



RCOT AWARDS FOR LEARNING, DEVELOPMENT & RESEARCH

2022 Funding Round - Notes for Guidance

Thank you for your interest in applying for a Royal College of Occupational Therapists (RCOT) award.

These guidance notes are comprised of two parts:

- Generic guidance applicable to all award categories (pages 1-6), and
- Individual award specific guidance notes (pages 7-16).

Application for an annual award is a competitive process and you are advised to read these notes carefully, including the relevant award specific guidance page(s), before you begin to complete your application form(s).

Please note that the 2022 awards provide support towards activities commencing or taking place during the calendar year 1 January to 31 December 2022. Support is not available for activities which were completed before 1 January 2022, or are due to commence after 31 December 2022.

Due to new ways of working brought about by the COVID-19 pandemic, requests for funding in 2022 may include costs related to virtual/online participation in projects/activities (excluding hardware/software). Please see the award specific guidance for further details).

Information that you supply in connection with an award application will be treated in confidence and in accordance with the Royal College of Occupational Therapists Data Protection Policy and in compliance with GDPR legislation.

1. Eligibility and award criteria

- 1.1 To be eligible to apply for an RCOT annual award, you **must be a member** of the British Association of Occupational Therapists (BAOT) at the time of applying. You will need to provide your BAOT membership number on the application form. Any other occupational therapy personnel who may benefit from award funding, for example, via participation in a group activity or project collaboration, must also be BAOT members at the time the application is made. Please note that some awards are only open to certain membership categories – please check that you are eligible to apply for that award category.
- 1.2 RCOT strives to promote inclusive and anti-discriminatory practice through these awards. RCOT and the profession, encourages applicants from LGBTQIA+, Black, Asian & Minority Ethnic, disabled & other under-represented groups.
- 1.2 Award specific criteria may also apply relating to the applicant and/or the activity. Please refer to the relevant award specific guidance notes for details (pages 6-14).
- 1.3 The Career Development Framework: Guiding Principles for Occupational Therapy (2nd Edition RCOT 2019 <https://www.rcot.co.uk/publications/career-development-framework>) is an over-arching set of guiding principles for occupational therapy and offers a structured process to guide careers, learning and development within our profession. It contains four interacting Pillars of Practice each with nine Career Levels: Professional Practice, Facilitation of Learning, Leadership and Evidence, Research and Development. It can support you to identify the things you have already learned and areas for continuing professional development. You may find the Career Development Framework pillars of practice descriptors are helpful in providing details on how the award may contribute to your continuing professional development.

Top Tip: Take a few minutes to check the award specific guidance notes for all of the available awards. You may find that you can apply for funding in a different category to the one you were initially considering.

2. Completing the application form

- 2.1 RCOT annual awards are generally personal awards, and you should therefore complete the application form yourself. If colleagues are applying for a similar or identical activity, ensure that you complete your applications independently to avoid duplication of content.
- 2.2 A small group (up to 4 people) may apply for the RCOT Student Award for Entrepreneurship and Leadership. If a group application is made, all applicants must be RCOT student members, and a lead applicant should be nominated for correspondence.
- 2.3 Individual sections of the application form must be completed **within the word count allocation** and maximum word count must not be exceeded. This is to ensure that all applicants are treated equally. Separate CVs will not be considered and should not be appended to the application form. The total word count for sections **must include references** where cited.
- 2.4 Please use an anonymous writing style (i.e. use terms like “the service, the Trust” rather than the name of your institution/workplace). All identifying information will be redacted from the application prior to sending it for review. Using an anonymous writing style will avoid important information being deleted, leaving an incomplete picture of your proposal to be considered by the reviewers. Professional presentation is important. Applications will be marked against the following presentation requirements:
- All relevant sections of the form are completed **within the word count allocation** and must indicate the total number of words for each section where asked.
 - No additional pages or information appended, except where this is specifically requested (for example, evidence of ethical approval).
 - Application forms must be submitted as **word document** and completed in typescript - minimum **Arial 10pt** font.
- 2.5 Refer to the **award specific marking schedule**. This provides information on the criteria against which your application will be assessed. Use this as a guide for completing the application form and supporting statement.

Top Tip: Download a copy of marking criteria from the RCOT website as a guide.

