

## **GUIDELINES FOR CAPT RESEARCH AWARD**

**2020**

### **General Considerations**

The CAPT Research Committee will consider recommending for funding those research proposals which will likely:

1. make a scholarly contribution to the discipline in which the research is conducted,
2. contribute to the professional development of the CAPT member conducting the investigation,
3. be suitable for submission for publication, exhibition, or performance in the discipline in which the research is conducted and/or,
4. assist CAPT in conducting the research to apply for funding from sources outside the Association.

### **Criteria for Evaluating CAPT Research Project Grant Applications.**

1. The merit of the proposal will be the primary criterion of evaluation. However, first-time applicants and/or applicants who are unlikely to have sources of funding outside the Association will be given special consideration in cases where the merit of proposals is judged to be equal.
2. Each proposal must contain a clearly stated goal and demonstrate that the goal can be attained with the support requested. The expected product of the research proposal--e.g. device, patent, publication, further research proposals--should also be indicated.
3. Each proposal must include the use of sound research methodologies and be suitable for publication, exhibition, or performance in the discipline in which the research is conducted.
4. Since the CAPT Research Committee will be comprised of individuals from a variety of academic backgrounds, the applicant must draft the proposal so that it can be understood by reviewers not in his or her field. It must be clear, detailed, and specific.
5. All grant expenditures must conform to CAPT association regulations.
6. Attention will be given to the researcher's management of previous grants.

### **Criteria for Evaluating CAPT Travel Projects**

CAPT travel projects to be undertaken for conducting research will be evaluated according to the criteria for evaluating CAPT research project grant applications (above).

CAPT travel projects intended for the formal presentation of research findings at a professional meeting should be based on sound research findings by the applicant and should have evident worth to the applicant, to the Association, and to the Play Therapy.

### **Fiscal Conditions**

CAPT Grant applications are subject to the following fiscal conditions:

1. The CAPT Research Committee expects that small research projects can and should be undertaken and completed by CAPT members on a voluntary, non-salary basis.

2. All budget item requests in the proposed budget are subject to approval, revision, or elimination.
3. All individual grant applications are subject to an announced maximum funding amount. Such amounts may vary depending upon the total funds available in any given fiscal year.
4. Grant funds will normally be expended within two years from the date of award.

### **Guidelines for Documentation of Research Expenses for the Purpose of Reimbursement**

CAPT recognizes the value of ongoing research efforts as an important function within the mission of the Association. However, accountability to funding sources is also an important aspect of the continuance of such research. To respond to the need for accountability and be responsive to special difficulties that may be encountered in certain research situations, the CAPT Research Committee has adopted the following guidelines:

1. In general, all claims for reimbursement should be documented by acceptable receipt whenever possible. In cases where this is not practical, explanations should be submitted in writing to the CAPT Research Committee, with a copy to the CAPT Headquarters.
2. Documentation of travel should be made by airline receipts, credit card receipts, or other appropriate means. For those instances where cash is the only acceptable tender, on-site documentation should be obtained.
3. In accordance with CAPT policy, travel reimbursement for research shall be limited to transportation, documented lodging expenses, and documented food expenses.
4. Payment to personnel other than the grantee (for example, research assistants) should be specified in the grant proposal. Written proof of payment to such personnel must be submitted to the CAPT Research Committee (with a copy to the CAPT HQ) with the request for reimbursement from the research fund.

### **Review Procedure**

The review procedure for CAPT grant applications has two parts: (1) evaluation of the proposals and (2) review of the final reports.

- (1) Evaluation of the Proposals: At the close of the application period, the applications will be reviewed by the Research Committee membership. The Committee will meet to review submitted proposals, will prioritize acceptable applications when necessary, and recommend funding as available. The chair will forward a copy of the recommendations to the President of CAPT. The CAPT Committee chair will then officially notify each applicant of the disposition of his/her application.
- (2) Review of the Final Reports: It is the responsibility of each successful applicant to submit a final report in writing to the CAPT Research Committee at the conclusion of the grant period (see below). The CAPT Research Committee will review each report to ensure that the project has been successfully completed. Once the report has been accepted by the Committee, it is the responsibility of the chair of the CAPT Research Committee to acknowledge in writing the successful completion of the research project.

Applicants should note that the CAPT Research Committee operates under limited sources of research support and the number of applications to be funded is determined solely by the available funds and the quality of the applications submitted during any funding cycle.

## **Publications**

Any publication resulting from research support by the CAPT Research Committee should acknowledge that the project was conducted wholly or partially through a Canadian Association for Play Therapy (CAPT) research grant. A copy of each publication that results in whole or in part from CAPT Research Grant funding should be filed with CAPT HQ in electronic form.

## **Permanent Equipment**

The grantee shall release all equipment purchased under the grant (books, microfilm, laboratory equipment, etc.) to CAPT. A list of this equipment is to be appended to the final report.

## **Reporting Requirements**

1. Progress Reports - Recipients of grants that extend beyond a one year period are expected to submit a progress report to the CAPT Research Committee by the first anniversary of the award date. The report must include a statement of expenditures to date.
2. Final Reports
  - A. Reports - A formal comprehensive report of research efforts undertaken and all related accomplishments during the time-frame of the grant is to be submitted electronically to the chair of the CAPT Research Committee within one month of the completion of the FY of the course release

Final Research or Travel Project Reports - The final report must be submitted electronically to the chair of the Research Committee by a date not to exceed one month following the completion of the grant period. The final report must be approved by the Research Committee before any final disbursement of allocated funds. The final research report must contain—at a minimum—a description of the project undertaken including research results, manuscripts completed, and other pertinent products resulting from the grant, and a detailed final accounting of funds expended.