

**The Orthotic and Prosthetic
Education and Research Foundation, Inc. (OPERF)**

2012 Award Program Overview
Version 1.1 (12/16/2011)

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Award Programs

The Orthotic and Prosthetic Education and Research Foundation (OPERF) provides funding to support clinically-relevant research in orthotics and prosthetics (O&P) through a three-tier system that includes Resident Travel Awards, Fellowships and Small Grants. Resident Travel Awards are designated for O&P residents, Fellowships are designated for students, and the Small Grant funding is designated for investigators who have attained a doctoral degree or have a history of prior research experience.

Resident Travel Awards

The OPERF Resident Travel Award Program is designed to support prosthetics and orthotics residents travel to the American Academy of Orthotists and Prosthetists (AAOP) National Meeting so that they may present their NCOPE (National Commission on Orthotic and Prosthetic Education) required Directed Study Report. Travel Awards include a \$1,000 cash prize and are given on an annual basis. Selection of the Travel Award recipients will be based upon the merit of the resident's project, as determined by the OPERF Research Committee and OPERF Board of Directors. OPERF has arranged for award recipients to present their Directed Study projects at the AAOP National Meeting. The Academy has donated complimentary registration and speaking slots for residents to present their work.

Requirements:

- The resident must be currently involved in or have completed an NCOPE accredited residency within the last 12-months.
- The project must be relevant to the orthotics and prosthetics profession.
- The submission must include the following components:
 - Application cover page (available on the [OPERF website](#))
 - Abstract (1-page maximum)
 - The abstract should describe the resident's NCOPE Directed Study project.
 - The abstract should be typed single-spaced in 10-12 point font on pages with 1" margins.
 - The abstract should be formatted according to the conventional format of introduction, methods, results, discussion, conclusion (optional), and references.
 - Figures may be included in the 1-page abstract, if they are legible.
 - Brief biosketches for the resident and residency advisor (1-page maximum).

Award specifics:

- Travel Award recipients will be responsible for submitting an abstract (based on the submitted Directed Study project) for a free paper to be presented at the AAOP National Meeting.
 - The abstract should be formatted using the template provided by the Academy when the call for papers is announced (approximately June in the year prior to the Annual Meeting).
- Award funds will be paid directly to the award recipient.
- Award funds are to be used for travel, lodging, and/or food (as needed) by the recipient.
- Complimentary meeting registration will be provided by the Academy to award recipients.
- Award recipients are required to acknowledge OPERF funding in presentation of the Directed Study by including the following statement: "This presentation was supported through funds from the Orthotics and Prosthetics Education and Research Foundation, Inc. (OPERF) under grant number _____." (Grant number will be assigned to the recipient when Award is made.)

Fellowships

The OPERF Fellowship Program is designed to support quality graduate education research related to the orthotics and prosthetics (O&P) profession. One-year Fellowships of up to \$5,000 are given on an annual basis. Previous recipients may request a one-year extension (via competitive renewal) of the fellowship period and an additional \$5,000 to support longer projects. Fellowships will be awarded based upon the merit of the proposed research project (see Fellowship Review Form, Appendix I). OPERF has arranged for award recipients to present their research at the American Academy of Orthotists and Prosthetists (AAOP) National Meeting. The Academy has donated complimentary registration and speaking slots for fellows to present their OPERF-sponsored research.

Requirements:

- The student must be currently enrolled in a Masters and/or PhD educational program within the United States.
- The project must be relevant to the orthotics and prosthetics profession.
- A Letter-of-Intent (LOI) is due in advance of the proposal (see Funding Cycle, below)
 - Maximum of 1 page in length.
 - Must briefly describe the proposed research.
- The proposal should be a maximum of 5 pages in length (12-point font, 1” borders, single-spaced).
 - The research proposal must include the following components:
 - Application cover page (available on [OPERF website](#))
 - Abstract (up to 300 words)
 - Specific aims*
 - Background and significance*
 - Previous research (if appropriate)*
 - Methodology*
 - Project timeline (including milestones and deliverables)*
 - Anticipated results*
 - References
 - Budget and facilities
 - List of current/pending support related to the proposed research
 - List of collaborators (including a short biosketch for each)
 - Biosketch for the student
 - Letter of faculty support (from the student’s advisor)

Note: page limit applies only to those sections marked with an asterisk (*).

Award specifics:

- Fellowship funds are intended to be used for expenses related directly to the conduct of the proposed research project and are not to be used for tuition, books, or supplies required for the student’s coursework.
- Award funds will be paid directly to the award recipient. No indirect (i.e., Facilities and Administrative) costs will be allowed. Any financial or tax liabilities associated with accepting the award will be the responsibility of the recipient.
- If human or animal subjects are included in the proposed research, the applicant will be required to provide evidence of Institutional Review Board (IRB) or Animal Care and Use Committee (ACUC) approval from the host institution before funds are disseminated. Approval is not due at the time of submission, but will be required to receive award funds.
- Fellowship Award recipients must submit a 2-page report to the OPERF Research Committee Chairperson upon conclusion of the funding period.
 - The report should be typed single-spaced in 10-12 point font on pages with 1” borders. Legible figures may be included in the report.
 - The report should describe the fellow’s progress over the project period and summarize expenditure of the award budget.

- Fellowship Award recipients will be responsible for submitting an abstract (based on the OPERF-funded research) for a free paper to be presented at the AAOP National Meeting. The abstract should be formatted using the template provided by the Academy when the call for papers is announced (approximately June in the year prior to the Annual Meeting).
- Upon acceptance of the AAOP abstract, Fellowship Award recipients are required to attend the AAOP National Meeting and present their OPERF-funded research results.
 - Complimentary meeting registration has been donated for all OPERF award recipients.
 - Airfare and lodgings for the National Meeting are the responsibility of the award recipient and may be paid by the fellowship.
- A no-cost extension period of up to one year may be requested by the award recipient prior to presenting the study results at the Academy meeting.
- Award recipients are encouraged to submit the results of their work as a manuscript to the Journal of Prosthetics and Orthotics (JPO) or another peer-reviewed journal.
- Award recipients are required to acknowledge OPERF funding in any publication or presentation of the funded research by including the following statement: “This work was supported through funds from the Orthotics and Prosthetics Education and Research Foundation, Inc. (OPERF) under grant number _____.” (Grant number will be assigned to the recipient when Award is made.)

Small Grants

The OPERF Small Grant Program is designed to support quality investigator-initiated research related to the orthotics and prosthetics (O&P) profession. One-year Small Grants of up to \$25,000 are given on an annual basis. Previous recipients may request a one-year extension (via competitive renewal) of the award period and an additional \$25,000 to support extended research projects. Awards will be made based upon the merit of the proposed research project (see Small Grant Review Form, Appendix II). OPERF has arranged for award recipients to present their research at the American Academy of Orthotists and Prosthetists (AAOP) National Meeting. The Academy has donated complimentary registration and speaking slots for investigators to present their OPERF-sponsored research.

Requirements:

- The Principal Investigator (PI) must have attained a doctoral degree or provide evidence of prior research experience.
- The host institution and the primary research site must be located within the United States.
- The project must be relevant to the orthotics and prosthetics profession.
- The proposed research must include a clinician trained in prosthetics and orthotics as the principal investigator or co-investigator.
- A Letter-of-Intent (LOI) is due in advance of the proposal (see Funding Cycle, below).
 - Maximum of 1 page in length.
 - Must briefly describe the proposed research.
- The research proposal should be a maximum of 15 pages in length (12-point font, 1” borders, single-spaced).
 - The research proposal should include the following components:
 - Application cover page (available on [OPERF website](#))
 - Abstract (up to 500 words)
 - Specific aims*
 - Background and significance*
 - Previous research (if appropriate)*
 - Methodology*
 - Project timeline (including milestones and deliverables)*
 - Anticipated results*
 - References
 - Budget and facilities
 - Current/pending support related to proposed research
 - List of collaborators (including a short biosketch for each)
 - Letters of support (e.g. from department or institution, collaborators, etc.)
 - Biosketch for the principal investigator

Note: page limit applies only to those sections marked with an asterisk (*).

Award specifics:

- Award funds will be paid directly to the award recipient’s host institution.
 - A maximum indirect rate (i.e., Facilities and Administrative costs) of 10% of the total direct costs will be allowed under the OPERF Small Grants Program (maximum direct + indirect costs are not to exceed \$25,000 per award).
 - Small Grant funds will be disseminated in two installments (6 months apart) to the host institution.
 - Investigators must submit a 2-5 page progress report to the OPERF Research Committee Chairperson 5 months after the initial funds are received by the host institution.
 - The principal investigator is responsible for the timely submission of the progress report.
 - The second installment of Small Grant funds is contingent upon a satisfactory progress report as evaluated by the OPERF Research Committee Chairperson.
- If human or animal subjects are included in the proposed research, the applicant will be required to provide evidence of Institutional Review Board (IRB) or Animal Care and Use Committee

(ACUC) approval from the host institution before funds are disseminated. Approval is not due at the time of submission, but will be required to receive award funds.

- Small Grant Award recipients must submit a 2-5 page final report to the OPERF Research Committee Chairperson upon conclusion of the funding period.
 - The report should be typed single-spaced in 10-12 point font on pages with 1” borders. Legible figures may be included in the report.
 - The report should describe the investigator’s progress over the project period and summarize expenditure of the award budget.
- Small Grant Award recipients will be responsible for submitting an abstract (based on the OPERF-funded research) for a free paper to be presented at the AAOP National Meeting. The abstract should be formatted using the template provided by the Academy when the call for papers is announced (approximately June in the year prior to the Annual Meeting).
- Upon acceptance of the AAOP abstract, Small Grant Award recipients must attend the AAOP National Meeting and present their OPERF-funded research results.
 - Complimentary meeting registration has been donated by the Academy for all OPERF award recipients.
 - Airfare and lodgings for the National Meeting are the responsibility of the award recipient and may be paid by the grant.
- A no-cost extension period of up to one year may be requested by the award recipient prior to presenting the study results at the Academy meeting.
- Award recipients are encouraged to submit the results of their work as a manuscript to the Journal of Prosthetics and Orthotics (JPO) or another peer-reviewed journal.
- Award recipients are required to acknowledge OPERF funding in any publication or presentation of the funded research by including the following statement: “This work was supported through funds from the Orthotics and Prosthetics Education and Research Foundation, Inc. (OPERF) under grant number _____.” (Grant number will be assigned to the recipient when Award is made.)

Review Process

All OPERF Award submissions will be reviewed by a Review Panel, comprised of OPERF Research Committee members and ad-hoc members, as needed. Composition of the panel will be determined by the type and number of award submissions. The standing OPERF Research Committee Chairperson will serve as the Review Chairperson and serve as the point-of-contact for the Award Program.

Function of the Review Panel

The function of the Review Panel is to evaluate the applications, including the relevance of the research topic, the merit of the research design, and the appropriateness of the personnel and environment. The Review Panel will score the Fellowship and Small Grant Award applications using the Review Forms found in Appendix I and II, respectively. Resident Travel Awards will be evaluated for merit by the Research Committee and Board of Directors.

Review Process

All proposals will be administratively screened upon receipt for completeness and compliance with award requirements. Incomplete applications may be returned to the applicant without review. Submitted proposals will be assigned to two or more Review Panel members for review. Proposals will be evaluated and scored on scientific merit and relevance to the orthotics and prosthetics profession using the Review Forms (Appendix I and II). This process may be streamlined for Travel Awards. All submissions will be given a numerical score by each reviewer and a consensus score will be generated. Consensus scores, summary comments, and written reviews will be provided to all applicants upon completion of the review process.

OPERF reserves the right to reduce the terms of the award, both in time and in funds, as deemed appropriate by the scope of the proposed research. The Review Panel may also request that applicants respond to reviewer comments regarding any part of the submission prior to rendering a final decision review.

