



Early Career Research Grant

An Academic Council of Occupational Therapy initiative

The Academic Council of Occupational Therapy invites research proposals from young AIOTA members for the Early Career Research Grant. Interested Members may submit their research proposal in the prescribed format.

AIOTA supports research at the postgraduate level and as well as from the researchers. AIOTA will provide a grant to one postgraduate student and one researcher/PhD Scholar in the field of Occupational Therapy twice a year.

PG Thesis Grant

Grant is Capped at **20000 INR** for the research duration of 9 months maximum.

AIOTA members doing their postgraduation from an AIOTA-accredited college will be able to apply for PG thesis grant

Independent Researcher/PhD Research:

Grant is Capped at **50000 INR** for the duration of 3 years maximum.

AIOTA MEMBERS less than 45 years of age with Postgraduation in occupational therapy will be able to apply for the grant.

SUBMISSION OF PROPOSAL:

The Research Proposal has to be submitted to the mail research@aiota.org by the deadline as per the proposal template provided with this notification by 1st June or by 1st December of the Calendar year.

PROPOSAL EVALUATION

Proposals will be initially screened for completeness. Applicants of shortlisted protocols will be called to present their research proposal to the grants committee.

SANCTION OF GRANT

Once Grants committee approves a project, ACOT would inform the Principal Investigator (PI) about the decision that the project has been technically approved for funding.

After sanction of project The PI is expected to inform ACOT about:

- a. His acceptance of the budget.
- b. For equipment's approved in the project the PI is required to give a certificate to the effect that equipment's is/are not available/accessible for the project work.
- c. Other documents - Permission from the host institute, mandate form, cancelled cheque, Audit authority, Undertakings (non-availability of equipment, no funding for the same items from other source, number of already funded project from AIOTA etc.)

Release of the Grant:

PG Study: A maximum of 10000 INR as released as first installment along with sanction letter and the remaining grant as a reimbursement after the submission of the study report.

Research/PhD Research: The grant will be paid in 3 installments. The first installment on approval of the proposal and the next installments will be processed after receiving the Utilization certificate of the previous installment, along with the progress report and Grants Committee will recommend the satisfactory progress of the project based on the presentation by the investigator.

10% of funds of the last installment will be withheld until receipt of final report along with final UC and SOE. After receipt of these documents and after satisfactory review of the final report, the remaining funds will be released after adjustment of balance available with the PI, if any. Accordingly, final audited statement of accounts along with utilization certificate must be submitted within 1 month of release of the remaining 10% of grant.

Re-appropriation of funds Expenditure is not allowed.

Utilization of travel grant

The travel grant can be utilized for travel by the investigator

- a. attending a training course needed to conduct the research proposed.
- b. Attending seminars/symposia/conference preferably annual national conference of AIOTA provided the investigator presenting a research Paper (based on the proposed research) which has been accepted.

Contingency grant

This is meant for recurring as well as non-recurring expenditure. The contingency grant can be utilized for purposes it was sanctioned by the Grants Committee like, but not limited to:

- a. Acquisition of books and documents of relevance to the research topic in case these are not available in the library, these would become the property of the Institution's library and after purchase and accession may be issued to the Department / Scientist till they are needed.
- b. IEC charges/Data-analysis Charges
- c. Printing of questionnaire
- d. Grant cannot be used for purchase of furniture items/office equipment

Equipment _There is no upper ceiling on the amount to be sanctioned for purchase of equipment (s). This would vary on the nature, scope and need of the project.

Equipment/Tool procured through the AIOTA grant should bear a label "AIOTA funded" and retained in the organization/returned to the AIOTA if the particular tool is of useful to any other researcher.

Reporting Periodical Progress and Completion

Annual Progress Report (not applicable for PG thesis)

- a. Annual Report is to be submitted annually in the prescribed format. The progress report should be submitted about two months prior to the completion of the annual period so as to enable the evaluation and provide the grants. The subsequent annual report will be for the period of one year.
- b. The progress of the project would be evaluated by the Grants Committee.
- c. The project will not be renewed for the next year unless the Grants committee receives the progress report in time.

d. A delay in receipt of the report in time for consideration by the Committee may lead to termination of the project.

Project Completion Report

a. At the completion of the project, the final report has to be submitted in the template provided for the same.

b. The report should be submitted not later than three months from the date of completion of the project.

