**REQUIREMENTS FOR SUBMITTING**

# CFOT PROJECT/PROGRAM SEED MONEY PROPOSALS

1. Applicants must be members of OTAC and be licensed occupational therapy practitioners in the State of California orcurrently enrolled as an entry-level student in an occupational therapy program in California. A single individual should be identified as “Principal Contact.”
2. Applications must relate to projects/programs that address occupational therapy and general practice.
3. The aspect of the project/program funded by CFOT must be completed within twelve months following the date of the award.
4. Recipients of the seed money must agree to have the project/program 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.
5. Requests cannot exceed $250 (two hundred fifty dollars). There is no minimum for the amount requested. Items on the budget must show relationship to the project/program design.
6. 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.
7. Allowed items include but are not limited to: equipment (i.e. software programs or games, craft supplies), consultation fees, printing, postage, communications, and supplies.
8. Applications will be reviewed quarterly (beginning of January, March, June, and September) by the CFOT Research Advisory Committee Co-Chairs, and seed money will be distributed on a quarterly basis throughout the year.
9. Recipients of project/program seed money or their designated representative are encouraged to attend the CFOT Awards Luncheon and Symposium at the annual OTAC Conference (during the year of distribution) for acknowledgement of the award. At the completion of the project/program, recipients will be required to present a written summary of their project/program to Research Advisory Committee Co-Chairs.
10. Practitioners, first-time applicants, and students will be given priority.

**APPLICATION OUTLINE**

**FOR CFOT PROJECT/PROGRAM SEED MONEY**

1. Title of Proposed Project/Program
2. Designated Principal Contact, along with complete listing of all collaborators on the project/program
3. One Paragraph Abstract of the Project/Program Summarizing

* Significance and purpose of the project/program
* Questions or hypothesis
* Recruitment procedures for project/program participants
* Participant inclusion criteria, including informed consent if applicable
* Data analysis methods or outcome measures

4. Goals and Objectives

* Realistically describe goals and objectives of the project/program
* Clearly state the purpose of the project/program and the questions that will be answered or issues that will be addressed (no more than 3)
* If hypotheses are to be tested, describe the relationship between the hypotheses and the goals of the project/program

5. Background and Significance

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

6. Project/Program Design and Methods

* Describe the strategies and action steps to implement a pilot of the project/program
* Indicate timelines for completion of the action steps and project/program objectives
* Indicate methodology to measure outcomes

1. Feasibility of Completing the Project/Program: include project/program manager’s time commitment, any collaborators’ time commitment, justification of time available to do the project/program, institutional support, and timeline to accomplish the objectives
2. A clearly delineated timeline for completion of the CFOT funded project/program
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/program, and how amount was determined
4. Name and email of Faculty Advisor(s), if applicable
5. Short biographical statement for Principal Contact and each project collaborator. The Principal Contact should include a mailing address, e-mail, cell/home phone numbers.

**Instructions:** Use the above outline for submitting the proposal. Be as clear and concise as possible. Email the proposal, and biographical statement(s) and proof of current OTAC membership(s) for Principal Contact and all collaborators to research@cfot.org.

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

Co-Chair, Research Advisory Committee

Phone: (951) 203-5071

Heidi McHugh Pendleton, PhD, OTR/L, FAOTA

Co-Chair, Research Advisory Committee

Phone: (650) 464-1066

**Submission Schedule: Throughout the year**

**Distribution Schedule: Quarterly (within one quarter of submission),**

**throughout the year.**

Revised: 7/16/2024