

## **Materials included in this document**

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## **Guidelines for APTA Academy of Education Research Grant Proposals**

### **Introduction**

One-year research grants are available to assist APTA Academy of Education (Academy) members in conducting research that investigates a question of importance to the advancement of education in physical therapy. In addition to research related to physical therapy education (DPT, PTA), questions related to the education of patients/clients, licensed PTs/PTAs or PT/PTA students will also be considered.

Education research is the scientific field of study that examines education and learning processes and the human attributes, interactions, organizations, and institutions that shape educational outcomes. Scholarship in the field seeks to describe, understand, and explain how learning takes place throughout a person's life and how formal and informal contexts of education affect all forms of learning. Education research embraces the full spectrum of rigorous methods appropriate to the questions being asked and also drives the development of new tools and methods. <https://www.aera.net/About-AERA/What-is-Education-Research>

Applications are received and reviewed once yearly for a maximum budget of \$25,000. Proposals with budgets less than the maximum \$25,000 are welcomed. All budgets are rigorously reviewed and require justification for expenses. Grant recipients must account for all expenditures in the final report and return unused funds to the Academy. Funds cannot be used to attend conferences to disseminate results or for indirect costs or overhead.

### **Application Process**

**Submission Deadline: October 1 annually**

Please review all [posted grant information](#) prior to beginning the application process.

When writing a grant proposal, include sufficient but concise information that will allow the reviewers to evaluate the proposal. The reviewers might consider your ability to present your proposal clearly and briefly to be an indication of your ability to have a focused approach to your research objective and to complete the project. Use the American Medical Association's writing and referencing guidelines (see Physical Therapy for examples).

All budgets will be rigorously reviewed and require strong justification for proposed expenditures. Investigators are highly encouraged to budget only essential amounts and not the maximum amount available. Include the costs related to the research grant that will be provided by "in kind" contributions or other sources of funding in the budget. Providing letters of support for "in kind" contributions and resources is highly encouraged. An otherwise good proposal with an inadequate budget justification will not be funded. Grant recipients must submit a full accounting of expenditures with the final report.

### **Format**

The proposal should include all required pages in a single PDF file. Leave a minimum of 1" margins and utilize an 11pt. font. Single spaced is acceptable. The applicant's last name and the page number should appear in the right-hand margin of the header on each page of the Application (excluding cover sheet) and on any attachments/appendices.

**Submission**

Proposals must be submitted online by the deadline to be eligible for review.

**Review Procedure**

The Academy's Research Committee reviews and ranks grant applications. Grants are awarded based on merit and scientific contributions to the field of education in physical therapy. [See Grant Review Instructions.](#)

**Reporting Requirements**

Please see [Terms and Conditions of Research Grants.](#)

The PI of an awarded grant will send a final report to [academy@aptaeducation.org](mailto:academy@aptaeducation.org) (Subject Line: Grant Final Report) no later than 60 days following the end of the grant period. Reprints of manuscripts published from the project should be sent to [academy@aptaeducation.org](mailto:academy@aptaeducation.org). Investigators should acknowledge support from the APTA Academy of Education in any presentations or manuscripts.

## Terms and Conditions of Research Grants

### ***Definition of Grantee***

The grantee is defined as the principal investigator, who is responsible for ensuring adherence to the terms and conditions of the award.

### ***Dissemination of Funds***

Following grant reviews, the grantee will be provided with a letter indicating the grant will be funded and a Grant Agreement Form. The Grant Agreement Form must be completed and returned to [apte@aptaeducation.org](mailto:apte@aptaeducation.org). Funds will be distributed after both the Grant Agreement Form and the IRB approval are submitted.

### ***Human Subjects Protection***

All research involving human subjects or data collected from human subjects supported by the APTA Academy of Education must be reviewed by an institutional review board for the Protection of Human Subjects (except planning grants without data collection).

If not included in the original proposal, grantees must submit a letter of IRB approval or letter that the study is exempt from IRB review to [APTE@aptaeducation.org](mailto:APTE@aptaeducation.org). Funds will be distributed only after both the Grant Agreement Form and the IRB approval are submitted.

