Dear Applicant:

Thank you for your interest in the Michigan Athletic Trainers’ Society (MATS) Research Assistance Grant! The purpose of these grants is to provide financial assistance to MATS members to complete original research studies that advance the Athletic Training profession.

It is our hope this financial assistance will help promote the fine research and scholarly activity of Athletic Trainers in the state of Michigan. Applications of up to $3000 of direct costs will be funded. There will be two funding cycles each calender year. The deadlines will be 5:00 pm EST on the last Friday in September and February.

Applicants will be notified of the committee’s decision within two months of the grant deadlines. Funds will be available to successful applicants approximately 30 days of notification of funding and must be used within one year.

Applicants must submit a final report (including budget). For **Fall grant awardees**, final reports are **due by December 1** of the year after funding decision. For **Spring grant awardees**, final reports are **due by May 1** of the year after funding decision.

Moreover, funded applicants must acknowledge MATS funding on future publications or presentations as well as present the results of their study at a future MATS annual meeting. Other eligibility, obligations, and instructions can be found in the grant application on the ensuing pages.

If you have any questions on these grants, please contact me at the phone or e-mail address listed below. Thank you again for applying for the MATS Research Assistance Grants!

Sincerely,



Tonya M. Parker, PhD, AT, ATC

Professor, Department of Physical Therapy & Athletic Training

Grand Valley State University

Chair, MATS Research Assistance Committee

Phone: 616-331-3962

E-mail: mats.rac@gmail.com

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|  APPLICATION INSTRUCTIONS |

The MATS Research Assistance Committee is now accepting applications for research assistance grants. Athletic Trainers (certified or student) may apply for up to $3000.

**Eligibility Requirements:**

1. Applicants must be a certified Athletic Trainer or Athletic Training student and member of MATS. Grant applications may include non-MATS members as investigators (even as primary investigators). However, a MATS member must be on the research team and make a substantial contribution to the research project.
2. Applicants must reside in the State of MI.
3. Applicants must have their NPI number.
4. Applicants must not have received a MATS grant in the last year. Repeat funding of longitudinal studies is discouraged.

**Awarding of Funds:**

1. Preference will be given to studies which examine health-related outcomes of patients treated by Athletic Trainers in the state of MI.
2. Preference will be given to applicants who have not received MATS funding previously.
3. Research data collection already in progress or partially completed will **NOT** be reviewed or funded.
4. Indirect costs and investigator salaries will **NOT** be supported. Funds may be used to compensate research participants, purchase supplies and/or equipment/software, and travel to MATS annual meeting (up to $200). Student work wages will be considered based on the project’s scope.
5. For projects requiring human or animal subjects, funds will not be released until the project has been reviewed and approved by an ethics committee (e.g., Institutional Review Board, IRB or Institutional Animal Care and Use Committee, IACUC). Applicants must provide written proof of IRB/IACUC approval or IRB/IACUC submission at the time of grant submission for consideration within a grant cycle. Applicants who intend to seek IRB approval after a MATS grant deadline may submit their application for consideration at the next cycle assuming they still meet all of the other considerations of the MATS grant.
6. Funds will be awarded approximately 30 days after notification of funding (assuming proof of ethics review has been submitted) and must be expended within one year of receiving funds.

**Application Procedures:**

1. Applicants must complete the grant application form. The research assistance grant application must clearly and succinctly describe the overall research project. Each application will be evaluated solely on the materials presented in the proposal.
2. The application deadline for Fall grants will be on the last Friday in September each year while the Spring grants will be due on the last Friday in February each year.Applications received after 5:00 PM (EST) on these dateswill not be reviewed.
3. All grant proposals must be submitted as one ‘.PDF’ file to the MATS RAC Chair,

Dr. Kevin Miller, at mats.rac@gmail.com. **In the e-mail subject line, applicants should write their information using the following formatting: “[Author last name], Certified MATS RAC Funding” or “[Author last name], Student MATS RAC Funding”** depending on the status of the first author of the application. If applicants are certified but still in school (e.g., BS, MS, PhD, Postdoc), they should submit for funding in the student track.

**Obligations of Awardees:**

1. Submit an abstract of the completed project for presentation at the MATS conference the

 summer after completion of the project. All abstracts must be submitted within one year

 following completion. Extensions may be considered upon consultation with the RAC

 Chair.

2. Present a poster presentation of the results of the funded project at the MATS annual

 meeting during the summer after completion of the project.

3. Acknowledgment of MATS funding in any future publication or presentation of the study’s

 results. Acceptable logos for MATS can be found in [Appendix A](#Logos).

4. Submit a 1-2 page final report ([Appendix B](#Finalreport)) to the RAC Chair at mats.rac@gmail.com .

 For **Fall grant awardees**, final reports are **due by December 1** of the year after funding

 decision. For **Spring grant awardees**, final reports are **due by May 1** of the year after

 funding decision.

5. If the above contingencies are not met, funds may be recalled and the recipient

 may no longer be eligible to receive future MATS funding.

**Content and Formatting**

 The body of the grant proposal (i.e., Sections III to VII) cannot exceed 6 double-spaced pages. Proposals must be set in the 1 inch margins and utilize Times New Roman font with type being no smaller than 11 point. Each page must be numbered and display the last name of the Principal Investigator (PI) in the bottom left corner. For each of the sections listed below, please start each section on a new page.

[**Section I. Cover Sheet**](#CoverSheet)*(no more than 1 page)*

This form should be completed and appear as the **first page** of the proposal packet. Use the form provided at the end of these instructions.

[**Section II. Disclosures**](#Disclosures)*(no more than 1 page)*

In some cases, individuals seeking funding may be affiliated with, or have financial interest in, organizations/companies, etc that may have a direct interest in the subject matter of an application. The MATS Research Assistance Committee must be informed of any such affiliation and/or financial interest on the part of the applicant(s). The intent of this policy is not to prevent an applicant with an affiliation and/or significant financial interest from receiving funds. It is merely intended to identify any affiliation clearly so that the Research Assistance Committee members may have a full awareness of the facts in order to form their own judgments. This form must be completed by all applicants.

[**Section III. Context and Importance of the Project**](#Context)*(no more than 1 page)*

 This section should provide a brief description of past relevant research and support the research question of the current investigation. This section should specifically identify the research purpose/question and hypotheses. Finally, authors should briefly discuss how this project could advance Athletic Training. Any references included in this section should be listed as suprascripted numerals and formatted according to the author’s guide for the *Journal of Athletic Training*

[**Section IV. Study Design and Methods**](#Methods)*(no more than 2 pages)*

This section should provide an overview of the study’s subjects, experimental design (i.e., independent, dependent, and control variables), methods/procedures, and statistical analyses. If conducting qualitative research, include the qualitative tradition such as narrative research, phenomenology, ethnography, grounded theory, or case study. Care should be taken to provide sufficient detail to enable reviewers to evaluate the procedures. Although it is acceptable to refer reviewers to published descriptions of testing procedures, at minimum, a brief description should be provided. For qualitative studies, this section should provide details of data collection such as observational, interview and focus group protocols and field note and/or document review procedures as appropriate.

For the statistical design, state the *a prior* significance level/s to be used in the study, specific statistical test(s) performed, and software used for analyses (e.g., SPSS, SAS, NCSS, Atlas.ti, N6, NVivo, Maxqda, etc.). Explicit information about coding of qualitative data should be noted including procedures for reliability of coding and other methods to promote rigor such as member checking, triangulation and/or peer review.

[**Section V. References**](#references)*(no more than 1 page)*

In this section, include a list of references used in the grant application. References should be formatted per the author’s guide of the *Journal of Athletic Training*.

[**Section VI. Budget and Budget Justification**](#Budget)*(no more than 1 page)*

Include an estimated budget and justification for each budgeted item. Applicants may include up to $200 to help with travel costs to present their results at a future MATS meeting. For research equipment, the PI should indicate the company, model, and cost of each piece of equipment. Primary investigators need to indicate if they are currently receiving any funding from other sources to support this study. Proposals will not be automatically rejected because of other sources of funding.

[**Section VII. Anticipated Timeline**](#Timeline)*(no more than 1 page)*

This section should include notable anticipated events and a timeline for completion. Examples of relevant events to include are ethics submission/approval dates, pilot testing, start and end of data collection, data analysis, final MATS grant reporting date, and conference presentation dates (including the MATS annual meeting).