3. What to include in each section of the application form

(Also refer to the relevant award specific guidance notes on pages 6-14):

Personal details	<p>This section will be removed from your application and the application will be anonymised before it is sent for review.</p> <p>Lead or sole applicants must provide full details in the boxes. Co-applicants can be named in the application, but no personal details are required.</p> <p>Remember to include your BAOT number, a daytime contact telephone number and email address in case we need to get in touch with you.</p>
Activity Details and Supporting Statement	<p>Refer to the award specific guidance notes for what to include in these important sections of your application. Make sure that you provide specific, detailed evidence. Ensure that you identify how the topic / activity are relevant to the profession and, as indicated, will benefit people who access occupational therapy Services and /or their carers.</p> <p>Most award applications require a description of the overall aim of the project (what you intend to achieve, learn or develop) and up to three objectives (how you will achieve the aim). Careful attention should be given to the aim and objectives, which must be clearly written. For example, “<i>The overall aim of this project is to develop a new community information group session for older people at risk of falling. The objectives are 1) to involve local community partnerships in setting up the group 2) Develop a falls prevention information session that can be delivered independently by community groups 3) Pilot the delivery of the group session and evaluate the effectiveness of the group</i>”.</p> <p>Please complete each sub-section <u>within the word count allocation including references</u> where specified.</p>

Financial assistance	<p>Give details of the anticipated overall cost of the activity <u>and</u> specify the amount of support you are seeking from the award. All requests should be rounded up to whole pounds.</p> <p>If your activity is part of a larger project, please ensure that you clearly identify the discrete activity/element for which you are seeking funding via the RCOT award.</p> <p>You may only apply for assistance with costs directly related to the activity. These must be actual expenses that you expect to incur. Evidence of estimates/quotes should be included where possible of the expected costs.</p> <p>Funding is <u>not</u> available for indirect costs such as childcare, or to enhance your salary. Where an award is used to backfill salary costs of an applicant, this can only be paid to the employing organisation and cannot be used to cover childcare or additional salary payments etc.</p> <p>If the activity is being supported, or considered for support, by any other organisation(s) including another RCOT award category, please give details in the space provided. Give details of any other sources of funding not already covered on the application form. If having submitted an award application, you are successful in securing the funding you require for the proposed activity from another source, and no longer require support from a RCOT award, please inform the R&D Administrator so that your application can be withdrawn.</p>
Corroborative evidence	<p>This involves providing some form of documentary evidence to confirm your participation in the planned activity. Refer to the award specific guidance notes for details of the evidence required for different awards. It is highly recommended that applicants start gathering corroborative evidence early to ensure it is submitted at the time the application is made.</p> <p>Copies of email correspondence will only be accepted if it is clear that the email(s) originated from an appropriate organisation. If you provide a letter of support this should be a scanned copy of an original, signed letter on institution or other organisation letter headed paper.</p> <p>If you are unable to provide the required corroborative evidence at the time of application, please enclose a letter from your manager confirming their support for your participation in the planned activity. Applicants cannot authorise / sign corroborative evidence to support their own activity.</p>

- 3.1** You can apply for more than one award if the applications are for awards in different categories, but **you must not duplicate funding requests**. If you apply for more than one award towards the same activity, the individual applications should seek support for different elements of the activity. You cannot seek funding for the same component of the activity in two award categories such as asking for travel costs from two different award categories.
- 3.2** If an individual section of the form is 'not applicable' to your application, state this in the box. **Do not delete or leave the section blank**. If you are applying for more than one award, avoid cutting and pasting content. No two application forms are exactly the same.

Top Tip: You may find it helpful to discuss your ideas for your application with a colleague, line manager or academic tutor/supervisor. It can also be useful to talk through your intended outcomes and aims/objectives for the proposed activity.

4. Submission

- 4.1** The deadline for receipt by RCOT of the electronic application documentation 5pm **Friday 29th October 2021**. Applications received after this deadline will not be considered.
- 4.2** Application forms should be submitted in **Word format** (not PDF) via email to: AnnualAwards@rcot.co.uk. Supporting documentation (corroborative evidence, ethics approval) should be submitted electronically with your application form. Supporting documents can be sent in PDF format and can be scanned. It is not necessary to provide hard copies of your application form and supporting documents. All applications will be acknowledged at time of submission via email.

- 4.3** Please retain a copy of all documents sent to RCOT. Successful applicants will need to refer to their application form when preparing the award audit documentation outlined in paragraph 6.4 below.

Top Tip: Ask your manager or a colleague to proofread your application form. Aim to submit your application documents in good time to avoid any last-minute panic.

5. What happens next?

5.1 Eligibility screening: All applications will be screened to ensure that the BAOT membership criterion and any award specific eligibility criteria have been met prior to the peer review.

5.2 Peer review: Your anonymised applications will be assessed by two members of the profession, one of whom will be an RCOT staff member and the other an external Annual Award Assessor and BAOT member. If you are applying for an externally funded award (see page 5) your anonymised application form may also be shared in confidence with the sponsor who will be invited to provide comments on the suitability of your application for funding to inform the Awards Panel.

