

**Great Lakes Athletic Trainers' Association  
Research Assistance Committee  
GRANT SUBMITTAL GUIDELINES**

**Purpose**

The purpose of the GLATA research grant program is to foster original scientific investigations from its members.

**Scope of Research**

The GLATA Research Assistance Committee (RAC) welcomes research grant proposals that investigate topics relevant to athletic training.

**Eligibility Requirements**

**Student Grants.** The application must represent the applicant's student-driven research project. S/he must:

1. Be a master's or doctoral student at the institution where the research is to be performed;
2. Have student status for the duration of the project term outlined in the grant;
3. Assume personal responsibility for conducting the research proposed in coordination with the PI;
4. Be a member of the GLATA at the time of submitting an application for funding.

**Professional Member Grants.** PI or Co-PI must be member of GLATA as an athletic trainer (clinician or educator). Interdisciplinary collaboration between athletic trainers and other health-care researchers is encouraged.

**Level of Funding**

1. Awards are available at a maximum of \$1,500.00 for Master's student, \$2,500 for Doctoral student, and \$6,000.00 for professional applicants. Only direct project costs will be funded. Indirect costs will not be supported by the grant. Funding extensions can be approved by the committee. A final summary report is due within 30 days of the conclusion of the grant.
2. Conference presentation expenses for the GLATA Annual Meeting to include travel, one-night hotel stay, should be included in the grant budget and budget justification (\$200 maximum).
3. *At its discretion, the Research Assistance Committee may fund grants at a lower level.*

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**Submittal Instructions**

- **Deadlines:** Grant proposals must be submitted to the Research Assistance Committee via <http://www.glata.org/research-assistance-committee/> by the 11:59pm Eastern Standard Time on the deadline (**Students - April 15; Professional Member - September 15**). All applicants should receive e-mail notification that their applications have been received.
- **Human Subjects:** Human Subjects approval of the proposed research project by an Institutional Review Board is required for funding dispersal. No funds will be distributed to grantee without proof of the IRB approval.
- **Format:** Applications must be submitted electronically as a **single .pdf** document by the listed deadline (April/September 15). The application should be typed with a font no smaller than 11 point and 1-inch margins on all sides. Single spacing is recommended. Failure to comply with the page restrictions listed below will result in rejection of the application. Please number all pages beginning with the cover page.

**Research Proposal**

A complete proposal will include the following components:

1. **Cover Sheet.** This form is found in the grant application packet. This form must be page 1 of the grant application.
2. **Conflict of Interest Disclosure.** This form must be signed and be page 2 of the grant application. This form is found in the grant application packet.
3. **Project Summary.** The summary is viewed as a stand-alone document. State the specific aims and hypotheses. Describe concisely the research design, methodology, statistical analysis, and expected outcomes (including any clinical/practical applications). Limit to 200 words and 1 page in length.
4. **Budget and Budget Justification.** Provide a detailed budget, itemized by expense categories. The term of the proposal is one year (exceptions may be considered). Funds may be used to support supplies and equipment, student work, technicians, research assistants, study coordinators, or statistical support. A stipend will not be awarded to the individual applicant. Institutional overhead costs are not permitted. A maximum of \$750 is allowable for travel expenses directly related to conducting the project. Limit to 1 page.
5. **Research Proposal.** The total research proposal should not exceed 4 pages. Please include the following sections:
  - a. Specific Aims (1-page limit)
  - b. Research Plan (4-page limit)
    - i. Significance
    - ii. Approach
    - iii. Timeline

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**6. Appendices (if applicable)**

- a. **Forms to support the study.** (Questionnaires, human subject's approval form, etc.).
- b. **Biographical Sketches.** We always accept the most recent NIH biosketch. Students should use the NIH template or the GLATA template version and limit to 2 pages.

**7. References.** Please number reference according to order of appearance.

**Awarding of Funds**

1. Funds shall be awarded to the institution/agency within 45 days of the application deadline.
2. Funds must be expended, and the project completed within one calendar year of receiving funding. Funds allocated will be reduced in instances when the budget was considered to be too high. submitted to the attention of the committee chair.
3. Funds will not be released until IRB approval has been received by the RAC chair.

**Responsibilities of Awardees**

1. Submit an abstract of the completed project to the Free Communication program at the GLATA Annual Meeting and Symposium.
2. Publications and presentations resulting from projects supported by GLATA funds must acknowledge GLATA's support.
3. Requests for extensions of the period of investigation for active projects, without additional funds may be considered by the RAC. All such requests must be sent to the chair of the RAC. Any such request should have the signature of the applicant organization's authorized approved official or some other tangible indication that the appropriate office has been alerted to the request. Requests for extension of time should be limited to six months or less, although requests for longer extensions may be considered in exceptional circumstances.
4. Requests to redirect funds within the approved budget must be directed to the chair of the RAC. They must be accompanied by a statement that explains the circumstances leading to the request. Normally, only requests confined to the scope of the original request will be approved.