

GUIDELINES FOR APPLICATION – Research Grants

Deadline for Submission – 6:00pm (Central) Monday, October 4, 2021

SCOPE OF WORK – Invitation for Proposals

The Mid-America Athletic Trainers' Association's (MAATA) Research Grants Committee invites proposals focusing on research that will advance the profession of Athletic Training. The total amount available for is approximately \$4500.00; however, this amount may vary according to financial support from the MAATA board each year. Investigators are encouraged to submit grant proposals requesting funds for research in the science or practice of Athletic Training or development of instructional technology in any of the domains of athletic training as established by the Board of Certification (BOC). Evaluation of projects is based on scientific merit, significance, innovation and overall impact. Due to limitations in funds and timeline, reviewers understand these proposals will focus on quality projects that can be completed within a year following of the award (March).

GENERAL TIMELINE FOR APPLICATIONS/GRANT PROPOSAL

- The deadline for receipt of grant proposals is **October 4, 2021 at 6pm**, and all proposals should be submitted electronically according to the guidelines below and to the Research Grants Committee chair.
- Successful applicants will be notified by the beginning of December.
- Recipients will receive their awards at the Mid-America Athletic Trainers' Association Meeting and Symposium in March of each year.

WHO MAY SUBMIT A PROPOSAL

- The Principal Investigator (PI) should be a member of the MAATA who is certified, eligible for certification (certified-students – graduate level), or professional level athletic training students mentored by a certified athletic trainer.
- Grants from the Research Grants Committee will be awarded one time, only for the duration of the proposed project and are not renewable.
- **Funds will only be dispersed to an institution; not to an individual.**

HOW TO SUBMIT A PROPOSAL: Four items (Title/cover page, full grant proposal, budget worksheet, and letter of support) should be submitted electronically to the chair of the Research Grants Committee:

1. **Grant Application Title/Cover Page:** The principal investigator (PI) should complete the grant application title/cover page. This will be viewed by the MAATA Research Grants Committee chair and vice chair in order to prepare materials (mechanical evaluation, investigator review, conflict of interest, etc.) to be sent out for blind review by committee members.
 - a. As PI's develop their proposal, they should determine the level of funding that would best support the project. The standard awards categories are \$500, \$1,000, \$1,500, and \$2000. This will be designated on the title/cover page. Budget guidelines are included in this document.

2. **Grant Proposal:** Complete the full grant proposal process as per the template provided and details that follow. Grant proposal writers should not refer to individuals or institutions by name in this portion of the proposal, as this portion will be circulated to reviewers, again for blind review.
3. **Budget Worksheet:** The main proposal document contains the narrative for the budget justification; however, this document includes an overview of the items, materials, etc. requested to support the project.
4. **Additional Information: Letters of Support** – Letters of support from your institutional office of research, sponsored programs and/or administration can be submitted to demonstrate the ability of a project to be completed within the given timeframe and resources suggested by the PI.

WHERE TO SUBMIT A PROPOSAL: Final and complete proposal materials should be submitted electronically in **Word document format** by 6:00PM CST on the established deadline. Late proposals will not be reviewed. Proposals can be electronically delivered to: **Aric Warren, PhD, LAT, ATC**
aric.warren@okstate.edu

RESTRICTIONS AND OBLIGATIONS

- The MAATA Research Grants committee will consider requests to support of research, scholarly and creative projects in fields directly associated with the athletic training profession.
- Grants awarded by the MAATA Research Grants Committee are intended to support limited research projects or development of instructional technology in athletic training.
- In regard to timeline - the expectation is that the work will be completed AND presented at the MAATA Annual Meeting and Symposia within one year of the award;
 - With attention to this deadline, the data should be collected and analyzed to the extent that a complete abstract proposal is submitted by the October deadline for the Free Communication section of the MAATA Annual Meeting and Symposia;
 - If this deadline cannot be met, the PI should request a no cost extension by October 31 (or deadline of the MAATA Free Communication Deadline).
- **Monies may be used for** items specifically required to meet the aims of the study or project. Examples include the cost of paper, surveys, mailings, computer time, collection of statistical data, equipment, perishable materials used in the conduct of research and other minor expenses, and some requirements for the dissemination of the research/project if funded (poster printing, conference registration only).
- **Monies may NOT be used:**
 - To pay indirect costs (facilities and administrative costs assessed by the institution with which the grantee is associated or under whose auspices the grantee is conducting research funded by this grant).
 - To fund travel to the District 5 annual meeting, including travel expenses, lodging, mileage reimbursement.
- The MAATA Research Grants committee will not consider proposals for the preparation and writing of textbooks, or requests for more than two grants in four years by the same PI.

