Mid-Atlantic Region
American Music Therapy Association

# *General Research Project Award*

**Description**
The MAR Research Award provides financial assistance to members of the MAR (students and professionals) who wish to pursue a research study consistent with the mission and goals of the MAR. Research studies should further clinical, professional, or disciplinary knowledge. Quantitative/ objectivist, qualitative/interpretivist, or mixed methods as well as well as research synthesis may be used according to the research question(s) posed. Priority will be given to those applications reflecting research that: 1) addresses a need in relation to the MAR mission and goals, 2) can reasonably be completed within a twelve-month period, and 3) includes methodology that is presented in a clear and systematic fashion.

**Amount**
Up to $2,000

**Application Materials & Deadlines:**
Application forms are located below. Pending availability of funds, deadline information will be announced on the MAR Website: www.mar-amta.org

**Recipient Qualifications and Responsibilities**

**Recipient Qualifications:**

1) Members of the MAR from any membership category are eligible to apply for funding. Membership in AMTA-MAR must be maintained through the period of funding and completion of the project. Members of the research committee are not eligible to apply for a grant.

2) For any one fiscal year, applicants may submit only one research proposal as the primary researcher. They may be a part of other research proposals if their role is only supportive.

3) Recipients of the MAR Research are ineligible to reapply for a period of three years following the awarding of the research study.

**Responsibilities of Grant Recipients:**

1) **Timeline for completing grant -** It is expected that all aspects of the research study be completed within 18 months including the submission of the final report to MAR. An additional 6 months is granted for dissemination of results (e.g., conference presentation, submission to MAR newsletter, etc.).
   a) If the proposed activity is not completed with diligence as indicated in the approved application, the recipient will, at the discretion of the MAR Executive Board, return all funds or the balance of funds awarded but not used.
   b) The Chair of the MAR Research Committee, in collaboration with members of the Research Committee, will forward such recommendations to the MAR President, if necessary.

2) The recipient must submit to the MAR Research Committee a 1-2-page status report at the mid-point of the research study, including budgetary activity. The recipient must submit a final report to the MAR Research Committee within no more than two months following the completion date as stated on the initially approved application. The final report is to include an itemized financial statement and a formal evaluation of the research study undertaken.

3) The recipient is required to give a "featured presentation" on the outcomes of the funded research at the first or second annual MAR conference following completion of the project.

4) Any additional dissemination of outcomes within the context of this award shall give credit to the MAR for funding assistance.

5) Funding is to be used solely for purposes identified in the initial application. Changes to the proposed use of funds are to be reported in writing to the MAR Research Coordinator. Significant budgetary modifications must be approved by the MAR Research Committee.
   a) Funds may not be used for activities within the scope of the applicant's normal job description, including, but not limited to direct payment for music therapy services, continuing education requirements, and/or institutional program development (including capital improvements). Funds may not be used for personal costs, publication costs, indirect costs, and travel to conferences.
   b) Funding may be used for clerical services, fees, consultation services as well as for miscellaneous items that are directly related and key to the research project including supplies, equipment, music, postage, printing, telephone use, and travel to collect data.

c) In-kind services in support of the proposed activity are to be identified, as well as disclosure of any fees received from clients if music therapy services are provided as part of the proposed activity.

6) The proposal must include a response to "Protection of Human Subjects" (Title 45, CFR 46, Department of Health and Human Services) for human subjects involved in all phases of a research project.
   a. Support for protection of human subjects may include approval from the Human Subjects Review Board (HSRB) or Institutional Review Board (IRB) associated with an agency served by the applicant or the submitting of documentation as to why such approval is not necessary.
   b. If HSRB/IRB approval can only be obtained following successful funding, the applicant should submit an anticipated HSRB/IRB approval date.
   c. MAR funding only will be released after documentation of HSRB/IRB approval has been submitted to MAR.
   d. In instances where the applicant does not have access to a Human Subjects Review Board, the applicant is required to acknowledge adherence to the AMTA Code of Ethics for all matters associated with the protection of human subjects, including confidentiality.
   e. Where agencies, facilities or institutions are involved, the applicant must have written consent from such organizations to conduct the proposed research study.

## Procedures and Rating Criteria

**Procedures for Reviewing Grant Proposals:**
At least three members of the MAR Research Committee will conduct an independent masked review of completed applications submitted by the announced deadline. Outcomes of the masked review will be presented to the Chair of the MAR Research Committee who will contact the grant recipient within a week of the MAR annual conference if the conference occurs after March 15. The winning proposal will be announced at the MAR annual conference and on the MAR website following the conference.

**Evaluation Criteria for Proposals:**
Each proposal will be evaluated as to how well it clearly and concisely describes each of the following items.

1) A clear and systematic statement of the following items.
   a) purpose
   b) literature review
   c) methodology that:
      a. clearly identifies the design of the study, recruitment procedures, how information will be collected, description of measures, and how the results will be evaluated
      b. meets rigorous research standards for methodologies where outcomes are intended to further clinical, professional, or disciplinary understanding; research methodologies include quantitative/objectivist, qualitative/interpretivist, mixed methods, and research synthesis such as but not limited to, experimental, descriptive, single-subject, measurement, historical, philosophical, phenomenological, heuristic, grounded theory, action research, and ethnography
   d) plan to disseminate the outcomes
   e) administrative management plan
2) A description of how the researchers will obtain approval from a Human Subjects or Institutional Review Board at all levels of participant involvement
3) A detailed budget, including a schedule for funding, clarity in how funds are to be used, and the identification of "in-kind services"
4) A 24-month, realistic, detailed timeline for completing all aspects of the proposed activity including the final report and dissemination of the results
5) A description of outcomes that are intended to potentially benefit music therapists and the public beyond the period of funding
6) Evidence of internal and/or external support for the proposed activity (including collaboration with other individuals and/or agencies)
7) Relevance to the Mission of the MAR (see the MAR Website)

**General Directions for Completing Forms:**

1) Application information and materials (including forms) are included in this document which is available on the MAR Website: www.mar-amta.org.
   a) Each of the three forms to be completed are presented in a Word Document and can be expanded as needed to include the information requested.

b) Convert each form to a pdf file before submitting the proposal. The completed application consists of three forms, including attachments as requested:

Form 1: Applicant Information
Form 2: Masked Review
Form 3: Statement of Compliance, including Confidentiality

2) Applicants must follow the steps below to submit each of the three forms. It is the applicant's responsibility to combine the necessary files into each of the pdf files. Submissions with more than 3 pdf files will not be accepted.
   **a)** submit Form 1 as one complete pdf file using the file name **LastName Research Proposal Form 1;** attachments are to be included at the end of the pdf file
   **b)** submit Form 2 as one pdf file using the file name **LastName Research Proposal Form 2**
   **c)** submit Form 3 as one pdf file using the file name **LastName Research Proposal Form 3**

3) All three forms must be completed in full and received by the announced date to be considered for funding.

4) Applications that do not follow the guidelines outlined in this document (e.g., not adhere to page limits, not use proper masking in Form 2) will not be reviewed.

5) Follow the below formatting to complete each of the three forms:
   a. 12-point font
   b. Single-spacing for the narrative information
   c. One-inch margins
   d. All pages within each form consecutively numbered at the bottom of each page
   e. Deletion of all instructional text in italics as you complete each form

6) The completed application is to be forwarded electronically via email attachment to:

**Shawna N. Vernisie, MA, MT-BC, LCAT**
Coordinator MAR Research Grants
svernisie@northwell.edu

**Form 1: Applicant Information**

1. **Title of Research Study:**

2. **Name of Principal Investigator (PI): (***include a Vitae of the PI - see item 9a)*

3. **Mailing address:**

4. **Contact Information:**
   **Email: Telephone: Home: Work: Cell: Fax:**

5. **Name of agency:**
   **Name of key administrator:**
   *If applicable, provide the name of the agency and key administrator (including contact information) in support of the proposed research. Include a signed letter of support from the listed key administrator and/or agency representative that includes the person's signature – see item 9b.*

6. **Human Subject Review Board administrator/committee name and contact information:**
   *If applicable, provide the name and contact information for the administrator and/or committee responsible for the protection of human subjects at the agency(s) associated with your research study. Include documentation related to approval of Human Subjects Review Board – see item 9c.*

7. **Additional participant in project:**
   **Brief biography:**
   **Brief description of role in project:**
   *If applicable, provide the names and credentials of other persons pertinent to the proposed research. For each person named provide a brief biographical statement and a brief description the person's role in your research study. Repeat the provided format as needed.*

8. **If applicable, name of the agency and type of account in which the funds will be deposited and administered from if funding is awarded:**

   **To whom is the check made out to:**
   **Mailing address for the check:**

9. **List the additional documents included the Form1 pdf***:*
   *Create pdf documents of all additional documents related to completion of Form 1 and place each at the end of the pdf file for Form 1. Provide a list of the included documents in the above item. Order the documents as listed below:*
   a. *Vitae (professional resume) of the Principal Investigator (3-page max).*
   b. *Statement of support from the listed key administrator and/or agency representative in item #5 that includes the person's signature.*
   c. *Documentation of approval of Human Subjects or Institutional Review Board (see item #6), if available.*
   d. *Any other necessary document.*

Signature of Principal Investigator: Date:

**Form 2: Masked Review**

Additional directions for Form 2:

- All information presented in form 2 is **NOT to exceed 8 pages in total**. One additional page listing references may be included (citations should be included in the text). Attachments of outcome instruments or evaluation tools do not count towards the max 8-page count.
- As this is a masked review, **do not include any identifying information** related to yourself, as well as other persons or agencies (e.g., name of setting, name of collaborators) associated with your proposal. **Applications that are not properly masked, will NOT be reviewed**.

1. **TITLE OF YOUR PROPOSED RESEARCH STUDY:**

2. **DATES OF PROPOSED RESEARCH STUDY PERIOD:**
   **START DATE:** **ESTIMATED COMPLETION DATE:**

3. **PURPOSE:**
   *In **1-2 paragraphs**, state the purpose of your proposed research study.*

4. **MAR MISSION:**
   *In **1-2 sentences**, briefly summarize the relevance of your proposed project, whether directly or indirectly, to the mission of the MAR:*
   - *to advance public awareness of the benefits of music therapy;*
   - *to increase access to quality music therapy services;*
   - *to provide support to its members within the Mid-Atlantic Region;*

5. **SUPPORTING LITERATURE:**
   *In no more than **two pages**, clearly describe the problem and identify the research gap or development of a current best practice that your study will address. Provide literature that supports your plans to address your research focus. Provide theoretical or conceptual framework that will guide your research, if relevant.*

6. **METHOD (3-4 pages):**
   *In **3-4 pages** identify and clearly describe in detail the method you will use to accomplish your purpose:*
   a) **DESIGN OF THE STUDY**
   b) **IF APPLICABLE, HOW HUMAN SUBJECTS WILL BE INVOLVED**
   c) **HOW INFORMATION WILL BE COLLECTED (see also #12 for Form2)**
   d) **A DESCRIPTION OF MEASURES**
   e) **HOW THE RESULTS WILL BE EVALUATED**

   *The proposed method needs to meet rigorous research standards of quantitative/objectivist, qualitative/interpretivist, mixed methods, or research synthesis. This section also should reflect outcomes that are intended to further clinical, professional, or disciplinary understanding.*

7. **DESCRIPTION OF DATA ANALYSIS PROCEDURES:**
   *Sufficiently describe a detailed plan for data analysis. For example, merely stating that the results will be analyzed by inferential statistics or by using thematic analysis is not enough.*

