



Academy of Leadership and Innovation (ALI) Community Grant Program Guidelines and Instructions

Community Grant Guidelines

Purpose

The purpose of the Academy of Leadership and Innovation (ALI) Community Grant Program is to stimulate, encourage, and support activities by ALI members that improve the health of our clients and communities. Central to this grant program is a belief that communities possess unique assets and ideas for solving their own health-related challenges. Thus, applicants may request funding to support a range of projects that are consistent with ALI's mission and areas of focus and are identified by community members as necessary to promote their health.

The ALI's mission is to: promote health equity and value in healthcare through best practices in advocacy, leadership, and innovation.

The ALI's areas of focus are: health policy, clinical administration, global health, use of technology in physical therapy practice, PT Proud (LGBTQ+), issues beyond clinical practice (non-clinical careers), and social justice in health.

General Information

This grant is generously supported through ALI, a component of the American Physical Therapy Association. Guidelines for distribution of funds and criteria for selecting recipients are established and implemented by ALI's Research Committee. The committee is comprised of previous recipients of ALI grants.

Grant Amount

Maximum amount is \$5,000. Funds are available to ALI members only.

Deadline

Proposals are due December 31 of each year. Notification of the funding will occur by the end of March with a start date of May 1.

Grant Period

Proposed projects should have a Period of Performance of 1 year. The grant year will begin May 1 and end April 30 unless another Period of Performance has been requested and approved by the ALI Research Committee. If the project involves Human Subjects Research, Institutional Review Board documentation must be provided before the funding will be released. No-cost extensions of the 1-year deadline must be requested at least 1 month prior to the 1-year period completion (May of the following year). Requests should be directed to the ALI Research Committee chair with copy to the ALI administrator. The request should include a summary of progress to date on the project and funds spent, reason(s) for request of extension, and estimated additional time needed.

Use of Funds

Funds may be requested to meet any type of expense reasonably associated with the project, including salary support and fringe benefits, supplies, publication costs, printing or postage, and support services (e.g., program assistant, information technology).

Limitations of Use

No overhead or indirect costs are allowed. Please make your institution/organization fully aware of this restriction. In addition, no funds will be approved to finance the cost of overruns or deficits on existing projects or to finance projects already in progress.

Payment of Funds

Funds will be sent directly to the Project Lead or their designee.

Completion of Project, Dissemination, and HPA Service Expectations

It is expected that a project summary will be disseminated through appropriate channels such as publications or APTA-sponsored conferences within 18 months after funds are released. In addition, grant recipients will be expected to serve a 3-year term on the ALI Research Committee beginning in February of the following year.

Reporting

The grant recipient will be required to send a final report by July 1st of the year following the award to the executive director of ALI. The report should include: (1) a summary of the overall project and results, (2) Dissemination of results and products (abstracts, manuscripts, additional grants) and (3) description of the current and anticipated future community impact of the funded project. If a no-cost extension is received, a yearly update is required with the same in-process information by July 1st each year.

Funding Priorities

One to two ALI Community Grants may be awarded each year for community-engaged projects that enhance the health of clients and communities consistent with the ALI mission and areas of focus (listed below).

ALI Mission: Promote health equity and value in healthcare through best practices in advocacy, leadership, and innovation.

ALI Areas of Focus:

- health policy
- clinical administration
- global health
- use of technology in PT practice
- PT Proud (LGBTQ+)
- issues beyond clinical practice (non-clinical careers)
- social justice in health

Studies should also be in alignment with the APTA Mission and Vision. Emphasis will be placed on projects that are developed in partnership with community members/organizations, have potential for ongoing positive community impact, optimize the value of physical therapy, and progress equity in health.

Preference will be given to applications that:

- Address a health challenge that is important to the community
- Develop, implement, and evaluate a community-based solution in partnership with the community members/organizations that are impacted by the health challenge
- Leverage existing assets within the community
- Show potential to have ongoing positive impact, even after the funding period is complete
- Advance health equity

Eligibility

All ALI members are eligible to apply. Collaboration with non-section members is permissible as long as the Project Lead is a member of ALI. It is recommended that the project team include members with relevant expertise in community-based participatory research or community health improvement. Eligible applicants may submit only one proposal per year in which they are listed as the Project Lead.

Applicants who submit a proposal that is not funded are eligible to resubmit one time at the next grant cycle if they believe they can adequately address issues raised by the review committee. Resubmissions are not reviewed separately, but rather are considered in the pool of applications for the grant cycle.

Acknowledgement

To ensure that support provided by ALI is adequately reflected, all publications, posters, and presentations prepared in connection with the proposed project must include an appropriate credit line as follows:

"This project has been supported in full/part with an APTA Academy of Leadership and Innovation Community Grant."

