

## *Collaborative Research Award*

### **Description**

Collaborative Research Grants are intended to stimulate cooperative research among scholars and clinicians (team science concepts) who have a focus on a clearly identified research project. Grant funding may also be used for interdisciplinary work with scholars outside the field of music therapy, especially when such work shows promise of continuing beyond the year funded (e.g. a pilot project in a hospital that provides preliminary evidence for a larger study). Collaborative project proposals are expected to describe plans for having the results of the research published. Teams that include both students and professionals are eligible to apply.

### **Amount**

Up to \$5,000

**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](http://www.mar-amta.org)

## *Guidelines*

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- 1) Members of the MAR from any membership category are eligible to apply for funding. Membership must be maintained through the period of funding and completion of the project.
- 2) For any one fiscal year, an applicant may apply for **one** category of funding (research/special project award, collaborative research award, graduate student research award), but may not simultaneously apply to two or more categories.
- 3) The application must include a response to “Protection of Human Subjects” (Title 45, CFR 46, Department of Health and Human Services). This may include approval from the Human Subjects Review Board (HSRB) associated with an agency served by the applicant or university. Alternatively, the applicant may submit documentation as to why such approval is not necessary. If HSRB approval can only be obtained following successful funding, the applicant should submit an anticipated HSRB approval data. MAR funding will only be released after documentation of HSRB approval has been submitted to MAR.
- 4) Where agencies, facilities or institutions are involved, the applicant must have written consent from such organizations to conduct the proposed research study at their site.
- 5) Funds can be used for one or more of the following: 1) Consultation (in which an experienced researcher provides methodological expertise to guide the project), 2) a research assistant (whose primary responsibility is data collection), 3) statistical consultation/analysis (to guide design and conduct data analysis), and 4) payment for music therapy services (however, this cannot be more than 40% of the grant total). Other budget items that are permitted include other personnel costs, clerical services, fees, and miscellaneous items (e.g., supplies, equipment, music, postage, printing, travel and telephone). All funding requests must be itemized.
- 6) Funds cannot be used for publication costs, indirect costs, travel, personal expenses, or institutional program development (including capital improvements).
- 7) Funds cannot be used for student-faculty research, in which only the student and faculty member are researchers, and cannot be used for payment of dissertation or thesis committee members.
- 8) 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.

## *Procedures and Rating Criteria*

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### **Review Procedures:**

At least three members of the MAR Research Committee, along with one outside reviewer (selected by the MAR Research Committee Chair) will conduct an independent review of completed applications submitted by the announced deadline. Outcomes of the review will be presented to the Chair of the MAR Research Committee, the MAR President and ultimately, to the MAR Executive Board. Given a favorable recommendation for funding, the grant recipient will be notified by the research committee. The winning proposal will be announced at the MAR annual conference and on the MAR website following the conference.

### **Rating Criteria:**

#### **Does the proposal include the following:**

- 1) A clear and systematic statement of purpose, literature review, and identification of research gap.
- 2) A proposed method, including plan for data analysis, that meets scientific standards of quantitative, qualitative, mixed methods research, or research synthesis.
- 3) Research outcomes are intended to further clinical, professional, or disciplinary understanding.
- 4) Plan to disseminate the outcomes.
- 5) A clear rationale for the need for collaborative research and descriptions of each research team member's contributions to the project and/or responsibilities for project management
- 6) A detailed budget, including a schedule for funding, clarity in how funds are to be used, and the identification of "in-kind services."
- 7) A description that includes a 24-month, realistic timeline for completing all aspects of the proposed activity including the final report and dissemination of the results.
- 8) Evidence of internal and/or external support for the proposed activity (including collaboration with other individuals and/or agencies).
- 9) Relevance to the Mission of the MAR (see the MAR Website).

### **Recipient Requirements:**

- 1) 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 of manuscript to peer-reviewed journal, etc.).
- 2) 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 Awards Coordinator. Significant budgetary modifications must be approved by the MAR Research Committee.
- 3) 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. 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.
- 4) The recipient must submit to the MAR Research Committee a 1-2 page status report at the mid-point of the research study or special project, 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 or special project undertaken.

5) The recipient will give a “featured presentation” on the outcomes of the funded research at the first or second annual MAR conference following completion.

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

7) Recipients of awards are ineligible to reapply for a period of two (2) years following the receipt of the award.

**Application Procedures:**

1) Application information and materials (including forms) are included in this document and are available on the MAR Website: [www.mar-amta.org](http://www.mar-amta.org).

