



CLINICAL RESEARCH BURSARY TERMS OF REFERENCE

NSPA's Clinical Research Bursary is intended to facilitate and assist NSPA members to present their research, or other creative endeavours. Eligible expenses include travel, accommodation, conference registration, or professional services necessary for production of the presentation material.

APPLICATION PROCEDURE FOR SUBMISSIONS:

Applicants must submit the following to the NSPA Awards Chair by the advertised application deadline (Usually March 1 each year; check application form for exact date):

1. Complete attached '**Applicant Information Form**' for the year in which you are applying.
2. Current professional *Curriculum Vitae* (include employment history, education background, teaching/presentation experience, scholarly activity, and volunteer activity)
3. Copy / confirmation of presentation / abstract acceptance.

EVALUATION CRITERIA for SUBMISSIONS:

1. **Professional Volunteer Activities** - priority consideration will be given to those members who are, or have recently been, active volunteers in the NSPA or the CPA and its components.
2. **Objectives of the Canadian Physiotherapy Association** - consideration will be given to how closely the proposal matches or addresses the stated priorities in the current strategic plans of the CPA & NSPA (available on respective websites).
3. **Nature of employment** – priority will be given to physiotherapists who are primarily in clinical practice, and/or do not have a mandate to conduct research as a component of their employment or educational responsibilities.
4. **Presentation Forum** - consideration will be given to the type of conference forum, in descending order, as follows: international, national, regional, and local.
5. **Type of Presentation** - consideration will be given to the type of presentation, in descending order, as follows: keynote, podium, poster, and other.
6. **Content of Presentation** - consideration will be given to the content / type of work being presented, as follows: priority will be given to research projects; the preparation and presentation of other work designed to contribute to the academic and professional discipline of physiotherapy will also be considered.
7. **Hierarchy of authorship** - consideration will be given to the hierarchy of authorship, in descending order, as follows: primary, co-authorship, secondary, and other.
8. **Time Since Last Award from the Fund** - priority consideration will be given to first time applicants before candidates who have previously received an NSPA bursary.

All submissions will be scored for each criterion. The NSPA Awards Committee will rank all submitted proposals and award funds according to merit, number of submissions, and available funds. Please note that a maximum of \$500 per year is available, and may be divided among two or more applicants.



CONDITIONS of FUNDING:

1. Only projects actually accepted for presentation will be considered for funding. Money ***may be*** allocated on a provisional basis, pending notification, but the committee will require evidence of acceptance prior to disseminating funds.
2. The applicant must be a member of NSPA, in good standing, at the time of submission of a proposal.
3. If possible, the applicant should acknowledge the assistance of NSPA at the time of the funded presentation.
4. Applicants must submit receipts to the NSPA Awards Committee within two months of the course/presentation (for auditing purposes).
5. Successful applicants must indicate agreement to submit a written or verbal report of their funded experience to members of the NSPA at a general meeting or via the e-newsletter/website; the timing of this should be within a year of the presentation at a time convenient to the successful applicant.

SUBMISSION DEADLINES:

These will be announced annually by the NSPA Awards Committee via newsletter and email. Normally, bursary recipients are announced at the NSPA Annual General Meeting, with a deadline for submission approximately one month in advance of the AGM.



NSPA CLINICAL RESEARCH BURSARY

Applicant Information Form

Submission Deadline: March 1

Applicant's Name: _____

Mailing Address: _____

Email: _____ Fax: _____

Phone (h): _____ Phone (w): _____ Phone (other): _____

Current Place of Employment: _____

CPA Membership #: _____

List NSPA / CPA or related professional volunteer activity and dates of activity:

Conference Name / Affiliation: _____

Conference Forum (international, national, regional, local): _____

Conference Venue: _____

Type of Presentation (keynote, podium, poster, other): _____

Content of Presentation (research, clinical, other): _____

Authorship: _____

Relationship to CPA strategic priorities:

Total Estimated Costs to Attend Conference:

Registration:	\$ _____
Transportation (<i>economy</i>):	\$ _____
Accommodation:	\$ _____
Per Diem:	\$ _____
Presentation Preparation / Other (<i>itemize</i>):	\$ _____
Total:	\$ _____

Alternative/Additional Funding Requested (amount and source):

Have you received financial assistance from the NSPA Research Fund in the past? If so, what year and how much?

Do you have a mandate to conduct research as part of your employment contract? If yes, describe the percentage of your workload dedicated to research and the extent to which your employment provides financial support for research.

Your signature below indicates that the information in this application is accurate to the best of your knowledge and that you agree to submit a written or verbal report of your funded experience to members of the NSPA at a general meeting or via the newsletter/website.

Applicant's Signature

Date

Submit to: NSPA Awards Committee Chair
Nova Scotia Physiotherapy Association
Box 31053, Halifax, NS B3K 5T9
info@physiotherapyns.ca (electronic submissions are accepted)
Fax: 902-405-7666