Change of PI (not applicable for thesis)

a. PIs are encouraged to have a co-investigator in the project.

b. In case the PI leaves the project, an eligible co-investigator could be considered as the PI subject to recommendation of the PI and the Head of the Institution.

IPR

All new intellectual property viz. patents, copyright, design, etc. generated as part of the research supported by the AIOTA should acknowledge the assistance by the AIOTA. All raw data (in all forms) should be made available/accessible to AIOTA at the completion of the project along with submission of the final report.

The grant paid by the AIOTA shall be refunded by the institution as and when the Investigator discontinues a project before the end of first year or does not follow the detailed technical programme laid down and approved. Also, upon discontinuation, the PI is obligated to submit the technical report along with UC / SOE and refund of balance of funds.

The research papers and publications including thesis/dissertation based on the results of the research project should acknowledge the funding from the AIOTA.

Non-Compliance: Noncompliance with the guidelines after receiving the grant will be considered as an offense and the AIOTA EC will decide on the course of action based on the nature of noncompliance.

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Template for Research Proposal

The proposal shall include:

1. Title of the Research Proposal:

- a. Complete Title
- b. Running Title

2. Duration of the Study: _____

3. Institution(s) [PI(s) & Co-PIs]:

- i) Name and address of the institute / Place of Research:
- ii) Name and address of the Project Investigator (s):
 - a. Name and address:
 - b. Corresponding address
 - c. Mobile:
 - d. E-mail
 - e. AIOTA membership number
 - f. Qualification
 - g. Course Pursuing (If applicable)
 - h. Clinical & Research Experience in brief
 - i. Number of Publications in Indexed Journal
- iii) Name and address of the Co- Investigator (s) of Project
(*ADD for each co investigator*)
 - a. Name and address:
 - b. Corresponding address
 - c. Mobile:
 - d. E-mail
 - e. AIOTA membership number
 - f. Qualification
 - g. Course Pursuing (If applicable)
 - h. Clinical & Research Experience in brief
 - i. Number of Publications in Indexed Journal
- iii) Name of the collaborating Institute:
(If yes Specify the type of Collaboration)

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- iv) Details of the Guide (If applicable)
 - i. Name & Address of Institution
 - ii. AIOTA membership number (If applicable)
 - iii. Clinical & Research Experience in brief
 - iv. Publications

- v) Details of Co guides: (If Applicable)
 - i. Name & Address of Institution
 - ii. AIOTA membership number (if Applicable)
 - iii. Clinical & Research Experience in brief
 - iv. Publications

- 4. Introduction to Research
 - a. Review of Literature
 - b. Rationale for Study

- 5. Aims

- 6. **Objectives of Research Study:**

- 7. **Methodology**
 - a. Research Design
 - b. Study Place/Geographical Location
 - c. Study / Research Duration
 - d. Sample pool & Size
 - e. Sample size calculation
 - f. Informed consent Form

 - g. Inclusion Criteria for recruitment of subjects
 - h. Exclusion criteria
 - i. Instruments & assessment tools
 - j. Procedure
 - i. Sampling Criteria & Treatment allocation strategy
 - ii. Study Outcome Measures (Variables)
 - iii. Treatment duration & frequency
 - iv. Treatment / Intervention strategy

- 8. **Data Collection & Statistical Analysis Plan**
 - a. **Software source- (Mention the name and nature as Licensed/institutional/open source)**
 - b. **Statistical Tests**
 - c. **Dummy tables**
 - d. **Any other**

- 9. **References** (to be listed in Vancouver style using reference manager)

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10. **Institutional Ethical Clearance details** (*Copy of the clearance to attached as annexure*)
11. **Clinical Trial Registry of India # (if available)**
12. **Declaration of Conflict of Interest**
13. Expected benefits of the study
14. Significant Implication on population
15. Contribution to Professional development, if any
(**Newness/ Novelty / Uniqueness describing anticipated impact**)
16. **Details of any other support received for the Project:**
17. **Expected Utilization of Funds if gets approved**
18. **Details of available resources** including personnel and equipment to carry out research
(For PhD Scholar/Independent Researcher Candidates only)*

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Annexures:

Clinical Assessment Proforma
Outcome Measures
Language versions of Outcome Measures
MoU with other organization / collaborators
IEC Clearance
Patient/Participant Information sheet and Informed Consent form
CTRI registration

