



## **Guidelines for Application of Singapore Association of Occupational Therapists Research Grant 2024**

SAOT offers the Research Grant to ordinary members annually, to encourage occupational therapists in Singapore to implement (i.e. conduct) research, with the goal of improving our practice and profession. Funding is up to a maximum of \$2500 per project. A maximum of two projects could be funded each year. SIT honours theses will not be eligible for research grant funding.

### **Thematic preference**

The association would like to give priority to studies that focus on participation. To fulfil this criterion, the project should focus on any of the following:

- Qualitative or mixed methods research that provides insight into how humans engage, participate and interact within their cultures and society
- Research that includes one or more measures on participation
- Interventional research that aims to improve participation
- Research that explores factors influencing participation

### **Application information**

- Up to 2 projects will be awarded every year, each receiving up to \$2500.
- The eventual number of applications awarded and the value of the award will depend on the quality of the applications.
- Applications will only be considered if all required information has been provided by the submission deadline. Late submissions will not be reviewed.
- Research grants are valid for 24 months upon approval of grant application.

<b>Timeline</b>	<b>Stages of Grant Application</b>
Date received = T	Submission of Letter of Intent (LOI) to <a href="mailto:saot@live.com">saot@live.com</a> using the attached LOI template.
By T + 2 weeks	Invitation to submit a full grant proposal will be extended only to Principal Investigators of shortlisted projects via email.
By T + 10 weeks	Submission of grant proposal to <a href="mailto:saot@live.com">saot@live.com</a> using the attached grant application template. Research Panel to start review process.
By T + 14 weeks	Announcement of award results via email.

## Important information to note

1. The principal investigator (PI) must be a SAOT member upon submitting application and throughout the period of the grant.
2. All applicants must declare existing or eventual funding support from other organisations.
  - a. Research studies that are concurrently funded by other grants will be subjected to approval by SAOT.
  - b. If any applicant intends to apply for additional research funding from other organisations for the same project after submission of application for SAOT Research Grant, SAOT must be informed in writing prior to application of additional funding.
3. Ethics approval must be obtained for the project before participant recruitment.
4. After the proposal is funded, the PI is required to:
  - a. Submit a mid-point report by the 12th month from grant award and final report by the 24th month to SAOT. The report template will be provided.
  - b. Present at National Occupational Therapy Conference (NOTC) within 1 year of completion of the grant
5. The grant will be disbursed on a reimbursement basis up to a maximum of \$2500. All reimbursements are to be submitted directly to the Vice-President Finance (Treasurer) via the provided Annual Claims Form. SAOT will not compensate for the time of the research team.
6. Publications or presentations generated by the project must acknowledge funding from SAOT Research Grant.



## **Letter of intent (LOI)**

A letter of intent indicates your intent to submit for the grant calls. It is a brief letter that presents your project plans to the reviewers in the attempt to be invited for submitting a complete proposal. It should be specific, rather than vague exploration of ideas to allow the evaluation of its merits. To foster collaboration and encourage research initiatives, applicants may also indicate the request for SAOT research mentorship.

The letter should include the following:

- Key background information, rationale, preliminary research questions, implications for the profession
- Tentative research design to answer research questions
- Secured funding for the project if any
- Request for SAOT research mentors if any

Please use the attached LOI template. The LOI should be kept within 1000 words.

Please use single line spacing, 1-inch margin, 12-point font size, and Arial font type.

In the appendix, please attach the curriculum vitae of the primary investigator.

Please submit the completed LOI to: [saot@live.com](mailto:saot@live.com)

## **Grant proposal requirements**

Please refer to the attached grant proposal template.

*Warmest regards,*

*Education and Research Committee*

*Singapore Association of Occupational Therapists*