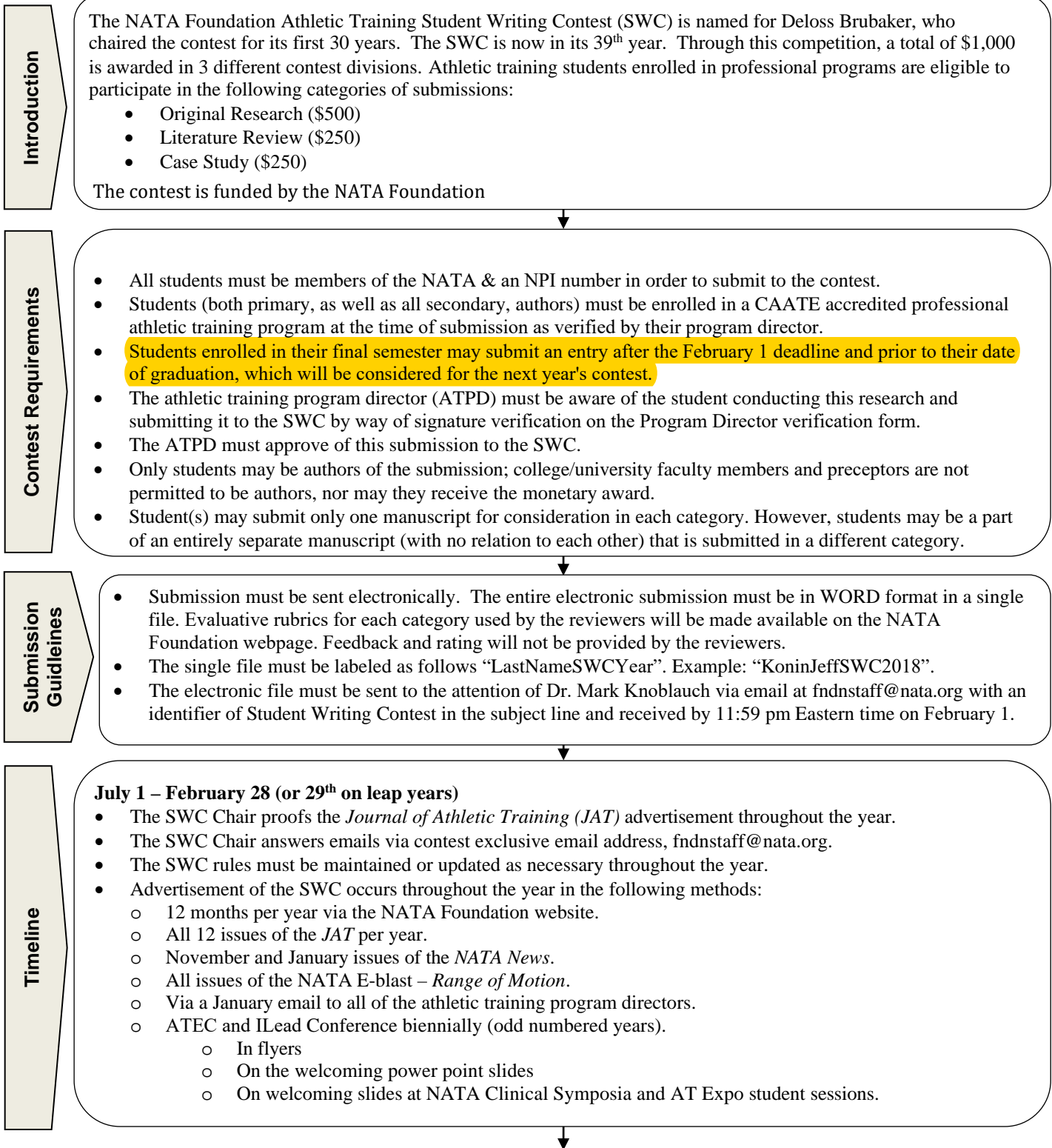




NATA Research & Education Foundation Deloss Brubaker, EdD, ATC Student Writing Contest (SWC) Process Flowchart





NATA Research & Education Foundation

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Timeline

February 1

- Submission due date for the SWC for the electronic file is February 1st 11:59pm EST This is noted in advertisements.
- The SWC Chair creates an Excel spreadsheet with the contest, student name, university affiliation, title of the paper, the student's telephone number, the student's email, the athletic training program director's name, email and telephone number, and score columns for each reviewer's scores on the paper.
- Each student and ATPD receives an email from the SWC Chair confirming receipt of their electronic file for the contest and if it has passed the mechanical review.
- Upon submission, SWC Chair conducts a mechanical review using the established mechanical review forms to ensure the guidelines have been followed by author(s). If the manuscript does not comply with the required guidelines for submission the paper will **not be considered** for the contest.

February 2nd or the next business day

- NATA Foundation liaison will confirm the student's eligibility as an NATA student member. Submissions may include up to two additional students of other disciplines as co-authors, so long as they are not the lead author of the submission.
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February 2 – February 10

- The SWC Chair will assess all submissions for plagiarism using standard anti-plagiarism software. Papers that have grossly plagiarized **are dismissed** from further consideration in the contest and the student author and ATPD will be notified of such.

February 15

- The SWC Chair sends the finalized papers along with the review form to the SWC reviewers for each contest category (Original Research, Literature Review, and Case Study).
- Reviewers have 1 month to complete their reviews and return the evaluation forms to SWC Chair. Reviewers do not grade the paper with track changes, only the review rubric is used.

March 15

- The SWC Chair receives the evaluation rubric forms from the SWC reviewers and collates the evaluation rubric forms and scores. The SWC Chair enters the scores into an Excel spreadsheet and tallies the scores. The score totals are rank ordered for each of the 3 contests.
- If there is a tie or if papers are within 1 point of each other, the SWC Chair then asks the reviewers to re-grade just those papers. If a tie continues to exist, the SWC Chair then sends the papers to different reviewers from one of the other contest sub-committees and has them grade the tied papers.



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March 17

- Students who have won each of the contests are notified by a telephone call from the staff liaison with a follow-up email. The students are also informed about the NATA Foundation Pinky Newell Student Leadership & Scholarship event in June.
- The athletic training program director is also informed that his/her student won the specified contest and about the NATA Foundation Pinky Newell Student Leadership & Scholarship event via email.
- The staff liaison notifies NATA Foundation Director of the winning students' names and their papers' title. The student winners receive an award and a monetary check at a later date after the conference, which are handled by the NATA Foundation.
- The staff liaison sends emails to the students who did not win the contest.
- Committee scoring of each rubric is not shared with applicants and specific manuscript feedback is not provided



NATA Annual Meeting

- The students receive recognition at the NATA Foundation Pinky Newell Student Leadership & Scholarship Events.
- The SWC Chair, or someone from the SWC Committee announces the winners at the event and has a photograph taken with each winner who is present.

*Thanks for your interest in the
NATA Foundation
Deloss Brubaker, EdD, ATC
Student Writing Contest!*

Go to <http://natafoundation.org/request-funding>