



## GUIDELINES

# Thelma Cardwell Foundation Award for Research

### Introduction

The aim of the WFOT Thelma Cardwell Foundation Award for Research is to provide funding to support pilot projects or small-scale feasibility projects that can build and/or strengthen research capacity in occupational therapy. The maximum amount available is USD\$5,500.

The WFOT Thelma Cardwell Foundation Award for Research is available every two years and supports occupational therapy research initiatives led by occupational therapists who are Individual Members of WFOT.

The award specifically supports contextually relevant and culturally sensitive projects that support the occupational needs of the local communities and individuals.

Applications must be original ideas that have not received funds from other national or international organisations and address one or more of the WFOT international occupational therapy research priorities (v. 1.0/2017):

- Effectiveness of occupational therapy interventions
- Evidence-based practice and knowledge translation
- Participation in everyday life
- Healthy ageing
- Occupational therapy and chronic conditions
- Sustainable community development and population based-occupational therapy interventions
- Technology and occupational therapy
- Occupational therapy professional issues

More information on these priorities can be found in:

<https://wfot.org/resources/wfot-research-priorities>

### **DATES:**

The application deadline is the **29 October 2021 by 5:00pm** in the applicant's time zone.

## SUBMISSION CRITERIA

Investigator(s) must be WFOT Individual Members and submit their application under one or more of the research priorities. The Award may be used for human resources support, equipment, supplies, participant compensation or technical assistance for an approved project. Projects should be within a two-year maximum timeline. Funding does not allow for indirect costs. Travel is an allowable cost item but only if it pertains to the completion of the research project (data collection or analysis). Congress/conference registration is allowable to disseminate the results of the research project, but not travel.

Applications for the Award will be assessed by a Committee within the WFOT Research Programme. A report including the committee's recommendation will be presented to the WFOT Executive Management Team.

The successful applicant will be announced at the WFOT Council Meeting, held every second year. The online application form for the Award is located available at <https://wfot.link/thelmacardwell2022>.

## FEEDBACK

Given the limited time and human resources, WFOT is unable to provide descriptive feedback to applicants.

One or more applications may be awarded funding. Applications will be assessed against the criteria listed below:

Application Requirements	Financial Arrangements	Assessment Criteria	Reporting Requirements
<ol style="list-style-type: none"> <li>Only ONE submission per applicant(s) The principal applicant(s) must be individual members of WFOT.</li> <li>Submitted online (no extra documentation will be considered) including the upload of a 2-page CV summary of the Principal Investigator(s), and a 2-page budget justification</li> <li>Applications should be submitted electronically via: <a href="https://wfot.link/thelmacardwell2022">https://wfot.link/thelmacardwell2022</a> by the deadline</li> <li>If accepted, principal applicants agree to submit a manuscript for the WFOT Bulletin (this might be in addition to other proposed publications)</li> </ol>	<ol style="list-style-type: none"> <li>The maximum amount of funding available is US\$5,500</li> <li>Funds will be dispensed: 50% to applicant 2 months after announcement 50% to applicant upon receipt of interim report</li> <li>Project must be completed within TWO YEARS of the award date</li> </ol>	<ol style="list-style-type: none"> <li>Quality of research proposal including: rationale, objectives, methodology, significance to occupational therapy, alignment with WFOT International Research Priorities</li> <li>Demonstrated ability of researcher/team to carry out the project</li> <li>Potential for development of occupational therapy at a national and/or international level</li> <li>Potential for serving as a building block for subsequent research projects and innovations.</li> </ol>	<ol style="list-style-type: none"> <li>Interim Report received by WFOT after six months (for one-year projects) or one year (for two-year projects) of the funding start date</li> <li>Final output in the form of an article for the WFOT Bulletin submitted within five months of project completion</li> </ol> <p>NOTE: If the project is not completed within the time periods defined in the application or a manuscript is not submitted to the WFOT Bulletin by the end of the project, the applicant(s) must return all remaining funds granted by WFOT</p>

## FUNDING ACKNOWLEDGEMENT

Award recipients are required to acknowledge the financial support provided through the WFOT Foundation Award in any publication, article or feature in the media.

**WFOT THELMA CARDWELL FOUNDATION AWARD FOR RESEARCH – SUBMISSION CRITERIA**  
**MUST BE COMPLETED ONLINE:** <https://wfot.link/thelmacardwell2022>

**1. PROJECT TITLE**

**2. PRINCIPAL INVESTIGATOR:** Provide full name, country and affiliation.

**3. PRINCIPAL INVESTIGATOR WFOT INDIVIDUAL MEMBERSHIP NUMBER:**

**4. CO-INVESTIGATORS:** Provide full names, country and affiliation.

**5. FULL POSTAL and EMAIL ADDRESS of Principal Investigator:**

**6. ABSTRACT** Maximum 250 words.

Provide a summary of the project in language that a general audience can understand. Indicate why and to whom this work is relevant and important. This abstract will be available to WFOT members if the proposal is funded.

**7. PROJECT RATIONALE AND BACKGROUND** Maximum 350 words.

Describe how the project:

- addresses one or more of the International Occupational Therapy Research priorities
- addresses the occupational needs of the individuals or community
- advances the current knowledge and understanding of occupation and participation
- is built on a grounded theoretical and evidence-based framework

**8. OBJECTIVES** Maximum 150 words.

Describe the specific objectives of the project as well as the way in which this project contributes or lays the foundation for long-term research objectives.

**9. METHODOLOGY/ APPROACH** Maximum 300 words.

Clearly identify the proposed methods and/or approach, as well as a description of the participants or partners, the procedures and outcomes. If ethics approval is necessary (for all research involving participants) please provide a statement regarding the ethics board from which approval will be sought.

**10. IMPACT** Maximum 250 words.

Describe how this award will foster research capacity and continued advance of occupational therapy and occupational science.

**11. BUDGET** Maximum 500 words.

Include a detailed budget including the amount requested, and a brief justification of each time, including (if applicable):

- a) Personal
- b) Equipment (itemise)
- c) Consumables/materials (itemise)
- d) Other expenses (itemise)

**12. CONCISE CURRICULUM VITAE** (do not exceed 2 pages)

Include current affiliations, education, professional experience and appointments, as well as recent and relevant publications (last five years).