

RESEARCH GRANT PRE-AWARD REQUIREMENTS AND POST-AWARD 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 pertain to all three AHTF research grants: the Burkhalter New Investigator Grant, the Judy Bell-Krotoski “Grab the Evidence” Grant, and the Tri-Alliance Grant Honoring ASHT Founders. For any questions, contact the Grants Director at grants@ahtf.org.

PRE AWARD REQUIREMENTS:

- 1) The principal investigator should be a licensed occupational or physical therapist who has specialized in the practice, instruction, and/or research of upper extremity rehabilitation. Collaborators may have other disciplines, with a clearly defined role that is necessary to complete the project. The collaborator may 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) The applicant 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) The applicant will submit for IRB ethics review for the proposed project from a known entity. 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.
- 6) If awarded the applicant will sign the contract accepting the responsibilities associated with the grant and return the signed contract to the Grants Director at grants@ahtf.org.

POST AWARD RESPONSIBILITIES:

- 7) The awardee will use the funds as proposed in the grant application.
- 8) The awardee will provide six month progress reports, until project completion. Progress reports should include: projected timeline, presentations and/or publications of preliminary results, barriers encountered, if any, and a financial statement of expenditures.
- 9) The awardee will provide receipts and/or financial reports as expenditures are incurred to the **AHTF Treasurer**, Gretchen Bachman, (gbachman@ahtf.org) with an email copy to the Grants Director at grants@ahtf.org.
- 10) The awardee will complete their 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:

Grantees are required to share their findings at the ASHT annual meeting and submit a manuscript 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.**

