Important Points
❖ Items needed prior to submitting online:
➢ Online Form available at [http://www.aptahpa.org/page/HPAGrant](http://www.aptahpa.org/page/HPAGrant)
➢ Application Form (single PDF)
➢ Budget Form (Single PDF)
❖ All proposals must be submitted electronically by the due date to be eligible for review. No exceptions.

Formatting

Filenames
❖ Lastname_Firstname_Application
❖ Lastname_Firstname_Budget

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: No restriction. Though not required, black or other high-contrast text colors are recommended since they print well and are legible to the largest audience.

We recommended the following fonts, although other fonts (both serif and non-serif) are acceptable if they meet the above requirements.
❖ Arial
❖ Georgia
❖ Helvetica
❖ Palatino Linotype

Paper Size and Margins
❖ Use paper size no larger than standard letter paper size (8 ½” x 11”).

Revised March 2018
Provide at least one-half inch margins (top, bottom, left, and right) for all pages. No applicant-supplied information can appear in the margins.

**Completing HPA-The Catalyst’s Online Form**

**Submission Form**
Principal Investigator
First Name
Last Name
APTA Member ID
Contact Person
First Name
Last Name
Email Address

**Application Form (see below)**

**Budget Form (see below)**

**Application Form**

A. **Title Page**

Project Information
Title of Proposed Study:
Area(s) of Research:
- Health Policy
- Clinical Administration
- Global Health
- Technology Use in PT Practice

Award for which the proposal is being submitted:
- Research
- Development

In support of a doctoral dissertation (PhD or ScD):
- Yes*
- No

*Grant applications submitted in support of doctoral research must have the approval of the student’s graduate committee advisor.

**Key Personnel**

Create a record for each person involved in this project.

Role:
First Name:
Last Name:
B. **Cover Letter**  
Submission of a cover letter is required, and it must be completed on institutional or organizational letterhead. At a minimum, the cover letter must include:

❖ Name, date, address, and signature of the applicant  
❖ Project title  
❖ Status of IRB approval  

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

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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 application’s rationale, long-term objectives and specific aims, making reference to HPA-The Catalyst’s funding priorities and the relevance of this work to the physical therapist profession. Describe the research design and methods for achieving stated aims and objectives.

D. Biosketches

Format: Use the current NIH biosketch format (Limited to 5 pages). Templates are available online at https://grants.nih.gov/grants/forms/biosketch.htm

Content: Sections include - Education and Training; Personal Statement; Positions and Honors; Contributions to Science; Additional Information (Research Support/Scholastic Performance). Instructions are available online at https://grants.nih.gov/grants/forms/biosketch.htm

E. Facilities and Other Resources

Format: Limited to 2 pages

Content: Describe how the scientific environment in which the research will be done contributes to the probability of success (e.g., institutional support, physical resources, and intellectual rapport). In describing the scientific environment in which the work will be done, discuss ways in which the proposed studies will benefit from unique features of the scientific environment or from unique subject populations or how studies will employ useful collaborative arrangements. If there are multiple performance sites, describe the resources available at each site. For early stage investigators (ESIs), describe institutional investment in the success of the investigator (e.g., resources for classes, travel or training, career enrichment, logistical support, financial support).

F. Specific Aims

Format: Limited to 1 page.

Content:
State concisely the goals of the proposed research and summarize expected outcome(s), including the impact that the findings will have on physical therapist practice, education, and/or research. List succinctly the specific aims of the research proposed (e.g., test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier, develop a new technology).
G. Research Strategy

Format: Limited to 6 pages.

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

1. Significance
Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses. Describe the scientific premise for the proposed project, including consideration of the strengths and weaknesses of published research or preliminary data crucial to the support of your application. Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice within the field.