Conflict of Interest Procedures

Review Panel and OPERF members involved in the Award Program are required to maintain confidentiality regarding all aspects of the grant review process, the proposed projects, and the identity of award applicants. OPERF will strive to review all submissions fairly and without bias. In cases where a proposal is submitted by (1) a member of the review panel, (2) a panel member's organization, (3) a panel member's student, resident or mentee, or (4) a panel member's colleague who lists the panel member as having any responsibility or involvement in the project being reviewed or who collaborates or currently associates with the panel member in other capacities, which may or may not involve the application under consideration, the Review Panel member in question will be excused.

When this situation applies to the Chair of the Research Committee, the Chair will turn over management of the review of the application in question to another Research Committee member. That Committee member will be responsible for identifying suitable reviewers, receiving from reviewers the OPERF Conflict of Interest, Confidentiality, and Non-Disclosure Statement and Review Forms, and chairing that portion of the review meeting where the application in question is discussed. Furthermore, if the application in question is successfully funded, the Chair of the Research Committee will turn over management of the funded project to another member of the Research Committee. That Committee member would then be responsible for receiving and reviewing reports, confirmation of IRB, and requests from the awardee, as well as handling any issues that might arise with that particular project.

Reviewers for each application are required to complete the OPERF Conflict of Interest, Confidentiality, and Non-Disclosure Statement (Appendix III) prior to review. If a submission includes proprietary or confidential information, this should be noted on the cover sheet and relevant sections of the proposal.

Notification of Applicants

All applicants will be notified in writing of the status of their application following review. Notification will include the consensus score, a summary statement of reviewer comments, and written reviews from primary reviewers. For successful applicants, notification will also include information about how and when funds will be made available. Funds for Resident Travel Awards and Fellowship Awards will be payable as a lump sum, while Small Grants Awards will be payable in two installments, with the second installment dependent on submission of an adequate progress report to the OPERF Research Committee Chairperson, as noted below. (Note: In cases where revisions to the progress report are needed, notification may include instructions and a deadline for the appropriate revisions. In such cases, award status may be listed as pending until satisfactory responses to reviewer comments are received.)

Final Report

Fellowship and Small Grant Award recipients are responsible for providing a final report to the OPERF Research Committee Chairperson (see Contact Information, below) upon conclusion of the funding period. Final reports are due by the dates specified in the OPERF Award Program Funding Cycle, below. The style and format of each final report varies as follows:

Small Grant Final Report

- The Small Grant Final Report should be 2-5-pages, typed, single-spaced in 10-12 point font on pages with 1" margins.
- The Fellowship Final Report should be 2-pages, typed, single-spaced in 10-12 point font on pages with 1" margins.
- Final Reports should detail the work performed during the study period, summarize expenditure of the award budget, and include a list of any submitted and/or anticipated publications and further research directions, including additional grant opportunities that may result from the OPERF-funded research.

Any questions regarding the content or format of the final report may be directed to the OPERF Research Committee Chairperson.

Resubmission

Proposals not awarded may be resubmitted for another award cycle. A maximum of two resubmissions following the original submission will be accepted. The applicant is responsible for resubmitting the proposal using any updated instructions provided on the OPERF website. The cover letter should indicate that the proposal is a resubmission and a separate note should likewise indicate any changes made to the proposal in response to reviewer concerns from the previous submission (limit three pages, not included in the submission page limit).

Competitive Renewal

Previous recipients of Fellowship Awards may request a one-year extension of the award period via competitive renewal. Fellowship renewals may be awarded an additional \$5,000 to support extended research projects. Previous recipients of Small Grants may likewise request a one-year extension of the award period via competitive renewal. Small Grant renewals may be awarded an additional \$25,000 to support extended research projects. Competitive renewals may be requested using the standard OPERF application process and by noting the "renewal" box on the submission coversheet.

No Cost Extension

A one year no cost extension may be applied for by students/investigators who have been awarded a Fellowship or Small Grant in the event that their project requires additional time to complete or if additional time is required to prepare for presentation at the AAOP National Meeting. A written request for a no cost extension must be submitted to the Review Panel Chairperson one month prior to expiry of the current award. If the extension affects the timing of an Academy meeting presentation, the award recipient must inform the chair at least two months prior to the National Meeting.

