

Research/Special 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 or a special project consistent with the mission and goals of the MAR. Research studies should further clinical, professional or disciplinary knowledge. Quantitative, qualitative, or mixed methods as well as research synthesis may be used according to the research question(s) posed. For special projects, outcomes may include (but are not limited to) material products, publications, model demonstrations of practice, and education/training activities of potential benefit to the membership beyond the period of funding. Priority will be given to those applications reflecting research or special projects that 1) address 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 \$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

Guidelines

- 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) Whether a research study or special project, 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 the submitting of 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 date. MAR funding will only be released after documentation of HSRB approval has been submitted to MAR.

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.

- 4) Where agencies, facilities or institutions are involved, the applicant must have written consent from such organizations to conduct the proposed research study or special project.
- 5) 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 publication costs or indirect costs.
- 6) Funding may be used for personnel costs, clerical services, fees, consultation services as well as for miscellaneous items that include supplies, equipment, music, postage, printing, travel and telephone.
- 7) All funding requests must be itemized.
- 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

Review Procedures:

At least three members of the MAR Research Committee will conduct an independent blind review of completed applications submitted by the announced deadline. Outcomes of the blind 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, methodology (including how results will be evaluated), plan to disseminate the outcomes, and administrative management plan.
- 2) A detailed budget, including a schedule for funding, clarity in how funds are to be used, and the identification of "in-kind services."
- 3) 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.
- 4) If a research study is proposed, a proposed method that meets scientific standards of quantitative, qualitative, mixed methods research, or research synthesis, and where outcomes are intended to further clinical, professional, or disciplinary understanding.
- 5) If a special project is proposed, 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).

Recipient Requirements:

- 1) It is expected that all aspects of the research study or special project 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.).
- 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/Special Grant 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 or special project 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 the MAR Research/Special Projects Award are ineligible to reapply for a period of two (2) years following the awarding of the research study or special project.

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.
- 2) The completed application is to be forwarded electronically via email attachment to:
Joke Bradt, PhD, MT-BC
Coordinator MAR Research/Special Grants
jbradt@drexel.edu
- 3) The application consists of three forms to be completed, including attachments as requested:
Form 1: Applicant Information
Form 2: Blind Review
Form 3: Statement of Compliance, including Confidentiality

Applicants are to submit Form 1 as one complete pdf file (including the attachments), form 2 as one pdf file, and form 3 as one pdf file. It is the applicant’s responsibility to combine the necessary files into one pdf file. Submissions with more than 3 pdf files will not be accepted.

In addition, applications that do not follow the guidelines outlined in this document (e.g. not adhere to page limits) will not be reviewed. Applications that do not use proper blinding in form 2 will not be reviewed.

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

MAR-AMTA Research/Special Project Member Program

Form 1: Applicant Information

Note: 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.

Directions: Please provide all information requested below.

- Use a 12-point font.
- Narrative information must be single spaced, with one-inch margins.
- All pages are to be consecutively numbered at the bottom of each page.

1. Underline one: Research Study Special Project

2. Title of Research Study or Special Project:

3. Name of Principal Investigator:

4. **Attach** Vitae (professional resume) of the Principal Investigator (3 page max).

5. Mailing address:

6. Contact Information: Email:
 Telephone: Home: Work: Cell: Fax:

7. If applicable, provide the name of the agency and key administrator (including contact information) in support of the proposed research or special project:

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

8. 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 or special project:

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

9. If applicable, provide the names and credentials of other persons pertinent to the proposed research or special project. For each person named provide a brief biographical statement and a brief description of his or her role in your research study or special project.

10. 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 state to whom the check will need to be made out to and provide mailing address:

11. List the file names of any attachments associated with your completion of this form (Form 1, Applicant Information).

Signature of Principal Investigator:

Date:

Outcome measures (i.e. measurement tools for research studies or program evaluations for special projects) should be included as attachments unless a copy can only be obtained if purchased. Measures and questionnaires that are developed by the applicant need to be included as attachments.

Include a timeline for project milestones.

For research studies, 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.

For project proposals, identify and describe how you will evaluate the extent to which your project goals are accomplished.

8. **DISSEMINATION (1 paragraph):** see “Recipient Requirements”.
9. **ADMINISTRATIVE MANAGEMENT OF FUNDS (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?
10. **BUDGET (1 page):** *Note: the information requested below (11.1 through 11.6) may be presented in the order listed or may be presented (in total or in part) in a format of the applicant’s choosing.*
 - 11.1 Provide itemized budget with justification for each budget item. Budgets without clear expenditure justification will not be accepted.
 - 11.2 Briefly identify any other funding sources (and dollar amounts) to be used to accomplish your proposed purpose.
 - 11.3 Briefly describe any “in-kind” services and resources (including estimates of dollar values) in support of your proposed research study or special project.
 - 11.4 Identify the approximate total cost of the proposed research study or special project
 - 11.5 Total funds requested from the MAR:
 - 11.6 Briefly specify approximate calendar dates for the disbursement of funds from the MAR.
11. **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.
12. **PROTECTION OF HUMAN SUBJECTS (1 paragraph):** Without conveying the identification of yourself or other individuals and agencies associated with your proposed activity, and, as applicable, 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 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

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.

- a. If the use of an HSRB Committee or other official means to assure protection of human subjects is felt not to be applicable to the proposed research study or special project, explain below why such approval is not necessary.

13. ATTACHMENTS: List the file names of any attachments associated with your completion of this form (Form 2, Blind 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 blinding. Instead, letters of support should be attached to Form 1.

MAR-AMTA Research/Special Project Member Program

Form 3: Statement of Compliance, including Confidentiality

Should funding be awarded for the research study or special project 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 or special project.
3. To acknowledge having entered into a contractual arrangement with the MAR to carry out and report on results of the research or special project as indicated in the approved proposal.
4. To ensure compliance, as applicable, of all persons associated with the proposed research or special project.
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: