



## SPONSORED RESEARCH GRANTS

Program and Submission Guidelines  
2024-25 Grant Cycle

### **Program Purpose**

The purpose of the SEATA-supported research program is to facilitate the advancement of the athletic training profession. Research initiatives should focus on the domains of athletic training as identified in the National Athletic Trainers' Association (NATA Role Delineation Study).

### **Research Personnel Requirements**

Interdisciplinary collaboration between athletic trainers and other health-care researchers is encouraged. It is imperative that appropriate standards be maintained when conducting research. Fostering high standards of excellence in research can best be attained by including qualified personnel, as per the focus of the research study, who can serve to ensure that the findings are acceptable in accordance with peer review. The primary investigator must be a certified member of NATA District IX; possess a National Provider Identification (NPI) number and be in good standing with both the BOC and their respective state regulatory body. Additionally, all research personnel shall possess an NPI number.

### **Submittal Requirements**

**\*\***Researchers must either initiate their local IRB submission or have prior IRB approval before submitting this grant application. **Note:** no funding will occur without proof of IRB approval**\*\***

Applicants are required to **electronically via e-mail** submit the grant proposal file (see below for complete instructions) to the Research and Education Committee ([research.education@seata.org](mailto:research.education@seata.org)) by 11:59 pm EST on April 15<sup>th</sup>, 2024. This email must be date/time stamped by 11:59 pm EST on April 15<sup>th</sup>, 2024. Late submissions will not be accepted. All applicants should receive e-mail notification that their applications have been received within 48 hours; however, this e-mail notification does not imply that the application materials are complete. The primary investigator will be required to submit a yearly progress report and make an oral presentation of the research findings at the SEATA Annual Meeting within 2 years of receiving funding for the grant.

### **Instructions for Submission**

**Combine all required documents into a single PDF file in the following order:** 1) Grant Application Form; 2) Proposal Narrative; 3) Budget and Budget Justification; 4) Curriculum Vita; 5) IRB submission (or approval)

1. **Send the single merged PDF file** as an e-mail attachment to Research and Education Committee ([research.education@seata.org](mailto:research.education@seata.org))



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### **Sponsored Funding:**

1. SEATA provides two levels of sponsored grants:
  - a. Student Grant(s) of up to \$2,500: 1-year grant is available for SEATA student or certified student members enrolled in professional or post-professional education program. Student's submissions must include a faculty sponsor that is also a member of SEATA;
  - b. Professional Grant(s) of up to \$5,000: 1-year grant is available for certified-regular members of SEATA (faculty or clinicians) employed full-time in professional practice.
2. Grants are for direct project costs only. Indirect costs will not be supported by the grant.
3. **Conference presentation expenses for the SEATA Annual Meeting including travel-related expenses and one-night hotel stay MUST be included in the grant budget and budget justification. Complementary registration will be provided by SEATA for the grant recipient to present their research findings. Hotel and travel-related expenses will be reimbursed following the presentation in accordance with SEATA reimbursement policy.**
4. *At their discretion, the research and education committee may fund multiple grants at a lower funded level.*

### **Deadline for Application:**

Completed applications must be electronically date/time stamped by 11:59 pm EST on April 15<sup>th</sup>, 2024. Recipients will be notified on or about June 1<sup>st</sup>, 2024 pending approval of the SEATA Executive Board.

### **Application Guidelines**

Evaluation of the appropriateness and the quality of the research proposal necessitates an accurate, thorough, and complete description of the research study. To this end, information specific to the study's purpose, related literature, protocol and methodology, perceived benefits, budgets, faculty ability to complete the proposed work within the funding period, and compliance assurance must be provided. While preliminary data are not necessary for this funding mechanism, pilot work and information showing some mastery of methods often enhances an application.

The proposal narrative cannot exceed the page limits listed below for each section; however, applicants are encouraged to maximize the space available. The proposal narrative should be written in a comprehensive manner and should be able to stand-alone without the need for appendices. Therefore, Appendices will not be accepted in the grant document. ***Proposals should be single-spaced with margins of at least 0.5 inch and use at least 11 pt font of either Times New Roman, Arial (NOT Arial Narrow), Georgia, Helvetica, Palatino Linotype, or Calibri.*** Each page should be numbered and display the name of the Principal Investigator.



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The Grant Proposal Narrative contents and specific page limitations are as follows:

- *Purpose of the Study and Specific Aims* – one-page maximum
- *Related Literature Review / Justification* – two-page maximum
- *Study Protocol/Methodology* – three page maximum
  - *If you are performing a survey, please include the entire instrument as Appendix A at the end of this Grant Proposal Narrative (not counted in the page limit)*
- *Significance and Anticipated Benefits, including specific mention of relevance to the athletic training profession* – one-page maximum
- *Alphabetical Bibliography* – no page limit
- *Itemized Research Budget and Budget Justification, which must include travel-related expenses for presentation at the SEATA annual meeting (e.g., travel and one night hotel stay).*
- *Curriculum Vitae of all Research Team Members*
- *IRB Submission (or approval)* – no page limit
- *Appendix A* – as appropriate

Upon receipt of the grant application, a mechanical review will be conducted to ensure that the application includes all requested materials and is presented in the requested format. An application will be considered incomplete and returned if it is not typed, it fails to adhere to the aforementioned instructions, or the material presented is insufficient to permit an adequate review. Review of all submitted proposals and recommendations of the award(s) recipients to the SEATA Executive Board will be the responsibility of the SEATA Research and Education Committee. Grants will be reviewed based on the following:

- The overall neatness (few to no grammatical or spelling errors) and thoroughness of the grant application, including IRB submission (or approval) documentation.
- The study's purpose, objectives, and goals should be concise, clearly stated, and related to athletic training.
- The literature review should be complete, concise, and establish relevance for the study.
- The research design and statistical analyses should be appropriate for the hypotheses.
- The appropriate instrumentation should be utilized.
- The authors should have established an appropriate level of power.
- The significance and benefits to the field of athletic training research and athletic training clinicians are clearly stated.
- The budget is appropriate for the investigation, detailed and understandable, includes travel-related expenses to present findings at the SEATA annual meeting, and is vital to the success of the proposed study.
- The research team's potential for successfully completing the proposed study.



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### **Review Procedures**

1. All submitted proposals that pass initial mechanical review will receive a quality score based on standardized scoring criteria from each member of the SEATA Research and Education Committee that does not declare a conflict of interest.
2. The Research and Education Co-Chairs will collect and review all scores and make a recommendation(s) for funding to the committee based on the tabulated scores.
3. The Research and Education Committee will vote to approve a final funding recommendation(s) to the SEATA Executive Board.
4. The SEATA Executive Board will make all final funding decisions.
5. Grant applicants will be notified of their submission status by April 15<sup>th</sup>. Upon written request, any application that completed a full review by the committee may receive feedback on their proposal.

### **Review Criteria**

Each SEATA Grant submission is evaluated using a standardized evaluation form and focusing on the criteria listed below. Each criterion will be evaluated on a Likert-type scale ranging from 1 (deficient) to 10 (excellent). Each reviewer will also provide an overall impression score from 1 (deficient) to 10 (excellent) and make a funding recommendation.

1. Overall grant presentation
  - a. Neatness (few to no grammatical or spelling errors)
  - b. Completeness
  - c. Spelling and grammar
  - d. Format
2. Study purpose & aims
  - a. Within page limits (1 page)
  - b. Objective clearly stated
  - c. Related to athletic training
  - d. Clear and concise
  - e. Aims and hypotheses clearly stated
3. Literature review / Justification
  - a. Within page limits (2 pages)
  - b. Clear and concise
  - c. Comprehensive
  - d. Relevance established
  - e. Impact on athletic training profession articulated



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4. Study Protocol and Methods
  - a. Within page limits (3 pages)
  - b. Design appropriate for hypothesis
  - c. Statistical design appropriate
  - d. Clear and concise
  - e. Appropriate instrumentation
  - f. Adequately powered
  - g. Preliminary work/data
5. Anticipated benefit to athletic training
  - a. Within page limits (1 page)
  - b. Clear and concise
  - c. Benefits to athletic training research
  - d. Benefit to athletic training clinical practice
6. Budget
  - a. Appropriate for investigation
  - b. Justification detailed and understandable
  - c. Impact grant will have on ability of study to succeed
7. IRB Approval
8. Investigators
  - a. PI's research potential/skills
  - b. Research team member's experience/skills
8. Overall impression
9. Recommendation for Funding
  - a. Strongly recommend
  - b. Recommend
  - c. Consider
  - d. Do not consider

### **Award Recipient Obligation:**

1. The primary investigator will be required to complete their SEATA Grant Acceptance Form with all required information by July 1<sup>st</sup> of the awarding year.
2. A headshot with a brief biography will be provided by the primary investigator for display in promotional materials by July 1<sup>st</sup> of the awarding year.
3. Recipients of research grants must maintain active IRB approval throughout the research project. The PI must notify the Research and Education Committee of any changes or modifications to IRB status during the project.
4. Recipients of research grants must assure that no person shall, on the grounds of race, religion, age, sex, ethnic or national origin, disability health status, sexual orientation, or gender identity, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination as part of the research project and insure that any agency associated with the conduct of the project will subscribe and adhere to the guidelines for nondiscrimination, reporting obligations and use of the funds associated with this award,



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5. Notify the Research and Education Committee of any modifications to the original grant proposal, at any time during the course of the project ([research.education@seata.org](mailto:research.education@seata.org)),
6. The primary investigator must make an oral presentation of the research findings at the SEATA Clinical Symposium and Members' Meeting within 2 years of receiving funding for the grant.
7. A final report regarding all grant activities is due at the end of the funding period.

Failure to comply with obligations may result in researchers being ineligible to receive future grants from SEATA.

### **INFORMATION AND APPLICATION:**

Pertinent information may be found at the SEATA website: <https://www.seata.org/research-education>.

Questions can be directed to:  
Research and Education Committee Chair (Dr. Jeri Zemke)  
[research.education@seata.org](mailto:research.education@seata.org)