# REQUIREMENTS FOR SUBMITTING CFOT RESEARCH GRANT PROPOSALS

1. Applicants must be members of OTAC and be licensed occupational therapists in the State of California **or** currently enrolled as a graduate student in an occupational therapy program in California. California OT practitioners who are members of OTAC and enrolled in a post-professional occupational therapy program whether in California or out of state are also welcome to apply. A single individual should be identified as “Principal Investigator.”
2. Applications must relate to projects that address occupational therapy and general practice. Priority will be given to clinical outcome studies. If your proposed project is part of an ongoing funded grant, relationship to the larger grant should be clearly delineated.
3. The project or study funded by CFOT must be completed within twelve months following the date of the award.
4. A final report of the project is due to the designated CFOT Research Advisory Committee Co-Chair within fifteen months following the date of the award. The format for the final report will be sent to the award recipients.
5. Recipients of an award must agree to have the project described in CFOT reports to the occupational therapy profession and to the public. Recipients must acknowledge the support of CFOT in all related presentations and publications.
6. Requests cannot exceed $10,000 (ten thousand dollars). There is no minimum for the amount requested. Items on the budget must show relationship to design of the study.
7. Disallowed items on the budget include: any salaries, expenses directly related to personal academic thesis editing or typing, travel to the annual OTAC Conference, and OTAC membership dues.
8. Allowed items include but are not limited to: equipment, consultation fees, printing, postage, communications, and supplies. Accountability of all expenditures is required on the final report.
9. Applications will be reviewed by OTs and non-OTs who are public members of CFOT. Therefore, applications must be prepared in a manner that can be understood by non-OTs.
10. Award recipients or their representatives are required to attend the CFOT Awards Luncheon and Symposium at the annual OTAC Conference for presentation of their award. At the completion of their research project, recipients are required to present a summary of their findings at the next annual OTAC Conference (format of this presentation will be determined by the Research Advisory Committee Co-Chairs).
11. Applicants cannot have received a CFOT Research Grant in the previous two years.
12. Practitioners, first-time applicants, and students will be given priority.
13. The principal investigator is responsible for the outcome of the project and budget of expenditures.

**APPLICATION OUTLINE**

**FOR CFOT RESEARCH GRANT**

1. Title of Proposed Research Project
2. Designated Principal Investigator
3. One Paragraph Abstract of the Study Summarizing
* Significance and purpose of the study
* Research questions or hypothesis
* Recruitment procedures
* Subject inclusion criteria
* Data analysis methods

4. Goals and Objectives

* Realistically describe goals and objectives of the study
* Clearly state the purpose of the research study
* If hypotheses are to be tested, describe the relationship between the hypotheses and the goals of the project

5. Background and Significance

* Present relevant literature
* Present previous or preliminary studies that support the need for the study
* Identify gaps in knowledge this study will address
* Review literature supporting hypotheses and/or research questions
* Indicate how proposed study contributes to the field of occupational therapy

6. Research Design and Methods

* Indicate whether research methodology is quantitative or qualitative
	+ For quantitative studies, describe the subjects, independent and dependent variables, procedures, data analysis plan, limitations and underlying assumptions in the design of the study
	+ For qualitative studies, describe the sample, context, methods, procedures to ensure dependability of what has been described, coding procedures, potential difficulties, and underlying assumptions in the design of the study
1. Feasibility of Completing the Study: include investigator’s time commitment, any collaborators’ time commitment, justification of time available to do the study, institutional support and timeline to accomplish the objectives
2. A clearly delineated timeline for completion of the CFOT research proposal project
3. Budget Description and Justification: include item(s), dollar amount requested from CFOT, financial support from other sources, why requested item is relevant to the project, and how amount was determined
4. Human Subjects Consent Information: include Human Subjects Consent Form and Human Subjects Committee date of approval
5. Name of Faculty Advisor(s)
6. Appendices: include any supporting documents such as test instruments
7. Curriculum Vitae of Principal Investigator and any Collaborators on the Study: include the names of any other key personnel engaged in the project; principal investigator’s mailing address, e-mail, home and work phone numbers

**Instructions:** Use the above outline for submitting the proposal. Be as clear and concise as possible. Email the proposal, curriculum vitae, and proof of current OTAC membership (e.g. photocopy of membership card) to research@cfot.org.

**Questions:** Judith Palladino, MA, OT (Retired)

 Co-Chair, Research Advisory Committee

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**Deadline: June 15th, Annually**

Revised: 7/25/2024