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

3. Approach
Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Strong justification from the scientific literature, preliminary data, or other relevant considerations, must be provided for applications proposing to exclude subjects based on factors such as sex, race/ethnicity, disability status, and/or intellectual abilities. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. If the project is in the early stages of development, describe a strategy to establish feasibility and acceptability, and address the management of any high-risk aspects of the proposed work. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised. Discuss any preliminary studies, data, and/or experiences relevant to this application.

a. Study Design. What kind of study is it? Describe the overall methodology and design. Does the design match or is it appropriate for the research question and objectives?

b. Subjects. Provide a complete description of subjects that will be studied, the sampling and recruitment strategies. Comment on the feasibility of obtaining the desired number of subjects.

c. Instrumentation/Methods of Measurement. Describe your measurement tools, including the validity and reliability of proposed measurement tools. If secondary data are being examined, clearly define study variables and how these are or will be constructed. For qualitative or mixed method designs address the data gathering methods.

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Procedures. Describe the procedures that will be used to collect data. Discuss potential difficulties and limitations of the proposed procedures. If secondary data are being examined, describe the data in regard to representativeness, comprehensiveness, and limitations in addressing the study questions. For qualitative studies or mixed method studies, describe the methods used to generate the data.

Data Analysis and Interpretation. Describe how the data will be analyzed. For quantitative studies, describe how each variable will be treated in the statistical analysis. For qualitative or mixed method studies, address the procedural rigor, analysis method/s planned to address trustworthiness and triangulation of the findings; describe the decision trail and rules of analyses along with the plan for transforming data.

4. Timeline

Please provide a timeline detailing proposed research activities for the duration of the award, as well as plans for disseminating research findings and applying for future grant support.

5. References Cited

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 research.

H. Protection of Human Subjects

Content: Please complete the following:

1. Are human subjects involved? Y/N
   If activities involving human subjects are planned at any time during the proposed project at any performance site, check “Yes” and continue with this section. Check “Yes” even if the proposed project is exempt from regulations for the Protection of Human Subjects, or if activities involving human subjects are anticipated within the period of award but plans are indefinite.

   If activities involving human subjects are not planned at any time during the proposed project at any performance site, select “No” and skip to the next section (I).

2. Is the project exempt from federal regulations? Y/N
   If YES - Please check the appropriate exemption number:
   ❑ 1 - Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified directly or through identifiers linked to the subjects and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (b)(2) of this section if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

5. Research and demonstration projects that are conducted by or subject to the approval of Department or Agency heads and that are designed to study, evaluate, or otherwise examine: (i) public benefit or service programs (ii) procedures for obtaining benefits or services under those programs (iii) possible changes in or alternatives to those programs or procedures or (iv) possible changes in methods or levels of payment for benefits or services under those programs. Note: It is uncommon for investigators applying for an NIH grant to qualify for this exemption. Please see guidance from the relevant NIH IC or from the OER Human Subjects Protections staff if you think your project is eligible for Exemption 5.

6. Taste and food quality evaluation and consumer acceptance studies (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural, chemical, or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

3. If the project is NOT exempt - please select from the following:
   - The proposal has been submitted and approved. Approval Date:
   - The proposal has been submitted and approval is pending
   - The proposal has not yet been submitted

I. Appendices
   1. Letter(s) of Support and Collaboration

Format: Limited to 6 pages total.
Content: Include any letters necessary to demonstrate the support of participants and collaborators such as Senior/Key Personnel and other significant contributors included in the grant application. Letters should stipulate expectations for co-authorship and the allocation of resources. For consultants, letters should include rates/charges and the level of effort anticipated.

2. Other (refer to NIH guidelines for acceptable appendices)

Format: Limited to 3 appendix items

Content:
Do not use the Appendix to circumvent the page limits of the Research Strategy or any other section of the application for which page limit applies. The only allowable appendix items are:
- clinical trial protocols
- blank informed consent/assent forms
- blank surveys, questionnaires, data collection instruments

Budget

Budget Justification
Senior/Key Personnel
Other Personnel
Equipment
Travel
Other Direct Costs