

Foundation for Life Care Planning and Rehabilitation Research
Proposal Process for Research Funding

The mission of the Foundation for Life Care Planning and Rehabilitation Research (FLCPRR) is to inspire, promote, fund, and support research that advances practice in life care planning and rehabilitation services. The FLCPRR invites proposals for research funding from individuals, organizations, and students and faculty members of academic and research institutions.

Applicant Qualification and Applicable Research

Qualifications of the applicant(s) planning to conduct the research are reviewed and evaluated as part of the application process. Given that different types of proposals require different types of research and professional expertise, the qualifications of each applicant are evaluated within the context of the proposed research project.

Proposals for research funding should focus on rehabilitation-related topics, issues, solutions and improvements, and outcomes that are aligned with the foundation’s mission. Funding is not intended for researcher time/salary. Any conflicts of interest should be clearly stated by all applicants involved in the research, as applicants with commercial interests in the research outcome will likely not be funded.

Application Process

A 2-stage application process is utilized; a preliminary letter of interest, and if accepted an invitation to submit a Research Proposal. The FLCPRR accepts preliminary letters of interest year-round.

Funding and Required Reporting

Approved funding amounts vary, but typically fall within a range of \$2000 to \$20,000. Project funding decisions are entirely at the discretion of the FLCPRR Board of Directors. Funding is generally approved in one-year increments, but exceptions may be made if a project is expected to continue beyond the one-year timeframe. In cases where funding is approved for longer than one year, an interim research status report is required and submitted to the FLCPRR. The interim status report provides details related to how the research is progressing

along the research timeline described in the Research Proposal (see *Transparency of Proposal Evaluation and Funding* section). In cases where a grant recipient fails to submit an interim status report, the FLCPRR reserves the right to suspend all future grant funding.

The following process will be used to evaluate the proposed research:

Preliminary Letter of Interest

1. Interested parties submit a preliminary letter of interest (3-page maximum) that minimally provides the following information:
 - a. Person(s) or organization submitting the letter of interest.
 - b. Relationship of the research to the mission of the FLCPRR.
 - c. A structured timeframe for project completion.
 - d. Estimated total project cost, amount of funding already secured (if applicable), and the amount of funds requested from the FLCPRR. Applicants should make every effort to carefully budget through project completion, as additional funding requests due to improper budgeting will likely not be granted.
 - e. The rehabilitation related topic, gap in current knowledge/issue, and the goals of the outlined research which clearly establish the need for this research.
 - f. Potential regional, national, or international impact of the research findings.
 - g. Brief description of research questions/objectives, study design, and methods.
 - h. Qualifications of how the applicant (and partner organizations, if any) are qualified to lead the research effort.

2. Review of preliminary letters of interest is performed by the research committee. The research committee will send an Invitation for Research Proposal for any letters of interest the FLCPRR agrees to consider for funding. Receipt of an invitation for Research Proposal is not a guarantee of research funding.

Invitation for Research Proposal

Persons or organizations submitting letters of interest that are best aligned with the mission of the FLCPRR may be invited to submit a Research Proposal. The Research Proposal shall minimally comply with specific formatting requirements and include all of components outlined below.

1. **Formatting Guidelines:**

- a. 12-point Arial font.
- b. Word documents and references should be formatted consistent with the most recent APA formatting guidelines.
- c. The **Proposal Narrative**, **Budget Narrative**, and **Timeline** are provided in either .doc or .xls formats (Microsoft Word and/or Excel).
- d. The Budget is uploaded in .xls format (Microsoft Excel)
- e. Use the following **headings** and present the requested content in each of the following sections of your submission. Submissions that do not follow this structure will be returned for revision.

2. The **Proposal Narrative** provides an opportunity to describe the proposed project thoroughly to the FLCPRR by minimally addressing the following areas of interest:

a. Applicant Information

- i. Provide information about the Principal Investigator (PI) or lead researcher including history of involvement in rehabilitation, relevant accomplishments, and qualifications to lead this project.

b. Project Significance

- i. Importance and relevance of the proposed project.
- ii. Literature review, describing existing knowledge (and ultimately the current gap in knowledge which demonstrates the importance of your proposed study) related to the study's objectives and methods.
- iii. How the project is expected to complement or extend the existing knowledge in the field (explore the specific identified gap that your study intends to address)

c. Preliminary/Pilot Studies and/or Research

- i. Describe work the principal investigator and/or research team has completed to date and how the proposed research is expected to build upon prior research (if none - state this).

d. Project Objectives

- i. Provide clear, concise, and complete research objectives/hypotheses.

e. Proposed Methods

i. Research design

1. Discuss the type of research design, rationale for choosing that design, and the fit of research design for the proposed research.

ii. Data collection plan

1. Explain who collects data, including how and when it is collected and how data problems (e.g., missing data, or non-response to surveys) will be handled.
2. Enclose a copy of the instrument (e.g., survey, informal interview guide)

iii. Data analysis plan

1. Discuss the proposed stages used to analyze the data and the analytic approach expected to be used.
2. For quantitative research, name any statistical consultants relied upon, if applicable, and include their résumé(s) with the proposal.
3. For qualitative research, what efforts will be undertaken to enhance the procedural and analytic rigor as well as the trustworthiness of the findings.

iv. Ethical issues

1. Define plan for ethics review and approval. Identify the facility from which the ethics approval will be solicited before commencing research. Provide IRB/REB or similar institution

where approval will be sought. If exempt from institutional approval, please note the reason why.

a. Ethical approval will be required prior to funding being released.

2. Discuss how issues of confidentiality, informed consent, and other human subject concerns are addressed.

v. Knowledge Translation Strategies

1. Describe target audiences to whom findings will be disseminated, including groups, meetings, symposiums, etc., where the outcomes will be presented (if appropriate).

2. Include plans for written publication of findings and knowledge translation (e.g., peer-reviewed journal manuscript, knowledge tree, consumer education) products.

3. Budget & Budget Narrative

a. **Line-item budget:** All expenses and income, including grant funds requested from FLCPRR and funds received and/or requested from other sources for this project, if any.

b. **Budget narrative:** Describe how the budget relates to the proposed project activities. Budget narratives generally contain a description for each line item identified in the budget, explaining how the requested amount was computed.

4. Timeline

a. **Timeline:** Corresponds directly to the activities that are described in the proposal

Submitting Preliminary Letter of Interest and Research-Proposals

Preliminary Letters of Interest and invited Research-Proposals, and all supporting documentation, are to be submitted to the FLCPRR via the [website](#).

Transparency of Research Proposal Evaluation and Funding

The FLCPRR is committed to an open and transparent evaluation and funding process.

Likewise, the FLCPRR expects grant funding recipients to:

1. Be accountable and responsible stewards of funds awarded.
2. Maintain a record of project fund expenditures per the approved budget and intended purpose.
3. Provide a quarterly report with receipts for funds disbursed and update on research progress.
4. Complete the funded research consistent with the specification and design described in the Research Proposal.
5. Recipients of a research grant award are required to notify the FLCPRR of any project delays (for any reason), to include reason for delay and amended timeframe for project completion. Notification may be submitted to the FLCPRR at the time of the project's quarterly reporting or within 30 days of the project delay.
6. In the event of changes to the protocol, these changes are to be explained along with the rationale/reason for the changes. If the change(s) required a revision of the ethics approval, provide related details.
7. At the project conclusion, provide all outstanding receipts and a summary of your research results, findings, and conclusions.
8. Any remaining funds will be returned to the FLCPRR with a brief explanation.
9. Any publications or presentations regarding this project shall include acknowledgement that the project was funded through a grant provided by the Foundation for Life Care Planning and Rehabilitation Research. The FLCPRR may republish any written report (or portion thereof) provided to the FLCPRR, including the summary of your research results.
10. We encourage submission of the research manuscript to an appropriate professional refereed journal and if accepted, agree to publication of the research results, findings, and conclusions.

11. Ensure this research will be conducted in accordance with received ethics approval as well as applicable federal, state, and local laws, regulations, and guidelines including, but not limited to, the regulation governing the protection of human subjects promulgated by the U.S. Food and Drug Administration and applicable regulations under the Health Insurance Portability and Accountability Act of 1996.

Prior to disbursing any funds to an approved grant recipient, a signed acknowledgement of the aforementioned transparency requirements and responsibility for financial stewardship of FLCPRR funds is required.