



Specialist Sections Application for Funding Projects

Publication Date: March 2007

Lead Group: Practice

Review Date: March 2009

Background

This procedure builds on the proposal made at Council that Specialist Sections could bid for monies for project work within the existing COT Business Planning process. It also incorporates the research governance procedures in place to enable ethical review of proposed projects. It is acknowledged that the Specialist Sections contribute enormously to the work of the College of Occupational Therapists in terms of developing and promoting good practice, assisting with national consultations and providing additional support to members working within particular domains of practice.

The proposals for these projects should enhance the COT/Specialist Section Business Plan or fit within a research priority area as identified by the POTTER Project. The COT commissioned POTTER project outcomes will be published in due course, however the majority of specialist sections highlighted their research priority areas within the consultation phase, and research projects should fit within these areas.

Principles

Specialist Sections will need to consider and plan projects that they would wish to be considered within the COT Business Plan in a careful way so as to coincide with the process, and to allow the necessary time for ethical review. All potential projects would then need to be considered by the Specialist Sections Executive Committee for presentation at the Specialist Sections Clinical Forum. The Clinical Forum will need to meet in May/June to consider these projects and prioritise and shortlist them for the COT Business Planning process. The standard ethical review process will happen simultaneously. Projects given a favourable ethical opinion and short listed by the Clinical Forum will then be considered by the Professional Practice Board alongside all other requests at the Business Management Group business-planning meeting, in preparation for presentation at Council for final agreement.

Following approval of the Business Plan by Council, the College will then commission the short-listed projects in conjunction with relevant Specialist Sections (as this may mean appointing people to undertake short pieces of work). As part of the application the Specialist Sections will need to give some thought as to how they would wish to monitor the project and develop key milestones. The project may need to involve a steering group, which depending on the complexity of the project could include a member of the COT staff.



Criteria for Specialist Sections Application

- All applications should relate to the COT/Specialist Sections' Business Plans, the current national Government policy, or a research priority area. If the project is focused on an emerging theme/innovation that may enhance the COT Business Plan, further detail will be required to support the application.
- All bids should be able to demonstrate 3-5 broad objectives and include measurable outcomes.
- All outcomes should clearly assist the occupational therapy profession to achieve excellence in practice.
- Priority will be given to those Specialist Sections, which have not had a successful inclusion within the previous years Business Plan (unless there is a specific government policy to be addressed).
- Bids made jointly with another Specialist Section will be given special consideration.
- All applications should be accompanied by a full project proposal outlining the background and rationale for the project, the study design, the methodology, timescale, and the benefits and expected outcomes.

Process

1. All bids should have been discussed at the individual Specialist Sections Executive Committee meeting, recorded in the minutes and approved within that forum.
2. All applications for funding should be forwarded by email to the Specialist Sections Administrator by 1st April each year. A complete set of papers will be circulated to the clinical forum members for scoring along with a schedule of dates for the process. Papers will also be distributed to the R&D Administrator for the Project Ethics Review Panel. The Project Ethics Review Panel will be coordinated by the R&D Group.
3. All forum members will complete a scoring sheet for each application and return to Specialist Sections Administrator a number of weeks prior to the meeting. If a forum member is unable to complete this process within the timescale they have a responsibility to nominate another member from their specialist section to be involved in the process.
4. The complete set of scored papers will be returned to the Specialist Sections Administrator and then to the Specialist Sections Officer for collating. The R&D Administrator will notify the Specialist Sections Officer of the outcome of the ethical review.
5. Where the ethical opinion is favourable, the scores will then be aggregated for the next Specialist Sections Clinical Forum to assist with short listing and a shortlist of projects agreed.
6. Where the ethical opinion is unfavourable, the specialist section will be advised appropriately. If the opinion is provisional, and is likely to be approved subject to the receipt of further information, the R&D Officer will advise whether this is achievable within the timescale of the application process.
7. It is suggested that no more than 3 projects are short-listed in any one year and that these will then go forward to the Professional Practice Board for agreement to go forward to the business-planning meeting.
8. Following the Board, the Specialist Sections Officer will inform applicants of the outcome of this process.
9. Following the Council meeting, where the Business Plan and spending is agreed, the Specialist Sections Officer will inform the successful Specialist Sections of agreement to progress their projects.
10. Following this agreement a meeting will be convened between the Head of Practice, the Specialist Sections Officer, the R&D Officer and relevant specialist sections representatives to discuss process. This will involve reviewing the project, monitoring arrangements, outcomes,



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- and key milestones for the projects. Any contractual issues will also be dealt with at this meeting. No financial commitment will be made until agreement is received at this meeting.
11. Regular reporting will be presented at all the Specialist Section Clinical Forum for the duration of the project. Achievement of milestones should also be notified to the R&D Administrator as per the College's Research Governance Framework.
 12. On completion of the project a presentation should be made to the Specialist Section Clinical Forum to present the outcomes of the project and agree what further actions/communication strategy may need to be taken forward. COT Officers will also be invited to this presentation.
 13. Furthermore, there would also be an expectation that where relevant, presentations will be made at either a Specialist Section conference, the national COT conference or published in OT News and the Specialist Section publication. Publication of the project will be agreed by the Head of Practice. Copies of the completed project will be held in the COT Library. The R&D Administrator should be notified of the project's completion.

Completion of Specialist Sections bids application form

1. Application forms to be completed following agreement within individual Specialist Section(s) Executive Committee(s) and submitted by email with the full project proposal.
2. The ethical review of the proposed project will happen simultaneously.
3. There will need to be indication of a timeframe for the project with clear milestones/outcomes, this should include proposals for monitoring ie. steering committee.
4. The application should also include details/strategy for the dissemination of outcomes and/or future recommendations/actions.



Appendix I

College of Occupational Therapists – Specialist Section Funding Application

This application for funding is based on the COT Project Ethics Review Application form. However, the information provided within this application will be assessed in terms of both eligibility for project funding and ethical issues.

In addition to completing this form, please attach your full project proposal.

A1 Contact details

Name of applicant:
Telephone:
Email address:
Postal address:
Name of Specialist Section:
Is the project to be undertaken in conjunction with other partners/specialist sections? If so please provide details:

A2 Project details

Title of project:			
Do you consider this project to be: <i>(please indicate and add any other comments)</i>			
Audit:			
Research:			
Service evaluation/development:			
Keywords – please mark all relevant keywords			
Areas	Participants	Purpose	Method
Practice	Members	Marketing	Survey
Education	Clients	Policy	Questionnaire
Management	Students	Scoping	Focus group
Professional	Others	Development	Interviews
Health		Research priority	Trial
Comm/social care		Other	Other
Independent practice			
Other			
Please elaborate 'other' briefly and/or add further keywords:			



To which countries within the UK will this project apply?

England:
Wales:
Scotland:
Northern Ireland:

A3 COT Business Plan

Please outline how the project links to the COT Business Plan

Summary of project

B1 Please outline the objectives of the project (*You should demonstrate 3-5 broad objectives*).

B2 Briefly describe the identified need for the project and how it has been developed (*a project proposal should also be attached- this box is meant to provide a quick overview to reviewers*).

B3 Briefly outline the proposed timescale (*e.g. start and end dates for data collection, writing up the project etc.*)

Sponsor and investigator details

B4 Does the project have an agreed 'Sponsor' - if so please name below and, if available, attach a copy of the contract agreeing the terms of their sponsorship. (*NB: For most Specialist Section activity, this will be COT*).

B5 Name of person acting as Chief Investigator? (*E.g. the person overseeing the project. If the Chief Investigator is to be appointed specifically for the project please provide details*).

B6 Summarise the Chief Investigator's relevant experience/skills (*please attach a brief CV*).



B7 Please note any others who will contribute, and their role.

Name and job title	Affiliation	Role and responsibilities on project

Resources required

B8 What resources are available to support the research? (*Including staff time, funding, library access, etc.*)

B9 Are any resources expected to be supplied through any NHS, Local Government or university sources? If yes, please describe them and whether their use has been approved.

