

KANSAS PARTNERS IN PROGRESS, INC.
P.O. Box 179
Wichita, KS 67201

INSTRUCTIONS FOR GRANT APPLICATION

1. Purpose

One of the major functions of Kansas Partners in Progress, Inc. is to promote and support research studies and educational projects that will enhance the profession of physical therapy. This is provided through grants for approved activities.

2. Eligibility

2.1 The principal investigator/project director must be eligible for membership in the Kansas Physical Therapy Association.

2.1 The research study/educational project must relate to physical therapy.

2.2 Requests for grant funds for research studies or educational projects that have been completed prior to the application deadline date for which the request is submitted are ineligible for funding. Research studies will be considered by the application deadline date.

3 Priority

3.1 For research studies, priority will be given to those proposals that seek to validate clinical techniques in physical therapy.

3.1 For educational projects, priority will be given to those proposals that seek to enhance the professional effectiveness of the physical therapist or community awareness of the profession.

4 Award Limits/Utilization for Grant Funds

4.1 The current limit for an award is \$1000.00

4.2 Requests for funding of longitudinal studies will be considered, but final approval of funding will be made only upon receipt of a satisfactory interim report and an action of Kansas Partners in Progress to provide additional funds.

4.3 A written justification for transfer of funds from one item in the budget to another or to a new item must be submitted and approved before expenditure can be made.

When such approval is not obtained, the recipient may be required to return all or part of the funds granted.

- 4.4 Any equipment purchased with grant funds shall be donated, upon completion of the study/project, to the school, institution, or clinic where the study/project is conducted.
- 4.5 Recipients shall agree to return funds if the study/project is not completed or is substantially changed from the study/project as described in the application. The Grant Committee shall have sole discretion as to whether a study/project is substantially changed from that described in the application.
- 4.6 The use of grant funds is restricted to actual expenses of the study/project and may not be used for administrative overhead of the sponsoring institution.

5 Awarding of Grants

- 5.1 The Grant Committee of Kansas Partners in Progress will review all grant applications and make recommendations to the Executive Board. The Executive Board of Kansas Partners in Progress, Inc. shall have final approval of all grant applications.
- 5.2 An application must be approved by a majority of the reviewers for funding to be awarded.

6 Deadlines

- 6.1 Applications must be received by August 1 of the current year in order to receive funds within the same year.
- 6.1 All applicants will be notified within sixty (60) days of receipt of the application forms concerning the funding status of their application.

7 Copies of Application

To be considered, three (3) typewritten copies of the entire application must be submitted to:

Kansas Partners in Progress, Inc.
P.O. Box 179
Wichita, KS 67201

8 Reports

- 8.1 A final report is due within thirty (30) days of the grant completion date as listed in the application. If the investigator is unable to complete the project in the

projected time frame, a request must be made for an extension by the original report deadline. The extension may not exceed one year from the original date of completion unless justification satisfactory to the Grant Committee is provided. If it is not possible for the investigator to complete the study, all awarded funds must be returned to Kansas Partners in Progress, Inc.

- 8.2 A final report from will be provided with the Grant Application packet.
- 8.3 For research studies, this report should include a research abstract suitable for publication in the APTA Journal *Physical Therapy* or similar publication. Due to copyright laws, this report must not be identical to that submitted by the author for professional publication.
- 8.4 For educational projects, the report should include a description of the activity completed and evaluation/outcomes suitable for publication in the Kansas Chapter APTA Newsletter or other appropriate periodical.
- 8.5 For activities extending over an eighteen month period of time, interim reports may be requested.
- 8.6 If an investigator fails to file the final report outlined in 8.1 the investigator/project director is not eligible for another grant until all overdue reports are received. This applies to both primary and secondary investigators/project directors.
- 8.7 If the research or educational project is published, a reprint should be sent to Kansas Partners in Progress, Inc. at P.O. Box 179, Wichita, KS 67201.

9 Credit Line

The following must appear on any report, abstract, or other publication regarding the study/project:

“Supported by a grant (or “in part”) from (or “by”) the Kansas Partners in Progress, Inc.”

10 Criteria for Completing Application

Item 1. Title of Study/Project –The title should be brief, but inclusive and descriptive.

Item 2. “Research Study” or “Educational Project”

“Research Study” should be checked if the purpose of the study is to add or refine the body of scientific and clinical theory on which physical therapy is based.

“Educational Project” should be checked if the purpose of the project is to enhance the professional effectiveness of the physical therapist or the community awareness of the profession.

NOTE: MATERIALS DEVELOPMENT FUNDED BY KANSAS PARTNERS IN PROGRESS, INC. CAN NOT BE USED FOR PERSONAL FINANCIAL GAIN.

Item 3. Principal Investigator/Project Director—This reference information will be used for all correspondence from Kansas Partners in Progress, Inc.

Item 4. Period of Proposed Activity—The starting date is when the methodology is first implemented. Funds will not be dispersed prior to the start date.

Item 5. Amount of Funds Requested from Kansas Partners in Progress, Inc.—This is the same as the total amount requested from Kansas Partners in Progress, Inc. as indicated in the Budget Summary Page (item 9).

Item 6. Abstract On the form sheet provided, include an abstract of the project of no more than 500 words.

The abstract should cover: purpose, relevance to physical therapy, design (experimental, correlational, descriptive), subjects (or target population), criteria, assignment), procedures and measurement instruments, and data analysis techniques.

Item 7. Narrative Description

1. A narrative description of the proposed study/project should be brief but should provide sufficient information to permit the Grant Committee to judge how well the proposal meets criteria determining quality of the project.

