



## **Instructions for Completing the Research Support and MTF Research Award Application**

Read and follow the instructions carefully.

### **Part A: Project Proposal Abstract:**

A structured abstract of your proposal suitable for publication is required. Your abstract must include the proposal 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 portions 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 above (objective(s), specific aims, design, setting, participants, main outcome measures, analysis plan, hypotheses, and significance of the work), the abstract should 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. (Limit 400 words)

### **Part B: Research Plan:**

Your complete research plan should be a single spaced word document using 12-point Times Ariel or Calibri font and 1" margins. The document may not be more than 12 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, including opportunities for future funding.
- III. **Methods and procedures:** Describe massage procedures and outcome measures. Also, detail the research design, analysis plan, 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.

IV. Recruitment Plan and Timeline: Describe a detailed recruitment plan for participants, as well as all measures to be used. Include a recruitment timeline. Discuss any potential difficulties or limitations of the proposed procedures as well as back-up plans should issues arise. Include a description of the research population, any inclusion and exclusion criteria, how subjects will be recruited, consent procedures, potential risks and benefits to subjects, and possible bias/conflict of interest and how it will be avoided.

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 documents in the corresponding location.

### **Part C: Researchers and Personnel:**

For each of the identified staff below, please indicate the tasks of each researcher, collaborator, and massage therapist 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. 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. 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.

**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.

**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.

**Part F: Financial Data - 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.

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; costs involved in the dissemination of the research; travel and subsistence (using [federal per diem rates](#)). Maintenance costs of equipment used in the course of the project, relevant supplies, and special equipment specific to the research proposal may be considered.

Ineligible expenses include: overhead/indirect costs, rent, utilities purchase of standard equipment such as a computer; massage table; proof reading; copyright payments; photography services; 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);

**NOTES:**

- a) No equipment shall be purchased which was not approved in the initial Grant proposal.
- b) Travel and subsistence requests must be based on local rates of accommodation.