

Research and Practice Development Grant

Information and Guidance



Background and purpose

The COT Specialist Section - Housing research and practice development grant is a newly established grant, funded solely by the specialist section, with the purpose of supporting its members to undertake and disseminate research and practice development in the area of housing. It seeks to support small research or practice development projects which are related to priority topics as identified by members. COTSS-Housing could arrange a panel to act as a Steering group for the successful applicants if required.

Eligibility criteria

- The applicant must be a current member of COT Specialist Section - Housing.
- The proposed research is compatible with COT Specialist Section – Housing’s Research and Development Strategic Vision and Action Plan (2004).
- Commitment to disseminate the findings of the project.

Sum available

The sum available for disbursement under the COT Specialist Section -Housing research and practice development grant is £3,000. Applications are invited up to that amount.

Guidance notes for completing the application form

Please complete by typing in a minimum of 11pt Ariel.

Please complete all sections of the form within the space provided.

The following guidance is provided to help complete all sections of the application.

1. Personal Details

Provide full details including a day time telephone number and email in case we need to contact you.

2. Curriculum Vitae

Provide the information requested, only including other information in the final section which is relevant to the application.

3. Information about the Project

Context – If the project is being undertaken as part of an academic programme please specify.

Title - This should describe the project clearly and succinctly. It is suggested that you do not exceed 20 words.

Support - should include supervision, admin support, time off etc.

Ethics – remember to attach letters of approval if appropriate from relevant organisations.

– in accordance with the research governance agenda all research / service evaluation supported by this grant will have the College of Occupational Therapists (COT) as research sponsor. As such your project will be subject to ethical review by COT. For more information about the two levels of review members of COT can visit www.cot.org.uk/members/research/governance where a useful ethical review decision chart is available to help you decide which will be required for your project. For those applicants who are not members of COT please contact Helen Reid at the College of Occupational Therapists for further information.

Project proposal - a concise summary of your proposal is required and should include:

- Clearly stated aims of the project
- A brief literature review providing background to the project
- Design for the project
- Methods of analysis and evaluation of findings
- Ethical considerations - to demonstrate that you are aware of any ethical issues involved (excluding the required process for ethical approval)
- A list of key references

4. Supporting Statement

Explain the need for the proposed project and how the outcomes will contribute to the development of the evidence-base to enhance future practice in housing. Make sure that you provide specific, detailed information and explain how your proposed project will benefit occupational therapists and other housing professionals; service users; and the delivery of housing services. It should be clearly linked to COT Specialist Section -Housing's research priorities and plan for action as identified in:

COTSSIH (2004) Research and Development Strategic Vision and Action Plan for the College of Occupational Therapists' Specialist Section in Housing. London: College of Occupational Therapists.
(available on COT website or on request from PenellyS@cf.ac.uk)

Awang D (2004) Building in evidence: reviewing housing and occupational therapy. London: College of Occupational Therapists.

Include the main outcomes expected from the project and how you expect to implement and/or share any findings. These should include a clear dissemination plan with presentations at study days / conferences and publications.

Set yourself three SMART (specific, measurable, achievable, realistic timely) targets against which the outcomes of the study may be judged. (For example, you may decide to write a report for your own department suggesting a change to an aspect of the service in the light of what you have learned. Completion and dissemination of the report would be one target. Another could be the presentation of the project and findings at the annual COT Specialist Section - Housing conference).

A one page evaluation of the achievement of these targets will be expected by COT Specialist Section - Housing on completion of the research

5. Financial Assistance

Give details of the anticipated overall cost of the activity and specify the amount you are seeking from this grant. Note the maximum available is £3000 and claims must not exceed this amount. You may apply for assistance with costs directly related to the project such as travel / admin support but not indirect cost such as child care. If the activity is being supported, or considered for support, by any other organisations please give details in the space provided. Also provide details of any other sources of funding not already identified.

Submission

Two copies of the application form and any supporting documentation should be submitted to:

Sue Pengelly
Department of Occupational Therapy
School of Healthcare Studies
Heath Park
Cardiff
CF14 4XN

To arrive by the closing date of **Monday 28th April 2008**

What happens next?

- **Peer Review:** Following the eligibility screening process, applications will be assessed by a selected panel drawn from present and former members of the COT Specialist Section - Housing committee. The final decision will be made by the full committee of COT Specialist Section - Housing held in March 2007. Grant recipients will be selected on the basis of the quality of their application judged against the criteria stated in the marking schedule. A decision may be taken to divide the grant available between applicants.
- **Notification:** All applicants will be notified in the fortnight following the committee meeting. Please note that the selection process is confidential and the decision of the committee is final.
- **If you are successful:** The cheque will be posted to you. An announcement and summary of your proposed research will be included in the COT Specialist Section - Housing newsletter and submitted to OT news.
- **Obligations:** On completion of the project successful applicants will be required to:
 - submit a statement of expenditure on completion of the research with evidence such as invoices, receipts and tickets.
 - Submit a one page evaluation to show how they have achieved the SMART targets stated on the application form.
 - Offer a summary report of no more than 500 words for publication in COT Specialist Section - Housing newsletter and website.
 - Disseminate the findings as indicated on the application form.
 - Acknowledge the support from COT Specialist Section - Housing when presenting the work.