

AOTF Fellowships & Scholarships Program Award Guidelines

<p>Payment of Funds</p>	<p>Awardees must notify AOTF if they desire to have funds sent directly to them or to a designated official of the U.S. sponsoring organization/institution for administration through its financial office. Funds are only available for research done at U.S. non-profit institutions.</p> <p>For release of funds, please forward the following information to AOTF:</p> <ul style="list-style-type: none"> • W-9 form for the Awardee or Institution <p>Blank W-9 Form: https://www.irs.gov/pub/irs-pdf/fw9.pdf</p> <p>Payment will only be released after we receive the documentation for IRB approval.</p> <p><u>NOTE for Nancy Talbot Postdoctoral Research Fellowship:</u></p> <ul style="list-style-type: none"> • 1st payment will only be released after we receive the documentation for IRB approval. • 2nd payment will be released after we receive mid-year report
<p>Proposed Timeline</p>	<p>Funding provided by the Foundation should be utilized during the proposed timeframe. Awardees should ensure completion of their work within this period for timely dissemination of outcomes.</p> <p>Award period start date: September 8, 2026 Award period end date: September 7, 2027</p> <p>*Please note that the above award period start date is fixed regardless of whether IRB approval has been received or not.</p> <p>*Award funds may only be released after receipt of IRB approval</p>
<p>Mid-year Report (Only for Nancy Talbot Award)</p>	<p>A brief progress report should include:</p> <ul style="list-style-type: none"> • a summary of work completed to date, • discussion of major problems (if any) encountered and the 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.
<p>Final Report (For all scholarships and fellowships)</p>	<p>Upon completion of the proposed project, the awardee must provide AOTF with a final report within 30 days. A Final Report must indicate major findings, presentations, publications, and follow-on grant funding if applicable.</p>

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Extension of Research Project	<p>Award includes the provision for awardees to extend the final budget period of a previously approved project period one time for a period of up to 3 months, without additional funds (a no-cost extension). A written request for such extension must outline in detail the reasons for the request along with the following:</p> <ul style="list-style-type: none"> • Explanation of why the project could not be completed by the originally approved end date. • Scientific rationale for continuing the project; • A brief (not to exceed one page) progress report that communicates scientific progress; • Budget reflecting the proposed plans to use the remaining funds with justification. • Updated certifications and approvals (including IRB), if applicable. <p>The request must be received by the Foundation thirty days (30) prior to the expiration of the original award period.</p>
Credit Acknowledgements and Post-Grant Requirements	
Credit Acknowledgements	<p>Future funding requests to AOTF from the Applicant Organization and Principal Investigator will be denied if there is no compliance with requirements for credit acknowledgement and post-grant summary information on research program activities.</p> <p>Support provided by AOTF must be reflected in all publications, presentations, and press releases related to the funded research. An appropriate credit line is:</p> <p>“This research has been supported in full/part with the Dr. Gary Kielhofner Doctoral Research Scholarship in Occupational Therapy OR an AOTF Bonita Kraft Occupational Therapy Doctoral Student Scholarship OR a Dr. A. Jean Ayres Occupational Therapy Doctoral Candidate Research Scholarship OR an AOTF Nedra Gillette Endowed Research Fellowship OR a Nancy Talbot Postdoctoral Research Fellowship funded by the American Occupational Therapy Foundation. “</p>

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<p>Post-Grant Summary Information on Research Program Activities</p>	<p>For a period of five (5) years following the completion of the project and submission of the final report, the awardee is required to submit any substantial summary information to the Foundation on activities related to the funded research project, including:</p> <ul style="list-style-type: none"> • Funding and grants • Publications • Presentations • Press releases <p>The Foundation may reach out to request the awardee's consent to use information from the fellowship abstract, reports, and post-research summary information for media announcements and other communications to promote public awareness and demonstrate accountability for funding awards.</p>
<p>Future Funding and Grants</p>	<ul style="list-style-type: none"> • Future funding and grants do not require Foundation approval. • The Applicant Organization/Institution or Principal Investigator shall regularly notify the Foundation of any future grant activities related to the research program, including: <ul style="list-style-type: none"> ○ Funding Source and Opportunity ○ Title of Research Proposal ○ Date ○ Total Budget ○ Funding status • 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 Foundation electronically regarding all grant submissions and funding awards related to the funded research project.
<p>Publications</p>	<ul style="list-style-type: none"> • Publications and abstracts do not require Foundation approval. • The Sponsoring Organization/Institution or Principal Investigator shall notify the Foundation of the intention to release for publication the results of the Foundation-funded research. • One (1) copy of all published papers and/or abstracts relating to the funded study should be sent to the Foundation 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 Foundation electronically regarding all submitted, in press or published papers; and submitted or accepted abstracts related to the funded research project.

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<p>Presentations</p>	<ul style="list-style-type: none"> • Presentations do not require Foundation approval. • The Sponsoring Organization/Institution or Principal Investigator will provide the Foundation advanced notification of accepted presentations for the research project. Timely submission of summary information on accepted presentations may be disseminated as an advanced notice in AOTF communications to stakeholders. • The Principal Investigator is expected to submit results from the completed project to AOTA's Annual Conference for presentation within two years after completion of the project. • 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 Foundation electronically regarding all presentations related to the funded research project.
<p>Press Releases</p>	<ul style="list-style-type: none"> • Press releases prepared by the principal investigator or applicant organization do not require Foundation approval. • For a period of five (5) years following completion of the study and submission of the final report, the Principal Investigator shall provide the Foundation with an electronic copy of all media announcements related to the funded research project.
<p>Surveys and Measures</p>	<ul style="list-style-type: none"> • Surveys and measures developed do not require Foundation approval. • 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 Foundation electronically regarding development of surveys or measures related to the funded research project.
<p>Awardee Update Requirements</p>	<p>Awardees will be required to send updates to AOTF regarding any new:</p> <ul style="list-style-type: none"> • Publications • Speaking engagements at national conferences or panels • New faculty positions • New grant funding