

# **PEDIATRIC RESEARCH GRANT PROGRAM - Guidelines**

## **TERMS AND CONDITIONS OF RESEARCH GRANT**

### **Non-Compliance:**

Grantee is defined as the Principal Investigator. Failure on the part of the grantee to comply with the policies governing the grant (including policies governing publications, presentations, and press releases) may be grounds for early termination of the grant and/or denial of any future consideration for funding from the Section on Pediatrics (SOP).

Should the grantee encounter problems during the grant period of performance related to progress or other matters related to the grant, the SOP may request additional information from which a decision to continue or to terminate the grant can be made. In cases of early termination of the grant, the grantee will be notified in writing sixty (60) days before termination of the grant.

### **Reporting:**

Grantees shall provide reports to the SOP following the schedule guidelines described below. Failure to submit a report by the stated deadline will delay or jeopardize continued or future support by the SOP.

### **Progress Report:**

All grantees shall e-mail progress report(s) to the SOP. One progress report is due 6 months into the grant year. A progress report shall include a brief summary of work completed to date, including a discussion of major problems (if any) encountered, such as reasons for not being able to recruit sufficient subjects for the study (if applicable); a plan to remedy the problems; an explanation and justification for any deviation from the original plan of action; and an explanation of any proposed changes to the plan.

In addition, the report(s) should include a list of presentations, abstracts, and articles published or submitted for publication related to this study. The grantee is also required to submit electronic copies of the following:

1. copies of abstracts and articles related to this project
2. copies of any survey instruments developed or used in the course of the project
3. copies of measurement instruments developed or used in the project
4. any other information pertinent to the research project

## **Final Report:**

All grantees are expected to submit a final report to the SOP within thirty (30) days of completion of the grant period of performance. ***The final report must be submitted electronically to the Section on Pediatrics. . The Final Report should not exceed (5) pages and shall include:***

1. a detailed account of expenditures (including but not limited to that portion paid for by the grant)
2. work completed during the course of the research
3. explanation of any changes to the original plan
4. plans for future research projects related to the study
5. plans for dissemination of information related to the study
6. copies of abstracts and articles *since the last progress report* that are related to this project

Grantees are also required to update the electronic abstract with the

following information and e-mail it to the SOP at the time the Final Report is submitted:

1. **Findings:** Results from the project.

2. **Lay Language Summary:**

An ***updated*** description of the project in terms a non-physical therapist can understand that includes a ***summary of the project findings***, suitable for distribution and publication by the SOP.

3. **Publications:**

**Abstracts:**

**Presentations:**

Enter after each heading the complete list of all presentations, abstracts, and articles submitted, in press, or published that are related to this study.

**Request for Approval of Changes to the Budget:**

A budget shall be submitted by the Principal Investigator and approved by the SOP prior to the commencement of any research. The Principal Investigator must obtain written approval from the SOP if expenditures are expected to deviate significantly (see below) from the distribution in the approved budget in which case a revised budget must be submitted to the SOP for consideration. The SOP shall have thirty (30) days to review any request for approval of a revised budget. The SOP may approve or disapprove changes at its discretion. Less than 20%: The SOP does not require pre-approval of a departure from budgeted amounts so long as said departure does not exceed twenty per cent (20%) in any line item area. However, any departure from the original budget must be explained fully in the progress and yearly reports. Greater than 20%: Transfers between line item areas in excess of twenty per cent (20%) and requests for expenditures in categories not initially included in the approved budget may be interpreted as representing changes in the overall plan of action. Accordingly, prior SOP approval is required for all changes greater than 20%.

#### **Changes to the Plan of Action:**

The Principal Investigator must obtain written approval from the SOP before making any material change in the plan of action, timetable for completion (including no-cost extensions), acquisition of subjects, etc. Requests for changes to the plan must be made in writing. The SOP shall have thirty (30) days to review such requests and respond in writing to the Principal Investigator.

#### **Extension of Study:**

A written request for extension of reporting deadlines with no additional funding must outline in detail the reasons for the requested extension in the event the extension is approved. Such a request must be received by the SOP thirty days (30) prior to the expiration of the original grant period of performance.

#### **Changes in Status of Grantee:**

The Principal Investigator must notify the SOP upon becoming aware of any changes or pending changes (***e.g., changes in key personnel***) that may prevent accomplishment or substantially alter the goals and objectives of the research program. Such notice must be received by the SOP within five (5) days of the Principal Investigator's becoming aware of any such change or pending change. The SOP may request additional information from which a decision to continue or to terminate the research grant can be made. The SOP, in its sole discretion, shall determine whether the change jeopardizes the Principal Investigator's ability to complete the research program and whether funding of the project shall continue. In cases of early termination, the Principal Investigator shall be notified by the SOP in writing sixty (60) days prior to the termination of the grant.

**Ownership of Equipment** Title to all apparatus, equipment, material, instruments, and products purchased, built, prepared or fabricated by an agency with the SOP research grant funds will normally vest in the grantee, with the understanding that such equipment will remain in use for the specific project for which it was obtained.

## **Publications, Presentations and Press Releases**

### **Credit Acknowledgment:**

To ensure that support provided by the SOP is adequately reflected, all publications, presentations, and press releases prepared in connection with the research program must include an appropriate credit line. The wording will specify whether the research is funded or supported in full or in part by the SOP.

***The SOP may not consider future funding requests from the Sponsoring Organization/Institution and will deny future funding to the Principal Investigator if credit acknowledgment is not included.***

### **Publications:**

Publications are not subject to SOP approval. The Sponsoring Organization/Institution or Principal Investigator shall notify the SOP of the intention to release for publication the results of the SOP -funded research. One (1) copy of all submitted papers should be sent electronically to the SOP at the time of submission. One (1) copy of all published papers and/or abstracts relating to the funded study should be sent to the SOP electronically *immediately* upon publication.

For a period of five (5) years following the completion of the project and submission of the final report, upon request, the Principal Investigator is required to submit information to the SOP electronically regarding all submitted, in press or published papers; and submitted or accepted abstracts related to the funded research project.

### **Presentations:**

Presentations are not subject to SOP approval. The Sponsoring Organization/Institution or Principal Investigator shall notify the SOP of the intention to present the results of the SOP -funded research. The Principal Investigator is required to submit results from the completed project to APTA's Annual Conference or Combined Sections Meeting for poster or platform presentation within two years after completion of the project. One (1) copy of all poster presentations and exhibits relating to the funded study should be sent to the SOP immediately following presentation.

For a period of five (5) years following completion of the project and submission of the final report, the Principal Investigator is required to submit summary information to the SOP at least annually regarding each poster presentation and/or exhibit presentation related to the funded research project.

**Press Releases:**

Press releases prepared by the grantee are not subject to the SOP's approval. For a period of three (3) years following completion of the study and submission of the final report, the Principal Investigator shall provide the SOP with an electronic informational copy of all announcements to the media related to the grantee and/or the work to be done or work accomplished under the grant. The SOP may use the abstract from the original grant proposal and information contained in the electronic abstract and the progress and final reports in preparing announcements to the media and other efforts to promote public awareness and appraise potential SOP funding sources of work in progress.