

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

Award Program Overview

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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. OPERF has arranged for award recipients to present their residency research (i.e., Directed Study) project at the AAOP National Meeting. The Academy has donated complimentary registration and speaking slots for residents to present their work.

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 residency research (i.e., Directed Study) project. 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.

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 research project.
 - The abstract should be typed, 12-point font, 1" borders, and single-spaced.
 - The abstract should be formatted according to the conventional format of introduction, methods, results, discussion, conclusion (optional), and references
 - Figures may be included in an appendix to the 1-page abstract.
 - Biosketch for the resident and residency advisor (1-page maximum, each)

Award specifics:

- Award recipients must attend the AAOP National Meeting and present their residency research (i.e., Directed Study) results.
- OPERF will forward award recipient abstracts to the Academy for inclusion in the National Meeting proceedings.
- 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 to award recipients.

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 Technical Review Form, below). OPERF has arranged for award recipients to present their research at the 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 proposal must be relevant to the orthotics and prosthetics profession.
 - A Letter-of-Intent (LOI) is due in advance of the proposal (see “Funding Cycle”)
 - Maximum of 1 page in length
 - Must briefly describe the proposed research
 - Please address LOIs and Award submissions to Brian J. Hafner, PhD, Research Committee Chair, OPERF at brian.hafner@OPERF.org.
 - The proposal should be a maximum of 10 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
 - Collaborators (including a short biosketch for each)
 - 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 a 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.
- If human or animal subjects are included in the proposed research, the applicant will be required to provide evidence of Internal 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 attend the AAOP National Meeting and present their research results.
 - OPERF will forward the abstract to the Academy for inclusion in the National Meeting proceedings.
 - The abstract will serve as a final report to OPERF for the Fellowship Award.
 - 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.
- 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 _____. The opinions in this publication/presentation are those of the investigator(s) and do not necessarily reflect those of the OPERF”

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 Technical Review Form, below). OPERF has arranged for award recipients to present their research at the 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 proposal 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”)
 - Maximum of 1 page in length
 - Must briefly describe the proposed research
 - Please address LOIs and Award submissions to Brian J. Hafner, PhD, Research Committee Chair, OPERF at brian.hafner@OPERF.org.
 - 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
 - Collaborators (including a short biosketch for each) and letters of support (e.g. from department or institution, collaborators)
 - Curriculum Vitae (CV) 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., Finance and Administration 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 host institution.

- Investigators must submit a 2-5 page progress report 5 months after the initial funds are received by the host institution.
- The principle 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 the chair of the review panel.
- If human or animal subjects are included in the proposed research, the applicant will be required to provide evidence of Internal 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 attend the AAOP National Meeting and present their research results.
 - OPERF will forward the abstract to the Academy for inclusion in the National Meeting proceedings.
 - 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 grant.
- A no-cost extension period of up to one year may be requested by the award recipient prior to presenting the study results.
- Investigators must submit a 2-5 page final report upon conclusion of the funding period.
- 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 _____. The opinions in this publication/presentation are those of the investigator(s) and do not necessarily reflect those of the OPERF.”

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 application, 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 Technical Review Form found in Appendix A. An abbreviated version of this form will be used to assess and award the Resident Travel Awards.

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 field using the OPERF Technical Review Form (Appendix I). 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.

The 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 review score.

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. The 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, (4) or 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. If a submission includes proprietary or confidential information, the cover sheet and relevant sections of the proposal should be so noted.

Notification of Applicants

All applicants will be notified in writing of the status of their application following review. Notification will include the submission score, a summary statement of reviewer comments, and written reviews from primary reviewers. 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. (Note: In cases where revisions to the submission 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.)

Resubmission

Proposals not awarded may be resubmitted for the next 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).

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.

No Cost Extension

A one year no cost extension may be applied for by students/investigators 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.

Instructions and Form

Instructions and forms for submission of proposals are available both online (www.OPERF.org) and by mail, upon request. 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 Principal Investigator, per the policies of the applicant's host institution. The 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 proceedings abstract, 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 work was supported through funds from the Orthotics and Prosthetics Education and Research Foundation, Inc. (OPERF) under grant number _____. The opinions in this publication/presentation are those of the investigator(s) and do not necessarily reflect those of the OPERF.”

2009-2010 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 the OPERF by the due dates.

Resident Travel Awards

- Abstracts due..... May 15, 2009
- Award notification June 29, 2009

Fellowship Awards

- LOI due May 1, 2009
- Proposals due May 15, 2009
- Award notification June 29, 2009
- Response to reviewer comments due July 10, 2009
- Funding available..... July 31, 2009

Small Grant Awards

- LOI due May 1, 2009
- Proposals due May 15, 2009
- Award notification June 29, 2009
- Response to reviewer comments due July 10, 2009
- Funding available..... July 31, 2009
- Small Grants 5-month progress reports due..... January 4, 2010
- Second installment Small Grants funding released February 1, 2010
- Request for no-cost extension due July 2, 2010
- Final report due July 30, 2010

Technical Review Coversheet

Applicant:

Application title:

Announcement Number:

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 sub-total	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	

Technical Review Coversheet

Applicant:

Application title:

Announcement Number:

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

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 1 Total

1.1 Reviewer's Score: _____

1.2 Reviewer's Score: _____

1.3 Reviewer's Score: _____

1.4 Reviewer's Score: _____

TOTAL FOR SECTION 1: _____

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.

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2.4 Reviewer's Score: _____

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

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2.5 Reviewer's Score: _____

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

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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 2 Total

2.1 Reviewer's Score: _____

2.2 Reviewer's Score: _____

2.3 Reviewer's Score: _____

2.4 Reviewer's Score: _____

2.5 Reviewer's Score: _____

2.6 Reviewer's Score: _____

2.7 Reviewer's Score: _____

2.8 Reviewer's Score: _____

2.9 Reviewer's Score: _____

2.10 Reviewer's Score: _____

2.11 Reviewer's Score: _____

2.12 Reviewer's Score: _____

TOTAL FOR SECTION 2: _____

SECTION 3: APPROPRIATENESS OF PERSONNEL AND ENVIRONMENT

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

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3.1 Reviewer's Score: _____

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

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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.

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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 CV's or biosketches for key personnel.

3.5 Reviewer's Score: _____

SECTION 3 Total

3.1 Reviewer's Score: _____

3.2 Reviewer's Score: _____

3.3 Reviewer's Score: _____

3.4 Reviewer's Score: _____

3.5 Reviewer's Score: _____

TOTAL FOR SECTION 3: _____