The final decision will be made by an Awards Panel in early January 2022. The Awards Panel will be chaired by the Chair or Vice Chair of BAOT/RCOT Council. Award winners are selected based on the quality of their application as judged against the criteria stated in the marking schedule.

Please note that the Awards Panel can use its discretion in making final decisions in all categories in order to benefit members, within the criteria of the awards available.

5.3 Notification: You will be notified of the outcome at the end of January 2022. Please note that the selection process is confidential, and the decision of the Awards Panel is final. There will be no further correspondence, discussion or individual feedback about the application. However, applicants who have been unsuccessful will receive general feedback and a report on the outcome of the funding round will be published in Occupational Therapy News.

Top tip: Record the submission of your award application in your CPD portfolio and any learning outcomes from engaging in this activity.

6. Successful applicants

6.1 Payment: For those awards directly funded via RCOT, the award money will be paid as soon as reasonably possible via BACS to the winner's nominated bank / building society account. External award funders may make different payment arrangements. If the activity to be funded is subject to ethical approval, payment of the award will not be made until evidence of ethical approval has been received by RCOT.

6.2 Publication of outcome: The names of the award winners and details of the funded activity will be published in Occupational Therapy News and on the RCOT website. ***If you are successful in receiving an externally funded award, your name and contact details will be passed to the award sponsor.*** The award sponsor may wish to publish details of your success on their website and/or via other communication channels, such as a press release and may contact you directly about this.

6.3 Celebration: The success of Annual Award winners will be celebrated by RCOT, more information about this will be sent to award winners.

6.4 Obligations: on completion of the activity for which funding was awarded, the award winner is required to: -

- Provide a statement of expenditure confirming how the award money was spent. Evidence of expenditure, such as invoices/receipts/tickets in your name, may also be required
- Provide a one-page evaluation to show how they have achieved the aims/objectives set out in the supporting statement
- Submit a summary report (500 words) for publication on the RCOT website. Guidance will be provided. A copy of the summary report will be sent to the sponsor of externally funded awards and may be used by the sponsor in their informational material, including publication on the sponsor's website
- Disseminate the results (within and without the profession) as indicated on the application form
- Acknowledge the award sponsor in any presentations/publications related to the funded activity
- Donate a copy of any research degree thesis related to the funded activity to the RCOT Library

- 6.5 Submitting audit documents:** the statement of expenditure, summary report and evaluation of aims/objectives should be submitted to the R&D Administrator at the Royal College of Occupational Therapists within 3 months of completion of the activity for which the funding was given. Further guidance will be provided to the Award winners on submission of financial statements. Reminder emails will be sent to award winners who do not submit their audit documents by the due date.

***Top tip:** retain a copy of these Notes for Guidance. You will need to refer to the section on 'successful applicants' if you receive an award. If you win an externally funded award you may also like to find out a bit more about the sponsor.*

Visit the RCOT website to view past award reports at: <https://www.rcot.co.uk/practice-resources/research-and-development>

7. Enquiries

For all enquiries about the RCOT annual awards process please contact the RCOT R&D Administrator in the first instance. Email: kinza.ahmad@rcot.co.uk or telephone 020 3141 4623.

***Remember:** applying for an annual award is a competitive process. In previous funding rounds, successful applicants in general paid close attention to the guidance notes and submission criteria; demonstrated the impact of the activity for the people who access occupational therapy services/carers and the profession; and identified the personal benefits to their continuing professional development.*

A final checklist for submitting your application

Did You:

- check the eligibility criteria to ensure that you are eligible to apply for a specific award?
- read carefully through all sections of these Notes for Guidance, including the relevant award specific guidance?
- seek the advice of others on any parts of the form about which you were unsure?
- refer to the marking schedule to understand the assessment criteria?
- target your application at a specific award/s?
- include explicit aims/objectives?
- tailor your supporting statement to the award/s?
- complete the form personally? Remember it is your CPD.

Have You:

- completed all the relevant sections of the form in Arial 10pt typescript and word count allocation - with word count identified where asked and completed the final declaration boxes
- provided sufficient, specific evidence for the reviewers to be able to assess whether the criteria have been achieved?
- obtained appropriate corroborative evidence confirming your participation in the planned activity to submit with your application form?
- obtained evidence of ethical approval, where applicable, to submit with your application form?
- proofread the application documentation?
- retained a copy of all documentation sent to the RCOT for future reference?

