**APTA SECTION ON WOMEN'S HEALTH**

## RESEARCH GRANT INFORMATION, APPLICATION GUIDELINES, AND STRUCTURE

### I. Information

**Purpose**

The purpose of the American Physical Therapy Association's Section on Women´s Health (SOWH) Research Grant Awards program is to encourage the scientific study of topics consistent with the mission of SOWH.

**Award amount**

The maximum amount of funding provided by this grant is $10,000. No salary support or indirect costs are available through this funding mechanism.

**Eligibility**

Only SOWH members in good standing are eligible to submit an application and at least one Investigator of the proposal must be a member in good standing of SOWH.

**Funding Period**

Award recipient(s) will be notified of the status of their proposal no later than June 1. The funding period of this grant is one year starting with the date the funds are received by the Recipient's institution. All project(s) should be completed within one year. Proof of Institutional Review Board (IRB) approval for the study must be provided to the Director of Research *prior to the disbursement of funds*.

**Extension of Funding Period**

Any project(s) not completed in one year will require a written request for a no-cost extension of the project and a Progress Report to the SOWH Director of Research no later than 11 months after the start of the study period. The decision to extend the study is made at the discretion of the Director of Research and Executive Director of the Section on Women's Health. Investigator(s) whose studies are not approved for extension must return all remaining funds to the Section of Women's Health (1420 New York Ave, NW, 5th Floor, Washington, D.C. 20005) within 60 days of the decision to not extend the study.

**Progress Report**

If a no-cost extension is requested, a Progress Report must be included with the request for the no-cost extension. The Progress Report should be addressed to the Director of Research and include the following:

1. Project title
2. Names of Investigators
3. Enrollment (if applicable)
4. Completed participants (if applicable)
5. Financial report
    a. Itemization of expended funds
    b. Remaining funds, if applicable
    c. Plan for remaining funds, if applicable
6. Specific timeline for completion of the study including:
    a. Projected weekly and/or monthly enrollment

**Study Completion Report**

If no funding period extensions are requested, a Study Completion Report is due to the Director of Research within 30 days of the end of the study period. The progress report should be addressed to the Director of Research and include the following:

1. Project title
2. Names of Investigators
3. Number of enrolled participants (if applicable)

4. Number of completed participants (if applicable)
5. Financial report
    a. Itemization of expended funds
    b. Remaining funds, if applicable
    c. Plan for remaining funds, if applicable
6. Plan for dissemination of study findings (see below for publication requirement)

**Publication of Study Findings**
Recipients are required to submit a research article from the funded project to the Journal of Women's Health Physical Therapy within 6 months of completion of the study with appropriate acknowledgement of SOWH as the source(s) of project funding. A manuscript may be submitted to another journal only in the event that the research article is not found suitable for publication in the Journal of Women's Health Physical Therapy and/or after it has been published in the Journal of Women's Health Physical Therapy.

## II. Application Guidelines

**Deadlines**
All applications are due April 1, 2019 at 11:59p via the SOWH online grant submission website: https://www.womenshealthapta.org/researchgrants/

**Font and Margins**
All sections of the application should include Arial font at 11pt and margins set at 0.5 inches.

**Investigator Biosketch(es)**
Please use the provided biosketch template. This 4-page limit on this biosketch includes the table at the top of the first page. Complete the educational block at the top of the format page beginning with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training, separately referencing residency training when applicable. For each entry provide the name and location of the institution; the degree received (if applicable); the month and year the degree was received, and the field of study. For residency entries, the field of study section should reflect the area of residency. Following the educational block, complete sections A, B, C, and D as described below.

A. Personal Statement. Briefly describe why your experience and qualifications make you particularly well-suited for your role in the project (Principal Investigator, Co-investigator) that is the subject of the proposal. Within this section you may, if you choose, briefly describe factors such as family care responsibilities, illness, disability, and active duty military service that may have affected your scientific advancement or productivity.
B. Positions and Honors. List in chronological order previous positions, concluding with your present position. List any honors. Include present membership on any Federal Government public advisory committee.
C. Selected Peer-reviewed Publication and Patent Citations. SOWH encourages applicants to limit the list of selected peer-reviewed publications, manuscripts in press, and patent citations to no more than 15. Do not include manuscripts submitted or in preparation. The individual may choose to include selected publications based on most recent, importance to the field, and/or relevance to the proposed research.
**D.** Research Support. List both selected ongoing and completed (during the last three years) research projects (Federal or non-Federal support). Begin with the projects that are most relevant to the research proposed in this application. For each award, please indicate the funding agency, title of the project, your role, name of the Principal Investigator, and time period of the award.