### ***Non-adherence***

Failure on the part of the grantee to adhere to the terms and conditions governing the grant (including policies related to publications, presentations, and press releases) is grounds for early termination of the grant.

Should the grantee encounter problems during the grant period related to progress or other matters related to the grant, the Academy may request additional information from which a decision to continue or to terminate the grant can be made. In cases of early termination of the grant, the grantee will be notified in writing sixty (60) days before termination of the grant.

***Reporting Requirements: Submit all reports to [academy@aptaeducation.org](mailto:academy@aptaeducation.org) (subject line: use assigned grant number).***

***Final Report:*** Grantees must submit a final report within sixty (60) days of completion of the grant period. The final report should not exceed 3 pages and shall include:

1. A detailed accounting of expenditures paid for by the grant. Any Academy funds not expended must be returned to the Academy.
2. Summary of the work completed during the course of the research.
3. An explanation of any changes to the original plan.
4. Plans for future research projects related to the study.
5. Plans for dissemination of information related to the study.
6. A list of abstracts, presentations, and manuscripts associated with the project in AMA format. This information may be posted on the Academy website.
7. Copies of abstracts and articles related to the project accepted or presented to date.
8. Updated contact information.

### ***Annual Grant-related Dissemination Report***

Grant recipients are required to provide annual updates to the Academy on additional abstracts, presentations, or publications related to the funded project in the 5 years following the final report. The Academy may contact you to request this information if annual updates are not received. Such dissemination may include but is not limited to press releases, posters, platforms, publications or published abstracts (including duplicate presentations at additional venues) and should include a digital copy of the disseminated product(s).

### ***Report of Changes in the Research Plan or Budget***

The grantee must obtain written approval from the Academy before making any change in the study approach, personnel, sites, budget or supporting resources using the [NoCostExtensionorChange form](#) on the Academy website. The Academy Research Committee shall have thirty (30) days to review whether changes may affect accomplishment of the project aims or impact the significance of the project. The Academy's Research Committee, in its sole discretion, shall determine whether the change jeopardizes the grantee's ability to complete the approved project. In an instance where the Academy determines that withdrawal of support is justified, any unexpended funds shall be returned to the Academy upon written notification.

### ***Extension of Study Request***

A written request for extension of reporting deadlines with no additional funding must outline in detail the reasons for the requested extension using the [NoCostExtensionorChange](#) form provided on the Academy website. Such a request must be received by the Academy at least sixty days (60) prior to the expiration of the original grant period.

### ***Ownership of Equipment***

Title to all apparatus, equipment, material, instruments, and products purchased, built, prepared or fabricated by an agency with the Academy research grant funds will normally vest in the grantee, with the understanding that such equipment will remain in use for the specific project for which it was obtained.

### ***Publications, Presentations and Press Releases***

Publications, presentations, exhibits and press releases related to the funded study are not subject to Academy approval. However, compliance with the requirements below is expected.

***Credit Acknowledgment:*** This study was funded fully [or in part] by the APTA Academy of Education.

The Academy may use information from the original grant proposal, information contained in final report or information on dissemination in annual updates in announcements to the media and other efforts to promote public awareness and inform potential Academy funding sources of work in progress.

## Research Grant Application Cover Sheet

Title of proposed project:

Name of principal investigator (PI):

APTA member number:

E-mail address:

Address for correspondence:

Daytime telephone number:

Names of co-investigators (Co-I) and their roles in the study. All must be Academy of Physical Therapy Education members.

Name of co-investigator:

Role:

APTA Member Number:

Name of co-investigator:

Role:

APTA Member Number:

Projected budget:

Amount requested:

Start date:            End date:

*Note: If awarded a grant, prior to distribution of funds, the PI will be required to complete a Grant Agreement Form indicating the agreed upon study period and naming an institutional grants administrator to receive the funds. Proof of an institutional approval for the protection of human subjects also must be provided.*

# Research Grant Application

*Note: Review **Guidelines for the Academy's Research Grant Proposals** on the Academy Website before completing the application.*

## Title

### I. Specific Aims (1 page)

- 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.