Complimentary Funding/Support

OPERF Fellowship and Small Grant award applicants are required to identify existing and/or pending funding related to the application. If complimentary funding is obtained by the investigator prior to the award announcement or during the award period, award recipients are required to inform the OPERF Research Committee Chairperson (see Contact Information, below) in writing. Investigators are encouraged to submit a modified budget, reflecting the complimentary support obtained for the proposed research. OPERF reserves the right to modify the provided funding based upon the receipt of alternative support received by the investigator(s). Decisions regarding the modification of funding will be approved by the OPERF Board of Directors.

Instructions and Forms

Instructions and forms for submission of proposals are available both online (www.OPERF.org) and by mail, upon request to the Research Committee Chairperson. Submissions may be made online or by mail. The applicants are responsible for ensuring all materials are received by the due dates.

Ownership of Work

Ownership of intellectual property arising from OPERF-sponsored funding is vested in the award recipient, per the policies of the applicant's host institution. OPERF reserves the right to publicize all materials received in the course of funding a particular project, e.g. proposals, progress reports, final reports, AAOP National Meeting abstracts, etc. with the exception of those marked "confidential" or "proprietary."

Award recipients are required to acknowledge OPERF funding in any publication or presentation of the funded research by including the following statement: "This presentation/work was supported (or "supported in-part" if the project was also supported by other sources) through funds from the Orthotics and Prosthetics Education and Research Foundation, Inc. (OPERF) under grant number _____." (Grant number will be assigned to the recipient when Award is made.)

2012 OPERF Award Program Funding Cycle

The following are key dates and deadlines for the OPERF Award Program. Applicants are responsible for ensuring all materials are received by OPERF by the due dates.

Resident Travel Awards

- Applications due January 16, 2012
- Award notification April 1, 2012*

Fellowship Awards

- LOI due December 16, 2011
- Proposals due January 16, 2012
- Award notification April 2, 2012*
- Response to reviewer comments due April 22, 2012
- Funding available May 7, 2012
- Final 1-page report due May 6, 2013

Small Grant Awards

- LOI due December 16, 2011
- Proposals due January 16, 2012
- Award notification April 2, 2012*
- Response to reviewer comments due April 22, 2012
- Funding available May 7, 2012
- Small Grants 5-month progress reports due October 1, 2012
- Second installment Small Grants funding released October 15, 2012**
- Request for no-cost extension due April 1, 2013
- Final report and 1-page abstract due May 6, 2013

* Award notification date and subsequent dates are based on anticipated number of submitted applications. A greater number of submissions than expected may delay notification. Applicants will be notified in writing, if delays occur.

** Release of second installment funding may be delayed if progress report is not satisfactory.

Contact Information

All requests for additional information may be addressed to:

Brian J Hafner, PhD
Research Committee Chair
Orthotic and Prosthetic Education and Research Foundation
PO Box 34635
Washington, DC 20043-4635

phone: (206) 685-4048

fax: (202) 380-3447

web: www.OPERF.org

email: brian.hafner@operf.org

APPENDIX I

Fellowship Review Form

Orthotic and Prosthetic Education and Research Foundation (OPERF)

FELLOWSHIP REVIEW FORM

INSTRUCTIONS

Instructions: Reviewers are asked to use this form to score the extent to which the applicant has addressed each of the following items in their proposal using the grading described. Score each assessment criterion using an integer value from 0 to the maximum allowable point value for the criterion (the maximum value varies for each criterion). Please use the following 5-point criterion example as a model:

- 5 = Excellent, entirely convincing
- 4 = Good, lots of evidence to substantiate, almost fully convincing
- 3 = Average, some evidence, somewhat convincing
- 2 = Fair, little evidence, not convincing
- 1 = Poor, scant evidence, not convincing at all
- 0 = Absent, no information

Reviewers are also expected to provide comments and feedback for each item that is not scored as "excellent." **Reviewers MUST provide feedback for any items that are not scored as the maximum allowable points.** The Fellowship Review Form is intended to be shared with the applicant so as to improve the quality of the research proposal and to offer the applicant constructive criticism. Applicants will be blinded as to the identity of reviewers. Please comment accordingly.

