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Guidelines for APTA Academy of Education Research Grant Proposals

Introduction

Eighteen-month research grants are available to support 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 across the learner continuum (e.g., DPT, PTA, entry-level, post-professional), proposals related to the education of patients/clients will also be considered.

The [American Educational Research Association](#) defines education research as

“...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.”

Grant applications are received and reviewed once yearly and fall under two funding categories a) a maximum requested budget of \$25,000 (“the large grant”); and b) for a maximum requested budget of \$5,000 (“the small grant”). The small grants are intended to support the scholarship of early career researchers and emerging researchers new to education research who are seeking funding for small or pilot projects. Proposals for this category should explicitly situate the proposal within a larger research agenda or plan. The large grants are intended to support the work of more experienced researchers and research teams who are pursuing larger projects. Proposals with budgets less than the maximum funding amount are welcomed. Proposals with budget requests that exceed the maximum amount allowable for either grant will not be reviewed. 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, disseminate results, or for indirect costs or overhead.** Fringe benefits are no longer considered part of indirect costs.

The Academy will allow reasonable fringe benefit costs to be calculated for project employees of the sponsoring institution, provided they are already eligible to receive these benefits. Research team members who do not qualify for fringe benefits as employees, consultants, or contractors with the sponsoring institution cannot receive them as part of this grant budget.

Application Process

Submission Deadline: September 30, 2026 (Note that starting in 2027, the deadline will be September 1).

Please review all posted grant information before 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 as an indicator 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 request only the amounts essential for project completion. The budget proposal should clearly outline the expenses that will be covered by grant funds and the total grant expenses, including any costs that will be provided by "in kind" contributions or other funding sources. 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 accessible 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.

Use of Artificial Intelligence

The Academy, consistent with NIH and Foundation for Physical Therapy Research policies, expects that submitted proposals should be composed of original ideas that are not substantially generated by artificial intelligence. Responsibility for the proposal content and any risks associated with the use of artificial intelligence rests with the applicant/PI.

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 Procedures](#).

Reporting Requirements

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

The PI of an awarded grant will send a final report to aoe-execdir@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 aoe-execdir@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 aoe-execdir@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 a letter that the study is exempt from IRB review to aoe-execdir@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 aoe-execdir@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 [No Cost Extension or Change 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 [No Cost Extension or Change](#) 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 the 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

Grant Funding Requested:

☐ Large Grant (up to \$25,000)

☐ Small Grant (up to \$5,000, for emerging investigators)

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: The grant period begins on January 1 and ends on June 30 of the following year (18 months total). The start date and end date should fall within this timeline. If awarded a grant, before 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 Guidelines

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.
- Indicate how the specific aims of the proposed project can be completed within the 18 months that begin on January 1 and conclude on June 30 in the following year.

II. Research Strategy (6-page limit)

Significance

- Explain the importance of the problem or critical barrier to progress that the proposed project addresses.
- Provide an explicit link to APTA education research priorities. At a minimum, the proposal should relate to the APTA Research Agenda as it relates to physical therapy education. Proposals will be strengthened further by a link to the National Study of Excellence and Innovation in Physical Therapist Education (Jensen et al. 2017, the Vision for Excellence in Physical Therapy Education (ELP 2021), or other physical therapy education-specific documents.
- Describe the scientific and/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.
- For small grant proposals, the proposal should explicitly indicate that the PI is a new/emerging researcher in physical therapy education and describe how the proposed work fits within a scholarly agenda for future research.

Innovation

- Explain how the proposal challenges and seeks to shift current research or educational practice paradigms.
- If applicable, 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.

- If applicable, 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. This summary should include:
 - Conceptual and analytical frameworks
 - Research design and methods
 - Consideration of bias: Treatment of bias should be consistent with the research design.
 - Sampling plan: Describe and justify your sampling plan and any group allocation in detail. Are the study populations (size, gender, age, demographic group), proposed intervention arms/dose, and duration of the trial appropriate, well-described, and justified?
 - Participant recruitment plan, including inclusion and exclusion criteria.
 - Data collection and analysis plan: Describe how data will be collected, analyzed, and interpreted, as well as any resource sharing plans as appropriate.
- 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 any relevant biological and social identity variables are factored into research design and analysis. Justification from the scientific literature, preliminary data, or other relevant considerations must be provided for applications proposing to study specific social or biological factors.
- Any relevant data collection tools or intervention materials (e.g., measures, surveys, interview guides, instructional materials) should be attached as a supplemental file.

