

**INTERNATIONAL SOCIETY FOR PROSTHETICS
AND ORTHOTICS,
AUSTRALIAN NATIONAL MEMBER SOCIETY**



**RESEARCH GRANT
GUIDELINES**



BACKGROUND

The International Society for Prosthetics and Orthotics (ISPO) is a multi-disciplinary organisation comprised of persons who have a professional interest in the clinical, educational and research aspects of prosthetics, orthotics, rehabilitation engineering and related topics. The basic aim of the ISPO is to promote high quality care for people with neuromuscular or musculoskeletal disabilities.

A variety of activities are undertaken by the ISPO including provision of advice to international and national agencies; improvement of services in developing countries through outreach activity; exchange of information through publication of its journal; provision of education through seminars, courses and conferences; and facilitation of research in related areas. These activities enable the ISPO to promote, encourage and support research, education and clinical training for professionals in prosthetics and orthotics, physiotherapy, occupational therapy, engineering, rehabilitation medicine and other disciplines involved in rehabilitation of people with neuromuscular or musculoskeletal disorders.

Australians join the ISPO through the Australian National Member Society (ISPO ANMS). To meet the Society's aims, ISPO ANMS undertakes various outreach projects and hosts a scientific meeting, workshop or advanced instructional course at least annually. These activities have been very successful over the past two decades. To date, they have enhanced prosthetics and orthotics services in selected South Pacific countries and have contributed to the improved quality of research and educational outcomes within Australia. Australians are now making their mark on the international stage as leaders in prosthetics and orthotics research and education.

Despite these achievements, there is increasing demand for improved research quality and for larger numbers of participants in projects, to strengthen the evidence supporting treatment. There are some factors limiting the quality and quantity of prosthetics and orthotics research in Australia. Most of the available small grants support undergraduate student research or small-scale research within the clinical field. Limited funding is available to support researchers who lack the depth of research experience which is often considered necessary to attract grants from the Australian Research Council (ARC), National Health and Medical Research Council (NHMRC) and similar. It is important for these 'early' researchers to develop their research skills so that they can contribute to improving research quality and quantity.



To address these issues and encourage research activity among its members, ISPO ANMS has established a new research grant, the **ISPO Australia National Member Society Research Grant** (ISPO ANMS RG). Details of the grant are provided below.

ISPO ANMS RESEARCH GRANT

Acceptable fields of research endeavor

Applications are sought for research projects relevant to improving the quality of life or treatment for individuals with neuromuscular or musculoskeletal pathologies who use or may benefit from prostheses and orthoses.

Examples of such projects include studies that: examine the efficacy or effectiveness of prosthetic/orthotic intervention; describe the influence of prostheses/orthoses on function or outcomes; provide a deeper appreciation of the needs of individuals with neuromuscular or musculoskeletal pathologies; or lead to an innovative device.

Eligibility criteria

The research grant is open to all full members in good standing of ISPO ANMS, irrespective of their professional discipline. Applicants are encouraged to assemble a research team with experience and complementary expertise. Under this guideline, it is acceptable to include non-members of ISPO ANMS as second and third investigators. Student members are not eligible to apply.

Grant amount and time frames

A single grant of up to AUD\$10,000 will be made available to fund a single proposal/project.

The grant may not be used to support, or to duplicate, a project being funded from other sources for essentially the same research. An exception may be made if the project requires substantially more funding than the ISPO ANMS RG would provide. In that instance, the grant may be used if the project budget contained in the application clearly identifies all sources of funding, and justifies all items of expenditure such that it is clearly apparent that multiple funding sources are being combined to support an extensive project.



This grant will be awarded biennially when meritorious applications are received. If, in a given year, no suitable applications are received, the grant will not be awarded in that year.

It is intended that successful applicants will complete their project within a two year time frame. However, during submission of their application, individuals may put forward a case to extend the duration of the project to a maximum of three years. No additional funding will be awarded.

Application process and due date

Please download the application form from the ISPO ANMS web site <http://www.ispo.org.au/>. The application form should be self explanatory, if not please contact the Chair, ISPO ANMS Research Grant Committee (ISPO ANMS RGC).

Please submit the completed applications with full certifications along with any supporting information to the Chair, ISPO ANMS RGC (by e-mail) on or before the **1st April 2009**. A “confirmation of receipt” e-mail will be sent following arrival of the application.

A list of contacts can be found on the last page of this document.

Grant review committee

A review committee for the ISPO ANMS RG will be established and will comprise persons with extensive research/clinical expertise in the fields relevant to the applications. Members of the review committee will not be affiliated with any of the applicants (principal investigator, co-investigators or workplace colleagues). The ISPO ANMS RG Committee (ISPO ANMS RGC) will be lead by the Chair of the Scientific and Education Committee (ISPO ANMS SEC), or a nominated delegate. The ISPO ANMS RGC is charged with reviewing all applications and selecting the most meritorious application for receipt of funding.

The decision of the ISPO ANMS RGC will be final and no correspondence regarding the committee’s decision will be entered into. Grant recipients will be notified of their success by e-mail as well as in writing. Grant recipients will need to provide written acceptance to the Chair of the ISPO ANMS RGC including details of how the grant monies should be paid to the



recipient/organization. Funding will not be released until all relevant ethical approvals have been received from the appropriate bodies.

To assist applicants to further develop skills in preparing grant applications, all applicants will receive written feedback regarding the relative strengths and weaknesses of their application.

Judging of applications

All submissions will be ranked according to their potential to improve the lives of, or the clinical care of, individuals with neuromuscular and/or musculoskeletal pathologies through the use of prostheses and orthoses.

In recommending funding, the grant committee will consider:

- The objectives of the project including clarity, originality and ability to contribute meaningfully to the existing body of knowledge
- Soundness of the project design and methodology
- Feasibility of the project in terms of time, available resources and scope
- Reasonableness of the budget
- Likelihood that the researcher or research team can bring the project to fruition and publication/presentation

INFORMATION FOR APPLICANTS

Ethics

Ethics clearance must be obtained from an appropriate university or hospital committee and proof of this clearance must be made available to the Chair ISPO ANMS RGC prior to money being paid to the grant recipient. However, at the time of application, stating the body to which the application will be made (in Section 6.2 of the Application Form) is acceptable. Research involving human subjects needs to be in accordance with the NHMRC Statement on Human Experimentation [http://www.nhmrc.gov.au/health_ethics/ahec/history/fetal/supp5.htm] and in accordance with the guidelines laid down in the NHMRC Code of Practice [<http://www.nhmrc.gov.au/publications/synopses/eA16syn.htm>].



Budget items

Salaries of investigators are permissible as long as a case can be made for such expenditure. For example, a case may be made that relief from duties is essential in order to achieve a successful project outcome. When such a case is made, it should include a clear breakdown of salary costs and on-costs (such as superannuation). Projected salary increases will not be covered by the grant.

Administrative levies associated with preparation and receipt of the grant by an applicant's institution will not be covered by this grant.

Strengthening your application

The relative merit of your application will be judged against those of other applications. To maximize your chances of success, here are some suggestions:

- Follow the instructions carefully
- Submit your application on time
- Consider carefully the criteria against which the grant committee will judge your application and critically appraise your own application.
- Have someone else not associated with the project read your application carefully to ensure that it makes sense to someone not directly involved in the work.
- Assemble a research team with experience and expertise, not just in your clinical field, but also in conducting research. Try to ensure that at least one member has a demonstrated ability to bring research to fruition as evidenced by peer reviewed publication and presentation. If all investigators are relatively new, it is recommended that you have an experienced researcher review your application.
- Make sure your budget is inclusive of all foreseeable expenditure necessary to complete the project. The expenses should seem reasonable and be clearly justified within the application. In-kind contributions (e.g. donated components) should be clearly acknowledged.

REQUIREMENTS OF GRANT RECIPIENTS

Changes to principal investigators or institutions

In the event that the principal investigator relocates to another institution during the project, the grant can be transferred so as to keep the research ongoing. Depending on the situation, funds



may transfer to follow the principal investigator or the grant may be transferred to another member of the research team in the original institution. Approval from the Chair, ISPO ANMS SEC is required before arranging the fund transfers.

Budget items

Expenditure of grant money shall be in accordance with the approved budget. Variations in items to be purchased from the budget must be approved in writing by the Chair of the ISPO ANMS RGC. Grant monies not expended at the completion of the project shall be returned to ISPO ANMS. Projects are considered 'completed' when the final report is submitted.

Equipment purchased as part of the grant will be owned and will rest in the institution that received the grant unless the principal investigator relocates and the grant is transferred to follow that person. In such circumstances, the research equipment will follow the principal investigator.

Reporting requirements

A brief memorandum is required every six months from initial receipt of grant monies, evidencing satisfactory progress. A proforma has been made available to facilitate completion of this task.

At the completion of the project a final report, including a statement of receipts and expenditures is also required. A proforma has been made available to facilitate completion of this task.

Reports should be submitted to the Chair of the Scientific and Education Committee (ISPO ANMS SEC). Reports will be reviewed and monitored by the Chair of the SEC, or their nominee, and will be considered in confidence.

Copies of journal articles and abstracts from conference presentations should be forwarded to the Chair of the ISPO ANMS RGC upon publication so that they may be included along with the final report.

Dissemination of results

An important part of conducting research is bringing the results to the attention of others, particularly clinicians and prosthetic/orthotic users. It is expected that grant recipients will



present the results of their research work at an Annual Scientific Meeting of ISPO ANMS upon completion of the project and endeavor to have the work published in a suitable journal. The final report will need to provide detail of how results are being disseminated.

Acknowledgment of support

All publications and presentations will need to acknowledge the financial support of ISPO ANMS. The following acknowledgment is suggested “This research was supported by a grant from the Australian National Members Society of the International Society for Prosthetics and Orthotics (ISPO ANMS).”

Further information

If you have any questions about the ISPO ANMS RG, please send them to the Chair, ISPO ANMS RGC.



LIST OF CONTACTS

Dr. Stefania Fatone

Chair, Research Grant Committee

Email: s-fatone@northwestern.edu

Post: Northwestern University Prosthetics Research Laboratory and
Rehabilitation Engineering Research Program,
345 E Superior St, RIC 1441,
Chicago IL 60660, USA

Phone: +1 312 238 6538

Fax: +1 312 238 6510

Dr. Michael Dillon

Chair, Science and Education Committee

Email: Michael.Dillon@latrobe.edu.au

Post: National Centre for Prosthetics and Orthotics,
La Trobe University. 3086. Australia

Phone: +61 3 9479 5889

Fax: +61 3 9479 5784