Criteria for Evaluation of Application

ALI's Research Committee has responsibility for reviewing applications and selecting which proposal(s), if any, qualify for funding. In evaluating applications, the ALI Research Committee will take into account the strengths and weaknesses of the application in regards to five areas: significance, approach, team members, innovation, and environment. The project's overall alignment with ALI's mission and areas of focus and the project's potential impact on the physical therapy field are key factors and will be heavily weighted in the review process. While relevance to the ALI mission and areas of focus is requisite for selection to receive an ALI grant award, an application does not need to be strong in all categories to be judged likely to have a major impact, and thus, deserve a high merit rating. For example, an applicant may propose to carry out important work that by its nature is not innovative but is essential for improving the health of the community.

During the review process, the following questions will be considered:

1. Significance

Does the project address a problem that is identified by and relevant to the community? If the aims of the project are achieved, how will this improve community health and advance health equity?

2. Approach

Are the overall design, methodology, and program evaluation suggested well-reasoned and appropriate to accomplish the project goals? Are potential problems, alternative strategies, and benchmarks for success presented? Are the recruitment and retention plans well thought out? Are the program evaluation and outcome measures appropriate? How are the people who are impacted by the project involved in the design, implementation, and evaluation of the project? If the project involves research, are the plans for 1) protection of human subjects from research risks and 2) inclusive and equitable study practices? If IRB review is appropriate, does the study have IRB approval? If not, what is the plan for IRB review prior to the start of the funding period and how likely is this plan to be successful?

3. Team Members

Is/are the Project Lead, community partners, collaborators, and other personnel well-suited to the project? Do they have appropriate experience, training, and reach? Do they have prior experience working collaboratively? Will the Project Lead and community members/organization be working in partnership on this project?

4. Innovation

Does the application challenge and seek to shift current practice or community engagement paradigms by utilizing novel theoretical concepts, approaches, or methodologies? Is a refinement, improvement, or new application of theoretical concepts, approaches, or methodologies proposed?

5. Environment

Will the environment in which the work will be done contribute to the probability of success? Are the resources available to the project team adequate for the activities proposed? How will this project benefit from the unique features of the environment, community, and existing partnerships?

Application Instructions

Overview

All proposals must be submitted to the online portal by the December 31 deadline to be eligible for review.

Formatting

File format:

The Application form is provided in an editable Word document that applicants must complete and convert to .pdf format prior to submission. Application form should be submitted in .pdf format with the following file name:

- Lastname_Firstname_Community Grant Application

Font (size, color, type density) and Line Spacing

Adherence to font size, type density, line spacing and text color requirements is necessary to ensure readability and fairness. Text in your attachments must follow these minimum requirements:

- Font size: 11 points or larger. Smaller text in figures, graphs, diagrams, and charts is acceptable, as long as it is legible when the page is viewed at 100%.
 - Some PDF conversion software reduces font size. It is important to confirm that the final PDF document complies with the font requirements.
- Type density: Must be no more than 15 characters per linear inch (including characters and spaces).
- Line spacing: Must be no more than six lines per vertical inch.
- Text color: Black or other high-contrast text colors are recommended since they are legible to the largest audience. We recommend choosing fonts that maximize accessibility, including: Arial, Helvetica, Tahoma, and Verdana.

Paper Size and Margins

- Use paper size no larger than standard letter paper size (8 ½" x 11")
Provide at least one-half inch margins (top, bottom, left, and right) for all pages. No applicant-supplied information can appear in the margins.

Application Instructions by Section

A. Title Page: Complete the items in this section as listed. More than one Area of Project Focus may be checked if the project is related to multiple areas.

B. Cover Letter: Submission of a cover letter is required, and it must be completed on institutional or organizational letterhead. The cover letter is limited to one page. At a minimum, the cover letter must include:

- Name, date, address, and signature of the applicant
- Project title
- Status of IRB approval (if required)

Please do not use the cover letter to summarize your proposal or to circumvent the line or space limits imposed in this application.

C. Project Summary/Abstract: The project summary is a succinct and accurate description of the proposed work and should be able to stand on its own (separate from the application). This section should be informative to other persons working in the same or related fields

and understandable to a scientifically literate reader. Avoid both descriptions of past accomplishments and the use of the first person. Please be concise.

Format: Limited to 30 lines of text.

Content: State the project's rationale, long-term objectives, and specific aims, making reference to ALI's funding priorities and the relevance of this work to the ALI mission and areas of focus. Describe an overview of the project, including methods for achieving stated aims and objectives.

D. Biosketches: (Required for all key personnel)

Format: Use the current NIH biosketch format (Limited to 5 pages).

Content: Sections include: Education and Training; Personal Statement; Positions and Honors; Contributions to Science; Additional Information (Research Support/Scholastic Performance).

Templates, instructions, and examples are available online at

<https://grants.nih.gov/grants/forms/biosketch.htm>

E. Organizational Resources and Community Engagement:

Format: Limited to 2 pages

Content: Describe how the environment in which this work will be done contributes to the probability of success (e.g., organizational mission and capacity). Summarize your community engagement plan: identify key community partners and impact parties; describe what, if any, engagement or partnership with the community members/organization has taken place prior to this project; explain how community partners/impacted parties will be engaged in each phase of the project. Preference will be given to proposals that: 1) deeply engage and partner with community members/organizations early in the development and implementation process and 2) build upon and leverage existing community capacity.