The reviewer is asked to complete pages 1-4 of this Fellowship Review Form. The following pages, named the Fellowship Review Coversheet will be automatically generated based upon the scores provided in pages 1-4.

APPLICANT INFORMATION

(to be completed by OPERF)

Applicant Name: _____
Announcement Number: OPERF-2012-FA-1/2
Application title: _____

Applicant information will automatically populate headers in the Fellowship Review Form

REVIEWER INFORMATION

(to be completed by OPERF and verified by reviewer)

Reviewer Name: _____
Email: _____
Phone Number: _____

NOTE: Reviewer information will NOT be shared with applicant, but is for OPERF reference only.

SECTION 1:RELEVANCE OF THE RESEARCH TOPIC

1.1 The proposal describes a gap in the body of knowledge and explains the need to fill this gap. **(10 points)**

1.1 Reviewer's Score:

1.2 The work is original and/or novel. **(10 points)**

1.2 Reviewer's Score:

SECTION 2: MERIT OF THE RESEARCH DESIGN

2.1 Specific aims/objectives and a sound hypothesis or research question are included. **(10 points)**

2.1 Reviewer's Score:

2.2 Methods are appropriate to address the specific aims and to examine the hypothesis (or answer the research questions). **(25 points)**

2.2 Reviewer's Score:

2.3 A realistic timeline/schedule is included, with milestones and deliverables described. **(10 points)**

2.3 Reviewer's Score:

2.4 Data analysis plans and expected results are described and are adequate to address the aims/hypotheses. **(10 points)**

2.4 Reviewer's Score:

SECTION 3: APPROPRIATENESS OF PERSONNEL AND ENVIRONMENT

3.1 Adequate facilities, resources, and personnel are available to the investigator and their importance to the project is described. (10 points)

3.1 Reviewer's Score:

3.2 A reasonable budget and budget justification are included. (10 points)

3.2 Reviewer's Score:

3.3 Appropriate letters of support are included. (5 points)

3.3 Reviewer's Score:

OVERALL RECOMMENDATION

In your opinion, should this application be recommended for funding?

Yes No

Please provide additional comments on page 4.

Fellowship Review Coversheet

Applicant: _____

Application title: _____

Announcement Number: OPERF-2012-FA-1/2

SECTION 1: RELEVANCE OF THE RESEARCH TOPIC

<u>Criteria</u>	<u>Points Possible</u>	<u>Points Scored</u>
1.1 The proposal describes a gap in the body of knowledge and explains the need to fill this gap.	10	
1.2 The work is original and/or novel.	10	
Section 1 subtotal	20	

SECTION 2: MERIT OF THE RESEARCH DESIGN

<u>Criteria</u>	<u>Points Possible</u>	<u>Points Scored</u>
2.1 Specific aims/objectives and a sound hypothesis or research question are included.	10	
2.2 Methods are appropriate to address the specific aims and to examine the hypothesis (or answer the research questions).	25	
2.3 A realistic timeline/schedule is included with milestones and deliverables described.	10	
2.4 Data analysis plans and expected results are described and are adequate to address the aims/hypothesis.	10	
Section 2 sub-total	55	

SECTION 3: APPROPRIATENESS OF THE PERSONNEL AND ENVIRONMENT

<u>Criteria</u>	<u>Points Possible</u>	<u>Points Scored</u>
3.1 Adequate facilities, resources, and personnel are available to the investigator and their importance to the project is described.	10	
3.2 A reasonable budget and budget justification are included.	10	
3.3 Appropriate letters of support are included.	5	
Section 3 sub-total	25	

SCORING SUMMARY:

<u>Section</u>	<u>Points Possible</u>	<u>Points Scored</u>
Section 1	20	
Section 2	55	
Section 3	25	
TOTAL SCORE	100	

RECOMMENDATION:	<u>Yes</u>	<u>No</u>
Recommended for Funding?		