### II. Research Strategy (6-page limit)

#### Significance

- Explain the importance of the problem or critical barrier to progress that the proposed project addresses.
- Describe the scientific or theoretical premise for the proposed project, including consideration of the strengths and weaknesses of published research or preliminary data crucial to the support of your application.
- Explain how the proposed project will contribute to the existing knowledge, technical capability or practice of physical therapy education.

#### Innovation

- Explain how the application challenges and seeks to shift current research or educational practice paradigms.
- 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.
- Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

#### Approach

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Describe the design and methods proposed and how they will achieve robust and unbiased results. Include how the subjects will be recruited and chosen, and how data will be collected, analyzed, and interpreted, as well as any resource sharing plans as appropriate.
- For designs that randomize groups or deliver interventions to groups, describe how your methods for analysis and sample size are appropriate for your plans for participant assignment and intervention delivery. Are the study populations (size, gender, age, demographic group), proposed intervention arms/dose, and duration of the trial, appropriate, well described and justified?
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to

achieve the aims.

- If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work.
- Explain how relevant biological variables, such as sex, are factored into research designs and analyses. For example, strong justification from the scientific literature, preliminary data, or other relevant considerations, must be provided for applications proposing to study only one sex.

#### **Plan for disseminating results**

- Describe how the results of the study will be shared with physical therapy colleagues. Grant awardees are requested to submit abstracts for the APTA Combined Sections Meeting or Educational Leadership Conference and manuscripts to the Journal of Physical Therapy Education or Physical Therapy.

### **III. Resources (no page limit)**

- a. Budget and Justification. Allowable expenses include personnel, equipment, supplies, and travel of the investigators or participants associated with data collection. Expenses related to project dissemination are not allowed and the Academy will not pay overhead or indirect costs. Use the budget form to identify ALL expenses associated with the proposed project. On a separate sheet, provide a detailed justification for each item on the budget, including how the costs were determined and a justification for how the expense supports the project. If funds for items listed are not being requested from the Academy, identify source of funding or in-kind contribution.
- b. Facilities. Describe where the research will be done, including letters of support documenting permission to use and/or to access space and equipment.
- c. Resources. Describe any other resources. Include letters of support from all who pledge to help, provide in-kind contributions or provide release time. (i.e., clinic managers, recruitment sources, department chairs for release time).
- d. Biosketches. Include completed biosketch forms for key personnel named in the grant, e.g., PI, Co-PIs, others named (See [NIH non-fellowship biosketch instructions](#)).
- e. References. List references according to the Guidelines for Instructions to Authors in *Physical Therapy*. Single-space the reference list.

#### **Additional Information:**

**Format:** The proposal should include all required pages in a single PDF file. Leave a minimum of 1" margins and utilize an 11 pt. font. Single spaced is acceptable. The applicant's last name and the page number should appear in the right-hand margin of the header on each page of the Application (excluding cover sheet) and on any attachments/appendices. Remove name from PDF with identifying information removed.

**If Proposal is Awarded:** The PI will send a final report to [academy@aptaeducation.org](mailto:academy@aptaeducation.org) (Subject Line: Grant Final Report) no later than 60 days following the end of the grant period. Reprints of manuscripts published from the project should be sent to [academy@aptaeducation.org](mailto:academy@aptaeducation.org). Investigators should acknowledge support from the APTA Academy of Education in any presentations or manuscripts.



## Research Grant Application Budget Form

Note: Expenses related to project dissemination are not allowed and the APTA Academy of Education will not pay overhead or indirect costs.

Expenses and Requested Funding			
Category of Expense	Total Cost for Project	Amount Requested from ES	Amount from Other Funding Source
<b>Personnel</b>			
Investigators (names)			
Consultants (names)			
<b>Equipment (itemize)</b>			
<b>Supplies</b>			
<b>Travel</b>			
<b>Other (itemize)</b>			
<b>TOTAL DIRECT COSTS</b>			

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### BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.  
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

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<https://grants.nih.gov/grants/forms/biosketch.htm>

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NAME:

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eRA COMMONS USER NAME (credential, e.g., agency login):

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POSITION TITLE:

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EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	Completion Date MM/YYYY	FIELD OF STUDY

**A. Personal Statement**

**B. Positions and Honors**

**C. Contributions to Science**

**D. Additional Information: Research Support and/or Scholastic Performance**

## Grant Review Instructions

The APTA Academy of Education Research Committee reviews, scores and ranks research grant applications. Grants are awarded based on merit and scientific contributions to physical therapy education. For a definition of education research: <https://www.era.net/About-AERA/What-is-Education-Research>.

### Review Process<sup>1</sup>:

1. Each grant proposal will be reviewed by all members of the Academy Research Committee.
  - a. Academy Research Committee members with a conflict of interest with a proposal or its investigators shall notify the Chair and recuse themselves from consideration of the proposal.
2. Two reviewers will be assigned to each proposal by the Chair of the Academy Research Committee.
3. The two assigned reviewers independently complete all elements of the proposal review form.
  - a. Each criterion is scored using the 9-point scale (see [Table 1](#)).
  - b. A *bulleted* critique (rather than narrative) of succinct and focused strengths and weaknesses must accompany each criterion score.
  - c. Considering criterion strengths and weaknesses, a preliminary Overall Impact score is assigned to the proposal using the same 9-point scale (see [Table 1](#) and [Figure 1](#)).
    - i. The Overall Impact score does *not* have to be the arithmetic mean of the criterion scores.
  - d. Reviewers will write a paragraph summarizing the factors that informed their Overall Impact score. See [Overall Impact score description](#).
    - i. The summary paragraphs written by the assigned reviewers will be available to the primary investigator upon completion of the full review process.
  - e. Each reviewer will submit a copy of their completed proposal review form to the Academy office ([academy@aptaeducation.org](mailto:academy@aptaeducation.org)) with “Academy Research Committee Review” in the email subject line.
4. The Academy’s office will create a spreadsheet that includes scores of the two reviewers for each proposal, including all criterion scores and preliminary Overall Impact scores, as well as the budget total.
5. The Academy Research Committee will meet virtually to discuss each proposal.
  - a. A member of the Academy’s staff will attend and act as recording secretary.
  - b. A copy of the spreadsheet with all proposal scores will be visible to members during the Academy Research Committee meeting and discussion.
  - c. Assigned reviewers will lead discussion of the proposal by the Academy Research Committee, focusing on major strengths and weaknesses of the proposal.
    - i. Criterion scoring by the assigned reviewers will not be discussed by the Academy Research Committee members.
  - d. Considerations in the proposal that may affect the Overall Impact score shall be raised by Academy Research Committee members. This may include overlap with ongoing research elsewhere that might affect the impact or significance of the proposed study.

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<sup>1</sup> Proposal format, review process and scoring for grants is adapted from NIH [R03](#) guidelines and [NIH guidelines](#) for scoring research grants.

6. As a result of the discussion, the assigned reviewers for a proposal may request that the staff person modify criterion scores.
7. Each Academy Research Committee member (including the assigned reviewers) will verbally provide a final Overall Impact score for the proposal after discussion.
  - a. The staff member will track all Academy Research Committee member Overall Impact scores into Version 2 of the displayed spreadsheet, with an automatic calculation of the average final Overall Impact score for each proposal.
  - b. The spreadsheet (V2) will then be sorted by average Overall Impact score (lowest score to highest score).
8. The Academy Research Committee will determine the proposal to receive funding based on rank-order.
9. In instances where the Academy's grant budget for the year has a sufficient balance after the first grant is awarded to consider funding an additional grant:
  - a. The second-ranked proposal shall be considered for acceptance. If that proposal has a larger budget than can be accommodated, the principle investigator (PI) should be given the option to determine if the project aims can be met with the balance of available funding.
  - b. If the PI for the second-ranked proposal cannot meet the proposal aims with the available funding balance, the PI has the option to resubmit a modified proposal within 2 weeks of notification or to decline funding in the current cycle.
  - c. If the second-ranked proposal declines funding, the process is repeated for the third-ranked proposal.
10. Assigned reviewers who changed their opinions based on the proposal discussion should submit a revised proposal review form with modifications of criterion scores, criterion critiques, Overall Impact score and/or summary paragraph (as needed) within 1 week of the Academy Research Committee meeting.

### Research Grant Proposal Scoring

**Table 1**

<b>Impact</b>	<b>Score (no decimals)</b>	<b>Descriptor</b>	<b>Additional Guidance on Strengths and Weaknesses</b>
High	1	Exceptional	Exceptionally strong with essentially no weaknesses
	2	Outstanding	Extremely strong with negligible weaknesses
	3	Excellent	Very strong with only some minor weaknesses
Medium	4	Very Good	Strong but with numerous minor weaknesses
	5	Good	Strong but with at least one moderate weakness
	6	Satisfactory	Some strengths but also some moderate weaknesses
Low	7	Fair	Some strengths but with at least one major weakness
	8	Marginal	A few strengths and a few major weaknesses
	9	Poor	Very few strengths and numerous major weaknesses
Minor weakness = An easily addressable weakness that does not substantially lessen impact Moderate weakness = A weakness that lessens impact			

Major weakness = A weakness that severely limits impact

## Review Criteria Descriptions

**Table 2**

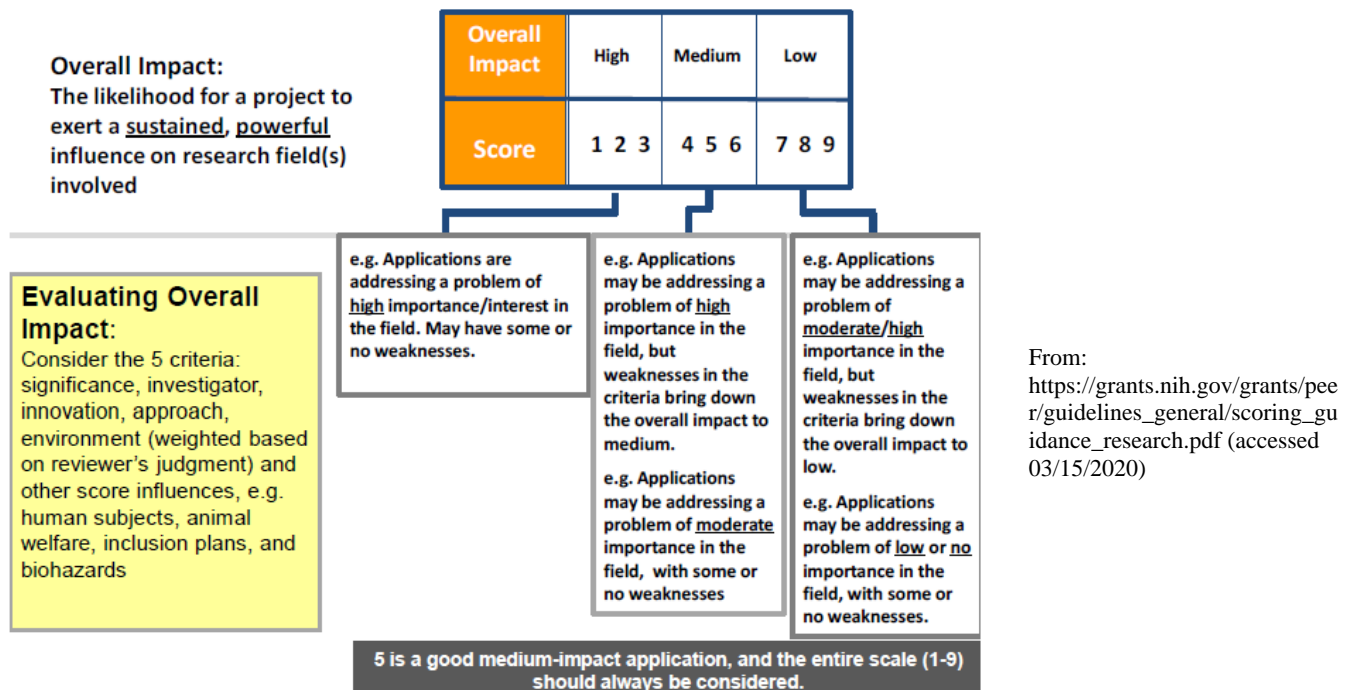
Criterion	Description
<b>Significance</b>	Does the project address an important problem or critical barrier to progress in the field? Is there a strong scientific or theoretical premise for the project? If the aims of the project are achieved, how will scientific knowledge, technical capability, or education/clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, or services in physical therapy educational practices?
<b>Investigator(s)</b>	Are the PI(s), collaborators, and other researchers well suited to the project? If Early Stage Investigators or those in the early stages of independent careers, do they have appropriate experience and training? If established, have they demonstrated an ongoing record of accomplishments that have advanced their field(s)? If the project is collaborative or multi-PI, do the investigators have complementary and integrated expertise; are their leadership approach, governance and organizational structure appropriate for the project?
<b>Innovation</b>	Does the application challenge and seek to shift current research or educational practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed?
<b>Approach</b>	Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Have the investigators presented strategies to ensure a robust and unbiased approach, as appropriate for the work proposed? Are potential problems, alternative strategies, and benchmarks for success presented? If the project is in the early stages of development, will the strategy establish feasibility, and will particularly risky aspects be managed? Have the investigators presented adequate plans to address relevant biological variables, such as sex? Are there plans to address 1) the protection of human subjects from research risks, and 2) inclusion (or exclusion) of individuals on the basis of sex/gender, race, and ethnicity justified in terms of the scientific goals and research strategy proposed?
<b>Environment</b>	Will the scientific environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?