Funding required

B10 Please provide details of the overall estimated cost of the project and the amount of funding being requested (include a breakdown of costs).

Overall estimated cost (including breakdown):

Amount of funding requested:

B11 Is the specialist section contributing any funding to the project? If so please provide details.

B12 Have any other funding sources been approached? If yes please state amount requested and outcome.

Information on participants

B13 Please provide details of the proposed research/project participants (e.g. who they are, how many participants will be involved etc.)

B14 Please briefly describe how the participants are to be recruited?



B15 How will participant consent be obtained? (*Please enclose a copy of the consent form to be used with your full proposal*)

B16 Is there a chance participants could feel any distress, frustration or other discomfort by participating? If yes, please outline how this will be addressed.

B17 Do the investigators have any relationships with the participants (e.g. manager/colleagues)? If yes, describe arrangements to avoid the possible threat of coercion.

B18 What steps, if any, will be taken to safeguard the confidentiality of participant data?

B19 Please briefly describe how the data collected will be analysed

B20 What arrangements are in place for sharing research findings with participants? (*If findings are not to be feedback please justify this*).

B21 What steps, if any, have been taken to ensure this research/project is not being repeated by another group/section of the College?

Progress monitoring and dissemination

B22 Please describe arrangements for ongoing monitoring during the process of the project. If none, please explain briefly why this is not necessary.

B23 Please describe the main outcomes expected from the study, and identify how these will assist the occupational therapy profession to achieve excellence in practice.

B24 What plans are in place for publication/dissemination of any findings?

B25 Finally, is approval required from an NHS or other Research Ethics Committee? If yes, please confirm the progress of the application.



Signature

Chief Investigator

Name:

Signature:

Date:

Chair of Specialist Section

Name:

Signature:

Date:

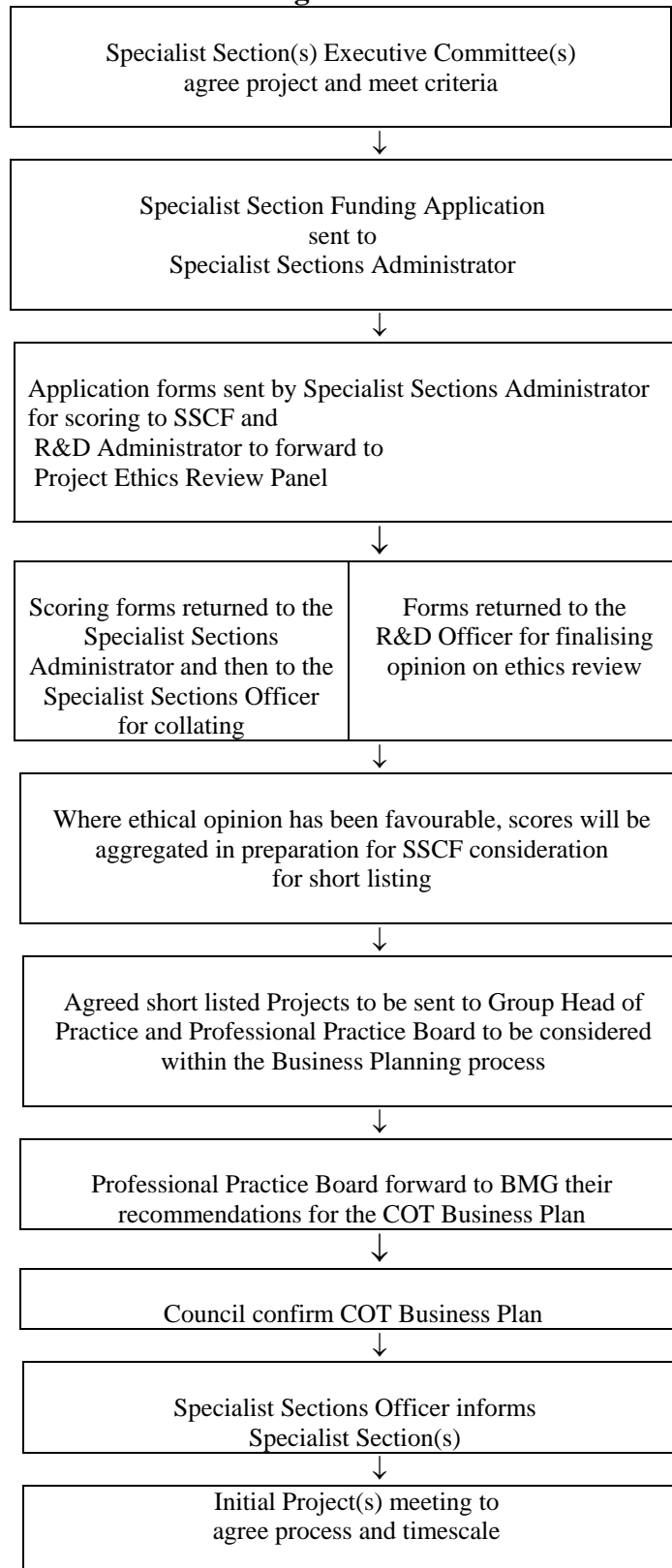
List of enclosures *(please tick box to indicate relevant documents are attached)*

