



**UK Occupational Therapy
Research Foundation**

Building the evidence – creating the future

A division of the Royal College of Occupational Therapists



**UK Occupational Therapy Research Foundation (UKOTRF)
Research Career Development Grant 2018
Call for Proposals and Submission Information**

Introduction

The UKOTRF is a division of the Royal College of Occupational Therapists (RCOT) and was launched in 2007 in order to build the evidence-base for occupational therapy and to increase research capacity within the profession. Since that time, a range of funding opportunities has been offered via the UKOTRF including a number of grants supported by external sponsors.

Research Career Development Grant 2018

The career development grant scheme aims to build a cadre of occupational therapy researchers with the skills and ability to become our future research leaders. Research Career Development Grants support doctoral or early post-doctoral (ie within 5 years of completing PhD or similar) study for individuals who can demonstrate their intention to pursue a career pathway as an occupational therapy researcher.

Project bids

Three grants of up to £10,000 each are available in the 2018 funding round.

It is expected that the project duration would not normally exceed 3 years. The ability to commence work promptly would be an advantage. In determining the proposed project start date applicants will need to factor in sufficient time for the grant contract negotiation process and sign-off. This could take up to two months following confirmation of a successful outcome.

Applicants should note that, as a registered charity, the Royal College of Occupational Therapists does not expect to meet university overhead costs associated with full economic costing, and this should be reflected in the financial statement (section 18).

Compliance with Research Governance Frameworks for Health and Social Care must be demonstrated, with approval from relevant research ethics committees.

Lead applicant

The lead applicant must be a member of the British Association of Occupational Therapists (BAOT) at the time the proposal is submitted. It is expected that the applicant can demonstrate how they have developed research expertise in their subject area and how they intend developing their career as an occupational therapy researcher at postdoctoral level.

Collaborating partnerships

It is anticipated that, particularly at postdoctoral level, applicants may wish to include details of collaborative partnerships with other researchers who will be contributing to the proposed project. Co-applicants who have a UK occupational therapy qualification must meet the BAOT membership criterion as stated above.

The review process

Grant proposals will be reviewed by external experts, selected from individuals identified by RCOT and by the applicant, against the following criteria:

- Scientific excellence
- Ethical soundness
- Strength of collaborating partnerships (where relevant)
- Contribution to development of research leadership
- Institutional support
- Track record of individual
- Feasibility and value for money
- Potential impact on practice
- User involvement

Information received through the review process will be used by the UKOTRF Advisory Group to guide decision-making for successful projects. The final recommendation for funding is subject to ratification by the RCOT Chief Executive.

Project management and contractual deliverables

The successful lead applicant (grant holder) will assume responsibility for the day-to-day management of the individual project and ensure that timescale milestones are met. Project progress and impact reports will be required at specified intervals during the course of the project, as indicated in the grant contract / letter of agreement.

The following contractual deliverables will apply:

- demonstration that the project undertaken has fulfilled the research activity outlined in the project proposal
- submission of a final project report and an updated progress and impact report form within one month of the project end date
- submission of an article from the research to the British Journal of Occupational Therapy (BJOT)
- submission of an abstract directly related to the research to the RCOT's annual conference
- submission of a Summary of Key Findings for publication on the RCOT website [see: <https://www.rcot.co.uk/news-and-events/awards-and-funding/ukotrf-research-grants>]

Grant payments

The grant will be paid in instalments in line with the payment schedule set out in the grant contract / letter of agreement. In most instances, evidence of ethical approval for the project will be required before the release of any funding. Payment of the final instalment will normally be subject to sign-off by RCOT of all contractual deliverables.

Completion and submission of proposals

- All relevant sections of the proposal form must be completed in typescript using **minimum of 10pt Arial font.**
- Close attention should be paid to any word allowance applying to individual sections of the form. In those sections where a word allowance applies, please give the word count total for that section. The maximum word allowance stated is a fixed figure; it does not include allowance of an additional 10%. Failure to adhere to the stated word allowance may result in your application being disqualified.
- All cited references should be listed within section 21 of the proposal form, where no word count applies.
- CVs and other documents should not be appended to the proposal form as these will not be considered.

Completed proposals must be submitted electronically to researchfoundation@rcot.co.uk no later than 5.00pm on **Wednesday 14th February 2018**. Proposals received after this deadline will not be considered.

The proposal form must be submitted in Word format (not PDF). The completed signature page may be submitted as a separate PDF. Receipt of proposals will be acknowledged via email.

RCOT will aim to notify all applicants of the outcome, via email, by Thursday 18th May 2018. Formal written feedback will be provided to all applicants.

Top tips and FAQs

A list of 'top tips' and FAQs is attached at Annex A to assist members considering applying for a Research Career Development Grant in the 2018 funding round.

Top Tips & FAQs to support grant applications in 2018

The UKOTRF has offered a range of research grants annually since 2007, with the first grants awarded in 2008. Over the past ten years, a total of 148 proposals (across all grant categories) have been submitted to the UKOTRF and 43 grants have been awarded. Each year, the UKOTRF Advisory Group highlights points for general feedback to applicants. We have developed these points into a list of 'top tips' and FAQs which we hope will be of assistance to members considering submitting a grant proposal.

Top Tips

- Be well prepared. Details of the grants expected to be available in the annual funding round are usually published on the RCOT website 2 / 3 months before the call for proposals is made
- Seek advice - for example, on how to put your ideas into a research context. If you are a doctoral student, discuss with your supervisor whether it is appropriate to apply for a grant in the early stages of your doctoral studies
- Consider whether the size of the proposed project is appropriate for the funding available; pay close attention to all financial elements
- Consider whether the proposal represents good value for money
- Be realistic about what can be achieved, and not too ambitious. Build on your existing research strengths
- Obtain the Manager's support if any of the proposed research activity is to be undertaken within the workplace
- Where a funding application is towards an activity nested in a larger project, the applicant must be able to clearly identify the discrete element that will be supported by the UKOTRF grant
- Consider how applicable the proposed project is to occupational therapy and what the benefit will be to the profession
- Think broadly about the potential for relevant partnerships, given the scope of occupational therapy interests. Consider whether it is appropriate to have service users as co-applicants
- Be clear within your proposal where service user involvement will take place within the research
- Ensure that your proposal is methodologically sound, and include all aspects of the method within your content. Refer to the theoretical framework for your methodology as well as the method itself
- Make it explicit within your proposal what you are intending to do and how. Keep it simple and focussed – include sufficient detail but clearly explained
- Adhere to the application form completion criteria - particularly space/word restrictions and font size. Do not append additional documents as these will not be read – all essential facts should be included within the proposal form
- Get someone to read through / review your proposal prior to submission. Doctoral applicants are recommended to ask their supervisor to proof read the proposal

- Be mindful of the submission criteria and deadline – allow sufficient time for obtaining signatures of any co-applicants
- Understand the expected deliverables required by RCOT if your proposal is successful
- Propose a realistic start date, allowing time for contract negotiation

FAQs

Q: *What funding aspects can be included within my costings for a proposed Research Career Development Grant?*

A: We would expect the funding section of the application form to include actual costs related to undertaking the project – for example, staff time costs (salary / grade), administrative costs, materials. Doctoral students may apply for support towards course fees. It should be noted that as a registered charity the Royal College does not expect to fund university overheads. The UKOTRF Advisory Group will discuss the funding aspect of the application to be clear that the costs proposed seem reasonable in relation to the work planned.

Q: *Should inflation be included in the costs for a UKOTRF grant? If so, at what rate?*

A: Yes – inflation should be accounted for at the institution's standard rate.

Q: *Would attendance at conference be covered by a UKOTRF grant?*

A: Support for relevant conference attendance can be included within the funding request subject to an overall maximum of £1K for a Research Career Development Grant.

Q: *Will the UKOTRF support research activities based outside the UK?*

A: The UKOTRF welcomes and has funded projects with an international collaboration, but the research must demonstrate impact in terms of reflecting UK local and national policy and outcomes to benefit UK practice and service delivery.

Q: *I am interested in applying for a Research Career Development Grant to support my doctoral studies. At what point should I consider applying?*

The proposal form for the Research Career Development Grant requires that you can provide a good description of your research study, your proposed methodology and means of data analysis. You will also need to demonstrate the likely impact of the research for the profession, the role of service users in the research and provide a breakdown of the funding support you are seeking. It is unlikely that you will have this level of information before you start your PhD, so a more appropriate time would be once your research proposal has been agreed with the university. It is also useful to ask your research supervisor to read and comment on your proposal before submitting it.

Q: *Is it necessary to have a co-applicant to apply for a Research Career Development Grant?*

A: No – it is not necessary to include a co-applicant in your application.

Q: *I am applying for a Research Career Development Grant to support my doctoral studies. Should I include my supervisor as a co-applicant?*

A: No – we would not expect to see your PhD supervisor being included as a co-applicant on your proposal. The role of co-applicant would be applicable to someone else who has an involvement in contributing to the research, and we would therefore also anticipate seeing their time costed into the proposal.

Q: *Can I nominate external reviewers from within my institution?*

A: Yes – but you must not nominate your research supervisor or anyone from your department or whose involvement in the review process would constitute a conflict of interest.

Further help and advice

If you would like to discuss your intended project proposal, particularly if you are unsure as to whether it is the right time to submit a grant application, or if you have a question about the general application process, please contact Lesley Gleaves, RCOT R&D Administrator, in the first instance at: lesley.gleaves@rcot.co.uk tel: 020 7450 2323.

Finally

Do check the RCOT website regularly for details of any other ad hoc funding opportunities that might arise outside the usual annual grants timeframe (October – February). Sign-up to receive the fortnightly R&D@RCOT Bulletin for research interested RCOT members to receive alerts to RCOT / UKOTRF / external funding opportunities.