



Saskatchewan Occupational Therapists' Research and Education Fund

Application Process Information and Instructions

GENERAL INFORMATION

What is the Saskatchewan Occupational Therapists' Research and Education Fund?

The Saskatchewan Society of Occupational Therapists wishes to support research and education activities that ultimately enhance the research experience of post-professional students and clinicians who are licensed to practice occupational therapy in Saskatchewan. This initiative will benefit Saskatchewan residents through enhancing evidence-based occupational therapy practice.

Who is eligible for funding?

All recipients must be licensed to practice occupational therapy in Saskatchewan. In addition, the applicant must provide evidence of a link with the University of Saskatchewan either by being:

- a) A U of S student or alumni, or
- b) Enrolled in a program at the U of S, in a joint program, or a program affiliated with the U of S, or
- c) An OT clinician doing research, either outside or within a post-professional program, with the involvement of a U of S faculty member.

What projects are eligible?

The funds are to be used to conduct research or to undertake post-professional study relating to occupational therapy. For example, projects may include, but are not limited to:

- Research projects;
- Travel to present research at conferences;
- Support for University of Saskatchewan graduates to undertake post graduate study at either the University of Saskatchewan or other recognized institutions; and
- Support for non U of S alumni to undertake graduate or post-graduate study at U of S.

All completed applications will be sent to SSOT (The Donor Advised Committee). This Committee will then forward all applications to the University of Saskatchewan Fund Committee together with a recommendation for the successful applicant(s).

When are the deadlines to submit the application?

Call for submissions: October of each year

Must be submitted to SSOT Executive-Director by: January 31, 2021 at 5pm

How are applications prioritized?

Priority to applications will be as follows:

- *Priority One:* Research project, within or outside a formal program of studies
- *Priority Two:* Post-professional studies in early stage of study (Prior to ethics approval or with project based graduate studies)
- *Priority Three:* Other research related activities

Preference within any category will be given to the extent to which the project is related to practice within Saskatchewan



COMPLETION OF THE APPLICATION FORM

The application form is divided into four sections which all applicants must complete. There is an additional section for applicants choosing eligibility through connections with a U of S faculty member.

Section A – Contact information:

Applicant's home or work address can be used.

Section B – Eligibility criteria:

B.1 Only practicing SSOT members are eligible for the SOTREF grant. Those who are non-practicing/retired members or who hold a restricted license are not eligible. Applicants must be licensed at the time of the application and during the period for which the grant will be used.

B.2 There are three ways to establish a link with the University of Saskatchewan. Only one eligibility criteria should be selected.

An alumnus is an individual who has completed a program of studies and been granted a degree from the university.

Affiliate or joint programs are identified on the university's website. When using these criteria, applicants should indicate if their student number is from a different institution.

Research with a faculty member requires that the faculty member is involved with the SSOT member and the extent of that involvement is set out in the application.

Section C –Description of research related activity:

This funding can be used to support research related activities at any stage of the process from development to final dissemination of the results, from clinically based projects to those in more formal academic settings/programs. Therefore, all applicants are requested to provide up to one page of information about their project. The following information should be included for each of the categories, as it will affect the standing of any application within each priority area:

Research project (can be within or outside post-professional graduate studies:

- The depth of involvement (PI, member of the core team, or peripheral involvement)
- The effect on occupational therapy practice in Saskatchewan
- Level of innovation
- Intended research matches the applicant's resources and research design

Post-Professional graduate studies:

- The extent to which research is a focus of the course of studies e.g. production of a thesis/dissertation
- The effect on occupational therapy practice in Saskatchewan



Other related research activities:

The objective of this award is to enhance evidence-based occupational therapy practice in Saskatchewan. Applicants who do not fit the first two priorities can outline a project that they feel is relevant e.g. clinically related activities such as program evaluation or case studies.

Applicants should indicate:

- The ways in which the activity can be considered related to research.
- The effect on occupational therapy practice in Saskatchewan

REVIEW PROCESS:

Step 1:

Three members of an SSOT Donor-Advised Committee will review eligible applications each year within two weeks of the competition closing. The following rubric will be used for scoring:

Priority One: Research project, within or outside a formal program of studies

Priority Two: Post-professional studies in early stage of study (Prior to ethics approval or with project based graduate studies)

Priority Three: Other research related activities with priority given to its effect on occupational therapy practice and its relevance to research.

Step 2:

The committee's recommendations will be forwarded to SSOT Council for approval.

Step 3:

All applications will be forwarded to the University of Saskatchewan Fund Committee of the College of Medicine with a recommendation as to the winner of the award. This committee will first notify SSOT and then a week later, notify the successful applicant.

**Further information can be obtained by contacting:
SSOT Executive Director at ed@ssot.sk.ca**



Saskatchewan Occupational Therapists' Research and Education Fund

Application Form Due: January 31st, 2021, 5:00pm

A. Applicant contact information:

Applicant: _____

Address: _____

Telephone: Home: _____ Work: _____

Email Address: _____

B. Eligibility criteria:

B.1 Proof of SSOT licensure as a practicing occupational therapist

SSOT Registration #: _____

B.2 Demonstrated link with the University of Saskatchewan (choose one option)

U of S Alumnus – graduated in: _____ Student #: _____

Department and degree granted: _____

Current registration as a student:

U of S Department, or joint or affiliated program: _____

Student #: _____

Involvement in research with a U of S faculty member:

Name of U of S Faculty member: _____

Current position: _____

College and Department: _____



C. Description of project:

C.1 Summary statement of research focus, graduate study, or research related activity (approx. 50 words)

C.2 Choose one and provide a description *on an attached page*:

- Research (either within or outside a program of studies)
- Post-Professional Graduate studies
- Other related research activities (see application process for examples)

D. Existing financial support: (preference will be given to those with limited support):

None

\$ _____ (Source): _____

\$ _____ (Source): _____

\$ _____ (Source): _____

E. Confirmation by U of S faculty member (Note: Only needed for applications under eligibility section B.2 of: "Involvement in research with a U of S faculty member:":

I _____ acknowledge that I am involved in a research project with _____ and am aware of this application for funding.

Signature: _____



F. All applicants:

I certify that the information contained within this application for a SOTREF award is correct:

Signature: _____ Date: _____

Checklist for required documentation

- Fully completed and signed application form
- Curriculum vitae
- One-page description of intended activity (Expansion of the summary statement from C.1)
- (For research) Copy of ethics approval
- (For post-professional studies) Copy of acceptance letter