

## RESEARCH GRANT APPLICATION REQUIREMENTS AND RESPONSIBILITIES

*AHTF is committed to promoting a culture that respects diversity, inclusion, equity, and justice for all stakeholders involved in the delivery and research of upper extremity care.*

**These requirements and responsibilities are the same for the three AHTF research grants:** the Burkhalter New Investigator Grant, the Judy Bell-Krotoski “Grab the Evidence” Award, and the Tri-Alliance Grant Honoring ASHT Founders. For any questions, contact the Grants Director at [grants@ahtf.org](mailto:grants@ahtf.org).

### **PRE AWARD: The applying principal investigator, the applicant:**

- 1) Should be a licensed occupational or physical therapist who has specialized in the practice, instruction, and/or research of hand and upper extremity rehabilitation. Collaborators may have other disciplines, as long as their role is clearly identified and necessary to complete the project. If the expertise of the collaborator is the primary role, the collaborator can apply as PI, with the OT and/or PT as co-PI.
- 2) At least one of the team members should be a current member of the ASHT, with a clearly defined role in the project.
- 3) An applicant is allowed application for only one of the three AHTF research grants in a given application cycle. The applicant may apply for another AHTF grant only after completion of previously funded projects and fulfilling post award obligations including submission for presentation and publication.
- 4) Will disclose any relationships (blood, marriage, adoption, employment) to persons with an interest in AHTF such as board members, grants committee members, or significant donors when known.
- 5) Will submit for IRB ethics review for the proposed project from a known entity; approval or exemption for the conduct of the project is preferred at the time of application. If awarded, receipt of funding is contingent on proof of current IRB approval (or exemption) for the project. An applicant will not receive funding without documentation of IRB review and status determination.

### **AFTER NOTIFICATION:**

- 6) Sign the contract accepting the responsibilities associated with the grant and return the signed contract to the Grants Director at [grants@ahtf.org](mailto:grants@ahtf.org).

### **POST AWARD:**

- 7) Use the funds as proposed in the grant application.
- 8) Provide six month progress reports, until project completion, sent directly to the designated **post-award** Grants Division member. Progress reports should include: projected timeline, presentations and/or publications of preliminary results, barriers encountered, if any, and a financial statement of expenditures.
- 9) Provide receipts and/or financial reports as expenditures are incurred to the **AHTF Treasurer**, Gretchen Bachman, ([gbachman@ahtf.org](mailto:gbachman@ahtf.org)) with an email copy to the Grants Director at [grants@ahtf.org](mailto:grants@ahtf.org).
- 10) Complete the project within the time span approved during the application review. Funding for project extensions will be decided on a case by case basis by the Grants Director.
- 11) Submit final progress report within 6 months of project completion to AHTF Grants Director and return unused funds to the AHTF Treasurer.

### **PRESENTATION 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 ASHT and *Journal of Hand Therapy* will have first right of approval or rejection. **Grant funding sources (AHTF, ASHT, HTCC, or the Tri-Alliance) should be acknowledged in all dissemination efforts.**