### Overall Impact Score

1. Overall Impact is not a sixth review criterion, but a synthesis of all the (scored and not scored) review criteria
2. In Overall Impact, reviewers should assess the *likelihood* for the project to exert a *sustained, powerful influence* on the research field(s) involved.
3. Reviewers will consider whether the budget and the requested period of support are fully justified and reasonable in relation to the proposed research.

4. The Overall Impact paragraph provides the reviewer with the opportunity of explaining how the Overall Impact score was derived (i.e., those factors that contributed to the score).
  - a. If a project has a strong/weak Overall Impact score, then the reviewer should highlight those scored criteria that contributed to the favorable/poor score. For example, if the potential significance of a study was so great as to overshadow a number of methodological weaknesses then this should be clearly stated.
  - b. Likewise, if the design of the study is so flawed as to negate any potential significance and/or innovation of the study then this should be clearly stated.
  - c. Importantly, the Overall Impact paragraph should provide a clear justification of those key factors that led to his/her Overall Impact score. It is not intended to simply summarize and/or restate the strengths and weaknesses detailed in the critique.

**Figure 1**



## Research Grant Review Form

Investigators: **XXXXXX**

Proposal Title: \_\_\_\_\_

Reviewer's Name: \_\_\_\_\_ Date: **8/15/2022**

Budget Total: **\$xxxxx**

### SCORING

Criterion	Description	Score (1-9)
<b>Significance</b>	<p>Does the project address an important problem or critical barrier to progress in the field? Is there a strong scientific or theoretical premise for the project? If the aims of the project are achieved, how will scientific knowledge, technical capability, or education/clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, or services in physical therapy educational practices?</p> <p>Comments:  <ul style="list-style-type: none"> <li>• <b>Add bulleted comments</b></li> </ul> </p>	<b>X</b>
<b>Investigator(s)</b>	<p>Are the PI(s), collaborators, and other researchers well suited to the project? If Early Stage Investigators or those in the early stages of independent careers, do they have appropriate experience and training? If established, have they demonstrated an ongoing record of accomplishments that have advanced their field(s)? If the project is collaborative or multi-PI, do the investigators have complementary and integrated expertise; are their leadership approach, governance and organizational structure appropriate for the project?</p> <p>Comments:  <ul style="list-style-type: none"> <li>• <b>Add bulleted comments</b></li> </ul> </p>	<b>X</b>
<b>Innovation</b>	<p>Does the application challenge and seek to shift current research or educational practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed?</p> <p>Comments:  <b>Add bulleted comments</b> </p>	<b>X</b>
<b>Approach</b>	<p>Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Have the investigators presented strategies to ensure a robust and unbiased approach, as appropriate for the work proposed? Are potential problems, alternative strategies, and benchmarks for success presented? If the project is in the early stages of development, will the strategy establish feasibility and will particularly risky aspects be managed? Have the investigators presented adequate plans to address relevant biological variables, such as sex?</p> <p>Are there plans to address 1) the protection of human subjects from research risks, and 2) inclusion (or exclusion) of individuals on the basis of sex/gender, race, and ethnicity justified in terms of the scientific goals and research strategy proposed?</p> <p>Comments:  <b>Add bulleted comments</b> </p>	<b>X</b>
<b>Environment</b>	<p>Will the scientific environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?</p> <p>Comments:  <b>Add bulleted comments</b> </p>	<b>X</b>





## Research Grant Agreement Form

Please complete this form indicating you agree to the Terms and Conditions for Grants outlined by the APTA Academy of Education (please type or print legibly).

**Date of Agreement:** \_\_\_\_\_ **Grant Amount:** \_\_\_\_\_

**Grant #:** \_\_\_\_\_

**Name of Principle Investigator:** \_\_\_\_\_

**Name of Project:** \_\_\_\_\_

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**Award Period:** \_\_\_\_\_ to \_\_\_\_\_

The beginning date is the earliest date that funds can be released, if the IRB has been approved. IRB approval is needed for funds to be released. The end date is determined according to your proposed timeline (no more than one year).

**Grant Administration:** Please list the administrator overseeing performance of terms of the grant contract and the Federal ID# for your institution. The Academy highly recommends that grant funds be awarded to the institution, rather than to individuals. If the grant funds are distributed to an individual, the funds may be considered taxable income and the individual is responsible for keeping detailed records of budget expenditures, which must be submitted with the final report.

Institution: \_\_\_\_\_

Grants administrator: \_\_\_\_\_

Administrator title and credentials: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Administrator signature: \_\_\_\_\_

Federal ID# (or SS # for individuals): \_\_\_\_\_

*Note: a completed W-9 form must be submitted with this completed agreement form*

**I have read and agree to the APTA Academy of Education Terms and Conditions for Grants and the amount of the grant to be awarded. I understand that failure to comply with the Terms and Conditions could result in early termination of the grant and the denial of future funding to the principal investigator from the APTA Academy of Education.**

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Name of PI: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this signed and dated Grant Agreement Form to [academy@aptaeducation.org](mailto:academy@aptaeducation.org). The funds will be released upon receipt of this form and IRB approval.

## **APTA Academy of Education Research Grant**

### **No-Cost Extension or Change in Research Plan Request for Approval**

The APTA Academy of Education will consider no-cost extensions of funding or changes to the research plan if adequate rationale is provided. Before a decision can be made, please provide a progress report and update on the use of funds using the attached form. Requests should be submitted to [academy@aptaeducation.org](mailto:academy@aptaeducation.org).

The progress report shall include a brief summary of work completed to date, including a discussion of major problems (if any) encountered, such as reasons for not being able to recruit sufficient subjects for the study; a plan to remedy the problems; an explanation and justification for any deviation from the original plan of action; a reason for a change in personnel and plan for replacement; and an explanation of any proposed changes to the plan.

An update on the planned use of the remaining funds is required. If salary support was provided in the original grant, comment on the need for funds to be used toward salary support during the extension. If you are requesting a change in budget, please specify why this change is requested including the original budget and the new budget.

Extension requests must state the original grant period dates (included in your Grant Agreement Form), whether any previous no-cost extension has been granted, and the dates of the extension you are requesting.

Once the Academy's Research Committee has reviewed the request and information you provided, you will be notified by email within 30 days of the Committee's decision.

**No-Cost Extension or Change in Research Plan Request**

Award Number:

Title of Funded Study:

Name of Principle Investigator:

E-mail Address:

Approved Grant Period (Start and end date currently approved):

**Request:**

\_\_\_\_\_ No Cost Extension requested through \_\_\_\_\_ (date)

\_\_\_\_\_ Change in the research plan/personnel/budget

Progress Report:

Changes Requested, with rationale for each:

**Budget Changes**

Budgeted Items	Original Approved Budget	Change requested