**CLINICIAN-BASED GRANT PROGRAM:**

**GUIDELINES AND PROCEDURES**

**1. Statement of Purpose**

The purpose of the AMTA ‘Clinician-based grant program’ is to encourage, promote, and fund clinician-based applied music therapy research. The program, sponsored by the AMTA Research Committee, seeks to support applied clinical research in the profession of music therapy and incorporated into routine field work.

**2. Funding Priorities**

Research projects that meet one or more of the funding priorities are preferred:

* Research projects that contribute to the development of evidence-based practice guidelines and protocols;
* Work that pilot tests new evidence-based music therapy interventions or protocols in typical ‘real-world’ field settings;
* Work that translates existing evidence-based music therapy interventions or protocols in novel ‘real-world’ field settings;
* Research that contributes information regarding the costs, benefits and economic efficiency of music therapy among various populations and settings;
* Work that contributes to the effective communication and dissemination of research findings to other providers, payers, and/or consumers; and,

All submissions should indicate how the proposed work relates to or aligns with AMTA’s research inititiative, *Improving Quality and Access: Music Therapy Research 2025* (MTR2025).

Qualitative, quantitative, and mixed methods music therapy studies will be considered. Studies that are expected to result in peer-reviewed publications, published abstracts, or other publication are encouraged. All studies must meet and pass through applicable Human Subjects Committee(s) and/or Internal Review Board (IRB) prior to or concurrent with submission to AMTA. Funding is contingent upon human subjects review and approval, as required under federal policy for the protection of human subjects; notices and rules, part II. Federal Register, 56, 28001-28032. Applicants without access to a human subjects review committee (i.e., private practice) should contact the AMTA Research Committee for further guidance.

**3. Guidelines for Applying for Grants**

Amount: Grants awards may range up to $5,000. Award amounts will be made at the discretion of the review committee; however, individual grants may not exceed $5,000. Funds from the AMTA clinician-based program may not be used for institutional program development (i.e., establishment or support of a direct service music therapy program), capital improvements or physical plant. Grant funds may be used for supplies, equipment, music, postage, printing, telephone, travel, research-related personnel, and participant incentives. Requests for indirect costs are prohibited given the limited available funds.

Any research-related personnel costs must be fully itemized and justified as part of the budget. The budget must include a statement and full disclosure of any fees received from clients for music therapy services rendered as part of this project.

Review timeline: Applications for the AMTA clinician-based program will be reviewed at year end and the award(s) decision finalized in early January, 2017. Applications should be submitted to AMTA **by December 15, 2016 at 5pm EST**. Persons may only submit one application per grant cycle. Applicants may expect a response within 30-60 days of the submission deadline. Re-announcements of the clinician-based program in subsequent years will be made dependent upon fund availability.

Qualifications: Grants will be awarded to the principal investigator, who must be (1) a music therapist with a current credential of MT-BC or current professional designation of RMT, CMT, or ACMT, (2) a current member of AMTA, (3) actively engaged in music therapy direct services, and (4) continue to be both for the course of the project.

Academic Partner: All applicants are required to identify an academic partner to collaborate on the research study. The reasons for this are multiple. Successful research projects involve a variety of individuals with various research skills. Music therapy clinicians are working at a disadvantage if they are working in isolation. The processes of IRB approval and other practical research management issues may be challenging for a single music therapy clinician/researcher to navigate, especially if they are working in a private or solo practice scenario and cannot access the many resources that academic researchers have at their disposal. The selection of an academic partner is left up to the music therapist applicant. The partnership does not need to include an academic who is a music therapist, but may be someone who has a similar research program and an interest in supporting the music therapy clinician in completing the proposed research proposal. An academic partner may be a clinical scholar who works in a hospital or clinical setting but also has an affiliation with an academic institution. In other words, it does not have to be a full-time academic at a university or college.

Exclusion notice: This mechanism is **not** available for individuals engaging in research competencies required by an academic degree program (i.e. Masters or Doctoral theses.). For the purposes of this call for proposals, a clinician is someone who is engaged in direct patient care for the entirety of his/her job responsibilities.

Submission procedures: AMTA will only accept applications submitted electronically to cliniciangrant@musictherapy.org **by 5pm EST, December 15, 2016.**

**4. Grant Application Procedures**

Applications should by typed, single-spaced, with one-inch margins, and 12-point font. The application date and AMTA member number of the Principal Investigator should be noted in the header of each page of the application. Number the pages of the application consecutively at the bottom of each page.

Applicants must provide the following: (Total proposal may not exceed 4 pages plus compliance statement, budget detail and attachments.)