F. Specific Aims:

Format: Limited to 1 page.

Content: Describe the nature and extent of the health challenge. Concisely state the long-term goals and expected outcome(s) of this work, and succinctly list the specific aims of this project. Indicate proposed next steps - how will you and the community partner leverage this work after the grant is complete? What will be the anticipated long-term impact of this project?

G. Project Strategy

Format: Limited to 6 pages (References are not counted towards page limit)

Content: Organize the Project Strategy in the specified order and use the instructions provided below. Begin each section with the appropriate heading - Significance, Innovation, Approach, and References Cited.

1. Significance

Describe the nature and extent of the problem and how it affects the health of the community. Identify critical gaps in understanding and addressing the problem, and explain how your project will fill these gaps. Detail the methods and results of any completed community needs assessments and/or any previous collaborations with community partners.

Place your work within existing frameworks, theories, and/or models. Preference will be given to proposals that leverage community assets and seek to advance health equity.

2. Innovation

Explain how the application challenges and seeks to shift current practice paradigms. Describe any novel theoretical concepts, approaches, methodologies, instrumentation, or interventions to be developed or used, and any advantage over existing approaches. Explain any refinements, improvements, or new applications of theoretical concepts, approaches, or methodologies.

3. Approach

Summarize the methods employed to achieve each specific aim. Describe the program model, including description of the services and practices and their rationale. Explain how community partners will be engaged in the design and implementation of the project. Provide a rationale for how the services and/or practices included in this program will effectively address the identified problem. Discuss potential problems with implementation and alternative strategies. Describe the methods and outcomes that you will use to evaluate this project. Include a description of the metrics that will be used, a rationale for the choice of metrics, and a plan for measurement and data analysis/interpretation.

4. Timeline and Dissemination Plan

Please provide a timeline detailing proposed activities for the duration of the award, as well as plans for disseminating project outcomes and sustaining the work and impact in the future.

5. References

References should be listed in the order of appearance by numerical superscripts that appear consecutively in the text. Please follow AMA reference style. References should be limited to relevant and current literature. While there is no page limit, it is important to be concise and to select only those references pertinent to the proposed work.

H. Protection of Human Subjects: Answer the questions posed in the Application form.

I. Appendices:

1. Letter(s) of Support and Collaboration

Format: Limited to 4 pages total.

Content: Include any letters necessary to demonstrate the support and engagement of participants and collaborators such as community partner organizations, key Personnel, and other significant contributors included in the grant application. Letters should stipulate expectations for co-authorship and the allocation of resources.

2. Other

Format: Limited to 3 appendix items

Content: Do not use the Appendix to circumvent the page limits of any other section of the application for which page limit applies. Examples of allowable appendix items are:

- blank informed consent/assent forms
- recruitment materials if applicable
- blank surveys, questionnaires, data collection instruments

J. Budget:

1. Detailed Budget

Complete the budget table included in the application form, adding additional rows as needed. Please note full costs for the project, including dissemination plan, even if only a portion is being requested from ALI. Note other funding source(s) (e.g., additional grant, internal funding, in-kind support, etc.). When unknown factors prevent knowing exact costs, provide an informed estimate and provide reasoning for this estimate in the Budget Justification section.

Up to \$5,000 for the ALI Community Grant may be requested with appropriate justification. Applications requesting more than the maximum amount will not be considered.

2. Budget Justification

a. Personnel:

- Note full costs for personnel, even if being covered by other sources (stipend, teaching assistantship, other grant funding, internal support, in-kind support) with detailed breakdown in the budget justification.
- Note that any salary support cannot include indirect costs.
- Any hourly costs should be broken down into each type of personnel (program assistants, intervention delivery, outcomes measurement, etc). The number of anticipated hours and number of personnel in each category should be included.

b. Equipment

- Itemize the equipment with details of unit cost, number of units, and any additional costs associated (tax/shipping) in the Detailed Budget.
- Note how equipment (including software) will be used in the project.

c. Travel

- Specify if travel is to conduct the study/project, and/or to disseminate findings.
- Note details of how the amount was calculated (mileage with rate, air travel, hotel, etc.)

d. Participant Costs

- Participant costs can include cost associated with participants access or incentives.
- Participants may include people participating in the study or community program or an advisory panel.
- Itemize the details of these costs based on the estimated number of participants in each area.

e. Other Direct Costs

- Other costs associated with the project that do not fit in other categories may be included in this section. It may include items such as materials and supplies, publication/dissemination costs, consultation services, transcription services, subawards, equipment or facility rental/user fees, etc.
- Provide itemized details and justification for how these costs will be used.