

## **THE RESEARCH GRANTS PROGRAM OF THE MESSAGE THERAPY FOUNDATION**

### **THE MESSAGE THERAPY FOUNDATION**

The Massage Therapy Foundation advances the knowledge and practice of massage therapy by supporting scientific research, education, and community service.

### **THE RESEARCH GRANTS**

#### **1. Objectives**

Awards are granted to support high quality, independent research which contributes significantly and directly to the basic knowledge of massage therapy and/or its application, including applied research which investigates massage therapy as a health/mental health treatment and/or prevention modality.

#### **2. Eligibility**

Research Grants are available to investigators who:

- 2.1 Have experience in the relevant field of research;
- 2.2 Are presently associated with or have secured the cooperation of a university, independent research organization, health center, or other institution qualified and willing to function as a sponsoring organization for the purpose of this project ("Sponsoring Organization"). A Sponsoring Organization must have sufficient facilities as well as human and informational resources available to support the proposed research project, as determined by the Massage Therapy Foundation at its sole discretion;
- 2.3 Newer investigators without prior research experience must document support from an experienced investigator willing to act as a collaborator. Collaborators should be actively involved in the development and execution of the proposed research project and should be identified as such in the staffing plan.

Research Grants are not awarded to individuals. Research Grants will not be awarded to Sponsoring Organizations which employ or otherwise have an ownership or contractual relationship with officers or trustees of the Massage Therapy Foundation, members of the Research Proposal Review Committee ("Review Committee") or any spouses, domestic partners, children, descendant, spouses of descendants or any other individual related to any officers or trustees of the Massage Therapy Foundation or to members of the Review Committee.

#### **3. Application Procedures**

Principal Investigators wishing to apply for a Research Grant must complete the application online. The application is accessible via our website at:

<http://www.massagetherapyfoundation.org/grantportal>

We do not accept paper applications.

#### **4. Conditions of Award**

- 4.1 The Sponsoring Organization shall be responsible for administering and disbursing all Grant Funds awarded. Receipt of the funds shall be immediately verified

through the signature of the Principal Investigator and the appropriate administrator of the Sponsoring Organization.

- 4.2 The applicant organization must retain adequate accounts and records of all Massage Therapy Foundation Research Grant funds received and disbursed. Records and accounts must be sent to the Massage Therapy Foundation every 90 days until the termination of the award period, and such records must be retained for two (2) years following the termination of the award period.
- 4.3 The Principal Investigator must submit to the Foundation quarterly progress reports on the data and findings; a final report describing the rationale, procedures, and findings of the Project; and other reports required by the Foundation. These reports shall be the property of the Foundation.
- 4.4 If, during the course of the Grant, the Principal Investigator desires to transfer to another Sponsoring Organization, prior written approval must be obtained from the Massage Therapy Foundation. The Massage Therapy Foundation must be notified prior to the proposed transfer date and must receive documentation that the new Sponsoring Organization meets all set requirements and agrees to the terms of the Research Grant Agreement, before the transfer may proceed. Change of Sponsoring Organization without prior approval can result in immediate termination of all funding.
- 4.5 Applicants must submit documentation showing that all reasonable measures will be taken to assure the safety and health of the participant(s) in the research endeavor according to guidelines set by the United States Department of Health and Human Services.
- 4.6 Principal Investigators and Sponsoring Organizations are required to adhere to the principles set forth in all applicable privacy laws and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Personal information obtained from participants in the research endeavor shall be used only for the purpose for which it was collected and can be disseminated only with prior consent of the individuals to whom it relates. The approval of the Massage Therapy Foundation on ethical and health acceptability of the proposal will be based on compliance with these principles.
- 4.7 Massage Therapy Foundation Grant Funds may be used to pursue only that research and those program objectives described in the application unless prior written approval from the Massage Therapy Foundation has been obtained for a change of the research or programs objectives. In this case, new documentation as described in sections 4.4, 4.5 and 4.6 above must be provided by the Principal Investigator and submitted to the Massage Therapy Foundation for consideration and the Principal Investigator and/or Sponsoring Organization must receive written approval before any such changes or modifications are implemented.
- 4.8 The de-identified data collected pursuant to the Massage Therapy Foundation Research Grant shall be dedicated for public use and, upon completion, shall be available for use by others within six (6) months of the end of the research project.
- 4.9 Massage Therapy Foundation officers, or their duly authorized representatives have the right, during regular business hours, to make periodic visits to verify and monitor the status of the research project, proper administration of funds, and the appropriateness of all expenditures.

- 4.10 The Massage Therapy Foundation has the right and obligation to withhold or withdraw funding if the stated conditions are not met, the research project is no longer feasible, the Principal Investigator no longer meets eligibility requirements, there is evidence of unethical behavior, or for any other reason determined by the Massage Therapy Foundation to be in the best interests of the Foundation. Unspent Grant Funds must be returned to the Massage Therapy Foundation and the Foundation may, upon request, require a refund of all funding disbursed for ineligible items.
- 4.11 The Massage Therapy Foundation retains the right to produce a summary of the project goals, projected results and/or final results for publication on the Foundation website and/or in any publication or marketing outlet at the Foundation's discretion.
- 4.12 Principal Investigators are responsible for ensuring that all necessary tax forms are filed with the United States Internal Revenue Service, Revenue Canada and/or the appropriate governmental tax services in the relevant State, Province or Country of residence.

