

Oklahoma Physical Therapy Foundation Grants for Physical Therapy Research Awards for Physical Therapy Education Programs and Community Service Projects

Purpose and Deadlines

OPTF supports grants yearly based on funding available.

A research award of up to \$1,000 to physical therapists residing and licensed in the State of Oklahoma to assist with a 1-year research study that investigates a question or questions of importance to physical therapy in Oklahoma. The purposes of the grant is to provide funding to assist primarily new physical therapist investigators and to encourage research that will add to the body of knowledge related to improvement of physical therapy in Oklahoma.

An educational program award of up to \$1,000. The purpose of the award is to provide funding for educational programs that support professionals in physical therapy and may include support to individuals in the community.

A community service project award of up to \$1,000. The purpose of the award is to provide funding for community service projects related to physical therapy, physical activity, fitness, health, wellness, and/or prevention that positively impacts Oklahomans.

Details regarding the specific required content, format and review procedures of a proposal are included within this document.

The due date for submission each year is **5 p.m. November 30th**. Proposals must be postmarked by the due date to be eligible for review or emailed to the committee chair. To ensure that proposals have been received by the OPTF, investigators may either request e-mail notification or send a stamped self-addressed postcard for return upon receipt by OPTF.

To apply, email the application to Lynn-jeffries@ouhsc.edu or send three copies of your proposal through the U.S. mail to

Oklahoma Physical Therapy Foundation
c/o Lynn Jeffries
16905 Valley Crest
Edmond, OK 73012
Attention: Grants Committee

Faxed proposals are not accepted.

Any questions concerning the proposal may be emailed to the OPTF Grants Committee at Lynn-jeffries@ouhsc.edu.

Oklahoma Physical Therapy Foundation

Guidelines for Award Applications

* Research Grant available to physical therapists who reside and are licensed in Oklahoma only.
Education and Community Service Awards available to OK residents *

Preface

The Oklahoma Physical Therapy Foundation (OPTF) is a nonprofit organization established for charitable, scientific and educational purposes. OPTF's Mission: OPTF is the recognized provider of funds for P.T. education, research, and community service that positively impact Oklahomans. One way OPTF pursues its mission is by supporting research activities, educational programs, and community service projects. The OPTF supports only those research studies in which the interventions are provided by physical therapists, or selected components of the interventions are provided by physical therapist assistants under the direction and supervision of physical therapists.

General Information

Grant Amount

The maximum award will not exceed \$1,000 per year. The application is competitive; therefore OPTF reserves the right to decide final award amounts. The grant supports direct expenses only. It does NOT allow salary, fringe benefits, or overhead costs.

Grant Year

The grant year is the calendar year (January 1st through December 31st).

Use of Funds

Funds may be requested to meet any type of expense reasonably associated with the: a) research grant, including purchase or rental of equipment, supplies, travel, printing or postage, and special services such as computer time, photographic services, and secretarial or research assistant support, b) educational program, including speaker's fee and per diem/travel, room rental, supplies, announcement printing or postage, participant handouts, and special services such as public announcement, and secretarial support, and c) community service project, including purchase or rental of equipment, supplies, travel, printing or postage, and special services such as public announcement, photographic services, and secretarial support.

Funds May Not be Used for:

Salary and fringe benefits of physical therapists or physical therapist assistants will not be funded. Overhead or indirect costs (e.g., electricity, rental/mortgages) will not be funded.

Areas of Study

The intent of the OPTF is to fund programs of highest quality and having the most immediate or lasting community impact. Proposed programs should positively impact Oklahomans.

Regarding the research grant, any area of physical therapy practice will be evaluated for funding. The intent of the OPTF is to fund the highest quality scientifically based and clinically relevant research with priority given to projects having the most immediate clinical application. Proposed studies should add to or refine the body of knowledge on which physical therapist practice is based using any of a variety of recognized investigative methods, such as experimental, descriptive, or correlation.

Grants Committee

The Grants Committee of the OPTF Board will conduct the distribution of funds and the criteria for selecting recipients. Research Grant applicants will be competing with OPTF Community Service Project and Educational Program applicants. The committee will review the applications, approve the research studies, and make recommendations to the OPTF Board for final approval and funding amount.

Oklahoma Physical Therapy Foundation

Guidelines for Physical Therapy Research Grant Proposals

Format for Proposal

Include sufficient, but concise information that will allow the reviewers to evaluate the proposal. The ability to present your proposal clearly and briefly may be considered by the reviewers to be an indication of your ability to have a focused approach to your research objective and to complete the project. Use the American Psychological Association (APA) writing and format guidelines. The proposal should include the attached cover page and the sections described below. The Research Plan should not exceed 10 single-spaced pages (12-point type or larger), excluding references. Please include page numbers. Specific details on what to include in the Research Plan, Dissemination of Results, and Budget Sections are enclosed. All forms are available in electronic form, upon request to the OPTF. Applicants should submit a research proposal that includes:

A. Research Plan

1. Specific Aims of the Study (What do you intend to do?)

State the purpose of the research describing concisely what the project is intended to accomplish. Include the research questions or hypotheses that will be addressed.

2. Background and Significance (What has already been done? Why is this work important to physical therapy?)

Summarize background information that directly relates to the purpose of the study. Cite previously published work that relates to your study. Indicate how your proposed study is different in design, methods, or subjects from previously published studies. Clearly indicate how the results of your proposed study will contribute to the existing knowledge and the practice of physical therapy, specifically in the state of Oklahoma.

3. Research Design and Methods (How are you going to do the work?)

Describe the research design and the procedures to be used to accomplish the specific aims of the project. Include:

- a.) Subjects. The number, age range, gender, and health status of participants (subjects) that will be studied. Comment on feasibility of obtaining desired number of subjects.
- b.) Instrumentation, Materials and Methods of Measurement.
- c.) Procedures that will be used. Discuss potential difficulties and limitations of the proposed procedures.
- d.) Data analysis and how results will be interpreted. Describe how each variable to be studied will be treated in the statistical analysis.
- e.) Human Subjects Approval. Provide evidence that approval for the proposed study has been granted by the Institutional Review Board (IRB) or governing human review board at your facility/setting. If approval has not been received at the time the proposal is submitted, indicate when a response is expected.
- f.) Study Time Table. Outline a table of how/when you will complete each aspect of the study.

4. References

List alphabetically according to APA instructions. Single-space reference list.

B. Dissemination of Results

Describe how the results of the study will be shared with physical therapy colleagues in Oklahoma. Grant awardees are encouraged to submit abstracts to the Oklahoma Physical Therapy Association Annual meetings.

The principle investigator will also send a final report to the Chairperson, Grants Committee, OPTF no later than 6 months after the year end of the project, or a portion of the funding will have to be repaid back to OPTF. Investigators should acknowledge support from the OPTF in any presentation or manuscript. Reprints of manuscripts published from the project will be sent to the OPTF.

C. Budget and Justification

The OPTF will fund projects for 12 months. Funds can be requested only for costs necessary to conduct the study. These include consultants, equipment, supplies, travel of the investigators or subjects associated with data collection and patient costs. Complete the enclosed Budget Form and provide a budget justification on a separate sheet that explains how costs were established, and why the expense is necessary. The OPTF will not pay salary or fringe of the PT or PTA, nor overhead or indirect costs related to this study. Expenses related to project dissemination are allowed. Grant awards will be made directly to the principle investigator unless the principle investigator designates their facility/setting as the payee.

- i. Include budget justification narrative
- ii. Include Research Grant Budget Form

D. Appendices

Oklahoma Physical Therapy Foundation
Physical Therapy Research Grant Budget Form

Note: Applicants for the OPTF Physical Therapy Research Grant may not include PT or PTA salary, fringe, overhead, or indirect costs.

Grant Budget

EXPENSES AND REQUESTED FUNDING		
CATEGORY OF EXPENSE	TOTAL COST ASSOCIATED WITH THE STUDY/PROJECT	AMOUNT REQUESTED FROM THE OPTF
PERSONNEL		
Consultant/Secretarial/Research Assistant(s) Name(s)		
Equipment (itemize)		
Supplies		
Travel		
Patient Costs		
Other (itemize)		
TOTAL DIRECT COSTS		

Oklahoma Physical Therapy Foundation

Guidelines for Physical Therapy Educational Program Proposals

Format for Proposal

Include sufficient, but concise information that will allow the reviewers to evaluate the proposal. The ability to present your proposal clearly and briefly may be considered by the reviewers to be an indication of your ability to have a focused approach to your educational program and to complete the activity. The proposal should include the attached cover page and the sections described below. The educational program proposal should not exceed 3 single-spaced pages (12-point type or larger), excluding references. Please include page numbers. Specific details on what to include in the Application and Budget Sections are enclosed. All forms are available in electronic form, upon request to the OPTF. Applicants should submit an educational program proposal that includes:

A. Physical Therapy Educational Program

1. Purpose (What is the purpose of this program?)

State the purpose of the educational program describing concisely what the program will entail and what it is intended to accomplish. Why is this program important to physical therapy? Clearly indicate how the outcomes of your proposed program will positively impact Oklahomans. List the specific goals of your program.

2. Program Description and Methods for Implementing (How are you going to do the work?)

Describe the program and the procedures to be used to accomplish the purpose of the project.

Include:

- i. The intended audience.
- ii. A detailed description of the program. Include a timeline in Table form including dates, activities/tasks, locations, and person(s) responsible.
- iii. The outcomes of your project how you will measure those outcomes
- iv. Describe any future activities or continuations of this program.

3. References

Single-space reference list.

B. Dissemination of Results

The Physical Therapy Educational Program Director will send a final report to the Chairperson, Grants Committee, OPTF no later than 2 months after the year end of the project, or a portion of the funding will have to be repaid back to OPTF. OPTF will disseminate the final report as appropriate. Applicants should acknowledge support from the OPTF in any presentation or dissemination of materials.

C. Budget and Justification

Funds can be requested only for costs necessary to conduct the program. These include speaker fees, per diem/travel, room rental, and supplies. Complete the enclosed Budget Form and provide a budget justification on a separate sheet that explains how costs were established, and why the expense is necessary. The OPTF will not pay salary or fringe of the PT or PTA, nor overhead or indirect costs related to this project. Expenses related to program announcements are allowed. Awards will be made directly to the Physical Therapy Educational Program Director unless the program applicant designates their facility/setting as the payee.

- i. Include budget justification narrative
- ii. Include Educational Program Budget Form

D. Appendices

Oklahoma Physical Therapy Foundation
Physical Therapy Educational Program Budget Form

Note: Applicants for the OPTF award for the Physical Therapy Educational Program Award may not include PT or PTA salary, fringe, overhead, or indirect costs.

Program Budget

EXPENSES AND REQUESTED FUNDING		
CATEGORY OF EXPENSE	TOTAL COST ASSOCIATED WITH THE PROJECT	AMOUNT REQUESTED FROM THE OPTF
PERSONNEL		
Speaker Fees		
Per Diem:		
Travel:		
Room Rental		
Supplies		
Copying/Printing		
Postage		
Other (itemize)		
TOTAL DIRECT COSTS		

Oklahoma Physical Therapy Foundation

Guidelines for Community Service Project Proposals

Format for Proposal

Include sufficient, but concise information that will allow the reviewers to evaluate the proposal. The ability to present your proposal clearly and briefly may be considered by the reviewers to be an indication of your ability to have a focused approach to your community service project and to complete the activity. The proposal should include the attached cover page and the sections described below. The community service project proposal should not exceed 5 single-spaced pages (12-point type or larger), excluding references. Please include page numbers. Specific details on what to include in the Project Description, Dissemination of Results, and Budget Sections are enclosed. All forms are available in electronic form, upon request to the OPTF. Applicants should submit a community service project proposal that includes:

A. Community Service Project

1. Purpose (What is the purpose of this project?)

State the purpose of the community service project describing concisely what the project will entail and what it is intended to accomplish.