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

Joke Bradt, PhD, MT-BC  
Coordinator MAR Research Awards  
jbradt@drexel.edu

3) The application consists of three forms to be completed, including attachments as requested:

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

Applicants are to submit Form 1 and 2 as one complete pdf file (including attachments). It is the applicant’s responsibility to combine the necessary files into one pdf file. Submissions with more than 1 pdf file will not be accepted.

4) Submissions must be completed in full and received by the announced date to be considered for funding.

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### **Face page: Applicant Information**

*This form is presented here as a Word Document and can be expanded as needed to include the information requested below. Please convert the form to a pdf file before submitting. Please note that because the award is collaborative, and the backgrounds and skills of the collaborators taken into consideration, it is not a blinded review.*

1. **TITLE OF RESEARCH STUDY:**
2. **Name of Principal Investigator (PI):**
3. **Name of co-investigator(s):**
4. **Attach Vitae** (professional resume) of the PI and collaborator(s). (3 page max)
5. PI's Mailing address:
6. 

PI's Contact Information:	Email:				
Telephone:	Home:	Work:	Cell:	Fax:	

a) If applicable, provide the name of the agency and key administrator (including contact information) in support of the proposed research:

1. **Attach** a letter of support from this key administrator and/or agency representative, including signature.

b) 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:

1. **Attach** documentation of approval of Human Subjects Review Board, if available.

c) If applicable, provide the name of the agency and type of account in which the funds will be deposited and administered from if funding is awarded.

Please follow these directions for the information requested below.

- Use a 12-point font, Times New Roman.
- Narrative information must be single spaced, with one-inch margins.
- The application cannot **exceed 8 pages (not including the face page)**.
- Applicants must ALSO attach **the following items (these attachments do not count towards the max 8 page count)**:
  - Investigator and co-investigator CVs (maximum 3 pages each)
  - Letters of support, if applicable (see face page)
  - Statement of compliance
  - References (1 page max)
  - Outcome measures

7. **PURPOSE (1-2 paragraphs)**: State the purpose of your proposed research study. Include comments concerning the collaborative nature of the research.

8. **MAR MISSION (1-2 sentences)**: Briefly summarize the relevance of your proposed research, 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

9. **SUPPORTIVE LITERATURE (2 pages)**: Clearly describe the problem and identify the research gap that your study will address. Provide literature that supports your plans to address this research gap, including the collaborative nature of this undertaking. Provide a theoretical or conceptual framework that will guide your research, if relevant.

10. **METHOD (2-3 pages)**: Identify and describe the method you will use to accomplish your purpose. This section should align with scientific standards of quantitative, qualitative, mixed methods research, or research synthesis (e.g. participants, procedures, materials, methods of data collection and analysis, methods for ensuring integrity).

**Attach**: Outcome measures should be included, unless a copy can only be obtained if purchased. Measures and questionnaires that are developed by the applicant need to be included as attachments.

A sufficiently detailed plan for data analysis needs to be included. For example, merely stating that the results will be analyzed by inferential statistics or by using thematic analysis is not sufficient.

Include a timeline for research project milestones.

11. **RESEARCH TEAM (up to ½ page total)**: Briefly describe the contributions of each team member to this study.

11. **DISSEMINATION (1 paragraph)**: Please describe your plans for dissemination of the results, including publication(s).

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

**13. BUDGET (-1 page):**

13.1 Provide itemized budget with justification for each budget item. Budgets without justification will not be accepted.

13.2 Briefly identify any other funding sources (and dollar amounts) to be used to accomplish your proposed purpose.

13.3 Briefly describe any “in-kind” services and resources (including estimates of dollar values) in support of your proposed research study.

13.4 Identify the approximate total cost of the proposed research study

13.5 Total funds requested from MAR for research

**14. DISCLOSURE (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 or special project.

**15. PROTECTION OF HUMAN SUBJECTS (1 paragraph):** Summarize below the manner in which protection of human subjects and confidentiality are addressed. This may include approval from an institutional review board (IRB) 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 HSRBB approval is sought, indicate the status of your HSRB application at the time of the submission of this proposal, including the timeline for projected notice.

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**Form 2: Statement of Compliance, including Confidentiality**

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

1. To adhere to the published "Guidelines" and "Recipient Requirements" associated with this MAR member program.
2. To absolve the MAR of any liability associated with the implementation and final outcomes of the proposed research study.
3. To acknowledge having entered into a contractual arrangement with the MAR to carry out and report on results of the research as indicated in the approved proposal.
4. To ensure compliance, as applicable, of all persons associated with the proposed research.
5. To adhere to the *AMTA Code of Ethics* regarding all aspects of the protection of human subjects, including confidentiality.
6. 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).
7. To acknowledge that the MAR Research Committee reserves the right to request additional information in order to insure the ethical integrity of the research.

Signature of Principal Investigator:

Date: