



HATA FOUNDATION RESEARCH & GRANTS PROGRAM

GUIDELINES

INTRODUCTION

The HATA Foundation Research & Grants Award Program provides recognition, financial support, and encouragement for quality research from members of HATA. Funded projects must be designed to expand the body of knowledge in athletic training and improve clinical practice.

WHO MAY SUBMIT A PROPOSAL?

Any current member of HATA is eligible for an award. Students must be sponsored by a certified member of HATA. Priority will be given to high-quality proposals submitted by new investigators and those who have not been previously funded.

WHAT TYPES OF PROJECTS CAN BE FUNDED?

The proposed project must be for original research designed to expand the existing body of knowledge in athletic training. The proposal may not include work that has already been performed. Work that is intended to develop a product that is essentially commercial will not be considered.

HOW TO SUBMIT A PROPOSAL

Completed proposals, including cover form, must be emailed to the Research & Grants Committee

Chair – Dr. Kaori Tamura at ktamura@hawaii.edu

- Please name your file: “Last Name”- HATA grant

Proposals are due by **April 15 at 11:59 PM**.

AWARD AMOUNT

HATA Foundation Research & Grants Committee limits awards to **\$1,000**.

Funds **shall not be used** to:

1. Pay institutional imposed indirect (overhead) costs.
2. Support research that is intended to result in the development of a product that is essentially commercial.

GRANT PREPARATION INSTRUCTIONS

FORMAT

- Prepare the application in MS Word (.docx) format
- The cover sheet must be typed and have all required signatures. Electronic signatures are acceptable.
- 8.5 x11" page size with at least one-half inch margins (1/2") margins all around
- 11-pt. font or larger, single-spaced
- AMA style for citations

APPLICATION CONTENTS

1. [Cover Sheet](#) (must be typed, except for signatures)

2. **Specific Aims (1 page)**

In a single page, the project team should provide an overview of the entire project, written to establish an Athletic Training related problem, the gap in the knowledge needed to address the problem, and why this project will fill this critical gap. Please explain the overall significance of the project – why it's an important project and how it will advance the state of the science. In doing so, the project team should address the long-term goal of the application or investigator(s).

Importantly, the Aims page must clearly articulate the goal(s) of this specific proposal. Ideally, the aims should be related, but not dependent, upon each other. Hypotheses should also be included, but not all proposals require hypotheses.

3. **Research Strategy (4pages)**

A. Significance and Innovation

Explain why your project is important; describe the theoretical basis and practical rationale for the project. Describe how the study will contribute to and expand the existing body of knowledge in athletic training. Describe how the study uses a novel approach to addressing the Problem.

B. Approach

Describe your research methodology and design as precisely as possible, qualitative or quantitative analysis. Describe and identify the independent and dependent variables in precise terms, subjects, sampling procedure and sample size, power analysis, subject protection, instrumentation, reliability, validity, and descriptive and inferential statistical analysis.

4. Appendix

Beyond the Research Strategy, the additional information outlined below should be uploaded as appendices. These pages do not count against the Research Strategy page limit. Additional content addressing the research approach will not be considered.

Appendix A: References

Provide complete bibliographic information for references cited in the Research Strategy. AMA style should be used.

Appendix B: Timeline

Should clearly identify a progressive timeline (including specific dates) for completion of the project.

Appendix C: Additional Materials

Appendix C should contain materials that support the Research Approach. When available and applicable, the following materials should be presented in this appendix:

1. Informed consent form
2. Survey instrument(s)
3. Interview script(s)
4. Multi-PI and/or multi-site plan

Appendix D: Budget and Budget Justification

This appendix must include the overall budget for items will be covered by the funds requested from the HATA Foundation Research & Grants Program.

Funds may be used for:

1. Personnel
2. Supplies
3. Participant incentives

Following the itemization of the budget (see sample budget template below), a justification for each budgeted item must be included. The following must be specifically addressed:

Salaries/Wages: All monies that will be used to provide salaries, hourly wages or assistantships for this project. If salary is requested, identify the percentage of effort and base salary used for the calculation. For example: 10% effort and a salary of \$40,000 per year = \$4,000 requested for salary support. If salary support will be donated, please include a letter of support from the PI's department chair or dean addressing salary support (release time) in Appendix E.

Fringe Benefits: The current percentages and amounts of money that will be used to pay fringe benefits and other payroll expenses for those persons receiving salaries, hourly wages or assistantships. This is determined by the PI's institution.

Equipment & Supplies: This includes all purchases necessary to complete the project that will be acquired through funds provided as part of the grant. Specify the company, model and cost of individual equipment items in the justification. The quantity, cost, and source of supplies should be itemized.

Travel Costs: Travel expenses for data collection are allowable. Transportation costs (e.g. mileage or airfare) should be itemized and justified.

Sample Budget Template (1 page)

The budget below is an example to be used as a template with the grant application. Please modify as needed to address the needs of each application, but the overall categories should remain.

Personnel	Base Salary	Total Effort	Total
Hourly support	\$15/hour	40 hours	\$ 600
Fringe		Percentage	
		30%	
Other costs			
Parking (36 participants, \$6 ea.)			\$180
TOTAL (max \$1,000)			\$996

Appendix E: Personnel

This appendix must include a biographical sketch for each individual (key personnel) involved with the project. Key personnel typically include all individuals with doctoral or other professional degrees. However, in some projects, this will include individuals at the master's or baccalaureate level, provided they contribute in a substantive way to the project's scientific development or execution. Each completed sketch must not exceed three pages and must include: name; position title; role in proposed project; chronological summaries of educational background and employment history (years, degrees, institutions, departments, positions); chronological listing of all publications of the past three years and representative earlier publications pertinent to the proposed project; research funding history; and honors and awards. A template biosketch can be found here on the NIH website [here](#).

Appendix F: Facilities

This appendix will contain a description of the facilities that are currently available for the completion of the project. If a facility (e.g. laboratory, high school, clinic, etc.) will be used that is not controlled directly by the unit employing the Principal Investigator, a letter from the facility's director, indicating that the facility will be available for the duration of the study, must be included.

REVIEW CRITERIA

Within the Research Strategy, reviewers will consider each of the criteria below in the determination of scientific and technical merit and give a separate score for each. An application does not need to be strong in all categories to be judged likely to have major scientific impact

Significance: Does the project address an important problem or a critical barrier to progress in the field? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field? Do references reflect an understanding of current literature related to the research question?

Investigator(s): Are the PIs, collaborators, and other researchers well suited to the project? Do new Investigators have appropriate experience and training? If the project is collaborative or multi-PI, do the investigators have complementary and integrated expertise?

Innovation: Does the application challenge and seek to shift current research or clinical Athletic Training practice or education paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed?

Approach: Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Are potential problems, alternative strategies, and a timeline 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? If the project involves clinical research, are the plans for 1) protection of human subjects from research risks, and 2) inclusion of minorities and members of both sexes/genders, as well as the inclusion of children, justified in terms of the scientific goals and research strategy proposed? Are the statistical approaches well explained and adequately powered?

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?

REVIEW PROCESS

All proposals will be screened by the HATA Foundation Research & Grants Committee Chair for mechanical review and major methodological fraud. Appropriate proposals will then be reviewed by Research & Grant Committee members. The primary role of this group is to evaluate each proposal and recommend those that are deemed to be acceptable for funding.

The general procedure for review is as follows:

1. The Committee Chair will collect and screen applications for completeness and adherence to grant preparation instructions. Completed proposals will then be distributed to the committee for review.
2. Committee members will independently review applications using a review rubric. Committee members with a conflict of interest will not review grants.
3. The Committee will discuss the proposals to determine: a) a ranked order of all proposals, and b) which proposal is suitable for funding.

Note: It is possible that the review committee will not deem any grant applications to be suitable for funding and will, therefore, not recommend any proposals for funding.

NOTIFICATION OF AWARD

Grant winners will be notified and recognized at the HATA Annual Meeting.

OBLIGATIONS

Recipients of a HATA Foundation Research & Grant must:

1. Assure that no person shall, on the grounds of race, color, national origin, gender, age, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination while you are receiving assistance from the HATA Foundation Research & Grants Program.
2. Ensure that any agency associated with the project will subscribe and adhere to the guidelines for nondiscrimination, reporting obligations and use of funds associated with this award.
3. Notify the HATA Foundation Research & Grants Committee Chair of any modification to the original proposal at any time during the course of the project.
4. File research progress reports with the HATA Research & Grants Committee Chair at six-month intervals (or upon request).
5. Submit the abstract for presentation at the FWATA or NATA Annual Meeting and Clinical Symposia.
6. Present the results at the HATA Annual Meeting.