Suggested Outline for the Narrative

A. Introduction

(1) Purpose: State the overall objective or long-range goal of the study/project and briefly explain the potential significance of the study/project.

(2) Background: Review the most significant previous work and describe the current status of work in this field. Document with references. Describe any preliminary work the Principal Investigator or other members of the research group has done that led to this project.

B. Methods

(1) For Research Studies, this section should describe:

- (a) a brief statement of overall research design
- (b) the methods and materials to be used for sample selection and for data collection
- (c) data to be collected and methods to be used for analysis
- (d) the projected timetable completion of the study (This should list all major steps in the study in the order in which they will be initiated. For each step, state the approximate dates on which you anticipate starting and completing work.)

(2) For Educational Projects, this section should describe:

- (a) educational objectives
- (b) brief description of content
- (c) methods and/or media to be used
- (d) evaluation tool for teaching effectiveness

C. Resources Available

- (1) Describe the facilities, special equipment, consultative services, and other relevant resources available for the project. If any of these are to be secured through collaborative arrangements with institutions other than that which might be indicated in the address of the Principal Investigator/Project Director, attach letters from each such institution confirming their willingness to provide these services.
- (2) List the amount and source of any other support that may be applied to this project, e.g. personal resources, other grants, costs absorbed by employer/institution (use budget line items as a reference).

D. Background of Applicant

Provide a brief description of the individual applying for the grant and include qualifications that will allow completion of the activity.

E. Plans for Future Work and Sharing of Results

- (1) Describe plans for sharing the results of the study/project through such means as publication, presentation at meetings, including but not limited to local, state, or national level, etc.
- (2) Summarize any plans for continuing work in this problem area after this study/project has been completed.
- (3) A final report is due to Kansas Partners in Progress, Inc. within thirty (30) days of the grant application completion date.

Item 8. Consent/Verification Forms

1. Human Subject Informed Consent

- (a) If the research methodology includes subjecting individuals to the risk of physical, psychological, sociological, or other harm, policies that provide protection of human subjects in research as set forth by the Department of Health and Human Services and the Food and Drug Administration as published in the January 1981 Federal Register (including any update of this policy) must be followed. Applicants must present an informed consent form that has been approved by the Human Subjects Committee of their institution. If the applicant is within a private practice setting, she/he should secure and follow the above policy guidelines.
- (b) An accepted informed consent format includes in plain language an explanation of the purpose of the research, procedures that the individual will be subject to, the risks involved, the expected duration of the subject's participation, the fact that participation is voluntary, that the identity of the subject will be kept confidential, whom to contact for answers to pertinent questions, and, in the event there are problems or dissatisfactions, the fact that the subject may withdraw from the study at any time without prejudice, and signature spaces for the subject, principal investigator, and witness (if necessary).

2. Animal Research Committee Approval

- (a) If the research methodology will include the use of animal subjects, applicants must supply information to verify that the project cannot be accomplished in any other manner than with the use of animal subjects.
- (b) Applicants must supply verification that the study has met the criteria for use of animal subjects and has been approved by the appropriate committee on the use of animal subjects at their institution.

NOTE: IF THE HUMAN SUBJECT INFORMED CONSENT FORM OR THE ANIMAL RESEARCH COMMITTEE APPROVAL IS NOT INCLUDED WITH THE APPLICATION, THE PROJECT WILL NOT BE REVIEWED.

Item 9. Budget Summary

The fund will support expenses that are an integral part of the research study or educational project methodology and are not expenses for proposal or manuscript preparation.

1. General

- (a) Each grant proposal must include a completed Proposed Budget Form.
- (b) Justification of any item over \$200 must be provided.

2. Budget Line Items

- (a) Equipment Purchase/Rental—Purchases for all equipment must be documented. Rental of specific equipment must be noted with explanation of reason for rental.
 - (1) Following the project, if the requested equipment would be shared by other investigators or clinicians, it would strengthen the applicant's request. The better use made of the equipment, the more likely that the project will be funded. Unnecessary duplication of equipment within the same institution will not be funded.
 - (2) Equipment purchased through a fund grant award shall become the property of the principal investigator/project director's institution. Should there be no institution, ownership of such property shall be approved by Kansas Partners in Progress, Inc.
- (b) Supplies (disposable)—indicate type, purpose, cost.
- (c) Travel - To be limited to patient transport, public transportation, handicapped transport systems, etc., when such transport cannot be provided by the participating subject or caregiver. Reimbursement for travel will be provided at 20 cents per mile. Purpose, distance, and frequency must be documented. Note: Transportation for investigators or for the transfer of equipment will not be routinely funded unless there is a documented need.
- (d) Other Expenses – May include, but are not limited to, videotape/cassette, clinical Site Fees (e.g., gait labs), and participant support costs. Reimbursement for investigator time will be considered for activities that are not part of the investigator's employment responsibilities. Adequate justification is required. Established hourly fees will be considered for specific personnel such as technicians, computer programmers, etc., who must operate unique equipment or provide specific services. Such a fee cannot be offered to incidental "helpers". Indicate hourly/daily fee, estimate days of service and justify.

Prepare a Budget Notes Page to justify or explain all requests in detail over \$200. Include price quotes for equipment or services when appropriate.

Item 10. Academic Approval

Check to indicate if the study/project is or is not to fulfill an educational requirement.

If study/project is to fulfill an educational requirement, indicate whether approvals have been obtained. When not yet obtained, indicate projected date of final approval.

Item 11. Certification

- (a) Sign as indicated.
- (b) If study/project is to fulfill an educational degree requirement, the signature of the Faculty Advisor is required.