

Eastern Athletic Trainers' Association
Supported Research Program
GRANT SUBMITTAL GUIDELINES

PROGRAM PURPOSE:

The purpose of the EATA supported research program is to facilitate the advancement of the athletic training profession. Funding priority will be given to basic, applied, and service related research initiatives. Research initiatives should focus on the domains of athletic training as identified in the National Athletic Trainers' Association (NATA Role Delineation Study).

Research Personnel Requirements

Interdisciplinary collaboration between athletic trainers and other health-care researchers is encouraged. It is imperative that appropriate standards be maintained when conducting research. Fostering high standards of excellence in research can best be attained by including qualified personnel, as per the focus of the research study, who can serve to ensure that the findings are acceptable in accordance with peer review. Furthermore, the primary investigator must be a certified member of NATA and a member of EATA (District I or II).

Submittal Requirements

Applicants are required to *electronically* submit the grant proposal to the Grants Sub-Committee chair by midnight on March 30th. Additionally, each applicant must submit one copy of the completed application form, EATA Supported Research Program, to the Grants Sub-Committee Chair electronically and the submission must be date/time stamped by midnight March 30th. All applicants should receive e-mail notification that their applications have been received within 48 hours; however, this does not imply that the application materials are complete. The primary investigator will be required to make an oral presentation of the research findings at the EATA Annual Meeting in the year following the formal award announcement.

Instructions for Submission:

1. Prepare your original proposal and supporting documents in MS WORD
2. **Combine all required documents into a single PDF file in the following order** 1) Grant Application Form, 2) Curriculum Vitae Form, 3) Proposal Narrative, 4) Budget and Budget Justification.
3. **Send the single merged PDF file** as an e-mail attachment to Kenneth Cameron at kenneth.l.cameron.civ@mail.mil

LEVEL OF FUNDING:

1. 1-year grant for a maximum of \$10,000.00 for direct project costs only. Indirect costs will not be supported by the grant.
2. **Conference presentation expenses for the EATA Annual Meeting to include travel and one night hotel stay should be included in the grant budget and budget justification. Complementary registration will be provided by the EATA for the grant recipient to present their research findings.**
3. At their discretion, the grant committee may fund multiple grants at a lower level. In this case, only one award will be authorized travel expenses.

DEADLINE FOR APPLICATION:

Completed applications must be electronically date/time stamped by midnight EDT on March 30th; the proposal **must** be received electronically by March 30th. All applicants should receive e-mail notification that their applications have been received within 48 hours; however, this does not imply that the application materials are

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complete. Recipients will be notified on or about August 1st pending approval of the EATA Executive Board. The formal award announcement will be made at the subsequent EATA Annual Meeting.

Application Guidelines

Evaluating the appropriateness, as well as the quality of the research proposal necessitates an accurate, thorough, and complete description of the research study. To this end, information specific to the study's purpose, related literature, protocol and methodology, perceived benefits, budgets, faculty resumes and ability to complete the proposed work within the funding period, and assurance of compliance must be provided. While preliminary data is not necessary for this funding mechanism, pilot work and information showing some mastery of methods often enhances an application.

The proposal narrative cannot exceed the page limits listed below for each section; however, applicants are encouraged to maximize the space available. The proposal narrative should be written in a comprehensive manner and should be able to stand-alone without the need for appendices. Therefore, Appendices will not be accepted in the grant document. ***Proposals should be single-spaced with margins of at least 0.5 inch and use 12 pt Times New Roman font.*** Each page should be numbered and display the name of the Principal Investigator.

The Grant Proposal Narrative contents and specific page limitations are as follows:

- *Purpose of the Study and Specific Aims* – one page maximum
- *Related Literature Review* – two page maximum
- *Rationale* - one-page maximum
- *Alphabetical Bibliography*-no page limit
- *Study Protocol/Methodology* – two page maximum
 - *If you are performing a survey, please include the entire instrument (not counted in page limit)*
- *Significance and Anticipated Benefits* – one page maximum
- *Itemized Research Budget and Budget Justification which must include travel expenses for presentation at the EATA annual meeting (e.g., travel and one night hotel stay).*
- *Curriculum Vitae of all Research Team Members* – must use EATA form (two page maximum)

Upon receipt of the grant application, a mechanical review will be conducted to ensure that the application includes all requested materials and is presented in the requested format. An application will be considered incomplete and returned if it is not typed, it fails to adhere to the aforementioned instructions, or the material presented is insufficient to permit an adequate review. Review of all submitted proposals and recommendation of the award recipient to the EATA Board of Directors will be the responsibility of the EATA Research Committee. Grants will be reviewed based on:

- The overall neatness and thoroughness of the grant application
- The purpose, objectives, and goals of the study should be concise, clearly stated, and related to athletic training.
- The literature review should be complete, concise, and establish relevance for the study.
- The research design and statistical analyses should be appropriate for the hypotheses.
- The appropriate instrumentation should be utilized.
- The authors should have established an appropriate level of power.
- Appropriate pilot work having been completed.

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- The significance and benefits to the field of athletic training research and athletic training clinicians are clearly stated.
- The budget is appropriate for the investigation, detailed and understandable, includes travel expenses to present findings at the EATA annual meeting, and is vital to the success of the proposed study.
- The research team's potential for successfully completing the proposed study.

REVIEW PROCEDURES

1. All submitted proposals will initially undergo mechanical review to ensure that applications are in adherence with the grant proposal guidelines and requirements.
2. All full proposals submitted that pass initial mechanical review will receive an initial quality score from each member of the EATA research committee that does not declare a conflict of interest. If more than 6 full proposals are submitted only those in the upper 50% following initial quality scoring will undergo full review.
3. Those grants that are identified for full review will then be reviewed by no less than 3 independent reviewers including one content area expert.
 - a. reviewers will score all grants utilizing the scoring criteria listed below
 - b. the research committee chair will tabulate and review all scores and make a recommendation for funding to the committee based on the scores
 - c. the research committee will vote to approve a final funding recommendation to the EATA board of directors
 - d. the EATA board of directors will make a final decision on funding
 - e. in order for the reviews to be independent, reviewers will be asked to declare any potential conflicts of interest and will not be from the same institution/lab
4. Feedback will be provided to all applicants that undergo full review.
5. The research committee will provide formative feedback to proposals that do not undergo full review if possible based on the total volume of submissions.

AWARD RECIPIENT OBLIGATION:

1. It is requested that the primary investigator be present at the EATA business meeting the year following the award notification for the formal award announcement and to accept the initial award.
2. A head & shoulders photograph with a brief biography will be provided by the primary investigator and submitted to the EATA Information Chair for display in the EATA Information Center by November 1st of the grant award year.
3. The primary investigator must make an oral presentation of the research findings at the EATA Annual Meeting in the year following the formal award announcement. The primary investigator must work with the EATA evidence based practice chair on the research committee to receive EBP CEUs for their presentation.
4. The primary investigator must submit presentation handouts to the conference program chair by November 1st prior to the conference presentation
5. A brief summary or abstract of the completed grant project will be provided by the primary investigator and submitted to the EATA Information Chair for display in the EATA Information Center by the November 1st **prior to conference presentation.**
6. The presenter will be acknowledged at the Banquet the year of the presentation.

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INFORMATION AND APPLICATION:

Pertinent information may be found at the EATA website: <http://www.goeata.org/>

Or by request:

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(845) 938-6618
kenneth.l.cameron.civ@mail.mil

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Research Grant Award Schedule

| DEADLINE DATE | ACTION |
|--|---|
| Date/time stamped by midnight March 15 th | Deadline for Submitting Application Electronically to Research Committee |
| April 1 st | Applications distributed to committee members for review |
| May 30 th | Committee identifies an award recipient |
| June 15 th | Chair, Research Committee recommends to EATA president and Executive Board |
| August 1 st | Award recipient notified of selection (pending EATA Executive Board approval) and requested to be at EATA Annual meeting (January) for award announcement |
| January | Requested attendance at EATA business meeting to accept award |
| January subsequent year | Present research findings at EATA |

Award Payment Schedule:

First Payment (50%): upon request to the EATA Treasurer and is available upon award notification.

Second Payment (25%): is available upon request to the EATA Treasurer after the completion of data collection. Request must be accompanied by a formal report.

Third Payment (25%): given to the primary investigator at the awards banquet, the year of the presentation. A final formal report is required.