2. Background, Significance, and Reason (What has already been done? Why is this work important to physical therapy? Why do you want to do this service?)

Summarize background information that directly relates to the purpose of the project. Cite any previous projects that relates to your project. Indicate how your proposed project is unique to the community you plan to serve and/or to previous projects. Clearly indicate how the outcomes of your proposed project will positively impact Oklahomans. List the specific goals of your project.

3. Project Description and Methods for Implementing Project (How are you going to do the work?)

Describe the project and the procedures to be used to accomplish the purpose of the project. Include:

- v. The number, age range, gender, and health status of the community you will be serving.
- vi. A detailed plan of the project. Describe how you will plan for the service project, announce to the community, manage the actual project, and evaluate the outcome of the project. Include a timeline in Table form including dates, activities/tasks, locations, and person(s) responsible.
- vii. The outcomes of your project how you will measure those outcomes
- viii. How you will follow up with this project. Describe any future activities or continuations of this project.

4. References

Single-space reference list.

B. Dissemination of Results

Describe how, where, and with whom you will share the outcomes of your community service project. The outcomes of the study must be shared with physical therapy colleagues in Oklahoma.

The Community Service Project Director will send a final report to the Chairperson, Grants Committee, OPTF no later than 2 months after the year end of the project, or a portion of the funding will have to be repaid back to OPTF. OPTF will disseminate the final project report as appropriate. Applicants should acknowledge support from the OPTF in any presentation or dissemination of materials.

C. Budget and Justification

The OPTF will fund community service projects lasting up to 12 months. Funds can be requested only for costs necessary to conduct the project. These include equipment, supplies, travel of the project coordinators or community participants. Complete the enclosed Budget Form and provide a budget justification on a separate sheet that explains how costs were established, and why the expense is necessary. The OPTF will not pay salary or fringe of the PT or PTA, nor overhead or indirect costs related to this project. Expenses related to project announcement and dissemination are allowed. Awards will be made directly to the Community Service Project Director unless the project applicant designates their facility/setting as the payee.

- i. Include budget justification narrative
- ii. Include Community Service Project Budget Form

D. Appendices

Oklahoma Physical Therapy Foundation Community Service Project Budget Form

Note: Applicants for the OPTF award for the Community Service Project may not include PT or PTA salary, fringe, overhead, or indirect costs.

Project Budget

EXPENSES AND REQUESTED FUNDING		
CATEGORY OF EXPENSE	TOTAL COST ASSOCIATED WITH THE PROJECT	AMOUNT REQUESTED FROM THE OPTF
PERSONNEL		
Consultant/Secretarial/Name(s)		
Equipment (itemize)		
Supplies		
Travel		
Community Member Costs		
Other (itemize)		
TOTAL DIRECT COSTS		

Oklahoma Physical Therapy Foundation
Physical Therapy Award Application Cover Sheet

Circle Physical Therapy Award Applying For: **Research** **Education Program** **Community Service**

Title of Proposed Award:

Name of Principle Investigator or Program/Project Director:

Primary Facility/Setting Where Research/Program/Project will Take Place:

Address for Correspondence:

Email Address:

Daytime Phone Number (including area code):

Fax Number (including area code):

For Research Grant - Name of Co-Investigator(s) and their Role in the Study OR
For Program/Project Awards - Name of Co-Directors(s)/Co-facilities and their role in the
Program/Project, If Applicable:

Total award amount requested: \$_____

If awarded grant, please specify where and to whom the check should be made out.
Make Check Payable to:

Complete Address: