AOTF Intervention Research Grant Letter of Intent Instructions
Please review all instructions before beginning.

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To Submit Letter of Intent – click on Submit on Submit page/tab.
Deadline: August 23, 2018 11:59 p.m. CDT

Eligibility	
Has the PI completed a terminal research degree or a terminal degree with advanced research training?	The PI must have a terminal research degree, i.e. PhD, ScD. For PIs with an OTD, you must have had advanced research training, for example, a research fellowship.
Is the PI employed by a U.S. domestic public or private, non-profit organization that is eligible to receive Foundation research grants and will provide assurance of its accountability and support for the project?	The PI must be employed by a U.S. non-profit organization that will be accountable for the funds and provide institutional support, equipment, and other physical resources necessary to conduct the research and contribute to probability of success.
Is the PI a U.S. citizen or non-citizen national of the U.S. OR admitted for permanent residence OR applied for permanent resident.	For non-citizens, the applicant organization must have policies in place to determine whether the PI has residence status or visa status.
Is the PI a credentialed occupational therapist with a faculty appointment or an equivalent research position OR a non-OT investigator with a primary academic appointment in an occupational therapy department?	The PI must be a credentialed occupational therapist with a faculty appointment or an equivalent research position OR a non-OT investigator with a primary academic (faculty) appointment in an occupational therapy department.
Does the PI have a track record of achievements and career goals related to the proposed project that includes peer-reviewed publications?	The PI must have a track record related to the proposed project.
Does the PI currently have any substantial extramural research awards (e.g. RO1, PCORI, Research Program Project Grant, Veterans Administration Merit Award, Field-Initiated Project)?	This grant is targeted towards PIs who do not currently have substantial extramural research awards. Typically, the PI will have a funding history associated with early stage, emerging, or early midcareer investigators that may include small research grants and training-related or mentored career awards.
Does the PI have a commitment from an experienced research mentor who has an established record of substantial extramural grant funding, peer-reviewed publications and supervision and mentoring of researchers?	The PI must have a commitment from an experienced research mentor. A Letter of Commitment, Biosketch, and Mentor Table will be required from the research mentor in the Letter of Intent.
Is the PI an AOTF board or staff member, an AOTA board or staff member, or a board or staff member of an IRG sponsor?	AOTF, AOTA, and IRG sponsor board and staff members are not eligible to apply for the IRG.

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Home Page	
Apply for a scholarship award	This field can be ignored
Fill out a supplement	This field can be ignored
If prompted: the program key is: AOTFgrant	
My Profile	
These fields are for internal ISTS use only and will not appear on the Letter of Intent. Click on Home to return to Letter of Intent.	
Personal Data of Principal Investigator (PI)	
To SAVE your work, select NEXT PAGE before you LOG OFF.	
Name	Last Name, First Name, Middle Name of PI
Email	Contact email of PI
Mailing Address	
Institution	Employer of PI (Applicant Organization)
Department	
Division	
Work phone	Do not use any spaces or dashes.
Cell phone	Do not use any spaces or dashes.
Fax Number	Do not use any spaces or dashes.
Credential(s)/Degree(s)	Credentials the PI uses with signature.
Position	PI's position at the place of employment.
Citizenship	The PI must be a citizen or a legal resident of the U.S.
PI's status as an occupational therapy researcher.	The PI must be either a credentialed occupational therapist or have a primary appointment in an occupational therapy department.
• Credentialed occupational therapist	If PI is a credentialed occupational therapist then enter: • State of occupational therapy license • Occupational Therapist State License or Credential Number • Occupational Therapist Renewal Date (of the State License)
• Non-OT investigator with a primary appointment in an occupational therapy department	If PI is not a credentialed occupational therapist but has a primary appointment in an occupational therapy department, then enter: • Chair of occupational therapy department • Chair Email • Chair Work Phone

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PI Biosketch	
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PI Biosketch	The NIH Biographical Sketch Format Page – Forms Version C must be submitted. A Word version of the biosketch, instructions and a biosketch sample are also on the AOTF website: http://www.aotf.org/scholarshipsgrants/aotfinterventionresearchgrantprogram Or the NIH website: http://grants.nih.gov/grants/how-to-apply-application-guide.htm#format
Name	
eRA Commons User Name	Leave blank
Position Title	Current position or title
Education/Training	List sites of education/training beginning with bachelor's degree.
Institution and Location	
A. Personal Statement	Instructions for these sections and a biosketch sample are also on the AOTF website: http://www.aotf.org/scholarshipsgrants/aotfinterventionresearchgrantprogram
B. Positions and Honors	
C. Contribution to Science	Or the NIH website: http://grants.nih.gov/grants/how-to-apply-application-guide.htm#format
D. Research Support	Use additional pages as needed. The Biosketch may not exceed five (5) pages. Do not use a font smaller than 12.
Save document at a pdf.	
Upload .pdf of the NIH Biosketch including parts A-D.	Pdf may not exceed 5 pages.

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Research Mentor	
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Research Mentor Name	Provide the name of the research mentor for the PI. The research mentor must have an established record of substantial extramural grant funding, peer-reviewed publications and supervision and research mentoring experience. The research mentor can receive no compensation from this grant.
Email of Research Mentor	
Mailing Address of Research Mentor	
Institution Employer of Research Mentor	
Department of Research Mentor	
Division of Research Mentor	
Work Phone of Research Mentor	
Cell Phone of Research Mentor	
Fax Number of Research Mentor	
Credential(s)/Degree(s) of Research Mentor	
Letter of Commitment	Limitations: no longer than two pages with the head: <u>Mentor letter and name of the PI (Last Name, First Name)</u>, attached as a single file on institutional letterhead and signed by the Research Mentor. Borders must be at least ½", font must be at least 12, single spaced. The Research Mentor's Letter of Commitment should include: • The principal investigator's qualifications and commitment to conduct research • The principal investigator's qualifications to undertake the proposed project and the feasibility of the project within the time available and the institutional environment • Goals for the research mentoring experience • A description of the research mentor's commitment to guide the principal investigator in developing research expertise and achieving the aims of the research project • The research mentor's background that enables them to serve as a research mentor to the principal investigator on the proposed project • Information about additional research mentoring available to the principal investigator, if relevant, such as a co-mentor or advisory group

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Save Letter of Commitment as a pdf. The Letter of Commitment may not exceed 2 pages.	
Research Mentor Biosketch	The NIH Biographical Sketch Format Page – Forms Version C must be submitted. A Word version of the biosketch, instructions and a biosketch sample are also on the AOTF website: http://www.aotf.org/scholarshipsgrants/aotfinterventionresearchgrantprogram Or the NIH website: http://grants.nih.gov/grants/how-to-apply-application-guide.htm#format
Name	
eRA Commons User Name	Leave blank
Position Title	
Education/Training	
Institution and Location	
A. Personal Statement	Instructions for these sections and a biosketch sample are also on the AOTF website: http://www.aotf.org/scholarshipsgrants/aotfinterventionresearchgrantprogram Or the NIH website: http://grants.nih.gov/grants/how-to-apply-application-guide.htm#format
B. Positions and Honors	
C. Contribution to Science	
D. Research Support	Use additional pages as needed. The Biosketch may not exceed five (5) pages. Do not use a font smaller than 12.
Save Research Mentor Biosketch as a pdf. It may not exceed 5 pages.	
Mentoring Research Tables	Do not use a font smaller than 12.
Table 1 Table 2	See Mentoring Table sample and instructions on the AOTF website. You may add extra rows as needed. http://www.aotf.org/scholarshipsgrants/aotfinterventionresearchgrantprogram
Save Research Mentoring Table as a pdf.	
Upload .pdfs of the Research Mentor's Letter of Commitment signed by the Research Mentor, Biosketch including parts A-D, and Research Mentoring Table.	

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Applicant Organization

Please provide information on your applicant organization which is a U.S. domestic organization (public or private, non-profit) that is eligible to receive Foundation research grants, and will be accountable for the funds and provide institutional support, equipment, and other physical resources necessary to conduct the research and contribute to probability of success. This information is mandatory.

Verification by your application organization will be required at the application stage.

To SAVE your work, select NEXT PAGE before you LOG OFF.	
Name of Institution	
Mailing Address	
Administrative Official Authorized to Act for Applicant Organization	
Mailing Address	
Email	
Phone	Do not use spaces or dashes.
Other Phone	

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Summary of Research Proposal	
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Title of Project	Title of project is limited to 81 characters
Research Priority Population	Identify one research priority population: • Developmental disorders (e.g. autism spectrum disorders, cerebral palsy, intellectual disabilities) • Physical impairments (e.g. stroke, obesity, cancer, spinal cord injuries, hand injuries, work injuries) • Mental disorders (e.g., depression, posttraumatic stress disorder, persistent mental illness) • Chronic health conditions (e.g., arthritis, diabetes, heart disease) • Preventable secondary conditions (e.g., diabetic neuropathy, decubitus ulcers, social isolation, sedentary lifestyle)
Research Priority Area	Identify one research priority area: • Health behaviors to prevent and manage chronic conditions • Functional cognition • Safety and injury prevention in home, clinical and community settings • Technology and environmental supports in home and community • Development and transitions for individuals and families • Emotional and physiological influences • Family and caregiver needs • Health care experience: access, care coordination, utilization
Research Approach	Identify one research approach. See the RFA on the AOTF web site for details. http://www.aotf.org/scholarshipsgrants/aotfinterventionresearchgrantprogram • Pilot studies • Feasibility studies • Intervention research planning grants
Description of Research	Provide a brief description of the proposed research and how it aligns with the AOTF Intervention Research Grant objectives. Description of research is limited to 800 words. Text can be copied from another document and pasted into box. References are not required for the Letter of Intent; space will be provided for references at the application stage. AOTF Intervention Research Grant Objectives: • Lay the necessary groundwork for larger studies to evaluate the effectiveness of occupational therapy interventions on occupation, participation, and health. • Align with future funding priorities and intended sources of funding.

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	• Develop interventions that are client-centered, occupation-based, theory-driven, and manualized. • Lead to efficacy (research under tightly controlled conditions) or effectiveness (research under real-world conditions) trials. • Cultivate interdisciplinary research teams and partner with communities. • Include underserved and diverse populations in research.

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Submit – Submit button must be clicked by August 23, 2018, 11:59 p.m. CDT.	
To SAVE your work, select NEXT PAGE before you LOG OFF.	
Application Saved	LOI will be saved and can be edited at a later date. LOI must be submitted by **August 23, 2018, 11:59 p.m. CDT.**
Terms and Conditions	PI agrees to all terms and conditions once LOI is submitted.
Submit	**Box must be checked to submit LOI.** **Submit icon must be clicked in order to submit LOI.** **A saved LOI is NOT considered submitted.** **Once submitted, the LOI CANNOT be edited.**
AOTF will review the LOI. **If the PI meets all eligibility criteria and the LOI is accepted by AOTF,** **AOTF will contact the PI with a link to the application website** **by September 21, 2018.**	