- All research proposals that utilize human or animal subjects must provide evidence that Institutional Review Board approval has been granted or is being sought. Final IRB authorization is not required at the time of the grant application but is required prior to the disbursement of funds. Applicants within organizations that do not have Institutional Review Boards (IRB) at their Institutions should follow the Declaration of Helsinki 41st World Medical Assembly regarding human subjects, in which case, all informed consent forms should be provided and attached as appendices.
- Research projects using existing or publicly available data or any project that falls under exempt status must provide their rationale in the application cover letter.
- All funds will be disbursed to a sponsoring institution. No funds will be disbursed to individuals.
- ***Incomplete applications will not be considered for funding.***

OBLIGATIONS OF AWARD RECIPIENTS: The recipient of an MAATA Grant is obligated upon request to:

1. Complete quarterly reports related to project progress, based on the timeline submitted by the principal investigator.
2. Prepare the results of the project for a free communication poster presentation to the MAATA Annual Symposium within one year of completion of the project.
3. It is highly encouraged that recipients prepare and submit an abstract to the NATA Free Communications, sponsored by the NATAREF, at the next NATA Annual Meeting and symposium.
4. Ensure that any individual or agency associated with the conduct of the project will subscribe and adhere to the guidelines for nondiscrimination, reporting obligations and use of funds associated with this award.
5. Notify the MAATA Research Grants Committee chair of any modifications of the original project or project budget during the time that awards are made available to the recipient.
6. Prepare an account of funds spent/ disbursed one year from receiving the grant and upon completion of the project.

REVIEW PROCESS: Grant proposals will receive a preliminary review by the Research Grants Committee chair, then be dispersed to committee members for peer review, according to established standards.

1. The MAATA Research Grants Committee chair will first screen applications for mechanical review including completeness, adherence to application guidelines and investigator ability to complete the project. Proposals not following the application instructions will be returned to the investigator without review.
2. Proposals meeting the mechanical requirements will then be blinded and distributed to committee members. Each proposal will be evaluated by the committee without reference to specific individuals or institutions involved.

3. If a committee member has submitted a proposal and/or is a member of a team submitting a proposal, that committee member will not review their own proposal or those from their own institution.
4. Overall, the merit of the applications will be based primarily on overall impact, significance or innovation within the scope of funding, approach/methodology, considerations for human subjects approval, dissemination and implementation, and rationale for budget. Secondary factors will include ability of the investigators to complete the work within the proposed timeline, facility, and environment to complete the work. Please see review guidelines below. Reviews will be returned in a timely fashion to the committee chair.
5. Once materials have been reviewed, the committee chair will collate and rank the proposals if there is more than one. In cases where ranked proposals are very close and/or there is a need to review how money is distributed, the chair may call a meeting of the full committee to review.
6. If no research is deemed quality, no monies will be awarded.

EVALUATION CRITERIA CATEGORIES: The review process is conducted for each individual request and includes weighing the general merits of the proposal without regard to any quotas. The basic criteria for evaluating the proposals will be associated with the following general considerations.

Preliminary criteria evaluated by Chair and Vice/Chair: Determine if the proposal is complete, Are the PD/PIs, collaborators, and other researchers well suited to the project?; Do investigators have the appropriate experience and training?; Does this project include interdisciplinary investigators? (Based on Investigators - Interdisciplinary Collaboration Statement)

Committee Review Criteria:

Overall Impact – Reviewers will provide an overall impact score to reflect their assessment of (1) the clarity of writing, (2) the extent to which the desired outcome of the project is clear, specific and attainable and (3) extent to which the findings can be disseminated and implemented. Clarity of writing, grammar and punctuation are important aspects reviewed for the project. PIs should write in such a way that even if the reviewer is not a content expert in the methods, the reviewer can understand the process and importance of the project. (Based on entire presentation of proposal)

Criterion 1: Significance and/or Innovation: Does the project address an important and/or original problem in the field of Athletic Training? Is there a strong scientific premise for the project? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field? (*Based on introduction, purpose/specific aims, and significance of project*)

Criterion 2: Approach/Methodology: Does this section include areas of specific consideration for appropriate methodological design, procedures for data collection and statistical analysis? Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific

aims of the project? Have the investigators presented strategies to ensure a robust and unbiased approach, as appropriate for the work proposed? Do the investigators offer a plan for the work to be disseminated and implemented in a timely manner? *(Based on purpose/specific aims, research plan/methodology and dissemination/implementation)*

Criterion 3: Protections for Human Subjects: Does the PI have a plan to obtain approval from a Human Subjects committee and/or does the methodology include provisions to protect human subjects? *(Based on human subjects)*

Criterion 4: Budget and Period of Support: Reviewers will consider whether the budget and the requested period of support are fully justified and reasonable in relation to the proposed research. The reviewers will consider if the explanation of how the research will be completed if partial funding is awarded and where and how shared funding will be provided. Is there adequate information to support each budget category? 1. Equipment, 2. Research Materials/ Supplies, 2. Travel, 3. Publication/ Presentation Costs, 4. Other Costs (printing, copying, etc.). *(Based on budget and budget justification, timeline of work)*