[**Section VIII. Proof of Ethics Committee Review and Approval**](#IRBapproval)(*no more than 1 page)*

 Include a screen shot or letter from the relevant ethics committee indicating the study has been approved or is currently being reviewed. Funds will not be released until proof of ethics approval has been received. Grant applications without proof of IRB or IACUC submission or approval by the grant deadline will not be reviewed.

[**Section IX. Principal Investigator Biographical Sketch**](#Biosketch)*(no more than 2 pages)*

The primary investigator of the grant application must provide a brief bio-sketch demonstrating their qualifications to complete this study. This may include a listing of past grants awarded, publications, presentations, clinical experiences, etc. Student applicants are encouraged to provide their biosketch AND a 2-page biosketch of their research advisor. Certified Athletic Trainer applicants may also include bio-sketches of co-authors/collaborators to support the application but this is not necessary.

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| Section I: Cover Sheet*(no more than 1 page)* |
| **Title of Project:** |  |
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**Type of Grant: [ ]  Student Grant\* [ ]  Certified Grant**

*\*Student must be the PI on these grants.*

PI Name: Click here to enter text. Credentials: Click here to enter text.

Employer: Click here to enter text. Phone: Click here to enter text.

Address: Click here to enter text. E-mail: Click here to enter text.

City, State, Zip: Click here to enter text. NPI Number: Click here to enter text

BOC Number: Click here to enter text. Current Student? **Yes [ ]  No [ ]**

Co-PI Name: Click here to enter text. Credentials: Click here to enter text.

Employer: Click here to enter text. Phone: Click here to enter text.

Address: Click here to enter text. E-mail: Click here to enter text.

City, State, Zip: Click here to enter text. NPI Number: Click here to enter text

BOC Number: Click here to enter text. Current Student? **Yes [ ]  No [ ]**

Co-PI Name: Click here to enter text. Credentials: Click here to enter text.

Employer: Click here to enter text. Phone: Click here to enter text.

Address: Click here to enter text. E-mail: Click here to enter text.

City, State, Zip: Click here to enter text. NPI Number: Click here to enter text

BOC Number: Click here to enter text. Current Student? **Yes [ ]  No [ ]**

Co-PI Name: Click here to enter text. Credentials: Click here to enter text.

Employer: Click here to enter text. Phone: Click here to enter text.

Address: Click here to enter text. E-mail: Click here to enter text.

City, State, Zip: Click here to enter text. NPI Number: Click here to enter text

BOC Number: Click here to enter text. Current Student? **Yes [ ]  No [ ]**

PI Signature\*: Click here to enter text Date: Click here to enter text

*\*Indicates authorization of peer-review and acknowledges consent and permission has been obtained from all of co-investigators to submit this proposal.*

Institution Official Signature\*: Click here to enter text Date: Click here to enter text

*\*Indicates authorization of peer-review. This may be a department Chair, Dean, Research Officer, etc.*

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| Section II: Disclosures *(no more than 1 page)* |

1. I certify and attest that the information submitted within the accompanying application is original, true, complete and accurate. I am aware that any false, fictitious or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application. **Yes [ ]  No [ ]**
2. I certify that I have read, understand, and will comply with my institutes Policy on Research Integrity where misconduct as fabrication, or falsification, and plagiarism or any other practices that seriously deviate from those that are commonly accepted within the scholarly community for proposing, conducting or reporting research and creative endeavors. **Yes [ ]  No [ ]**
3. I certify that I have read and understand my responsibilities toward this proposal **Yes [ ]  No [ ]**
4. I certify I have read and understand my institutes Intellectual Property Rights Policy and further understand that I must promptly notify institutes administration for subject inventions in sufficient time to permit the timely filing of patent applications prior to U.S. or foreign statutory bars. **Yes [ ]  No [ ]**
5. I certify that I am in compliance with and will continue to comply with the provision of 41 USC Sections 51-58, the Anti-kickback Enforcement Act of 1986 (Pub. L. 99-734), (<https://www.justice.gov/usam/criminal-resource-manual-927-anti-kickback-act-1986>) in connection with the accompanying application. **Yes [ ]  No [ ]**
6. I certify that I am neither presently debarred or suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in current transactions by any federal department or agency and I am not delinquent on any federal debt. **Yes [ ]  No [ ]**
7. I have a potential conflict of interest in the subject matter of this grant application. Please explain in the box below if you respond ‘Yes.’ **Yes [ ]  No [ ]**

Please explain any affiliations and/or significant financial interest(s) you have that might have a direct interest in the subject matter of your study

Click here to enter text

Principal Investigator (PI): Date:

Co-PI: Date:

Co-PI: Date:

Co-PI: Date:

Co-PI: Date:

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| Section III: Context and Importance of the Project *(no more than 1 page)* |

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| Section IV: Study Design and Methods *(no more than 2 pages)* |

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| Section V: References*(no more than 1 page)* |

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| Section VI: Budget and Budget Justification*(no more than 1 page)* |

1. Have you received other internal or external funding for this study? If ‘yes’, please indicate the name of the sponsor and the total amount of other funding received in the text box below.

**Yes [ ]  No [ ]**

*Click here to enter text.*

**BUDGET**: **REQUESTED** **Justification**

Travel\*:

 Mileage to MATS Conference:*Click here to enter text.* Click here to enter text.

 Lodging for MATS: *Click here to enter text.* Click here to enter text.

Supplies:

 Item *Click here to enter text.* Click here to enter text.

 Item *Click here to enter text.* Click here to enter text.

 Item *Click here to enter text.* Click here to enter text.

 Item *Click here to enter text.* Click here to enter text.

 Item *Click here to enter text.* Click here to enter text.

 Item *Click here to enter text.* Click here to enter text.

Equipment:

 Item *Click here to enter text.* Click here to enter text.

 Item *Click here to enter text.* Click here to enter text.

Subject Honoraria: *Click here to enter text.* Click here to enter text.

Other? *Click here to enter text.* Click here to enter text.

**Total** *Click here to enter text.*

\*Only $200 may be allocated for travel to a future MATS annual meeting. Mileage may be claimed at the current IRS rate.

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| Section VII: Anticipated Timeline*(no more than 1 page)* |

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| Section VIII: Proof of Ethics Committee Review or Approval*(no more than 1 page)* |

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| **Section IX: Principal Investigator Biographical Sketch** *(no more than 2 pages)* |

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| **NAME** | **POSITION TITLE** |
| **EDUCATION/TRAINING** |
| **INSTITUTION AND LOCATION** | **DEGREE*****(if applicable)*** | **YEAR(s)** | **FIELD OF STUDY** |
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| **EMPLOYMENT HISTORY** |

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| **PUBLICATIONS, PRESENTATIONS, CLINICAL EXPERIENCE SUPPORTING PROPOSED WORK** |

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| **FUNDING HISTORY** |

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| **Appendix A: Approved Logos**  |

Applicants may use the following logos in their poster materials to represent MATS:



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| **Appendix B: Final Report for MATS Grant** |

**PROJECT TITLE: Click here to enter text.**

Principal Investigator Name and Credentials: **Click here to enter text.**

Institution/Affiliation(s): **Click here to enter text.**

Address: **Click here to enter text.**

Email(s): **Click here to enter text.**

Telephone: **Click here to enter text.**

Co-investigator Name(s): **Click here to enter text.**

Co-investigator Affiliations: **Click here to enter text.**

Co-investigator E-mails: **Click here to enter text.**

**PROJECT START DATE: Click here to enter text.** **PROJECT END DATE: Click here to enter text.**

**PROJECT SUMMARY** (*an abstract formatted per NATAREF instructions is sufficient)*

**Click here to enter text.**

**BUDGET**: *REQUESTED* **ACTUAL**

Travel:

 Mileage to MATS Conference:*Click here to enter text.* **Click here to enter text.**

 Lodging for MATS: *Click here to enter text.* **Click here to enter text.**

Supplies:

 Item *Click here to enter text.* **Click here to enter text.**

 Item *Click here to enter text.* **Click here to enter text.**

 Item *Click here to enter text.* **Click here to enter text.**

Equipment:

 Item *Click here to enter text.* **Click here to enter text.**

 Item *Click here to enter text.* **Click here to enter text.**

Subject Honoraria: *Click here to enter text.* **Click here to enter text.**

Other? *Click here to enter text.* **Click here to enter text.**

**Total?** *Click here to enter text.* **Click here to enter text.**

**Please check the box below indicating that you acknowledge that you must submit an abstract and present a poster at the next MATS annual meeting.**

[ ]  I acknowledge.

**Please check the box below indicating that the information in this report is true and accurate.**

[ ]  I acknowledge.

**Signature of Primary Author:** Click here to enter text.