**Abstract**
This one-page summary should describe the proposed project and how it fits with the mission of SOWH.

**Specific Aims**
State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.

List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

**Research Strategy**

Organize the Research Strategy in the specified order and using the instructions provided below. Start each section with the appropriate section heading – Significance, Innovation, Approach. Cite published experimental details in the Research Strategy section and provide the full reference in the References section.

A. Significance
    1. Explain the importance of the problem or critical barrier to progress that the proposed project addresses.
    2. Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice as related to the mission of the SOWH.
    3. Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive clinical practice will be changed if the proposed aims are achieved.

B. Innovation
    1. Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
    2. Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
    3. Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

C. Approach
    1. Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted.
    2. Detail the statistical analysis(es) and sample size estimate(s) for each Specific Aim.
    3. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims and completion of project in the one-year time period.
    4. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.

    If an applicant has multiple Specific Aims, then the applicant may address Significance, Innovation and Approach for each Specific Aim individually, or may address Significance, Innovation and Approach for all of the Specific Aims collectively.

**Protection of Human Subjects**

Please include the following information in this section:

A. Risks to subjects
    1. Characteristics of the study population, including anticipated sample size, age range, and health status (healthy v patient participants); inclusion and exclusion criteria; rationale for the inclusion of vulnerable populations.
    2. The source and type of research data or specimens; method of collection; indication of who will have access to individually identifiable protected health information (PHI).
    3. Potential risks, including physical, psychological, financial, legal, or other.

B. Adequacy of protection against risks
    1. Plans for recruitment and informed consent.
    2. Protections against risk, including procedures for protecting against risks to privacy and confidentiality of data, and plans for medical intervention and reporting of adverse events.

C. Potential benefit of the proposed research and why the risks are responsible relative to the anticipated benefits

D. Importance of knowledge to be gained relative to the risks to the subjects. If a clinical trial is proposed, a data safety and monitoring plan must be included.
E. Recruitment and Informed Consent
    1. Describe plans for recruitment of subjects (where appropriate) and the process for obtaining informed consent. If the proposed project(s) include children, describe the process for meeting requirements for parental permission and child assent.
    2. Include a description of the circumstances in which consent will be obtained, who will seek it, the nature of the information or be provided to prospective subjects, and the method of documenting consent.
F. Data and safety monitoring plan (if applicable)
    1. Detail procedures that will be used to monitor for adverse events.
    2. Detail the procedures that will be used to protect the confidentiality of the data.

**Animal Welfare (if applicable)**
Please include the following in this section:
A. Description of animals and how they will be used in the proposed project(s)
B. Justification for the use of animals and the number to be used
C. Description of the veterinary care that will be provided to the animals
D. Provisions to minimize discomfort, distress, pain, and injury
E. Euthanasia

**Budget**
All expenses directly related to the project must be detailed in the budget. All proposals must request no more than $10,000 of funding for a 12-month period. No indirect costs or salary support are available through this funding mechanism.

**Budget Justification**
Please justify the expenses listed in the detailed budget as they relate to the proposal.

**Facilities, Equipment, and Other Resources**
This information is used to assess the capability of the organizational resources available to perform the effort proposed project(s). Identify the facilities to be used (Laboratory, Animal, Computer, Office, Clinical and Other). If appropriate, indicate their capacities, pertinent capabilities, relative proximity and extent of availability to the project. Describe only those resources that are directly applicable to the proposed work. List and describe any major equipment (greater than $5000) that is already available for this study. Provide any information describing the Other Resources available to the project (e.g., machine shop, electronic shop) and the extent to which they would be available to the project.

**Institutional/Organizational Commitment to Proposal**
Please provide a letter from your supervisor (Clinical Director, Department Chair, Dean, etc.) indicating that the organization or institution at which the study is to be conducted is in full support of the proposed project(s) and of the Principal Investigator's ability to complete the project during the 12-month funding period of this grant.

**References**
AMA format is required for this proposal.

**Page Limits.**

| **Section** | **Page Limit** |
|---|---|
| Investigator Biosketches | 4 pages (per biosketch) |
| Abstract | 1 page |
| Specific Aims | 1 page |
| Research Strategy | 6 pages |
| Institutional Commitment to Proposal | 1 page |

## III. Application Format

All components of the application must be uploaded in PDF format. For application components that may require multiple PDFs (ie Investigator biosketches), those multiple PDFs must be merged into a single PDF prior to uploading that component of the application.

## IV. Application Submission

The application must be submitted electronically via the SOWH online grant submission website no later than April 1, 2019 11:59P https://www.womenshealthapta.org/researchgrants/