

CAOT-BC Research and Education Grant Program (2018)

1. BACKGROUND

The CAOT-BC Research and Education Grant Program has been established with funds from the BCSOT Research Fund. This grant program will be in place starting from January 1, 2014, until all funds are dispersed.

2. OVERVIEW

For the 2017-2018 membership year, the CAOT-BC Research and Education Grant Program will provide up to 3 grants of \$500 to support CAOT-BC members contribute to the growth of evidence on occupational therapy and occupational science. The grants help pay for conference expenses (e.g. registration fees, travel, accommodation) in order to support CAOT-BC members to present occupational therapy research and/or education at either the CAOT national conference or other related conference in 2018.

3. ELIGIBILITY

You are eligible if:

- You are a current member of CAOT-BC
- You have been accepted to present a paper, poster session or workshop at a local, national or international conference in the field of occupational therapy or occupational science
- You are planning to attend the conference to present the accepted research and/or education
- You have no other source of funding (e.g. grants, employer supplement) support to attend the conference

4. PROCESS

Application

Complete the application form and a letter of intent (300 word limit) and submit both to CAOT-BC by email (scharles@caot.ca; subject line: *Research & Education Grant Application*) between February 15, 2018 and May 31, 2018. The letter of intent should provide a brief summary of the paper, poster or workshop and how this will contribute to the body of evidence for occupational therapy and/or occupational science. All applications will be reviewed to ensure they meet the eligibility requirements.

Criteria

The letter of intent should be 1 page double spaced using Times New Roman Font size 12. The letter of intent should clearly indicate why the applicant should be selected for funding by listing how the paper, poster or workshop will benefit others attending the conference. References may be included in an appendix.

Selection

Up to 3 eligible applications will be chosen by the CAOT-BC Research and Education Grant Program Selection Committee in June 2018. The Selection Committee will evaluate the letter of intent to determine which ones will be named as winners. Preference will be given to applicants who: (1) have not received this award in the past 5 years (2) have no other source of funding (3) are volunteers with CAOT-BC and (4) who have not given the same presentation at other conference(s). The final decision is at the discretion of the selection committee. Selected applicants will be notified by email on or before July 15, 2018.

Eligible Expenses

The grant covers the cost of conference registration, accommodation, and transportation. This grant is a reimbursement initiative; therefore, successful applicants must first incur the costs of attending the conference and then submit receipt(s) for reimbursement. Grant funding must be supported by appropriate receipt(s) and proof of conference presentation or program agenda. If any funds are not used, they must be returned to CAOT-BC with the receipts.

Travel

Eligible travel expense include airfare (economy rates only), car rental costs, bus/ train/ ferry costs.

- Airfare costs must be accompanied by the itinerary/receipt.
- Car rental costs include rental of an economy/compact vehicle. The grant does not cover vehicle insurance costs.

Accommodation

Eligible accommodation costs include hotel or hostel costs for one (1) occupant, for same dates and number of nights that the conference runs.

Issuing of Grants

Selected applicants must submit conference registration receipts using an expense claim form before July 31, 2018. Grants will be issued approximately 6-8 weeks after submitting this information to CAOT-BC.