$10,000 Research Grant Application Requirements

Application Submission Instructions
The research grant application program is hosted through SurveyMonkeyApply, which is an online platform that will allow you to create an account and work on your application. As you work on your application, you will be able to invite fellow collaborators (i.e. investigative team members) and you will be able to save your application components and return to them when you are ready to submit. All applications must be submitted through SurveyMonkeyApply. Mailed-in, emailed, or facsimile applications will **NOT** be accepted. Please follow all provided instructions carefully before submitting your application.

Application Formatting Requirements
As you construct your application, please note page limitations, margins, and font size requirements. Applications that do not adhere to the format and page requirements specified, and submission of all required supporting documents, will **NOT** be reviewed or considered for funding.

- **Font:** 11pt Arial, tables and charts may use a smaller font if necessary, but no smaller than 8pt Arial
- **Margins:** 0.5 inches all around
- **Spacing:** Single-spaced
- **Header:** Must include applicant name and project title in top left corner
- **File Type:** All components of the application must be converted to PDF and uploaded in PDF format.

Application Components and Page Limits

1	**Cover Letter** The cover letter should include the following components: ● Must be addressed to “APTA Pelvic Health” ● Title of the proposed project ● Primary aim/purpose of the proposed study ● Brief description of how the project fits with the mission of APTA Pelvic Health. ● Name and addresses of each Principal Invesigator and co-investigators ● Dollar amount requested	**1 page max**
2	**Abstract** This summary should include Background, Purpose, Design, Methods, Data Analysis, and Significance.	**1 page max**
3	**Investigator Biosketch(es) - Use NIH Template** Please use the provided NIH biosketch template. The 4-page limit on this biosketch includes the table at the top of the first page. Complete the educational block at the top of the format page beginning with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training, separately referencing residency training when applicable. For each entry, provide the name and location of the institution; the degree received (if applicable); the month and year the degree was received, and the field of study. For residency entries, the field of study section should reflect the area of residency. Following the educational block, complete sections a, b, c, and d as described below. ● **Personal Statement:** Briefly describe why your experience and qualifications make you particularly well-suited for your role in the project (Principal Investigator, Co-investigator) that is the subject of the proposal. Relevant factors may include: aspects of your training, your previous research experience on this specific or related topics, your technical expertise, and/or your past performance in this or related fields. You may cite up to 4 publications or research products that highlight your experience and qualifications for this project. Research products can include, but are not limited to, audio or video products, conference proceedings such as meeting abstracts, poster, or other presentations. Within this section you may, if you choose, briefly	**4 pages per biosketch**

	describe factors such as family care responsibilities, illness, disability, and active duty military service that may have affected your scientific advancement or productivity. ● **Positions, Scientific Appointments and Honors:** List in reverse chronological order all current positions and scientific appointments, including affiliations with foreign entities and governments. List any relevant academic and professional achievements and honors (e.g. clinical licensure, specialty board certificates, scholarships, fellowships, etc) . Include present membership on any Federal Government public advisory committee. ● **Contributions to Science:** Briefly describe up to 5 of your most significant contributions to science. The description of each contribution should be no longer than one half page, including citations. For each contribution please include the following: **a.** Historical background that frames the scientific problem **b.** Central finding(s) **c.** Influence of the finding(s) on the progress of science or the application of those finding(s) to the field **d.** Your specific role in the described work **e.** For each contribution you may cite up to four publications or research products that are relevant to the contribution. You may provide a hyperlinked URL to a full list of your published work.	
4	**Research Strategy** The plan is a description of the proposed study including details of the purpose, specific aims, hypothesis (tested or generated), sampling design, methods, analytical approach, expected results and discussion. The research plan should also highlight the novelty of the study, the importance to pelvic and abdominal health physical therapy, background, significance including conceptual framework and preliminary data. Organize the Research Plan in the specified order and using the instructions provided below. Start each section with the appropriate section heading – Specific Aims and Hypotheses, Significance, Innovation, Approach. You must cite published experimental details in the Research Plan section and provide the full reference in the Bibliography. If an applicant has multiple Specific Aims, then the applicant may address Significance, Innovation and Approach for each Specific Aim individually, or may address Significance, Innovation and Approach for all of the Specific Aims collectively. **Specific Aims and Hypotheses** ● 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. **Significance** ● Explain the importance of the problem or critical barrier to progress that the proposed project addresses. ● Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice as related to the mission of the APTA Pelvic Health Academy. ● Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive clinical practice will be changed if the proposed aims are achieved.	**10 pages max**

	Innovation ● Explain how the application challenges and seeks to shift current research or clinical 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 analysis to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted. ● Detail the statistical analysis(es) and sample size estimate(s) for each Specific Aim. ● Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims and completion of the project in the one-year time period. ● Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.	
5	**Institutional/Organizational Commitment** Please provide a letter from your supervisor (Clinical Director, Department Chair, Dean, etc.) indicating that the organization or institution at which the study is to be conducted is in full support of the proposed project(s) and of the Principal Investigator's ability to complete the project during the 12-month funding period of this grant. Please allow ample time to obtain required signatures from your Institution Signing Official.	**1 page max**
6	**Budget Table and Justification** All expenses directly related to the project must be detailed in the budget. All proposals must request no more than $10,000 of funding for a 12-month period. No indirect costs or salary support are available through this funding mechanism. Please include a detailed budget justification that justifies the expenses listed in the detailed budget as they relate to the proposal.	**4 pages max**
7	**Facilities, Equipment, and Other Resources** This information is used to assess the capability of the organizational resources available to perform the effort proposed project(s). ● Identify the facilities to be used (Laboratory, Animal, Computer, Office, Clinical and Other). ● If appropriate, indicate their capacities, pertinent capabilities, relative proximity and extent of availability to the project ● Describe only those resources that are directly applicable to the proposed work. ● List and describe any major equipment (greater than $5000) that is already available for this study. ● Provide any information describing the Other Resources available to the project (e.g., machine shop, electronic shop) and the extent to which they would be available to the project.	**Unlimited pages**
8	**Protection of Human Subjects / Animal Welfare** Please include the following information in this section: ○ **Risks to subjects** i. Characteristics of the study population, including anticipated sample size, age range, and health status (healthy v patient participants); inclusion and exclusion criteria; rationale for the inclusion of vulnerable populations.	**Unlimited pages**

	ii. The source and type of research data or specimens; method of collection; indication of who will have access to individually identifiable protected health information (PHI). iii. Potential risks, including physical, psychological, financial, legal, or other. **b. Adequacy of protection against risks** i. Plans for recruitment and informed consent. ii. Protections against risk, including procedures for protecting against risks to privacy and confidentiality of data, and plans for medical intervention and reporting of adverse events. **c. Potential Benefits** i. Potential benefit of the proposed research and why the risks are responsible relative to the anticipated benefits ii. Importance of knowledge to be gained relative to the risks to the subjects. If a clinical trial is proposed, a data safety and monitoring plan must be included. **d. Recruitment and Informed Consent** i. Describe plans for recruitment of subjects (where appropriate) and the process for obtaining informed consent. If the proposed project(s) include children, describe the process for meeting requirements for parental permission and child assent. ii. Include a description of the circumstances in which consent will be obtained, who will seek it, the nature of the information or be provided to prospective subjects, and the method of documenting consent. **e. Data and safety monitoring plan** (if applicable) i. Detail the procedures that will be used to monitor for adverse events. ii. Detail the procedures that will be used to protect the confidentiality of the data. **f. Animal Welfare (if applicable)** i. Please include the following in this section: 1. Description of animals and how they will be used in the proposed project(s) 2. Justification for the use of animals and the number to be used 3. Description of the veterinary care that will be provided to the animals 4. Provisions to minimize discomfort, distress, pain, and injury 5. Euthanasia	
9	**Bibliography & Appendices** **Bibliography:** AMA format is required for this proposal. **Appendices:** ● **Appendix A:** Consent Form which the applicant has or plans to submit for IRB approval. ● **Appendix B:** Letters of support from clinical partners and referring sources to support ability to recruit subjects (if applicable) ● **Appendix C:** Data collection forms, surveys, etc (if applicable)	**Unlimited pages**
10	**IRB Approval Documentation** If you have already obtained IRB approval at the time of applying for this grant, you will have the option to upload your IRB approval documentation. If you have not obtained your IRB approval yet, please note that if you are selected to receive the award, you must submit your IRB approval documentation within 60 days of award notice. Distribution of the awarded funds will occur only after IRB approval has been successfully granted. If IRB approval is not submitted within 60 days, the distribution of funding may be delayed or distributed to another applicant. If funding is deferred to another applicant, the funding end date will remain unchanged.	