

Academy of Physical Therapy
Education
American Physical Therapy Association
Research Grant Program

Terms and Conditions of Research Grants

Definition of Grantee

The grantee is defined as the principal investigator, who is responsible for ensuring adherence to the terms and conditions of the award.

Dissemination of Funds

Following grant reviews, the grantee will be provided with a letter indicating the grant will be funded and a Grant Agreement Form. The Grant Agreement Form must be completed and returned to the current Academy of Physical Therapy Education Research Committee Chairperson (as noted on the Academy website). Funds will be distributed after both the Grant Agreement Form and the IRB approval are submitted.

Human Subjects Protection

All research involving human subjects or data collected from human subjects supported by the APTA Academy of Physical Therapy Education must be reviewed by an institutional review board for the Protection of Human Subjects (except planning grants without data collection).

Grantees must submit a letter of IRB approval or letter that the study is exempt from IRB review to the current Academy of Physical Therapy Education Research Committee Chairperson. Funds will be distributed after both the Grant Agreement Form and the IRB approval are submitted.

Non-adherence

Failure on the part of the grantee to adhere to the terms and conditions governing the grant (including policies related to publications, presentations, and press releases) is grounds for early termination of the grant.

Should the grantee encounter problems during the grant period related to progress or other matters related to the grant, the Academy may request additional information from which a decision to continue or to terminate the grant can be made. In cases of early termination of the grant, the grantee will be notified in writing sixty (60) days before termination of the grant.

Reporting

Grantees shall provide reports to the Academy following the schedule guidelines described below. Failure to submit a report by the stated deadline will delay or jeopardize continued funding. Submit reports to the current Academy of Physical Therapy Education Research Committee Chairperson.

Final Report: Grantees must submit a final report within sixty (60) days of completion of the grant period. The final report should not exceed 3 pages and shall include:

1. A detailed accounting of expenditures paid for by the grant. Any Academy funds not expended must be returned to the Academy.
2. Summary of the work completed during the course of the research.
3. An explanation of any changes to the original plan.
4. Plans for future research projects related to the study.
5. Plans for dissemination of information related to the study.
6. A list of abstracts, presentations, and manuscripts associated with the project in AMA format. This list may be posted on the Academy website. Please send additional references, if applicable, after the final report.
7. Copies of abstracts and articles related to the project.
8. Updated contact information. You are required to provide annual updates to the Academy on additional abstracts, presentations, or publications in the 5 years following the final report. The Academy may contact you to request this information if your updates are not received.

Requests for Approval of Changes to the Budget

The grantee must submit a revised budget request to the Academy if expenditures are expected to deviate more than 20% from the approved budget. The Academy shall have thirty (30) days to review any request for approval of a revised budget. The Academy may approve or not approve changes at its discretion.

The Academy does not require pre-approval of a departure from budgeted amounts as long as the departure does not exceed twenty per cent (20%) in any line item area. Any departure from the original budget, however, must be explained fully in the final report. Transfers between line item areas greater than twenty per cent (20%) and requests for expenditures in categories not included in the approved budget will be interpreted as a change in the overall research plan. Prior Academy approval is required for all changes greater than 20%.

Changes in the Research Plan

The grantee must obtain written approval from the Academy before making any material change in the research plan, timetable for completion (including no-cost extensions), acquisition of participants, etc. Requests for changes to the plan must be made in writing using the NoCostExtensionorChange form provided on the

Academy website. The Academy Research Committee shall have thirty (30) days to review such requests and respond in writing to the grantee.

Extension of Study

A written request for extension of reporting deadlines with no additional funding must outline in detail the reasons for the requested extension using the NoCostExtensionorChange form provided on the Academy website. Such a request must be received by the Academy at least sixty days (60) prior to the expiration of the original grant period.

Changes in Status of Grantee

The grantee must notify the Academy Research Committee Chairperson when becoming aware of any changes or pending changes (eg, changes in key personnel) that may prevent accomplishment or substantially alter the goals and objectives of the research program. The notice must be received within ten (10) days of the grantee becoming aware of any change or pending change. The Academy may request additional information from which a decision to continue or to terminate the research grant can be made. The Academy, in its sole discretion, shall determine whether the change jeopardizes the grantee's ability to complete the research program and whether funding of the project shall continue. In cases of early termination, the Academy shall notify the grantee in writing sixty (60) days prior to the termination of the grant.

Ownership of Equipment

Title to all apparatus, equipment, material, instruments, and products purchased, built, prepared or fabricated by an agency with the Academy research grant funds will normally vest in the grantee, with the understanding that such equipment will remain in use for the specific project for which it was obtained.

Publications, Presentations and Press Releases

Credit Acknowledgment: To ensure that support provided by the Academy is adequately reflected, all publications, presentations, and press releases prepared in connection with the research project must include an appropriate credit line. The wording will specify whether the research is funded in full or in part by the Academy of Physical Therapy Education of the American Physical Therapy Association.

Publications: Publications are not subject to Academy approval. The sponsoring organization/institution or principal investigator shall notify the Academy of the intention to release for publication the results of the Academy-funded research. One (1) copy of all published papers or abstracts should be sent electronically to the current Academy Research Committee Chairperson immediately upon publication.

For a period of five (5) years following the completion of the project and submission of the final report, the grantee is required to annually submit information to the Academy electronically regarding all submitted, in press or published papers; and submitted or accepted abstracts related to the funded research project.

Presentations: Presentations are not subject to Academy approval. The grantee is required to submit results from the completed project to APTA's Annual Conference or Combined Sections Meeting for poster or platform presentation within two years after completion of the project. One (1) copy of all poster presentations and exhibits relating to the funded study should be sent to the current Academy Research Committee Chairperson immediately following presentation.

For a period of five (5) years following completion of the project and submission of the final report, the grantee is required to submit summary information to the current Academy Research Committee Chairperson at least annually regarding each poster presentation and/or exhibit presentation related to the funded research project.

Press Releases: Press releases or announcements in local publications are not subject to Academy approval. For a period of five (5) years following completion of the study and submission of the final report, the grantee shall provide the current Academy Research Committee Chairperson with an electronic informational copy of all announcements to the media related to the grantee and/or the work to be done or work accomplished under the grant. This may include workplace announcement, University papers, or local media stories. The Academy may use the abstract from the original grant proposal and information contained in the electronic abstract and final reports in preparing announcements to the media and other efforts to promote public awareness and inform potential Academy funding sources of work in progress.