



# PROPOSAL SUBMISSION INSTRUCTIONS

General Grants  
New Investigator Grants  
Educational Grants  
LGBTQ+ Grants

Updated 11-01-19



**GRANT PROGRAM FULL GRANT APPLICATION INSTRUCTIONS  
(this applies to General, New Investigator and Education Grants)**

**Introduction:**

Proposals in all topic areas relevant to athletic training will be considered, with the highest quality of these being chosen. An investigator may be the primary investigator on 2 grant proposals per grant cycle.

**Pre-proposal Submission**

Submission of a pre-proposal is required for these grants. The pre-proposal, with an invitation to submit a full proposal, must have been received by the primary investigator on the same project within the previous 1 year of the grant cycle deadline. Requests to extend this timeline may be considered under special circumstances.

**Availability**

| <b>Proposal Category</b>   | <b>Direct Cost Limit</b> | <b>Indirect Cost Rate</b> | <b>Study Period</b> |
|--|--------------------------|---------------------------|---------------------|
| General  | \$50,000                 | 15%                       | 3 years             |
| New Investigator   | \$20,000                 | 15%                       | 3 years             |
| Education  | \$25,000                 | 15%                       | 3 years             |
| Specialized Request for Proposals(RFP):<br>LGBTQ+ Advisory Committee RFP | \$5,000                  | 0%                        | 3 years             |

The NATA Foundation permits indirect costs up to 15% of the total direct costs for the following grant categories: General, New Investigator and Education.

**Eligibility Requirements**

Any health care professional, researcher, or educator may apply for a research grant. However, either the Primary Investigator, or Co-Primary Investigator must be a BOC certified athletic trainer, a member of the NATA, and hold an NPI number. The grant applicant must be the individual whose research project is to be supported by the requested funding.

**Submission Instructions**

1. Applications that do not conform to these formatting and content instructions will be returned without review.
2. Please read and follow the enclosed instructions and policy statements concerning research involving human and animal subjects.
3. All documents, disclosures, and signatures related to this proposal are submitted electronically via the NATA [Application Manager website](#). If you are a NATA member, you will use your nata.org login credentials for access to the site. Login to this site early in the proposal preparation process to familiarize yourself with the format of the required submissions. If you do not have nata.org login credentials follow the instructions on the website landing page.
4. All documents, disclosures, and required signatures must be completed in Application Manager prior to the submission deadline of 11:59 pm central standard time (CST) on February 15

**If you have questions, please contact Kathryn LaLonde MS, ATC, NATA Foundation Programs and Projects Coordinator**  
[kathrynl@nata.org](mailto:kathrynl@nata.org).

All grant applications must follow the same format. A research grant application must clearly and succinctly describe the overall project. **The review panel must be able to evaluate a proposal based solely on the materials presented in the proposal and appendices.** Applicants are encouraged to be as precise and detailed as possible.

The NATA Foundation staff and Research Committee Chair, upon receipt of the full grant application, will conduct a mechanical review. This is to confirm that the application includes all requested materials and is presented in the prescribed format. If deficiencies in the proposal are noted, the proposal will be returned to the Principal Investigator without review. The Principal Investigator may resubmit the proposal in the next funding year, if the current submission date has not yet passed. The prescribed grant application format is as follows:

### **APPLICATION CHARACTERISTICS**

- The NATA Foundation General, New Investigator, and Education Grants follows the National Institutes of Health R03 application format.
- Total Page length: 7 pages (1 page specific aims + 6 pages research strategy);
- Proposals that are re-submissions should include 1 additional page that clearly identify the major differences between the current and previous proposals.
- Paragraphs that contain major revisions should be clearly identified for the reviewers. This may be accomplished with font style or a solid line in the left margin. Do not use text shading.
- Researchers may request a up to a 3 year project performance period and requested direct costs of:
  - General Grants: \$50,000.
  - Education Grants: \$25,000.
  - New Investigator Grants: \$20,000.
  - Specialized RFPs (LGBTQ+ Grant): \$5,000 (indirect costs may not be requested).
- Indirect costs of 15% in excess of direct costs may be requested for the following grant categories: General, New Investigator and Education.
- Preliminary data are not required, but may be included if available.
- The Research Strategy may not exceed 6 pages.

### **PROPOSAL INSTRUCTIONS**

#### **ABSTRACT (limit to 200 words)**

The abstract will be viewed as a stand-alone document. State the rationale, hypotheses and specific aims of the proposal. Describe concisely the research design, methodology, statistical analysis and expected outcomes. This is not included in the 7 page limit.

#### **SPECIFIC AIMS (1 page)**

In a single page, the project team should provide an overview of the entire project, written to establish an Athletic Training related problem, the gap in the knowledge needed to address the problem, and why this project will fill this critical gap. Please explain the overall significance of the project – why it's an important project and how it will advance the state of the science. In doing so, the project team should address the long-term goal of the application or investigator(s).

Importantly, the Aims page must clearly articulate the goal(s) of this specific proposal. Ideally, the aims should be related, but not dependent, upon each other. Hypotheses should also be included, but not all proposals require hypotheses.