8. **TIMELINE FOR THE PROJECT'S MILESTONES:**

9. **DISSEMINATION PLAN:**
   *In 1 paragraph, describe how you will disseminate the results of the research study.*

10. **ADMINISTRATIVE MANAGEMENT OF FUNDS:**
    *In 1 paragraph, identify and briefly describe how funds are expected to be received from the MAR. Specifically, do you expect to personally receive funding directly from the MAR for use, or will there be a non-profit agency to serve as an intermediary?*

11. **BUDGET:**

    a) **an itemized budget with justification for each budget item; budgets without clear expenditure justification will not be accepted**
    b) **any other funding sources (and dollar amounts) to be used to accomplish your proposed purpose**
    c) **any "in-kind" services and resources (including estimates of dollar values) in support of your proposed research study.**
    d) **approximate calendar dates for the disbursement of funds from MAR.**
    e) **the approximate total cost of the proposed research study**
    f) **total funds requested from MAR**

    In no more than **1 page,** provide the *information requested in a. through f. to briefly describe your budget. For clarity, you are encouraged to create a table to present your budget unless another format more uniquely fits your project.*

12. **DISCLOSURE OF MUSIC THERAPY FEES:**

    ***In 1-2 sentences**, briefly state if any fees are received from clients or agency(s) for direct music therapy services as part of the proposed research study.*

13. **PROTECTION OF HUMAN SUBJECTS:**

    *Without conveying the identification of yourself or other individuals and agencies associated with your proposed activity, and, as applicable, summarize in **1-2 paragraphs** the way protection of human subjects and confidentiality will be addressed. This may include approval from an institutional review board (IRB or HSRB) or other official means to assure protection of human subjects, confidentiality of subjects, right of subjects to withdraw, how information will be maintained, and when information will be destroyed. If HSRB/IRB approval is sought, indicate the status of your HSRB/IRB application at the time of the submission of this proposal including the timeline for projected notice.*
    *a. If the use of an HSRB/IRB Committee or other official means to assure protection of human subjects is felt not to be applicable to the proposed research study, explain why such approval is not necessary.*
    *b. Where agencies, facilities, or institutions are involved, the applicant must have written consent from such organizations to conduct the proposed research study.*

c. *If private practice clients are involved, the applicant must have approval from an HSRB/IRB Committee.*

14. *Include **all outcome measures as attachments** unless a copy can only be obtained if purchased. Measures, interviews, and surveys/questionnaires that are developed by the applicant need to be included as attachments.*

15. **ATTACHMENTS:**
*List the file names of any attachments associated with your completion of this form (Form 2, Masked Review). For example, you may list outcome measures to be used, evaluation forms, etc. Please do not use attachment to circumvent the page limit (8 pages) of this application (e.g. attachment with extensive description of the research procedures). Do not attach letters of support to Form 2 as this would jeopardize masking. Instead, letters of support should be attached to Form 1.*

**Form 3: Statement of Compliance, including Confidentiality**

Should funding be awarded for the research study as proposed, I agree to comply with the following:

a) To adhere to the published "Guidelines" and "Recipient Requirements" associated with this MAR member program.

b) To absolve the MAR of any liability associated with the implementation and final outcomes of the proposed research study.

c) To acknowledge having entered a contractual arrangement with the MAR to carry out and report on results of the research as indicated in the approved proposal.

d) To ensure compliance, as applicable, of all persons associated with the proposed research.

e) To adhere to the *AMTA Code of Ethics* regarding all aspects of the protection of human subjects, including confidentiality.

f) To convey evidence to the MAR Research Committee of having initiated and received official approval of an institutional review board, as applicable, to insure the protection of human subjects (Title 45, CFR 46, Department of health and Human Services).

g) To acknowledge that the MAR Research Committee reserves the right to request additional information in order to ensure the ethical integrity of the research.

_____ _____

Signature of Principal Investigator: Date: