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| **APPLICATION FOR AN ACUPUNCTURE DIVISION RESEARCH GRANT** |

This form consists of seven sections. Please ensure that all sections are completed fully. **Research applications with errors or omissions will NOT BE EVALUATED.**

Section A (page 2) is a checklist to ensure that you have included all necessary documents.

Section B (page 3) provides a summary of your proposed research project.

Section C (page 4) includes the actual research proposal.

Section D (page 4) is a breakdown of the budget for your research project.

Section E (page 5) details the qualifications and experience of your research team.

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| SECTION A: CHECKLIST | | |
| PROPOSED RESEARCH AND OFFICIAL REQUEST | | |
|  | Completed application form |  |
|  | Abstract of research proposal (maximum 250 words) |  |
|  | Research proposal (should not exceed 10 single-spaced pages, excluding appendices) |  |
| PROPOSED BUDGET | | |
|  | Completed proposal budget |  |
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| RESEARCH TEAM | | |
|  | Personal information for all members of research team |  |
|  | Curriculum vitae of Principal Investigator |  |
| RESEARCH FACILITY | | |
|  | Detailed description of the facilities/clinics where the research will take place |  |
| RESEARCH ETHICS CONFIRMATION | | |
|  | Evidence of Research Ethics approval. Funds will not be distributed prior to FINAL Ethics approval. Delays in Ethics application, or approval, may result in rescinding of approved funding. |  |
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| SECTION B: SUMMARY OF PROPOSED RESEARCH PROJECT | |
| GENERAL INFORMATION | |
| Project title: | |
| Project duration (in months): Duration must include time necessary for all activities paid with grant funds to take place. | |
| THE PROPOSED RESEARCH MUST BE LED, AND CONDUCTED, IN CANADA BY A MEMBER IN GOOD STANDING OF THE CANADIAN PHYSIOTHERAPY ASSOCIATION AND THE ACUPUNCTURE DIVISION. Non-Acupuncture Division members will not be considered for funding. | |
| PROJECT LEADER | |
| Name of Principal Investigator: | |
| Mailing address: | Building, Suite (optional): |
|  | Number and Street or PO Box: |
|  | District, City: |
|  | Province/State: |
|  | Country: |
|  | Postal Code: |
| Telephone number (include country and area codes): | |
| Facsimile number (include country and area codes): | |
| E-mail address: | |

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| **ABSTRACT OF RESEARCH PROJECT** (should not exceed 250 words) |
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| SECTION C: DETAILS OF RESEARCH PROJECT |
| Please attach your proposal, which must be based on the following guidelines. Proposals should not exceed 10 single-spaced pages (excluding appendices). |
| **RESEARCH PROBLEM AND JUSTIFICATION:**  Normally about one quarter to one half of your proposal, this section should describe the problem that is to be investigated and the questions that will guide the research process. It should also provide a brief overview of the body of research related to the problem and indicate the gaps that the proposed research will fill. |
| **OBJECTIVES:**  This short section (no more than half a page) should provide both the general and specific objectives of the research. The general objective should state the development goal being pursued by the research. The specific objectives should indicate the specific types of knowledge to be produced, the audiences to be reached, and forms of capacity to be reinforced. These are the objectives against which the success of the project will be judged. Use only active verbs (no passive). |
| **METHODOLOGY:**  Explain how each specific objective will be achieved in enough detail to enable an independent scientific assessment of the proposal. This section should show how the research questions will be answered in the most rigorous way possible.  **Data collection.** Indicate the approaches and methods that will be used to collect data.  **Data analysis.** Describe the methods of data analysis to be used.  **Ethical considerations.** All projects that include human subjects must ensure that their privacy, dignity, and integrity are protected. An independent ethical review committee must approve the protocols, and the research proposal must include a copy of this approval. |
| **PROJECT SCHEDULE:**  The activities within the project should be organized according to the specific objectives. |
| **RESULTS AND DISSEMINATION:**  Define the major outputs expected from the research and how the research findings will be disseminated or implemented. |

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| SECTION D: PROPOSED BUDGET AND TIMETABLE |
| The budget proposal must be submitted along with the application in order for the application to be considered for funding. |

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| SECTION E: QUALIFICATIONS AND EXPERIENCE OF RESEARCH TEAM | | |
| PROJECT LEADER | | |
| Family name: | | Given names: |
| Job title: | | |
| Mailing address: | Building, Suite (optional): | |
|  | Number and Street or PO Box: | |
|  | District, City: | |
|  | Province/State: | |
|  | Country: | |
|  | Postal Code: | |
| Telephone number (with country and area codes): | | |
| Email address: | | Facsimile number: |
| **CURRICULUM VITAE**: Please include an up-to-date curriculum vitae that includes the following information. | | |
| **Work experience:** List all positions held, beginning with your current position. | | |
| **Academic qualifications:** List chronologically (starting with most recent) all degrees, diplomas, or certificates held or expected. | | |
| **Credentials**: List up to six awards, distinctions, of professional designations you have received and feel are pertinent to this application. | | |
| **Funded research:** List up to eight grants or contracts that you have received from IDRC or other sources. List them in chronological order starting with the most recent. | | |
| **Publications:** List your relevant professional publications. | | |
| **Other information:** Include any other information you feel is relevant to this application. | | |

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| KEY MEMBERS OF RESEARCH TEAM (for each key member of the team attach a brief curriculum vitae) | |
| Family name: | Given names: |
| Institution: | |
| Job title: | |
| Project role/responsibility: | |
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