APPENDIX II
Small Grant Review Form

Orthotic and Prosthetic Education and Research Foundation (OPERF)

SMALL GRANT REVIEW FORM

INSTRUCTIONS

Instructions: Reviewers are asked to use this form to score the extent to which the applicant has addressed each of the following items in their proposal using the grading described. Score each assessment criterion using an integer value of 0 to 5 according to the descriptions below:

- 5 = Excellent, entirely convincing
- 4 = Good, lots of evidence to substantiate, almost fully convincing
- 3 = Average, some evidence, somewhat convincing
- 2 = Fair, little evidence, not convincing
- 1 = Poor, scant evidence, not convincing at all
- 0 = Absent, no information

Reviewers are also expected to provide comments and feedback for each item that is not scored as "excellent." **Reviewers MUST provide feedback for any items that are not scored as 5 of 5.** The Small Grant Review Form is intended to be shared with the applicant so as to improve the quality of the research proposal and to offer the applicant constructive criticism. Applicants will be blinded as to the identity of reviewers. Please comment accordingly.

The reviewer is asked to complete pages 1-8 of this Small Grant Review Form. The following pages, named the Small Grant Review Coversheet will be automatically generated based upon the scores provided in pages 1-8.

APPLICANT INFORMATION

(to be completed by OPERF)

Applicant Name: _____
Announcement Number: OPERF-2012-SGA-1 _____
Application title: _____

Applicant information will automatically populate headers in the Small Grant Review Form

REVIEWER INFORMATION

(to be completed by OPERF and verified by reviewer)

Reviewer Name: _____
Email: _____
Phone Number: _____

NOTE: Reviewer information will NOT be shared with applicant, but is for OPERF reference only.

SECTION 1:RELEVANCE OF THE RESEARCH TOPIC

1.1 The authors have described the need for or significance of the research.

1.1 Reviewer's Score:

1.2 The authors demonstrate knowledge/understanding of the topic and the relevant literature.

1.2 Reviewer's Score:

1.3 The authors have identified a void/gap in the body of knowledge and proposed how they will address it.

1.3 Reviewer's Score:

1.4 The proposal demonstrates an element of originality or novelty that builds upon the existing body of knowledge.

1.4 Reviewer's Score:

SECTION 2: MERIT OF THE RESEARCH DESIGN

2.1 The authors have described the specific aims and/or objectives of the proposed research.

2.1 Reviewer's Score:

2.2 The authors have identified a sound and testable hypothesis and/or research questions.

2.2 Reviewer's Score:

2.3 The authors have proposed a study design that will answer the hypothesis and/or evaluate the research questions.

2.3 Reviewer's Score:

2.4 The authors have described the selection of subjects/samples and justified the number of subjects/samples for the proposed research.

2.4 Reviewer's Score:

2.5 The authors have selected outcome measures relevant to the proposed research questions

2.5 Reviewer's Score:

2.6 The authors have described the independent and dependent variables and have described methods for controlling extraneous variables.

2.6 Reviewer's Score:

2.7 The authors have described the data analysis procedures and selected statistical methods to evaluate the study hypothesis and/or research questions.

2.7 Reviewer's Score:

2.8 The authors describe their expected results and consider the implications of their expected (and potentially contradictory) results.

2.8 Reviewer's Score:

2.9 The authors have identified how the proposed research fits into the body of knowledge and have considered future directions for this research (i.e., long term objectives).

2.9 Reviewer's Score:

2.10 The authors have included a realistic timeline/schedule for the proposed work.

2.10 Reviewer's Score:

2.11 The authors have identified and described milestones and deliverables.

2.11 Reviewer's Score:

SECTION 3: APPROPRIATENESS OF PERSONNEL AND ENVIRONMENT

3.1 The authors have described the facilities, resources, and personnel for conducting the proposed research.

3.1 Reviewer's Score:

3.2 The authors have described the roles and responsibilities of each member of the research team.

3.2 Reviewer's Score:

3.3 The authors have included the necessary letters-of-support to convince the reviewer that the research will be completed as proposed.

3.3 Reviewer's Score:

3.4 The authors have developed a reasonable and adequate budget for the proposed research.

3.4 Reviewer's Score:

3.5 The authors have described the quality of the research team by including biosketches for key personnel.

3.5 Reviewer's Score:

OVERALL RECOMMENDATION

In your opinion, should this application be recommended for funding?