Criterion 5: Environment: Will the environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment, and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements? *(Based on facility and resources)*

Criterion 6: Dissemination and Implementation: What is the likelihood that results of this project will be disseminated regionally? Nationally? Through presentation? Through publication? Do the results of this project appeal only to athletic trainers or will the findings impact a wider base of clinicians and patients? What is the likelihood that the results of this project will be implemented into practice? How are the authors suggesting the results be incorporated into practice? Can the findings be used to write for additional, larger grants? Do the authors have intentions of using the data to seek future funding and/or complete future projects? *(Based on dissemination and implementation)*

Criterion Rating: Each criterion will be given a value of 1-9 (please see rubric for scoring)

Overall Impact or Criterion Strength	Score	Descriptor
High	1	Exceptional
	2	Outstanding
	3	Excellent
Medium	4	Very Good
	5	Good
	6	Satisfactory
Low	7	Fair
	8	Marginal
	9	Poor

CONTENT OF THE GRANT PROPOSAL: The following sections should be addressed within the proposal:

- **Investigators/Interdisciplinary Collaboration:** (200 words or less) On the title page, please include all involved researchers and provide a brief description of the abilities of the PI and co-investigators to carry out the work. Does this project include co-investigators for disciplines other than Athletic Training? If so, please describe the nature of the collaboration.
- **Introduction/Rationale for the Project** (500 words or less): Describe the background and/or rationale for this project. Why should this project be carried out? (If references are used to support rationale, please include the references – these will not be included in the word count)
- **Purpose and Specific Aims** (500 words or less): In this section, concisely state the purpose, short term goals and/or objectives of the proposed research, and the research questions or specific aims (hypothesis may be included if appropriate). Please include a long-term objective if appropriate; how does this project fit into the long-term objective?
- **Significance of the Project** (250 words or less): In this section, briefly describe what this project will contribute to the profession of athletic training or athletic training education? How will the findings be used by practitioners, researchers and/or educators?
- **Research Plan and Methodology** (500 words or less): In this section, please include a summary of (1) participants/recruitment, (2) methods/process to study each specific aim, (3) instrumentation, (4) outcomes to be measured, (4) data collection, and (5) data analysis.
- **Human Subjects** (200 Words or Less): If this project has already received approval by a Human Subjects committee, please report the approval in this area; if not, briefly describe how Human Subjects approval will be obtained.
- **Environment/Facility/Resources** (500 words or less): Briefly describe the facility(ies) where the study will be carried out and any additional resources that will be available to support the project (i.e. equipment, individuals to assist with data collection and data entry, etc.). Please do not use the name of facilities or institutions in this area. Letters of support for the project from your administration can be helpful in determining if the facility(ies) will be available for the duration of the project. Letters of support will not be included in the word count.
- **Dissemination and Implementation** (500 words or less): In this section, briefly describe how you will disseminate the findings of this work? (i.e. submission for free communications, publication, presentation to colleagues and/or community, etc.) Will the findings of this work be implemented into a practice decision? If so, how?
- **Timeline of Work** (500 words or less): Due to the nature of the funding for these projects, projects should be completed within 9-12 months of the award. Please see restrictions and obligations section above. Briefly describe the timeline of work.
- **Budget Justification:** (500 words or less) Please include a brief justification/narrative for the requested funding amount in each of the applicable categories. Please also include a brief explanation of how you will complete your research if you are awarded partial funding, including where the other shared funding will likely be resourced. Please provide a budget justification that includes: 1. Equipment, 2. Research Materials/ Supplies, 2. Travel, 3. Dissemination/ Presentation Costs, 4. Other Allowable Costs (printing, copying, etc.)
- **Budget:** See “MAATA RG Budget” Excel Form.

MAATA Grant Proposal Checklist

Please note: The Title Page, including the Investigators/Interdisciplinary Collaboration Summary should be the only pages that have identifiable investigator and institutional information.

The following documents must be submitted in as a DOC file:

___ Title Page: Fillable Form, including a statement of Investigators/Interdisciplinary Collaboration

___ Grant Proposal, included the following:

- a. Introduction Rationale: (500 words or less)
- b. Purpose and Specific Aims of the Project: (500 words or less)
- c. Significance of the Project (250 words or less)
- d. Research Plan and Methodology: (500 words or less)
- e. Human Subjects: (200 words or less)
- f. Facility/ Resources: (500 words or less)
- g. Dissemination and Implementation: (500 words or less)
- h. Timeline of Work: (500 words or less)
- i. Budget Justification (500 words or less)

___ Letters of support from institution administration must be submitted to demonstrate the ability of a project to be completed within the given timeframe suggested by the PI and/or that facilities and resources will be available for project completion. (may be pdf format)

The following can be submitted as an Excel Spreadsheet:

___ Budget Worksheet