposals.
5. Following evaluation of the proposals, reviewers will vote to approve a final funding recommendation to the NWATA Board of Directors
6. The NWATA Board of Directors makes final funding decisions
7. Award recipients and non-recipients will be notified. Upon request, the Research Committee will provide limited formative feedback to any non-funded proposal.

**Appendix B**

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| **NWATA RESEARCH GRANT APPLICATION COVER SHEET** |

*This must be the first page of the grant application packet.*

*Please refer to the Application Guidelines and Instructions for further information.*

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| **PRINCIPAL INVESTIGATOR SECTION** | | | | | | | | | | | | | | |
| Name |  | | | | | | | | | | Credentials | | |  |
| Address |  | | | | | | | | | | | | | |
| City |  | | | | | | State |  | | | | | Zip |  |
| Phone |  | | | Fax | |  | | | | E-Mail | |  | | |
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| Title of Project | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Name of Sponsoring Institution | | | | |  | | | | | | | | | |

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| **PROPOSAL INFORMATION SECTION** | | | | | | | | | | | | | | | | | | | | | |
| This proposal is a: | | | |  | Student project  Certified/faculty project: New Investigator  Certified/faculty project: Other | | | | | | | | | | | | | |  | | |
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| Project Status (check one) | | | |  | On-Going Project | | | | | | |  | New project | | | | | | | | |
|  | | |  | | | | | |  | | | | | |  | | | | | | |
| Estimated Total Cost of Project $ | | | | | |  | | | | Amount Requested $ | | | | | | | | |  | | |
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| Check one: |  | I authorize peer review of this proposal | | | | | | | | | | | | | | | | | | | |
|  |  | I DO NOT authorize peer review of this proposal | | | | | | | | | | | | | | | | | | | |
|  | | (denial may prevent consideration) | | | | | | | | |  | | | |  | | | | | | |
|  |  | | | | | | | | | | | | |  |  | | | | |
| **Signature** |  | | | | | | | | | | | | | | | | **Date** | | | |  |
|  |  | | | | | | | |  | | | | | |  | | | | | | |
| *If applicable, please provide:* | | | | | | | | **NATA Membership** # | | | | | | |  | | **Certification #** | | | |
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| Name and Credentials of Co-P.I. (if any) | | | | | | |  | | | | | | | | | | | | | | |
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| **INSTITUTIONAL OFFICIAL SECTION** | | | | | | | | | | | | | |
| **(Administrator responsible for overseeing performance of terms of grant contract)** | | | | | | | | | | | | | |
| Name |  | | | | | | | Credentials | | |  | | |
| Title |  | | | | | | | | | | | | |
| Address |  | | | | | | | | | | | | |
| City |  | | | | State |  | | | | Zip |  | | |
| Phone |  | | Fax |  | | | E-Mail | |  | | | | |
| **Signature** | |  | | | | | | | | | | **Date** |  |

**Appendix C**

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| **BIOGRAPHICAL SKETCH**  **(DO NOT EXCEED TWO PAGES)** | | | | |
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| NAME | POSITION TITLE | | | |
| Role in Proposed Project |  | | | |
| EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)* | | | | |
| INSTITUTION AND LOCATION | | DEGREE  *(if applicable)* | YEAR(s) | FIELD OF STUDY |
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| EMPLOYMENT HISTORY |
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| PUBLICATIONS SUPPORTING PROPOSED WORK |
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| FUNDING HISTORY |
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**Appendix D**

**Sample Budget**

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| **Description of Expense** | **Amount** | **Rationale (if needed)** |
| **Expendable supplies** | | |
| Electrodes for EMG. 2 packages of 30 at $12.50/each. | 25.00 | Electrodes are necessary for measuring our primary outcome measure. |
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| **Equipment** | | |
| None needed | 0.00 |  |
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| **Salary** | | |
| Pay student worker $60 for data input. | 60.00 | The questionnaires used in this study will require approximately 6 hours of labor to input into an Excel spreadsheet; We would like to pay a student to complete this task. |
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| **Subject Honorariums** | | |
| Subject incentive, $15/person times 30 subjects | 450.00 | Study completion will take approximately 2 hours over the course of 2 visits, the honorarium will incentivize completion of both visits. |
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| **Travel/presentation expenses** | | |
| Poster printing | 40.00 | Cost of printing a poster for presentation. |
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| **Total amount request from NWATA** | 575.00 |  |