At The Royal College of Occupational Therapists Research Foundation

Scoping Review Grant 2023

Call for Proposals, Submission Information and FAQs

# Introduction

The Royal College of Occupational Therapists (RCOT) Research Foundation supports the development of the evidence-base for occupational therapy and the expansion of research capacity within the profession.

# Scoping Review Grant 2023

Through our [Innovation Hub](https://www.rcot.co.uk/innovation-hub) we aim to establish an environment where occupational therapists can learn from others’ service improvement journeys. We also need to understand the research available on innovation in relation to occupational therapy. To that end, we would like to conduct a scoping review that addresses the following questions:

* What is the occupational therapy experience of service improvement?
* What are the barriers and facilitators to occupational therapy service improvement?

The synthesis of the scoping review should identify key concepts; gaps in the research; and types and sources of evidence to inform practice, policymaking, and research. Up to £20,000 is available for a Scoping Review grant in the 2023 funding round.

Projects are not normally expected to exceed 12 months.

You must demonstrate compliance with GDPR and Data Protection Act 2018 and Research Governance Frameworks for Health and Social Care.

# Lead applicant

As the lead applicant, you must be a professional member of the British Association of Occupational Therapists (BAOT) at the time the proposal is submitted and for the duration of the project. As part of the application, you will describe your existing expertise in scoping reviews or include a clear outline of how you will be appropriately supported to develop strong skills in this area.

We value the diversity of our membership, and we strongly encourage grant applications from all sections of our community, especially those from under-represented and marginalised groups. We are committed to improving the equity and inclusivity of our processes and all opportunities provided.

# Collaborating partnerships

You may wish to include details of collaborative partnerships with other researchers who will be contributing to the proposed project. Co-applicants who have an occupational therapy qualification, even if currently living outside of the UK, must have BAOT membership. Public co-applicants, or co-applicants who are included because their experiences and/or background add value to the development and delivery of the proposal, do not require BAOT membership even if they have an occupational therapy qualification.

**The commissioning process**

External experts, identified by us, and members of the RCOT Research Foundation Advisory Group will review grant proposals.

Proposals will be reviewed against the following criteria:

* scientific excellence
* track record of individual (and, where relevant, that of the support available)
* institutional support
* strength of collaborating partnerships (where relevant)
* feasibility and value for money
* involvement of people who access services, and/or their families or carers,taking account of the perspectives of people from diverse backgrounds with multiple and intersecting identities.

If your proposal is highly rated and has potential for funding, you may be invited to respond to the reviewers’ comments to inform the final decision. The RCOT Research Foundation Advisory Group will make the final recommendation for funding, subject to ratification by the RCOT Chief Executive.

# Project management and contractual deliverables

As the successful lead applicant, you will assume responsibility for the day-to-day management of the scoping review and ensure that timescale milestones are met.

The following contractual deliverables will apply:

* as the lead applicant, sharing your Orcid ID with us for the purposes of tracking the impact of the grant
* demonstration that the project undertaken has met activity outlined in the project proposal
* submission of progress and impact report during the project, as indicated in the grant contract/letter of agreement
* submission of a final project report and an updated progress and impact report within one month of the project end date. The final project report will be available via the RCOT library six months after the project is signed off.
* submission of a paper to the British Journal of Occupational Therapy
* submission of an abstract directly related to the research to the RCOT’s annual conference
* submission of a Summary of Key Findings for publication in the RCOT library catalogue and on the [RCOT website](https://www.rcot.co.uk/practice-resources/research-and-development#Funding%20for%20Research%20and%20Development)
* submission of impact reports 18 months and 3 years post-completion of the final report.

# Grant payments

We will pay the grant in instalments in line with the payment schedule set out in the grant contract/letter of agreement. Payment of the final instalment will normally be subject to sign-off by us of all contractual deliverables, excluding the post-project impact reports.

# Completion and submission of proposals

* The application form is based on the *Preferred reporting items for systematic review and meta-analysis extension for scoping reviews (PRISMA-ScR)* (Tricco et al 2018). Applicants are strongly encouraged to read the following paper before beginning an application:
  + Tricco AC, Lillie E, Zarin W, O'Brien KK, Colquhoun H…Straus S (2018) PRISMA extension for scoping reviews (PRISMA-ScR): checklist and explanation. *Annals of Internal Medicine, 169(7)*, 467-473. [doi:10.7326/M18-0850.](http://annals.org/aim/fullarticle/2700389/prisma-extension-scoping-reviews-prisma-scr-checklist-explanation)
* All relevant sections of the proposal form must be completed in typescript using a **minimum** of **11pt Arial font**.
* You should pay close attention 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 20 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.
* It is recommended that you have your proposal peer reviewed prior to submission.

Submit completed proposals electronically to [researchfoundation@rcot.co.uk](mailto:researchfoundation@rcot.co.uk) no later than 9am on **Tuesday 4 July 2023**. We will not consider proposals received after this deadline.

You must submit the proposal form in Word format (**not PDF)**. The completed signature page may be submitted as a separate PDF. We will acknowledge receipt of proposals via email.

We will notify you of the outcome by Monday 21 August 2023 and will provide written feedback on your application.

**Top Tips & FAQs to support grant applications in 2023**

The Royal College of Occupational Therapists Research Foundation has offered a range of research grants annually since 2007, with the first grants awarded in 2008. Over the years, 204 proposals across all grant categories have been submitted to the RCOT Research Foundation and 60 grants have been awarded. Each year, the Research Foundation 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 helpful.

**Top Tips**

* 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 and ensure that you have appropriate support as required to successfully complete a high-quality scoping review.
* Make it explicit within your proposal what you are intending to do and how. Keep it simple and focused. Include sufficient detail and ensure it is clearly explained.
* Adhere to the application form completion criteria, particularly word limits and font size. Do not append additional documents as these will not be read. All essential facts should be included within the proposal form.
* Be mindful of the submission criteria and deadline, and allow sufficient time for obtaining signatures of any co-applicants and the calculation of financial costings.
* Understand the expected deliverables required if your proposal is successful.

**FAQs**

**Q: What funding aspects can be included within my costings for a proposed Scoping Review Grant?**

A: We 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 and materials. It should be noted that as a registered charity we do not expect to fund the host institution’s overheads. The RCOT Research Foundation Advisory Group will discuss whether the costs proposed seem reasonable in relation to the work planned.

**Q: Would attendance at a conference be covered by a RCOT Research Foundation grant?**

A: Support for relevant conference attendance can be included within the funding request subject to an overall maximum of £500 for a Scoping Review Grant.

**Q:** **Is it necessary to have a co-applicant to apply for a Scoping Review Grant?**

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

**Further help and advice**

If you would like to discuss your intended scoping review proposal, or if you have a question about the general application process, please contact Angie Thompson, RCOT R&D Officer, in the first instance at: [angie.thompson@rcot.co.uk](mailto:angie.thompson@rcot.co.uk) or telephone: 020 3141 4615.

**References**

Tricco AC, Lillie E, Zarin W, O'Brien KK, Colquhoun H…Straus S (2018) PRISMA extension for scoping reviews (PRISMA-ScR): checklist and explanation. *Annals of Internal Medicine, 169(7)*, 467-473. [doi:10.7326/M18-0850.](http://annals.org/aim/fullarticle/2700389/prisma-extension-scoping-reviews-prisma-scr-checklist-explanation)