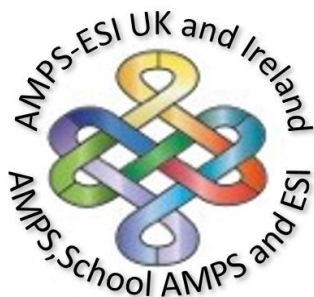
Externally funded awards

The Royal College of Occupational Therapists would like to thank the organisations for their support in the 2022 annual awards funding round:



following

- ❖ AMPS-ESI UK and Ireland (supporting the AMPS-ESI UK & Ireland Award)
- ❖ The Constance Owens Trust (supporting The Barbara Tyldesley Student Award, The Constance Owens Liverpool Award for Service Development and The Constance Owens Early Researcher Award)
- ❖ The Institute of Social Psychiatry (supporting the Institute of Social Psychiatry Award)
- ❖ Pearson Assessment (supporting the Pearson Award)
- ❖ Tunstall Healthcare Ltd. (supporting the Tunstall Award for Technology Innovation in Occupational Therapy)



AWARD SPECIFIC GUIDANCE FOLLOWS ON PAGES 7-16

Award Specific Guidance

AMPS-ESI UK and Ireland Award

The AMPS-ESI UK and Ireland Award was launched in 2014 and provides support for an individual occupational therapist or student member towards a practice development (or practice evaluation) project or research activity in a topic relevant to occupational therapy, which also demonstrates the use of the Assessment of Motor and Process Skills (AMPS), the School AMPS, the Evaluation of Social Interaction (ESI) or the Occupational Therapy Intervention Process Model (OTIPM).

The sum available is up to **£1000 – available as ONE award**.

Funding might be used for a project (research or practice), practice evaluation, or part of a larger research project that uses AMPS/School AMPS/ESI or OTIPM; or dissemination costs for (virtual/online) conference fees/attendance at the RCOT or other national/international conference to present findings that include the AMPS/School AMPS/ESI/OTIPM.

The award could be used towards completion of an AMPS, School AMPS, ESI or OTIPM course **where the use of the assessment (or OTIPM model) forms a core part of the project activity**. Equipment costs will not be covered unless they are essential to evidently support an AMPS/ESI/OTIPM focussed activity. BAOT student member applicants must be able to demonstrate how the activity will enhance their pre-registration studies.

This award is aimed at Career Levels 4-9 of the Career Development Framework (RCOT 2019)

Award specific requirements

- Your proposed activity must demonstrate an occupation focus i.e. focus on the occupational limitations of people who access occupational therapy services/carers (or a specific service) rather than a specific condition(s).
- Your proposed activity must include the use or evaluation of the AMPS, School AMPS and/or ESI, or demonstrate the use or evaluation of the OTIPM as a model for professional practice.

Supporting statement

This is an important part of the application form. The total word count for this part of the application is 1,000 words. Under each heading provided:

- State the purpose of the activity for which you are seeking support. (100 words)
- Describe the overall aim of the project (what you intend to achieve, learn or develop) and up to three objectives (how you will achieve the aim). (100 words)
- Describe your role in the planned activity. (100 words)
- Demonstrate how your use of the chosen standardised assessment tool (AMPS, School AMPS, ESI) or the OTIPM will enhance the development of the service and/or benefit people who access occupational therapy services/carers. Please also include previous AMPS/School AMPS/ ESI/OTIPM training as appropriate. (200 words)
- Include the main outcomes expected from the activity. (100 words)
- Provide details of how you will disseminate the outcomes of your project / research both within and outside the profession (as appropriate) including the time frame. (100 words)
- Explain how the activity contributes to your continuing professional development or pre-registration studies, demonstrating how it might enhance your future practice.(100 words)
- Other information relevant to the application (research, publications, education, experience) (200 words)

Corroborative evidence

Please submit with your application some form of documentary evidence that confirms your participation in the planned activity. BAOT student member applicants must also provide a letter of support from their programme lead. Where applicable, please provide evidence of ethical approval.

Award Specific Guidance
The Barbara Tyldesley Student Award

The Constance Owens Trust, based in Liverpool, established these awards in 2014 in memory of their late Trustee, Barbara Tyldesley who was a previous President of the World Federation of Occupational Therapists (WFOT). The award is open to students participating in an accredited pre-registration programme in the UK. The purpose of the award is to provide support to a UK pre-registration student who is participating in an approved practice placement overseas; an Erasmus Exchange scheme; or is actively involved in a global health project. In response to the global COVID-19 pandemic, this may include virtual/online participation in an overseas project. Applicants must be able to demonstrate how their experiences relate to their pre-registration studies and what benefits there may be to people who access occupational therapy services/carers.