(1) Full project proposal <i>(this should include background information; relevant links to COT business plan; Study design; Methodology; Timescale; Expected benefits/outcomes)</i>	
(2) Chief Investigator's CV	
(3) Proposed information sheet for participants	
(4) Proposed consent form	
(5) Copy of proposed questionnaire / interview topic guide <i>(this may not be available at the application stage, but would be required at a later date in line with the College Research Governance Framework)</i>	



Appendix 2

Combined Funding and Ethical Review Processes





Marking Schedule

<p>Name of applicant:</p>												
<p>Name of specialist section:</p>												
<p>Name of reviewer:</p>												
<p>Scope (score out of 6)</p>												
<p>1. Will the project be undertaken in conjunction with other specialist sections?</p> <p>Yes: <i>allocate 2 points</i> Some involvement: <i>allocate 1 point</i> No: <i>allocate 0 points</i></p> <p>Comments:</p>												
<p>2. To which countries within the UK will this project apply?</p> <p>England: Scotland: Northern Ireland: Wales:</p> <p><i>Allocate one point for each country</i></p> <p>Comments:</p>												
<p>Content (score out of 50)</p>												
<p>3. How well does the application describe the link to the COT Business Plan?</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Poorly</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">Very well</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td></td> <td style="text-align: center;">5</td> </tr> </table> <p>Comments:</p>	Poorly					Very well	1	2	3	4		5
Poorly					Very well							
1	2	3	4		5							
<p>4. How clearly described are the objectives of the project?</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Poorly</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">Very well</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td></td> <td style="text-align: center;">5</td> </tr> </table> <p>Comments:</p>	Poorly					Very well	1	2	3	4		5
Poorly					Very well							
1	2	3	4		5							



5. How well does the applicant outline the identified need for the project?					
Poorly 1	2	3	4	5	Very well
Comments:					
6. How well is the timescale for the project outlined?					
Poorly 1	2	3	4	5	Very well
Comments:					
7. How clearly does the applicant show the skills necessary to undertake the planned work?					
Superficial 1	2	3	4	5	Sophisticated
Comments:					
8. How rigorous is the methodology?					
Flawed 1	2	3	4	5	Very rigorous
Comments:					
9. How comprehensive are the outlined costings for the project?					
Vague 1	2	3	4	5	Comprehensive
Comments:					
10. Does the application demonstrate compliance with ethical principles?					
Not at all 1	2	Partially 3	4	5	Comprehensively
Comments:					
11. How clear are the outlined plans for dissemination of findings?					
Vague 1	2	3	4	5	Comprehensive



Comments:		
12. To what extent will the project contribute to the knowledge/evidence base for occupational therapy and/or improve practice?		
Implicit 1	2	High impact 5
3	4	5
Comments		
Summary comments, recommendation and score		
Do you think this applicant should receive funding? (tick below as appropriate)		
Yes	May be (subject to comments above)	No
<u>TOTAL SCORE</u> : from a maximum of 56 points		

Assessor signature and date: