

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 via e-mail*** submit the grant proposal file (see below for complete instructions) to the Grants Sub-Committee chair (Lindsay DiStefano) by 11:59 pm EDT on March 1st. This email must be date/time stamped by 11:59 pm EDT on March 1st. Late submissions will not be accepted. All applicants should receive e-mail notification that their applications have been received within 48 hours; however, this e-mail notification 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 Lindsay DiStefano at lindsay.distefano@uconn.edu.

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 include authorized travel expenses.

DEADLINE FOR APPLICATION:

Completed applications must be electronically date/time stamped by 11:59 pm EDT on March 1st. Recipients will be notified on or about June 1st pending approval of the EATA Executive Board. The formal award announcement will be made at the subsequent EATA Annual Meeting.

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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 ability to complete the proposed work within the funding period, and assurance of compliance must be provided. While preliminary data are 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 at least 11 pt font of either Times New Roman, Arial (NOT Arial Narrow), Georgia, Helvetica, Palatino Linotype, or Calibri.*** 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 / Justification* – two page maximum
- *Alphabetical Bibliography-no page limit*
- *Study Protocol/Methodology* – three page maximum
 - *If you are performing a survey, please include the entire instrument (not counted in page limit)*
- *Significance and Anticipated Benefits, including specific mention of relevance to the athletic training profession* – 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 applications that score in the upper 50% following initial quality review will undergo subsequent 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 a standardized scoring criteria
 - 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.

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Review Criteria

Each EATA Grant submission is evaluated by at least 3 reviewers (e.g., 2 research committee members, 1 outside content expert) using a standardized evaluation form and focusing on the criteria listed below. Each criterion will be evaluated on a likert-type scale ranging from 1 (deficient) to 5 (excellent). Each reviewer will also provide an overall impression score from 1 (deficient) to 10 (excellent) and make a funding recommendation.

1. Overall grant presentation
 - a. Neatness
 - b. Completeness
 - c. Spelling and grammar
 - d. Format
2. Study purpose & aims
 - a. Within page limits (1 page)
 - b. Objective clearly stated
 - c. Related to athletic training
 - d. Clear and concise
 - e. Aims and hypotheses clearly stated
3. Literature review / Justification
 - a. Within page limits (2 pages)
 - b. Clear and concise
 - c. Comprehensive
 - d. Relevance established
 - e. Impact on athletic training profession articulated
5. Study Protocol and Methods
 - a. Within page limits (3 pages)
 - b. Design appropriate for hypothesis
 - c. Statistical design appropriate
 - d. Clear and concise
 - e. Appropriate instrumentation
 - f. Adequately powered
 - g. Preliminary work/data
6. Anticipated benefit to athletic training
 - a. Within page limits (1 page)
 - b. Clear and concise
 - c. Benefits to athletic training research
 - d. Benefit to athletic training clinical practice
7. Budget
 - a. Appropriate for investigation
 - b. Justification detailed and understandable
 - c. Impact grant will have on ability of study to succeed
8. Investigators
 - a. PIs research potential/skills
 - b. Research team members experience/skills
9. Overall impression
10. Recommendation for Funding
 - a. Strongly recommend
 - b. Recommend

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- c. Consider
- d. Do not consider

AWARD RECIPIENT OBLIGATION:

1. It is requested that the primary investigator be present at the EATA annual 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.

INFORMATION AND APPLICATION:

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

Or by request:

Lindsay DiStefano, PhD, ATC

Lindsay.distefano@uconn.edu

860.486.1118 (email is preferred contact method)

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Research Grant Award Schedule

DEADLINE DATE*	ACTION
Date/time stamped by 11:59 pm EDT March 1st	Deadline for Submitting Application Electronically to Research Sub-Committee Chair (Lindsay DiStefano)
March 15 th	Applications distributed to committee members for review
May 1 st	Committee identifies an award recipient
May 1 st	Chair, Research Committee recommends to EATA president and Executive Board
June 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 2020	Requested attendance at EATA business meeting to accept award
January 2021	Present research findings at EATA

***Committee dates are subject to minor delays depending on total proposal submissions**

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.