The award is not available towards pre-registration course fees or conference attendance.

TWO awards are available of £500 each.

This award is aimed at Career Levels 3-5 of the Career Development Framework (RCOT 2019)

Supporting Statement

This is an important part of the application form. The total word count for this part of the application is 1,000 words. Under each heading provided:

- State the nature and purpose of the placement, exchange or project for which you are seeking support. (100 words)
- Describe the overall aim of the activity (what you intend to achieve) and up to three objectives (how you will achieve the aim). (100 words)
- Explain how your participation in the placement, exchange or project will benefit the global region, professionals and people who access occupational therapy services/carers. (200 words)
- Describe your contribution to the placement setting and if there is anything sustainable you can leave behind as a legacy to the community. (100 words)
- Include the main outcomes expected from the placement, exchange or project. (100 words)
- Describe your dissemination plan to communicate the findings / outcomes of the activity. (100 words)
- Explain how the activity contributes to your continuing professional development or pre-registration studies, any educational benefits you expect to acquire from the placement/exchange/project, demonstrating how it might enhance your future practice. (100 words)
- Describe the added value of participation in an international placement, exchange or (virtual/online) project, with reference as appropriate to the cultural context in which the activity will be taking place. (200 words)

Corroborative Evidence

Please submit with your application some form of documentary evidence that confirms your participation in the planned activity, and a letter of support from your programme lead. If you are undertaking a project, please provide a signed letter from the project / organisation facilitator who has authorised the project.

Award Specific Guidance

The Constance Owens Liverpool Award for Service Development

This award provides funding from The Constance Owens Trust to support an individual occupational therapist participating in a service development activity or project relevant to occupational therapy, and which will have a likely impact on the outcomes for people who access occupational therapy services and/or carers, the effectiveness of the occupational therapy service, and on the profession / professional practice in the UK.

TWO Awards of £1,000 each available

Funding support must be used for activities relating directly to the service development project in the UK. These may include learning from specialist settings, purchase of specialist equipment, backfill, presenting the work at topic-related UK (virtual) conferences, dissemination costs, or other planned expenditure. In response to the global COVID-19 pandemic, this may include costs related to virtual participation in a service development project, or development of an online service (excluding software/hardware). Support is not available towards course/tuition fees or attendance at the RCOT Annual Conference.

This award is aimed at Career Levels 5-9 of the Career Development Framework (RCOT 2019)

Award Specific Requirements

In the space provided on the application form provide a **project plan** (900 words total), including:

- The rationale for the activity/project (including up to 5 key references). (500 words)
- Describe project objectives and design. (100 words)
- Give details about methods of assessment and measurement of outcomes (100 words)
- Describe the main milestones/deliverables for the activity/project. (100 words)
- Provide a dissemination plan (to communicate the outcomes /findings of the activity/project). (100 words)

Supporting Statement

This is an important part of the application form. The total word count for this part of the application is 600 words. Under each heading provided:

- State the purpose of the project. (100 words)
- Describe the overall aim of the project (what you intend to achieve) and up to three objectives (how you will achieve the aim). (100 words)
- Explain how the award will be used to support the proposed project. (100 words)
- Describe how the outcomes of your project will benefit the occupational therapy service, people who access occupational therapy services/carers and the profession in the UK. (200 words)
- Explain how involvement in the project contributes to your continuing professional development, demonstrating how it might enhance your future practice. (100 words)

Corroborative Evidence

Please submit with your application form a signed letter on institution or company headed paper from the person who has authorised the project. If applicable, provide evidence of ethical approval.

Award Specific Guidance

Innovation Award

The Innovation Award provides funding of up to **£2,000 – available as ONE award** to support innovative or developmental projects. This could include, for example, audit, pilot projects or practice evaluation, or student projects. An emphasis would be required on the likely impact of the project outcomes on people who access occupational therapy services/carers and the profession and professional practice.

Funding support might be used for project-related activities including learning from specialist settings, speaker fees, and backfill, presenting the work at topic-related UK (online) conferences or other dissemination costs, or other planned expenditure. In response to the global COVID-19 pandemic, this may include virtual participation in a project or online innovations.

Support is not available towards course/tuition fees or attendance at the RCOT annual conference.

Applications to support a project that would only be of commercial benefit for a single business or institution will not be supported.

This award is open to all BAOT members for an individual or group activity. Where an application is made for a group activity, all BAOT member applicants will be acknowledged as award recipients, but the award funding will be made to the lead applicant whose details appear on the application form. BAOT student member applicants must be able to demonstrate how the activity will enhance their pre-registration studies.

