

The Dr. Carolyn Baum Cognitive Function in Daily Life Mentor Award Guidelines

<p>Payment of Funds</p>	<p>Funds will be sent 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: W-9 form for the Awardee or Institution</p> <p>Blank W-9 Form: https://www.irs.gov/pub/irs-pdf/fw9.pdf</p>
<p>Use of Funds</p>	<p>Funds should be used exclusively to support the mentee/fellow's development in the area of functional cognition. Permissible expenses include:</p> <ul style="list-style-type: none"> • Mentee's salary • Research training activities • Research-related resources • Research-related travel • Other professional or research-related expenses that directly contribute to the mentee/fellow's growth in this field
<p>Proposed Timeline</p>	<p>Funding provided by the Foundation should be utilized by the mentor to support their fellow during the proposed timeframe*.</p> <p>Award period start date: March 1, 2026 Award period end date: February 28, 2027</p> <p>*Please note that the above award period start date is fixed regardless of whether IRB approval has been received or not. Unused funds are expected to be returned to AOTF after the award period end date (unless an extension is requested).</p> <p>* Award funds should only be used to train the mentee and contribute knowledge to understanding the role of cognition to enable function in daily life.</p>
<p>Final Report</p>	<p>Upon completion of the award period, the awardee (mentor) must submit a final report to AOTF within 30 days. This report should:</p> <ol style="list-style-type: none"> 1. Include an expense report 2. A brief report that communicates the use of funds and their contribution to mentee/fellow's professional and/or research development in the area of functional cognition.
<p>Extension of Research Project</p>	<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>

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	<ul style="list-style-type: none"> • Budget reflecting the proposed plans to use the remaining funds with justification. <ul style="list-style-type: none"> ○ Explanation of why the project could not be completed by the originally approved end date. ○ Proposed research related expenses, using remaining funds, for the mentee/fellow • A brief (not to exceed one page) progress report that communicates the use of funds and their contribution to mentee/fellow's professional and/or research development in functional cognition; • 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-Award Requirements	
Credit Acknowledgements	<p>Future funding requests to AOTF from the Applicant Organization and awardee will be denied if there is no compliance with requirements for credit acknowledgement and post-award final report.</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. Carolyn Baum Cognitive Function in Daily Life Mentor Award funded by the American Occupational Therapy Foundation.”</p>
Post-Award Summary Information on Research Program Activities	<p>For a period of five (5) years following the completion of the project and/or submission of the final report, the awardee is required to submit any substantial summary information to the Foundation on activities related to the funded mentee and research project, including:</p> <ul style="list-style-type: none"> • Funding and grants • Publications • Presentations • Press releases • Awardee/Mentee speaking engagements at national conferences or panels • Awardee/Mentee new faculty positions <p>The Foundation may reach out to request the PI's consent to use information from award abstract, reports, and/or post-research summary information for media</p>

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	<p>announcements and other communications to promote public awareness and demonstrate accountability for funding awards.</p>
Future Funding and Grants	<ul style="list-style-type: none"> • Future funding and grants do not require Foundation approval. • 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 information to the Foundation electronically regarding all grant submissions and funding awards related to the funded mentee and research project.
Publications	<ul style="list-style-type: none"> • Publications and abstracts do not require Foundation approval. • The awardee 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, the awardee 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 mentee and research project.
Presentations	<ul style="list-style-type: none"> • Presentations do not require Foundation approval. • The awardee will provide the Foundation with advanced notification of accepted presentations for the funded mentee and their research project. Timely submission of summary information on accepted presentations may be disseminated as an advanced notice in AOTF communications to stakeholders. <ul style="list-style-type: none"> • 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 information to the Foundation electronically regarding all presentations related to the funded mentee and their research project.
Press Releases	<ul style="list-style-type: none"> • Press releases prepared by the awardee, or their 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 awardee shall provide the Foundation with an electronic copy of all media announcements related to the funded research project.
	<ul style="list-style-type: none"> • Surveys and measures developed do not require Foundation approval.

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Surveys and Measures	<ul style="list-style-type: none">• 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 information to the Foundation electronically regarding development of surveys or measures related to the funded mentee and research project.
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