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 and Rehabilitation*.

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(s) 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, including a description of how the Principal Investigator and research team have the background, training, and expertise to successfully complete the proposed work. Include letters of support from all who pledge to help, provide in-kind contributions or provide release time. (e.g., clinic managers, recruitment sources, department chairs for release time, consultants, mentors).
- 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 the journal *Physical Therapy and Rehabilitation*. Single-space the reference list.

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
Personnel			
Investigators (names)			
Consultants (names)			
Equipment (itemize)			
Supplies			
Travel			
Other (itemize)			
TOTAL DIRECT COSTS			

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.**

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

NAME:

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

POSITION TITLE:

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 (if applicable)	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 Procedures

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.aera.net/About-AERA/What-is-Education-Research>.

Review Process¹:

1. All completed applications will be assigned to two (2) committee members who will serve as primary reviewers and scorers. All committee members will read all applications.
2. Scores, based on the existing rubric with rationale for ratings, will be gathered and shared among the committee members using a third-party (e.g., OpenWaters) cloud-based solution.
3. The Research Committee will meet in a virtual environment to formally review all completed applications. The review of each application will be led by the assigned primary reviewer/scorers. The purpose of the review is to reach consensus on the scoring for each application. Primary reviewers/scorers are permitted to modify their scores in any of the categories based on the discussion of the committee. Once the review/discussion has been completed, the total scores are finalized.
4. If both primary reviewers/scorers agree that a completed application should not be moved forward for full committee review (see step 3), the reviewers can formally recommend with a rationale that the application not receive full committee review. If there is consensus among the committee members, the application will be set aside.
5. After all reviews are complete, total scores for the applications receiving a full review by the committee are ranked from highest to lowest. Scored applications that do not earn a minimum score of 80% of the total points will not be recommended for funding.
6. Funding for the large grant will be allocated according to the following process:
 - a. The highest-ranked large grant application will be offered 100% of the requested and permitted budget.
 - b. If the highest-ranked proposal requests less than \$25,000, the second highest-ranked large grant application will be offered up to 100% of the requested and permitted budget, but not to exceed the remaining grant funds. To receive these funds, the applicant must submit a revised proposal that reflects any needed changes to the protocol, timeline, and budget expenses based on the availability of remaining funds. The applicant reserves the right to decline the funding offer.
7. Funding awards will follow this process until one of the following conditions is met:
 - a. all large grant funds (\$25,000) have been expended,
 - b. all large grant applications scoring >80% have been offered full/partial funding,
 - c. remaining large grant funds are less than \$1000.
8. Funding for the small grant will be allocated according to the following process:
 - a. Highest ranked and second highest ranked small grant applications will be offered 100% of the requested and permitted budget, up to \$5,000 each.
 - b. If there are remaining small grant funds available, the third highest ranked small grant application will be offered up to 100% of the requested and permitted budget, up to \$5,000. If the remaining grant funds are less than the requested budget, the grant

applicant must submit a revised proposal that reflects any needed changes to the protocol, timeline, and budget expenses. The applicant/awardee reserves the right to decline the funding offer.

9. The Chair of the Research Committee will formally notify the Academy Executive Committee of the results. The Chair and Academy staff will work closely through the notification of awardees process to ensure that the allocation process follows the process outlined above.
10. The Chair will notify the Research Committee of the funding results.

Research Grant Proposal Scoring

Each grant proposal will be scored based on the rating scale (Table 1) and award criteria (Table 2) below.

Table 1

Impact	Score	Descriptor	Additional Guidance on Strengths and Weaknesses
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			

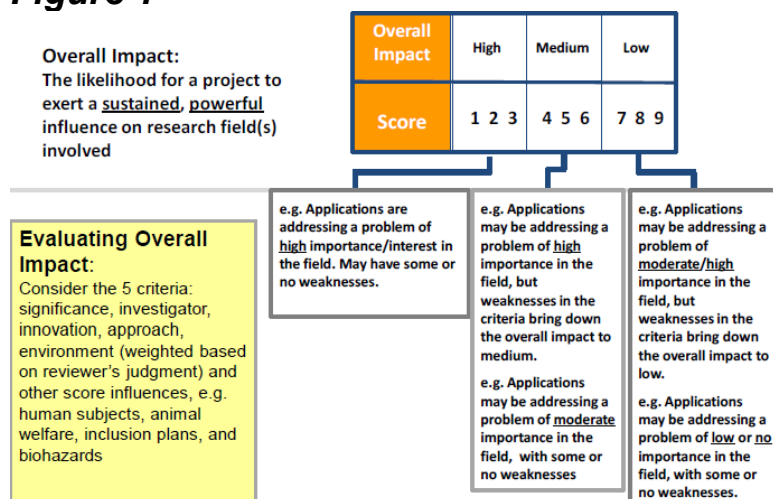
Review Criteria Descriptions

Table 2

Criterion	Description
Significance	Does the project address an important problem or critical barrier to progress in the field? Is the proposal explicitly linked to an education-related APTA research priority or priorities? At a minimum, a link should be made to the APTA Research Agenda. Link(s) to other published physical therapy-specific research agendas is/are encouraged. 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?
Investigator(s)	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?
Innovation	Does the application challenge and show good potential to advance current research or educational practice? If applicable, are novel theoretical concepts, approaches or methodologies, instrumentation or interventions justified with an advantage or potential advantage over existing methodologies, instrumentations or practices? Are any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed? If so, do they show good potential for advancing physical therapy education research?
Approach	Are the overall strategy, methodology, and analyses well-reasoned, feasible, and appropriate to accomplish the specific aims of the project? Does the proposal include a rigorous and well-described methodological approach? Consider: 1) conceptual and analytical frameworks, 2) research design and methods, 3) consideration of bias, 4) sampling plan, 5) eligibility criteria, 6) recruitment plan, and 7) data collection and analysis plan. 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 explained how any relevant biological and social identity variables are factored into the research design? Are there plans to address the protection of human subjects from research risks? Is the IRB submission status provided?

Environment	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	Overall Impact is not a sixth review criterion, but a synthesis of all the (scored and not scored) review criteria. In Overall Impact, reviewers should assess the <i>likelihood</i> for the project to exert a <i>sustained, powerful influence</i> on the research field(s) involved. Reviewers will consider whether the budget and the requested period of support are fully justified and reasonable in relation to the proposed research. 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). - 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 methodological weaknesses, then this should be clearly stated. - 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. - 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



From: https://grants.nih.gov/grants/peer/guidelines_general/scoring_guidance_research.pdf (accessed 03/15/2020)

Research Grant Review Form

Principal Investigator: **XXXXXX**

Proposal Title: _____

Reviewer's Name: _____

Date: **x/xx/xx**

Budget Total: **\$xxxxx**

SCORING

Criterion	Description	Score (1-9)
Significance	Does the project address an important problem or critical barrier to progress in the field? Is the proposal explicitly linked to an education-related APTA research priority or priorities? At a minimum, a link should be made to the APTA Research Agenda. Link(s) to other published physical therapy-specific research agendas is/are encouraged. 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? Comments: Add bulleted comments	X
Investigator(s)	Are the PI(s), collaborators, and other researchers well suited to the project? If early career 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? Comments: Add bulleted comments	X
Innovation	Does the application challenge and show good potential to advance current research or educational practice? If applicable, are novel theoretical concepts, approaches or methodologies, instrumentation or interventions justified with an advantage or potential advantage over existing methodologies, instrumentations or practices? Are any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed? If so, do they show good potential of advancing physical therapy education research? Comments: Add bulleted comments	X
	Are the overall strategy, methodology, and analyses well-	

Approach	reasoned, feasible, and appropriate to accomplish the specific aims of the project? Does the proposal include a rigorous and well-described methodological approach? Consider: 1) conceptual and analytical frameworks, 2) research design and methods, 3) consideration of bias, 4) sampling plan, 5) eligibility criteria, 6) recruitment plan, and 7) data collection and analysis plan? 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 explained how any relevant biological and social identity variables are factored into the research design? Are there plans to address the protection of human subjects from research risks? Is the IRB submission status provided? Comments: Add bulleted comments	X
Environment	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? Comments: Add bulleted comments	X

Overall Impact:

Explain how the Overall Impact score was derived (i.e., those factors that contributed to the score).

- 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 methodological weaknesses, then this should be clearly stated.
- 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.
- 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.

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 Principal Investigator: _____ **Name of Project:** _____

Award Period: January 1, 20xx to June 30, 20xx _____

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 the 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.

Name of PI: _

Signature: _

Date: _

Please return this signed and dated Grant Agreement Form to apte@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 aoe-execdire@aptaeducation.org

The progress report shall include a 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 Principal 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