This award is aimed at Career Levels 1-9 of the Career Development Framework (RCOT 2019)

Award specific requirements

In the space provided on the application form, provide a **project plan** (900 words), including:

- State the rationale for the activity/project (including up to 5 key references). (500 words)
- Provide project objectives and study design. (100 words)
- Give details about methods of assessment and measurement of outcomes. (100 words)
- Describe the main milestones/deliverables for the activity / project. (100 words)
- Provide a dissemination plan (to communicate the outcomes /findings of the activity/project). (100 words)

Supporting statement

This is an important part of the application form. The total word count for this part of the application is 700 words. Under each heading provided:

- State the purpose of the project and how you consider it to be innovative/developmental. (200 words)
- Describe the overall aim of the project (what you intend to achieve) and up to three objectives (how you will achieve the aim). (100 words)
- Explain how the award will be used to support the proposed activity/project. (100 words)
- Describe how the outcomes of your project will benefit the occupational therapy service, people who access occupational therapy services/carers and the profession. (200 words)
- Explain how involvement in the project contributes to your continuing professional development, demonstrating how it might enhance your future practice. (100 words)

Corroborative evidence

Please submit with your application form a signed letter on institution or company letter headed paper from the person who has authorised the project. In addition, BAOT student member applicants must provide a letter of support from their programme lead.

If applicable, please provide evidence of ethical approval.

Award Specific Guidance

Institute of Social Psychiatry Award

Social psychiatry focuses on the interpersonal and cultural context of mental health and wellbeing. The Institute of Social Psychiatry Award provides support for an individual occupational therapist towards a research or developmental project/activity in a topic relevant to occupational therapy and mental health, which also demonstrates relevance to social psychiatry. The award can be used to support formal post graduate research activities and education. In response to the global COVID-19 pandemic, this may include virtual/online participation in projects.

The sum available is **£2,000 – available as ONE award.**

This award is aimed at Career Levels 5-9 of the Career Development Framework (RCOT 2019)

Award specific requirements

In the space provided in the application form, provide **an outline of your research/developmental project proposal** (900 words total), including:

- Provide a rationale for the study/project (up to 5 references may be included if required). (500 words)
- Describe objectives, study/project design and the recruitment strategy (where relevant). (100 words)
- Give details about methods of data collection and analysis. Attention should be given to data collection methods that maintain social distancing. (100 words)
- Describe the main milestones/deliverables for the study/project. (100 words)
- Provide a dissemination plan (to communicate the outcomes/findings of the study/project). (100 words)

Supporting statement

This is an important part of the application form. The total word count for this part of the application is 600 words. Under each heading provided:

- State the purpose of the research. (100 words)
- Describe the overall aim of the project (what you intend to achieve) and up to three objectives (how you will achieve the aim). (100 words)
- Explain how the award will be used to support the proposed research activity. (100 words)
- Include the main outcomes expected from the research activity (funded by ISP) and how those outcomes will benefit people who access occupational therapy services/carers and the profession. (200 words)
- Explain how this research contributes to your continuing professional development, demonstrating how it relates to past experience and learning and how it might enhance your future practice/research activities. (100 words)

Corroborative evidence

Please submit with your application form:

- copies of letters of approval from any ethics committees (see above), and
 - either:
 - a signed letter of support, on institution headed paper, from your research supervisor / sponsor or
 - a copy of a letter of acceptance if the activity is related to an award-bearing course.
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The International Activity Award provides support towards an individual member's active participation in an overseas activity. In response to the global COVID-19 pandemic, this may include virtual/online participation. This might include, for example, presentation at an international conference (which may be virtual); sharing professional practice / expertise; or working online with an overseas community to provide occupational therapy. (For UK-based BAOT members, the 'overseas' activity must take place outside the United Kingdom.)

TWO awards of up to £750 each are available.

This award is not open to pre-registration students. (BAOT student members seeking funding should refer to the Student Award for Entrepreneurship and Leadership, The Pearson Award and The Barbara Tyldesley Student Award).

This award is aimed at Career Levels 5-9 of the Career Development Framework (RCOT 2019)

Supporting statement

This is an important part of the application form. In the space provided (1,100 words total) and using the appropriate headings on the application form:

- State the purpose of the overseas activity and give details of the place/s included and the programme of activities/contacts. (200 words)
- Describe the overall aim of the project (what you intend to achieve) and up to three objectives (how you will achieve the aim). (100 words)
- Describe your role in the planned activity. (100 words)
- Explain how participation in the planned activity will benefit the host country including local professionals and people who access occupational therapy services or their carers AND explain how participation in the planned activity might impact on the wider occupational therapy community. (200 words)
- Include the main outcomes expected from the proposed activity and how you expect to implement and / or share any findings. (100 words)
- Provide details of how you will disseminate the outcomes of your project to the profession and wider, and the timeframe for this. (100 words)
- Explain how the activity contributes to your continuing professional development or, demonstrating how it might enhance your future practice. (100 words)
- Other information relevant to the application (research, publications, education, experience). (200 words)

Corroborative evidence

Please submit with your application some form of documentary evidence that confirms your participation in the planned activity – for example, confirmation of registration for an international (virtual) conference.