### **RESPONSE TO COMMENTS (1 page)**

For resubmissions only: A single page response directly addressing comments provided by the review panel from the previous submission. This section should clearly identify the major differences between the current and previous proposals. Paragraphs that contain major revisions should be clearly identified for the reviewers. This may be accomplished with font style (bold or italics) or a solid line in the left margin.

### **RESEARCH STRATEGY (6 pages)**

Within the Research Strategy, the applicant should structure the application with sections on Significance, Innovation, and Approach. When reviewing, the reviewers will consider all of the criteria below in the determination of scientific and technical merit, and give a separate score for each. An application does not need to be strong in all categories to be judged likely to have major scientific impact. For example, a project that by its nature is not innovative may be essential to advance a field

**Significance.** Does the project address an important problem or a critical barrier to progress in the field? Is there a strong scientific premise for the project? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field? How does this project align with the [Athletic Training Research Agenda](#)?

**Investigator(s).** Are the PIs, collaborators, and other researchers well suited to the project? Do New Investigators have appropriate experience and training? Do established investigator(s) have an ongoing record of accomplishments that have advanced their field(s)? If the project is collaborative or multi-PI, do the investigators have complementary and integrated expertise; are their leadership approach, governance and organizational structure appropriate for the project?

**Innovation.** Does the application challenge and seek to shift current research or clinical Athletic Training practice or education paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed?

**Approach.** Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Have the investigators presented strategies to ensure a robust and unbiased approach, as appropriate for the work proposed? Are potential problems, alternative strategies, and a timeline for success presented? If the project is in the early stages of development, will the strategy establish feasibility and will particularly risky aspects be managed? Have the investigators presented adequate plans to address relevant biological variables, such as sex, for studies in vertebrate animals or human subjects? If the project involves clinical research, are the plans for 1) protection of human subjects from research risks, and 2) inclusion of minorities and members of both sexes/genders, as well as the inclusion of children, justified in terms of the scientific goals and research strategy proposed? Are the statistical approaches well explained and adequately powered.

**Environment.** Will the scientific environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?

### **APPENDICES**

Beyond the Research Strategy, the additional information outlined below should be uploaded as appendices. These pages do not count against the Research Strategy 6 page limit. Additional content addressing the research approach will not be considered.

#### **Appendix A: Timeline**

Should clearly identify a progressive timeline (including specific dates) for completion of the project. At the time of submission, the timeline should clearly show that the study has NOT already started (i.e. data collection begun). The only exception is that the IRB process may have been initiated, but no subject recruitment or actual data collection should be underway.

#### **Appendix B: Additional Materials**

Appendix B should contain materials that support the Research Approach. When available and applicable, the following materials should be presented in this appendix:

1. Informed consent form
2. Survey instrument(s)
3. Interview script(s)
4. Multi-PI and/or multi-site plan
5. Power Analysis and Power Calculation methods and rationale for proposed sample size
6. Measurement capabilities, validity and reliability of instruments (including questionnaires)
7. Additional materials, e.g., Latin Square table or technical drawings, may also be included.

#### **Appendix C: Budget and Budget Justification**

This appendix must include the overall budget for the complete project and be formatted using the [Budget Table Template](#). Specific notations should be made as to which items will be covered by the funds requested from the NATA Foundation. Following the itemization of the budget, a justification for each budgeted item must be included. Other sponsors (i.e. sources of funding, in-kind or donated items, etc.) and the nature of their support must also be indicated. The following must be specifically addressed:

*Salaries/Wages:* All monies that will be used to provide salaries, hourly wages or assistantships for this project. If salary is requested, identify the percentage of effort and base salary used for the calculation. For example: 10% effort and a salary of \$40,000 per year = \$4,000 requested for salary support. If salary support will be donated, this must be stated along with the effort percentage.

*Fringe Benefits:* The current percentages and amounts of money that will be used to pay fringe benefits and other payroll expenses for those persons receiving salaries, hourly wages or assistantships.

*Equipment & Supplies:* This includes all purchases necessary to complete the project that will be acquired through funds provided as part of the grant. Specify the company, model and cost of individual equipment items in the justification. General supplies do not need to be itemized.

*Travel Costs:* The principal investigator (PI) or a pre-approved co-PI will be contractually obligated to present the results of the study at a future NATA Annual Meeting. Therefore, the presenter's travel cost to and from the convention is a bona fide budget item. Two nights lodging and per diem expense for two days are allowed, in addition to transportation costs. Travel expenses for data collection are also allowable.

*Indirect Costs:* Grant monies may be used to pay indirect (overhead) costs. The NATA Foundation will pay up to an additional 15% of the total direct costs of the project as indirect costs.

#### **Appendix D: Personnel**

This appendix must include a biographical sketch for each individual (key personnel) involved with the project, formatted using the [Biosketch Template](#). Key personnel typically include all individuals with doctoral or other professional degrees. However, in some projects, this will include individuals at the master's or baccalaureate level, provided they contribute in a substantive way to the project's scientific development or execution. Each completed sketch must not exceed two pages and must include: name; position title; role in proposed project; chronological summaries of educational background and employment history (years, degrees, institutions, departments, positions); chronological listing of all publications of the past three years and representative earlier publications pertinent to the proposed project; research funding history. A template biosketch can be found on the [NATA Foundation](#) website.