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DECLARATION AND ATTESTATION

- i. I/We hereby submit all the information provided by me/us as part of this research proposal is true and correct to the best of my/our knowledge. All necessary Institutional facilities will be provided if the research project is approved for financial assistance.
- ii. I/We agree to submit within one month from the date of termination of the project the final report and a list of articles, both expendable and non-expendable, left on the closure of the project.
- iii. I hereby agree to submit the Statement of expenditure along with the invoice as applicable

Name & Signature of the:

a) Principal Investigator _____

b) Co-Investigator(s)/Guide / Co guide _____

c) Head of the Department _____

Signature of the Head of the Institution with seal

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BIODATA OF THE INVESTIGATORS(S)

1. Name (Dr./Kum./Smt./Shri) _____
First name(s) Surname

2. Designation:

3. AIOTA Membership Number:

4. Complete Postal Address, Telephone Number, Fax, e-mail etc.

5. Date of Birth:

6. Educational Qualification : Degrees obtained (Begin with Bachelor's Degree)

Degree	Institution	Field(s)	Year
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7. Research/Training Experience

Duration	Institution	Particulars of work done
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8. Research specialization (Major scientific fields of interest)

9. Important recent publications (last 5 years, with titles and References), including papers In press.

10. Research Projects ongoing and completed, if any

Checklist

AIOTA Research Grant Proposal

This proposal checklist will guide you in preparing and checking the grant proposal. As you write your grant proposal, go back to this checklist from time to time to make sure you are right on track.

Item	Yes	No	Not Applicable	Remark
Title – Complete / Running				
Duration				
Institution Detail				
Investigator/ co-investigator/ guide/co-guide details				
Introduction				
Background of the problem				
Review of recent literature				
Knowledge gap				
Rationale of the study				
Research question (FINER- <i>Feasible, Interesting, Novel, Ethical, Relevant</i>)				
Hypothesis				
Objectives of the study (Should be SMART – <i>Specific, Measureable, Achievable, Relevant, Time-bound</i>)				
Methodology				
Design				
Setting				
Sample size & its estimation				
Inclusion criteria				
Exclusion criteria				
Intervention / any specific procedures / Design of device / orthosis / splint etc.				
Outcome measure				
Data Analysis Software (version / licence) Specific tests				
Ethical approval				
CTRI no. (if available)				
Dummy Tables				
Timeline chart				
References – Formatting / software use				
Annexure				
Clinical Assessment Proforma				
Outcome Measures				

Language versions of Outcome Measures				
MoU with other organization / collaborators				
Any other				
Budget detail with justification				
Expected outcome				
Infrastructure available				
Proposed use of non-consumables / equipment				
CVs of the investigators (<i>exhibiting competence to carry out the study</i>)				
Expected Outcome of the study and its application				
Plan for dissemination				
<ul style="list-style-type: none"> - Presentation - Publication 				

Format for Final Project Completion Report ACOT Scholarship

1. Title of the Project:
2. ID of project in AIOTA registry : _____ Type of Scholarship--
3. Principal Investigator and Co-Investigators(Names es & AIOTA membership No.)
4. Implementing Institution/Clinics and other collaborating Clinics /Therapy centers
5. Date of commencement
6. Duration
7. Staus of completion
8. Date of completion
9. Objectives as approved
10. Deviation made from original objectives if any, while implementing the project and reasons –

Deviations ----- Amendments ----- Reasons _____

11. Details of summary of methods adopted if any--.
12. Any necessary tables, charts, diagrams and photographs about adapted methods .
13. Detailed analysis of results.

A summary sheet of not more than two pages under following heads

(Title, Introduction, Rationale, Objectives, Methodology, Results, Implementation & feasibility,references) ,

14. Contributions made towards increasing the state of knowledge in Occupational Therapy .
15. Conclusions summarizing the achievements and indication of scope for future work.
16. benefits accrued in assessment or Intervention Methods from the study :
17. List of research publications with complete details:

Authors, Title of paper, Name of Journal, Vol., page, year

18. Manpower trained in the project:

a. Research Scientists/Fellows/PGs

b. No. of PhDs/PGs Qualified

- c. Other Technical Personnel trained

19. . Patents taken, if any:
20. . Products developed, if any
21. Scholarship Money Utilisation Details – (provide Bills /vouchers with this document)
22. Usage of equipment or assessment tool if any:

S. No	Name of Equipment	Make/ Model	Cost ₹	Date of Installation	Utilization rate %	/ Remarks regarding maintenance/breakdown

23. Further management of equipment /Assessment Tool -By institute/Clinic/Individual.

Name & Signature of Investigator