



PROPOSAL SUBMISSION INSTRUCTIONS

General grants
New investigator grants
Educational grants

Updated 1/18/19



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

A full grant application may be submitted only after a pre-proposal has been approved.

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. If you do not have nata.org login credentials follow the instructions on the website landing page.

Please visit: applications.nata.org

If you have questions, please contact Kathryn LaLonde MS, ATC, NATA Foundation Programs and Projects Coordinator 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 project period and requested direct costs of:
 - General Grants: Performance period of up to 3 years and \$50,000.

- Education Grants: Performance period of up to 3 years and \$25,000.
- New Investigator Grants: Performance period of up to 3 years and \$20,000.
- Indirect costs of 15% in excess of direct costs may be requested
- No preliminary data are required but may be included if available.
- The Research Strategy may not exceed 6 pages.

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.

The same Specific Aims page may be used for both the pre-proposal and full proposal.

RESEARCH STRATEGY (6 pages)

Within the Research Strategy reviewers will consider each of the review 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?

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

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 three 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; and honors and awards. A template biosketch can be found here on the NIH website [here](#).

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.

Appendix H: Resubmission comments (include with resubmissions only)

This section should clearly identify the major differences between the current and previous proposals. It must specifically address, point by point, comments and questions from the review panel about the previously submitted proposal. 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. This section must be limited to one additional pages.

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.

Personnel	Base Salary	Total Effort	Year 1	Year 2	Total
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
Fringe					
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
Other Costs					
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
TOTAL			\$ 26,220	\$ 29,095	\$ 55,315

BIOGRAPHICAL SKETCH
(DO NOT EXCEED TWO PAGES)

NAME	POSITION TITLE
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Role in Proposed Project

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

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

EMPLOYMENT HISTORY

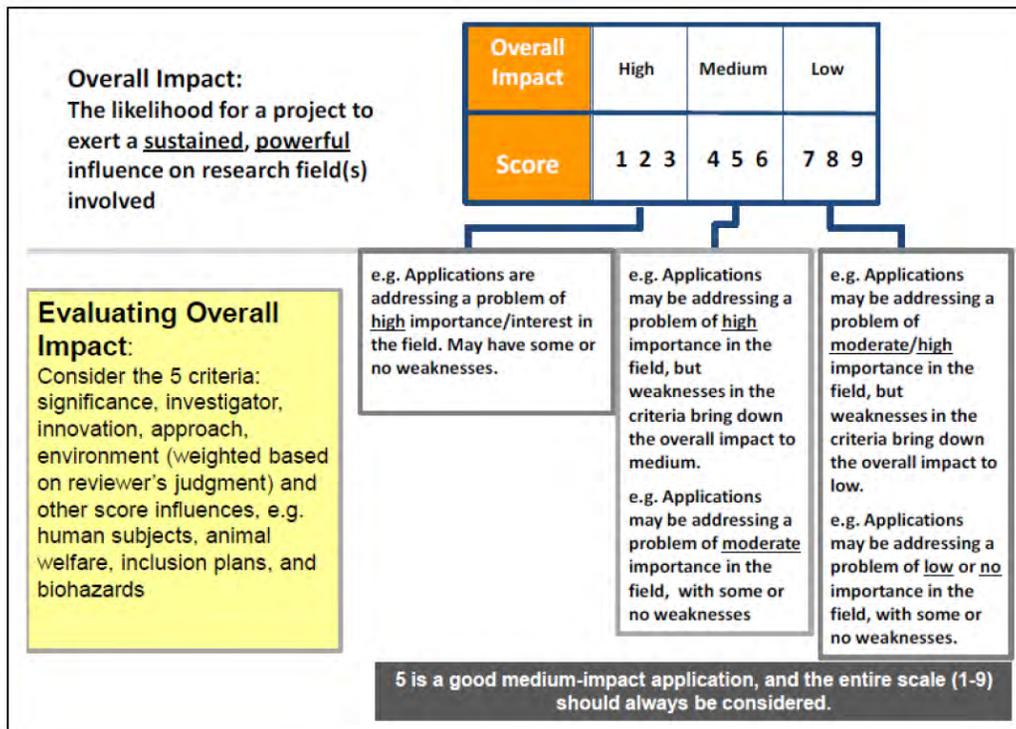
PUBLICATIONS SUPPORTING PROPOSED WORK

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.



Overall Impact or Criterion Strength	Score	Descriptor
High	1	Exceptional
	2	Outstanding
	3	Excellent
Medium	4	Very Good
	5	Good
	6	Satisfactory
Low	7	Fair
	8	Marginal
	9	Poor