#### **Appendix E: Facilities**

This appendix will contain a description of the facilities that are currently available for the completion of the project. If a facility (eg laboratory, high school, clinic, etc) will be used that is not controlled directly by the unit employing the Principal Investigator, a letter from the facility's director, indicating that the facility will be available for the duration of the study, must be included.

#### **Appendix F: Articles and/or additional information (optional)**

This appendix may include copies of published or in-press manuscripts (maximum of three) that support the work proposed in this application. This section may include additional information or materials that the Principal Investigator wishes to provide in support of the grant proposal.

#### **Appendix G: References**

Provide complete bibliographic information for references cited in this proposal. The use of AMA style is recommended.

## BUDGET TEMPLATE

The budget below is to be used with the grant application. Please modify as needed to address the needs of each application, but the overall categories and annual categorization should remain.

| <b>Personnel</b>           | <b>Base Salary</b> | <b>Total Effort</b> | <b>Year 1</b> | <b>Year 2</b> | <b>Total</b> |
|----------------------------|--------------------|---------------------|---------------|---------------|--------------|
| Researcher 1               | \$ 75,000          | 5%                  | \$ 3,750      | \$ 3,750      | \$ 7,500     |
| Researcher 2               | \$ 68,000          | 5%                  | \$ 3,400      | \$ 3,400      | \$ 6,800     |
| Researcher 3               | \$ 55,000          | 5%                  | \$ 2,750      | \$ 2,750      | \$ 5,500     |
| Researcher 4               | \$ 92,000          | 5%                  | \$ 4,600      | \$ 4,600      | \$ 9,200     |
| Hourly support             | \$10/hour          | 50hours             | \$ 500        | \$ 500        | \$ 1,000     |
| Consultant                 |                    |                     | \$ 1,000      | \$ 1,000      | \$ 2,000     |
| <b>Fringe</b>              |                    |                     |               |               |              |
| Researcher 1               |                    | 30%                 | \$ 1,125      | \$ 1,125      | \$ 2,250     |
| Researcher 2               |                    | 30%                 | \$ 1,020      | \$ 1,020      | \$ 2,040     |
| Researcher 3               |                    | 30%                 | \$ 825        | \$ 825        | \$ 1,650     |
| Researcher 4               |                    | 30%                 | \$ 1,380      | \$ 1,380      | \$ 2,760     |
| <b>Other Costs</b>         |                    |                     |               |               |              |
| Supplies                   |                    |                     | \$ 1,200      | \$ 1,200      | \$ 2,400     |
| Stipends (50 participants) | \$25 each          |                     | \$ 1,250      | \$ 1,250      | \$ 2,500     |
| Travel - NATA meeting      |                    |                     |               | \$ 2,500      |              |
| <i>Direct Costs</i>        |                    |                     | \$ 22,800     | \$ 25,300     | \$ 48,100    |
| <i>Indirect Costs</i>      |                    | 15%                 | \$ 3,420      | \$ 3,795      | \$ 7,215     |
| <b>TOTAL</b>               |                    |                     | \$ 26,220     | \$ 29,095     | \$ 55,315    |

**BIOGRAPHICAL SKETCH**  
**( DO NOT EXCEED TWO PAGES)**

|      |                |
|------|----------------|
| NAME | POSITION TITLE |
|------|----------------|

|                          |
|--------------------------|
| Role in Proposed Project |
|--------------------------|

**EDUCATION/TRAINING** (*Begin with baccalaureate or other initial professional education, such as nursing, and include*

| INSTITUTION AND LOCATION | DEGREE<br><i>(if applicable)</i> | YEAR(s) | FIELD OF STUDY |
|--------------------------|----------------------------------|---------|----------------|
|                          |                                  |         |                |

**EMPLOYMENT HISTORY**

**PUBLICATIONS SUPPORTING PROPOSED WORK**

**FUNDING HISTORY**



## **SCORING**

NATA Foundation grant applications are scored using the NIH scoring system, a 9-point rating scale (1 = exceptional; 9 = poor) in whole numbers (no decimals) for each section (ie Significance, Innovation, etc) and Overall Impact for all applications. Scores of 1 or 9 will be used less frequently than the other scores, while 5 is for a good medium-impact application and considered an average score. The Overall Impact score is based on the reviewer's overall impression of the application as they see fit. Note that an application does not need to be strong in all categories to be judged likely to have major scientific impact and thus, deserve a high impact score. See the figure below for an explanation of scoring.

Each grant application will be reviewed by three qualified individuals. Prior to the Foundation meeting review, the Overall Impact scores are averaged and rank ordered. The top 50% of applications will be discussed with score adjustments made as deemed appropriate. Recommendations for funding are based on the rank order of the final Overall Impact scores and funding priorities.