## **5. Duration and Value of Grants**

Grants will normally be awarded for a 12-month period; the value of the Research Grants will be between \$1,000 and \$30,000 and must be used in the specific time period for which they are awarded. Any unspent funds must be returned to the Massage Therapy Foundation at the end of the grant period. Projects of more than 12 months duration must be presented in full with total multi-year budget in this proposal. If funds are awarded for the first 12 months, continuation of funding can be requested in the next annual funding cycle.

## **6. Deadlines**

The application must be submitted online by midnight CST on Monday, March 2, 2015.

## **7. Evaluation Policy and Procedures**

All Grant Applications shall be reviewed in an open competition process by the Research Proposal Review Committee, which shall consist of one member of the Foundation's Board of Trustees and three (3) or more additional committee members appointed by the Massage Therapy Foundation President. The Foundation will use its best efforts to keep confidential all personal information submitted as part of a Research Grant application or obtained through the course of the awarded Grant, and shall use such information only for the review of the application, evaluation and administration of the Grants, except that the Foundation may publish personal information necessary to promote and publicize the Grant and the results of the research. The Foundation retains the right to duplicate proposals that are funded by the Massage Therapy Foundation and use them for educational purposes.

Applications shall be judged on the following criteria:

- 7.1 The significance of the area of research study, and the perceived need for the research;
- 7.2 The extent to which the project's goals, objectives and procedures are clear, specific, attainable, and likely to be achieved within the proposed time span.
- 7.3 Specific attention will be given to the appropriateness of the proposed methodological design and statistical analyses where applicable;

- 7.4 The extent to which the project is an integral part of either ongoing research, or the basis of a new area of investigation which should be demonstrated through a review of current literature;
- 7.5 The professional qualifications of the Principal Investigator, and other key research/massage therapy personnel, including demonstrated research expertise and publication record as appropriate;
- 7.6 The availability of the Principal Investigator, supporting personnel and facilities required for the successful completion of the proposed project;
- 7.7 The professional reputation and research record of the Sponsoring Organization;
- 7.8 The clarity and appropriateness of the budget. (Partnership with other granting sources is acceptable and encouraged for large scale projects.)

## **8. Inquiries**

Applicants may obtain access to information regarding their application and/or award by writing to the Massage Therapy Foundation Office within 90 days of the release of a decision by the Research Proposal Review Committee. The Foundation shall determine what, if any, information is appropriate to release in response to such an inquiry.

## **9. The Budget**

Eligible expenses include: salaries, wages, and/or additional benefits for hourly stipend for those hired to participate in the research project; allowances for the Principal Investigator and collaborators to cover release time from other activities; a stipend for data collection including library and/or archival research; costs involved in the dissemination of the research; travel and subsistence. Maintenance costs of equipment used in the course of the project, relevant supplies, and special equipment specific to the research proposal may be considered.

### **NOTES:**

- a) No equipment shall be purchased which was not approved in the initial Grant proposal.
- b) The Massage Therapy Foundation owns any purchased equipment, and will determine its disposition after the termination of the research.
- c) Travel and subsistence requests must be based on local rates of accommodation.

Items ineligible for Research Grant Funds include: overhead/indirect costs, rent, utilities; expenses of printing/binding of student thesis; purchase of standard equipment such as a typewriter or computer; massage table; proof reading; copyright payments; the production of camera ready proofs that are not essential to conduct the research unless previously specified in the Grant Proposal; cost incurred prior to the awarding of the Grant; contingency allowance(s); child care; entertainment and any other unnecessary expenses.

## **10. Reporting**

The Principal Investigator must submit interim reports at ninety (90) day intervals from the start of the grant through the grant period. These reports will include information on the progress of the research including data collected to-date, any preliminary results, adherence to or changes in the time frame, any challenges arising that may affect the timely completion of the project, and a detailed financial summary. Upon completion of the research, and within fifteen (15) months of grant receipt, the Principal Investigator shall submit the following documents to the Foundation:

- 10.1 A final report describing the rationale, procedures, and findings of the research project;

- 10.2 Copies of any manuscripts which have been prepared for submission to professional journals; indicating on the cover sheet the name of the journal to which each was submitted and the date of submission (Grantees are required to notify the Massage Therapy Foundation upon acceptance of the report for publication in a journal);
- 10.3 Adequate accounts and records of all Massage Therapy Foundation Research Grant Funds received and disbursed, should be submitted by the Sponsoring Organization every ninety (90) days, and within ninety (90) days of the termination of the funding period (Such records shall be retained by the Sponsoring Organization for two (2) years following the termination of the funding period).

Principal Investigators are to acknowledge the assistance of the Massage Therapy Foundation in all publications, presentations, and media coverage of the research. Any promotional or other transmission of research information emanating from the project shall include a prominent disclosure indicating sponsorship/funding from the Massage Therapy Foundation.

## **11. Instructions for Completing the Application**

Read and follow the instructions carefully.

- 11.1 Part A: Project Proposal Abstract:  
An abstract of your proposal suitable for publication is required. Your abstract should be concise, logical, and clear while including key details regarding the proposal's objective(s), specific aims, design, setting, participants, main outcome measures, analysis plan, hypotheses, and significance of the work. All content included in the abstract should be identifiable in other aspects of the proposal application. In other words, do not include additional or supplementary information in the abstract. The abstract is a standalone document succinctly synthesizing the main features of the proposal. Using the structured abstract format below, please provide a concise statement of the research objective(s) and design indicating clearly the work to be undertaken during the period for which support is requested.
- 11.2 Part B: Research Plan: Your complete research plan should be a single spaced word document with 12-point Times New Roman font. The document may not be more than 6-pages long and should follow the format below. References, tables, charts, and graphs will be uploaded separately.
  - I. Background & Significance: Provide an explanation of the importance and relevance of the proposed project. Briefly summarize the existing literature and critically evaluate it as it pertains to the proposed project. Identify any knowledge gaps, particularly in regard to massage therapy, that the proposed project is intended to fill.
  - II. Specific Aims with research question(s) identified and hypotheses: State the research question or hypotheses to be tested. Describe the broad, long-term objectives and what the proposed project will accomplish.
  - III. Methods and procedures: Describe massage procedures and outcome measures. Also, detail the research design and procedures to be used to accomplish the specific aims of the project. Include how the data will be collected and analyzed. Provide a power analysis to show sufficient sample size.

Describe procedures for recruiting and retaining subjects, as well as all measures to be used. Discuss any potential difficulties or limitations of the proposed procedures. Include a description of the research population, any inclusion and exclusion criteria, how subjects will be recruited, consent procedures, and potential risks and benefits to subjects.

- A. Study Design
- B. Participants & Recruitment

IV. Timeline: Provide a proposed sequence or timetable for completion of the project. Include realistic estimates for training personnel, ordering equipment/supplies, recruiting subjects, data collection and analysis, and writing the final report and article for publication.

V. References: Attach a separate document containing all literature cited in the text. All references should be both current and pertinent.

VI. Charts & Graphs: Due to the nature of the online submission form charts & graphs may lose their formatting if pasted in. Please attach these as a separate document in the corresponding location.

- 11.3 Part C: Researchers and Personnel: For each of the identified staff below, please indicate the tasks of each researcher, collaborator, and massage therapist's and the percentage of time spent on each task. Additional details are requested regarding the principle investigator and key members of the collaborative team below. Percentage of time allotted to each task is based on a 40-hour work week. For example, if a task required 2 hours of time per week, 2 divided by 40 is equal to 5%. Thus the amount requested should equal 5% of the individual's salary.

**Principal Investigator:** Please attach a complete resume or C.V. (3 pages limit) for the Principal Investigator; a NIH biosketch is also acceptable include a personal statement that highlights research contribution or activities, overall research program, and capacity to successfully implement, complete and disseminate the proposed research. The CV should include a list of past or current research activities, including the title, role on the project, and source of funding.

**Collaborator:** Please provide a complete resume, or C.V. (3 pages limit) or biosketch for each collaborator. If you have more than one Collaborator, please attach the resumes as one file. Include a personal statement that highlights research contribution or activities, overall research program, and capacity to successfully implement, complete and disseminate the proposed research. The CV should include a list of past or current research activities, including the title, role on the project, and source of funding.

**Massage Therapists:** Please provide a complete resume, or C.V. (3 pages limit) for each Massage Therapist. If you have more than one Massage Therapist, please attach the resumes as one file.

- 11.4 Part D: Facilities and Resources: Briefly describe the facility where the proposed project will be conducted. Describe any resources that will facilitate successful completion of the project. Identify any support services such as statistical consultation, and indicate the extent of their availability to the project. List important items of equipment already available for the project. If the primary facility is other than the Sponsoring Organization, attach a separate letter of agreement. In addition, specify institutional or other in-kind resources that will assist the successful completion of the proposed project.

11.5 Part E: Financial Data:

Section 1: Budget Summary: Present the total cost for each category. List other granting sources from which funds have been sought with the amount and status of request.

Section 2: Budget Justification: Give realistic and exact estimates of cost. Provide rationale for any equipment purchased or leased. Indicate the nature of any travel and describe its relevance to the completion of the research project or dissemination of the results. Provide the purpose and destination of each trip and the numbers of individuals for whom the funds are requested.

11.6 Part F: Research Ethics: please advise regarding your institution IRB's approval process. When possible, IRB approval documentation is preferred when applying. If that is not possible, approval by the applicant's IRB must be documented before an award can be made. Copies of such IRB approval may be requested by the Foundation.

**Please direct all inquiries to:**

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For more information about the Massage Therapy Foundation and our programs, please browse our web site at [www.massagetherapyfoundation.org](http://www.massagetherapyfoundation.org).