Award Specific Guidance

Pearson Award

The Pearson Award for education, research or continuing professional development provides support for an individual occupational therapist or student member towards an activity that forms part of their education, research or continuing professional development. In response to the global COVID-19 pandemic, this may include participation in virtual/online activities.

ONE award of up to £750 is available.

Applications should reflect benefits to people who access occupational therapy services/carers and/or contribute to the development of the profession. Student member applicants must be able to demonstrate how the proposed activity will enhance their pre-registration studies.

This award is not available towards pre-registration course fees or course/tuition fees for university award bearing courses – such as diplomas, Master's, PhD.

This award is aimed at Career Levels 3-9 of the Career Development Framework (RCOT 2019)

Supporting statement

This is an important part of the application form. In the space provided (800 words total) and using the appropriate headings on the application form:

- State the purpose of the activity for which you are seeking support. (100 words)
- Describe the overall aim of the project (what you intend to achieve) and up to three objectives (how you will achieve the aim). (100 words)
- Describe your role in the planned activity. (100 words)
- Include the main outcomes expected from the activity. (100 words)
- Describe your dissemination plan (to communicate the outcomes of the planned activity). (100 words)
- Demonstrate how the activity will contribute to your continuing professional development or research, education or pre-registration studies, demonstrating how it might enhance your future practice. (100 words)
- Other information relevant to the application (research, publications, education, experience). (200 words)

Corroborative evidence

Please submit with your application some form of documentary evidence that confirms your participation in the planned activity – for example:

- a signed letter of support, on institution-headed paper, from a tutor, research supervisor / sponsor or line manager
- confirmation of a place on a relevant (non-award bearing) course.

BAOT student member applicants must provide a letter of support from their programme lead.

If applicable, please provide evidence of ethical approval.

Award Specific Guidance

The Constance Owens Early Researcher Award

This award provides funding from The Constance Owens Trust to enable an individual occupational therapist to begin to participate in research, through pilot or preliminary research activity relevant to occupational therapy and which will have a likely impact on outcomes for people who access occupational therapy services and/or carers, and the effectiveness of the occupational therapy service.

This award is not available to pre- registration or doctoral student members and cannot be used to support doctoral studies or post-doctoral research activities.

ONE award of £5000 is available.

The award support can be used as seed funding to explore or undertake a pre-research pilot study to gather initial evidence; funding for an internship to join a research team for a period; to fund backfill staff time for a project; to fund a planned Masters dissertation or other similar early researcher activity/project and must be completed within a year. In response to the global COVID-19 pandemic, this may include virtual/online research activities and participation.

This award is available to occupational therapists working in statutory and non-statutory sectors and the activity/project must be linked to their practice.

Award funding is not available towards course/tuition fees or attendance at the RCOT Annual Conference.

This award is aimed at Career Levels 4-9 of the Career Development Framework (RCOT 2019)

Award Specific Requirements

In the space provided on the application form, provide a **research project plan** (1,000 words total) including:

- The background and rationale for the research activity/project including how the applicant qualifies as an early/beginner researcher (including up to 5 key references). (500 words)
- Describe the project objectives and study design. (150 words)
- Give details of the methods of data collection and analysis. Attention should be given to data collection methods that maintain social distancing. (150 words)
- Describe the main milestones/deliverables for the activity/ project. (100 words)
- Provide a dissemination plan (to communicate the outcomes /findings of the activity/project). (100 words)

Supporting Statement

This is an important part of the application form. In the space provided (600 words total) and using the appropriate headings on the application form:

- State the purpose of the research activity/project. (100 words)
- Describe the overall aim of the project (what you intend to achieve, learn or develop) and up to three objectives (how you will achieve the aim). (100 words)
- Explain how the award will be used to support the proposed research activity / project. (100 words)
- Describe how the outcomes/findings of your research activity/project will benefit occupational therapy practice, people who access occupational therapy services/carers and the profession. (200 words)
- Explain how involvement in the project contributes to your continuing professional development, demonstrating how it might enhance your future practice. (100 words)

Corroborative Evidence

Please submit a signed letter on institution or company headed paper from the person who has authorised the project / research activity with your application form.

If applicable, please provide evidence of ethical approval if already obtained.

Award Specific Guidance

RCOT Annual Award for Student Entrepreneurship and Leadership

This award is open to RCOT pre-registration student members only.

Engagement in entrepreneurship and leadership activities and opportunities can be enriching and creative elements of a student experience which develop character and help prepare for life beyond study. Entrepreneurship and leadership activities can take place in small or large group settings, across a range of curricula or be subject specific, with the product of the work contributing to a service or another area of society.

The purpose of the award is to provide support towards a pre-registration student entrepreneurial or leadership activity, for example: a project, community engagement activity or new service development – with a focus on the relevance of the activity to the development of occupational therapy and benefit to people who access occupational therapy services/carers. The project may be used to take forward a business plan linked to a pre-registration module related to the development of entrepreneurial and leadership skills in occupational therapists. In response to the global COVID-19 pandemic, this may include virtual/online activities and participation.

Individuals or a small group (up to 4 people) may apply. If a group application is made, all applicants must be RCOT/BAOT student members, all applicants must complete the “Personal Details” section and a lead applicant should be nominated for correspondence and payment of funding.

Applicants must also be able to demonstrate how the proposed activity will enhance their career development. The award is not available towards pre-registration course fees, or conference attendance.

The sum available is up to **£500 – available as ONE award.**

This award is aimed at Career Levels 3-5 of the Career Development Framework (RCOT 2019)

Supporting statement

This is an important part of the application form. In the space provided (1,000 words total) and using the appropriate headings on the application form:

- State the purpose of the activity for which you are seeking support. (200 words)
- Describe the overall aim of the project (what you intend to achieve, learn or develop) and up to three objectives (how you will achieve the aim). (100 words)
- Describe how the planned activity demonstrates entrepreneurship or leadership and the timescale for the activity. (200 words)
- Explain how the entrepreneurial or leadership activity will benefit people who access occupational therapy services/carers (outlining any cultural and ethical considerations, where relevant) and the occupational therapy profession (200 words)
- Include the main outcomes expected from the activity and how you expect to take the outcomes forward. (100 words)
- Describe your dissemination plan to communicate the outcomes of the activity. (100 words)
- Explain how the activity contributes to your continuing professional development or pre-registration studies, demonstrating how it might enhance your future practice. (100 words).

Corroborative evidence

Please submit some form of documentary evidence with the application that confirms participation in the planned activity for all applicants – for example, an email or signed letter on institution-headed paper from the programme lead, practice educator or project manager.



The Tunstall Award for Technology Innovation in Occupational Therapy provides funding of up to **£1,500** – available as ONE award, to support the innovative use of **existing digital technology** to support individuals, communities or occupational therapy service delivery in a real-world setting. Emphasis should be given on the likely impact of the project on people who access occupational therapy services and/or their carers and professional practice. For 2022 the award may be linked to, but not limited to, new ways of working that use digital technologies in response to the COVID-19 pandemic.

Funding support can be used for project-related activities including staff time/backfill, evaluation costs, dissemination costs or other planned expenditure e.g., equipment. Support is not available towards course/tuition fees or attendance at the RCOT annual conference.

This award is only open to professional BAOT members.

The award is aimed at Career Levels 5-9 of the Career Development Framework (RCOT 2019)

Award specific requirements

In the space provided on the application form, provide a **project plan** (900 words), including:

- State the rationale for the activity/project (including up to 5 key references). (500 words)
- Provide project objectives and study design. (100 words)
- Give details about methods of assessment and measurement of outcomes. (100 words)
- Describe the main milestones / deliverables for the activity/project. (100 words)
- Provide a dissemination plan (to communicate the outcomes /findings of the activity/project). (100 words)

Supporting statement

This is an important part of the application form. The total word count for this part of the application is 700 words. Under each heading provided:

- State the purpose of the project, describe the digital technology to be used and how you consider the project/activity to be innovative/developmental. (200 words)
- Describe the overall aim of the project (what you intend to achieve) and up to three objectives (how you will achieve the aim). (100 words)
- Explain how the award will be used to support the proposed activity/project. (100 words)
- Describe how the outcomes of your project will benefit the occupational therapy service, people who access occupational therapy services and/or their carers and the profession. (200 words)
- Explain how involvement in the project contributes to your continuing professional development, demonstrating how it might enhance your future practice. (100 words)

Corroborative evidence

Please submit an electronic letter on institution or company letter headed paper signed by the person who has authorised/given permission for the project with your application form.

If applicable, please provide evidence of ethical approval.