Yes No

Please provide additional comments on page 8.

Small Grant Review Coversheet

Applicant: _____

Application title: _____

Announcement Number: OPERF-2012-SGA-1

SECTION 1:RELEVANCE OF THE RESEARCH TOPIC

<u>Criteria</u>	<u>Points Possible</u>	<u>Points Scored</u>
1.1 The need or significance of the research is described.	5	
1.2 A knowledge/understanding of the topic and relevant literature is conveyed.	5	
1.3 A void/gap in the body of knowledge is identified.	5	
1.4 An element of originality or novelty is included	5	
Section 1 subtotal	20	

SECTION 2:MERIT OF THE RESEARCH DESIGN

<u>Criteria</u>	<u>Points Possible</u>	<u>Points Scored</u>
2.1 Specific aims/objectives are listed and described.	5	
2.2 A sound hypothesis and/or research questions are included	5	
2.3 An appropriate study design is described	5	
2.4 The subjects/samples are appropriate for the proposed work.	5	
2.5 Proper outcome measures have been selected.	5	
2.6 Variables are described and adequately controlled.	5	
2.7 Appropriate data analysis procedures are described.	5	
2.8 Expected results are described.	5	
2.9 Future directions for research are noted.	5	
2.10 A realistic and appropriate timeline/schedule is included.	5	
2.11 Milestones and deliverables are described.	5	
Section 2 sub-total	55	

Small Grant Review Coversheet

Applicant: _____
Application title: _____
Announcement Number: OPERF-2012-SGA-1

SECTION 3: APPROPRIATENESS OF THE PERSONNEL AND ENVIRONMENT

<u>Criteria</u>	<u>Points Possible</u>	<u>Points Scored</u>
3.1 Adequate facilities, resources, and personnel are described.	5	
3.2 Roles and responsibilities of each person are described.	5	
3.3 Appropriate letters of support are included.	5	
3.4 A reasonable budget is included.	5	
3.5 The quality of the personnel is adequately described.	5	
Section 3 sub-total	25	

SCORING SUMMARY:

<u>Section</u>	<u>Points Possible</u>	<u>Points Scored</u>
Section 1	20	
Section 2	55	
Section 3	25	
TOTAL SCORE	100	

RECOMMENDATION:

Recommended for Funding	
Not Recommended for Funding	

APPENDIX III

Conflict of Interest, Confidentiality, and Non-Disclosure Statement

OPERF

Orthotic and Prosthetic Education and Research Foundation

Conflict of Interest, Confidentiality, and Non-Disclosure Statement

It is the responsibility of reviewers for OPERF Scientific and/or Educational Awards to disclose any real or perceived conflicts-of-interest prior to participating in the review process. Upon reading the provided abstracts, reviewers are asked to complete this form.

- I am not aware of any real or perceived any conflict-of-interest pertaining to review of the assigned review materials.
- I am aware of the following potential conflict-of-interest regarding the assigned review materials:

Given the above, reviewers are asked to accept responsibility for OPERF submission materials and certify that they are able to provide an appropriate review of the submission.

- I am willing and able to provide an honest, fair, and comprehensive review of the provided submissions materials.

If, at any time during the review process, a potential conflict arises, the reviewer is asked to update this form accordingly and notify OPERF if they are unable to complete the review.

Reviewer’s Statement

I certify, to the best of my knowledge, that I have disclosed any real or apparent conflicts-of-interest that may impact my ability to participate in the OPERF award review process. I am willing and able to participate in the review process and will provide a fair review of all materials provided to me. I agree to keep any information I may obtain from the reading, evaluation, scoring, and/or discussion of applicants and their respective submission materials in confidence and to not disclose any information related to the submissions, except for official OPERF business. I also agree to destroy any and all materials provided to me by OPERF upon the conclusion of the review process.

Primary Reviewer (Print)

Primary Reviewer (Signature)

Date

APPENDIX IV

Change History

Change History

Date	Version	Change Summary
09/14/2011	1.0	Original document
12/16/2011	1.1	Conflict of interest procedures revised to include additional detail regarding the Chair of the Research Committee