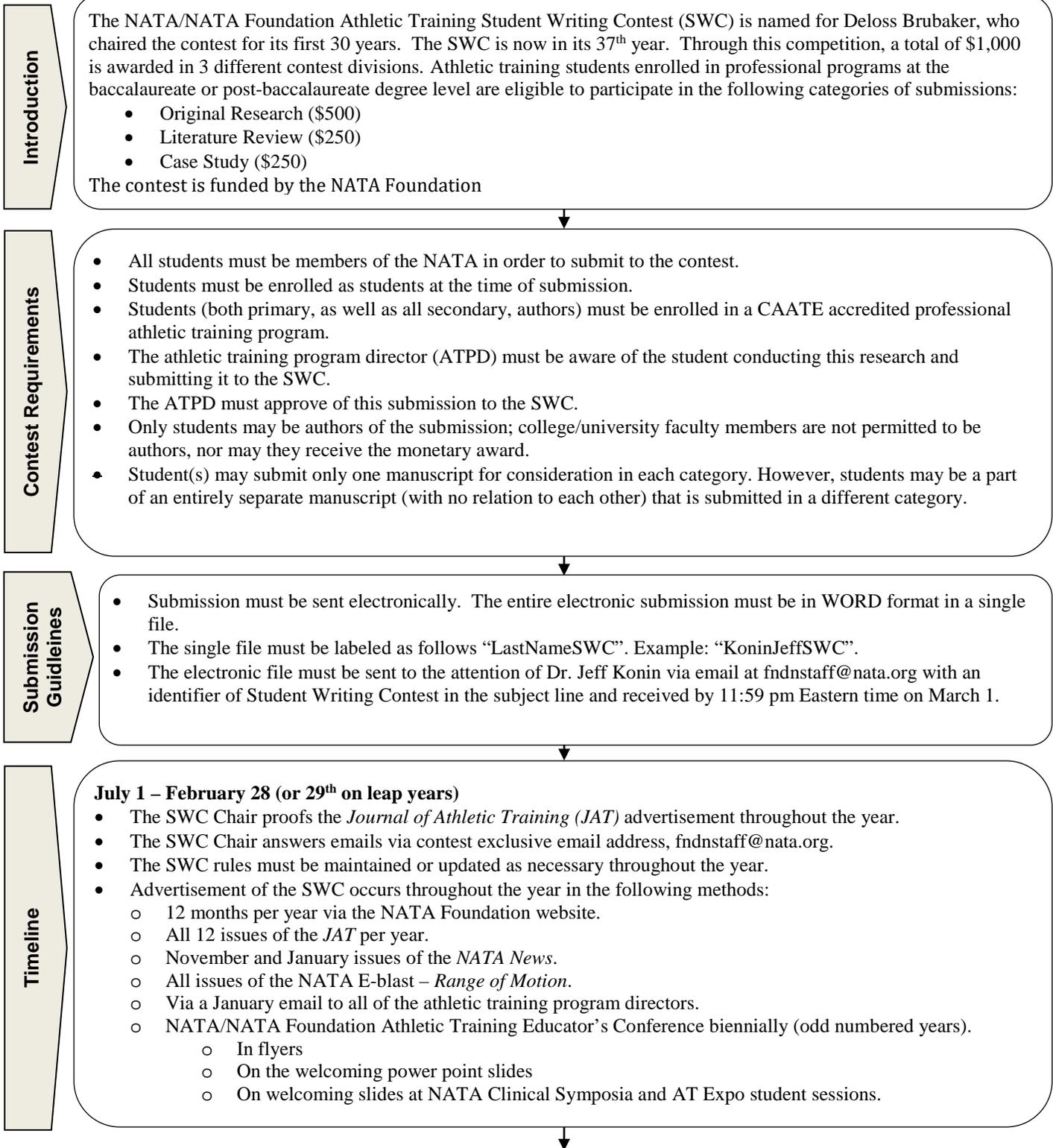




NATA Research & Education Foundation

Deloss Brubaker, EdD, ATC Student Writing Contest (SWC) Process Flowchart





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Timeline

March 1

- Submission due date for the SWC for the electronic file: If March 1st is on a Saturday or Sunday, then the submission due date is immediate preceding Friday at the close of business (6:00 pm 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 there are errors in adhering to the submission guidelines, SWC Chair returns the submission to the student advising as to what was not done correctly. 72 hours is allowed for resubmission of a corrected version. If the student does not resubmit, the paper is **not considered** for the contest.

March 2nd or the next business day

- NATA Foundation Director and SWC Chair confer by telephone to verify 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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March 2 – March 10

- The SWC Chair will assess all submissions for plagiarism using standard anti-plagiarism software. Sometimes an area is not actually plagiarism, while other times it is gross plagiarism. Papers that have grossly plagiarized **are dismissed** from further consideration in the contest and the student author and ATPD will be notified of such.

March 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.

April 10

- 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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April 15

- Students who have won each of the contests are notified by a telephone call from the SWC Chair. The SWC Chair also sends a follow-up email to the winners. The students are also informed about the NATA Foundation Pinky Newell Student Leadership & Scholarship Breakfast in June.
- The athletic training program director is also called and informed that his/her student won the specified contest. The ATPD is also informed about the NATA Foundation Pinky Newell Student Leadership & Scholarship Breakfast.
- The SWC Chair notifies NATA Foundation Director of the winning students' names and their papers' title. The student winners receive an award and a monetary check, which are handled by the NATA Foundation. The NATA Foundation also communicates with the award recipients about the NATA Foundation Pinky Newell Student Leadership & Scholarship Breakfast.
- The SWC Chair sends emails to the students who did not win the contest.



NATA Annual Meeting

- The students receive their awards and checks at the NATA Foundation Pinky Newell Student Leadership & Scholarship Breakfast.
- The SWC Committee Chair and sub-committee members each receive a free breakfast ticket, held for them at the breakfast "will call" area.
- Dr. Jeff Konin, the SWC Chair, or someone from the SWC Committee announces the winners at the breakfast and has a photograph taken with each winner.
- Contest is officially over for the current year and the next contest begins.
- The names of all winners will be placed on a perpetual plaque located at the NATA office.

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

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