**REQUIREMENTS AND RESPONSIBILITIES**

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| **PRE AWARD:**1. Be a licensed occupational and/or physical therapist who has specialized in the practice, instruction, and/or research of hand and upper extremity rehabilitation. Collaborators may have other disciplines, but their role should be clearly identified and necessary to complete the purpose of the project.
2. At least one of team members should be a current member of the ASHT, and should have a clearly defined role in the project.
3. An applicant can apply for only one of the three AHTF research grants and not be recipient of an AHTF grant in the past five years.
4. Disclose any relationships (blood, marriage, adoption, employment) to persons with an interest in AHTF such as board members, committee review members, or significant donors when known.

5) An IRB approval for the project needs to be current at the time of application for the conduct of the project. **AFTER NOTIFICATION:** 6) Sign the contract accepting the responsibilities associated with the grant and return the signed contract to the grant director.  **POST AWARD:**1. Use the funds as intended in the grant application to cover the expenses of consultants, equipment, supplies, patient care costs or other itemized expenses related to completing the project. No funding will be provided for salary of the principal investigator, or for other expenses such as indirect costs, travel expenses, or start-up equipment such as computers or basic computer programs (e.g. SPSS, Office, etc).
2. Progress reports: Send a 6 month progress report after receiving the funding, directly to the Grants Committee Chairperson. The report should include: progress according to projected time table, presentations and publications of the project results, encountered barriers if any, and a financial statement of expenditures.
3. Provide receipts to the AHTF Treasurer once the expenditures have been incurred.
4. Complete the project, as approved, within three calendar years of receipt of funds. Funding for project extensions will be decided on a case by case basis by the Grants Director. Extension may not exceed more than one year.
5. Submit final report within 6 months of project completion to AHTF to the Grants Director.

**PRESENTATIONS AND PUBLICATION REQUIREMENTS:**Grantees will be required to share their findings at the ASHT annual meeting and submit a publication to the *Journal of Hand Therapy*. A scientific abstract should be submitted to ASHT for presentation and a manuscript should be submitted to the *Journal of Hand Therapy* within one year of study completion. The *Journal of Hand Therapy* will have first right to approval or rejection. **The funding sources as listed on the grant (AHTF, and/or ASHT, HTCC) should be listed in all publications and presentations.** |