**I. AMTA APPLICATION FORM** (www.musictherapy.org/careers/scholars)

**II. EXECUTIVE SUMMARY:**

On the first one to 1.5 pages of the application include all of the following (do not exceed 1.5 pages):

1. Title of research project.
2. Principal Investigator’s name and contact information (address, e-mail, telephone)
3. Principal Investigator’s educational and clinical background (CV or resume may be an attachment, optional)
4. Academic Partner’s name, credential(s), and affiliation(s)
5. Research Aims: provide information that explains the general aims of the research study and the alignment or fit to recommendations and objectives of MTR2025 (See: <http://www.musictherapy.org/mtr2025_proceedings_released/> )
6. Budget: provide a detailed budget including all costs associated with this project. Total amount not to exceed $5,000.
7. Time Line: provide a time line for completion of the project. Include data collection, analysis, and writing in the time line.

**III. RESEARCH PROPOSAL**

On a separate page, provide the research proposal (do not exceed 2.5 pages) to include:

1. Abbreviated related key literature
2. Problem Statement
3. Purpose Statement
4. Method
5. Participants and Field Sites
6. Analysis Plan

**IV. STATEMENT OF COMPLIANCE**

Complete the Statement of Compliance form and include with proposal. The Principal Investigator is responsible for the full compliance of the research team.

**V. BUDGET**

Detailed budget (1 page – see suggested form). Detail how the funds requested will be used. Include all expenses. Itemize any other funding used for this project; include the sources of these funds and in-kind contributions.

**V. APPLICATION ATTACHMENTS**

Include letters of support and other relevant material, as needed. If clients/participants from an institution will be participants in the proposed research, a letter of support from that institution is required. A letter of support from the academic partner is also required in the application review process. N.B. Letters of support may be submitted via e-mail with electronic application submissions. Attachments do not count against the proposal page limit.

**5. Review Procedures**

Only complete proposals received by the designated deadline from qualified applicants will be reviewed. No exceptions will be made. Each proposal will be reviewed by research experts assigned by the AMTA Research Committee. Although this will not be a blind review, any person assigned to a review with associations or ties to the applicant or institutions will be asked to recuse themselves from review. A majority of the reviewers must agree that the proposal represents quality field research worthy of funding. None of the members of the Review Committee nor members of the AMTA Board of Directors shall be grant applicants, family members or employees of grant applicants or have any financial interest, either directly or indirectly, in the grant award. Grant awards are recommended by the Research Committee’s Clinician-Based Grant reviewers and approved by the AMTA Board of Directors. Based on the quality of the proposals, the Review Committee has the option in any cycle to recommend that no award be granted or, given the availability of funds, to recommend more than one award.

The proposal will be rated on each of the following criteria:

* Relevance to the aims and priorities of the grant program
* Statement of the Research Problem and Question/Hypothesis (as appropriate)
* Key Literature Summary
* Methodology
* Assessment, Evaluation Plan or Data Collection
* Feasibility within the stated timeframe and budget

**6. Awarding Procedures**

The AMTA Research Committee Clinician-Based Grant Award is an agreement between the investigator(s) and AMTA to carry out the research project as detailed in the submitted proposal. All publications, abstracts, presentations, and other representations of the research project must state that the project is supported by the American Music Therapy Association.

Grant awards may only be used for the purposes of research as indicated by the approved proposal. Any changes in the research project must be reported to the Research Committee’s Clinician-Based Grant Program prior to their implementation. Grants are awarded for a period not to exceed 12 months. The principal investigator will be responsible for managing and administering the funds throughout the grant period. If the funds are distributed to a non-incorporated entity, the investigators must carry liability insurance. In addition, financial reports will be required and federal income tax regulations will apply as required by law.

Grant awards will be made in two payments. The first payment (50% of the total award) will be made at the start of the grant period. The second payment (50% of the total award) will be made approximately halfway through the grant period after the submission of a status report, including a budget report, to the AMTA Clinician-Based Grant Program.

If a project supported by the AMTA Research Committee Clinician-Based Grant Program is not finished in accordance with the provisions of the approved proposal, the principal investigator will, at the discretion of the AMTA Board of Directors, return all funds awarded or the balance of those funds that have been awarded but not used. Awards will be announced via press release at the time of award and at the annual conference of AMTA.

**7. Guidelines for Reporting and Disseminating Results**

A status report, including a budget report, is due six months (or halfway through the grant period) after the start of the project. The second payment of the grant (50% of the total award) will be made following the Committee review and approval of this report.

A copy of the final report and budget accounting shall be received by AMTA within 60 days of completion date of the project. The final report must include a listing of the goals/objectives of the project and outcomes of each; and an itemized financial statement indicating how all funds were spent. Investigators are strongly encouraged and expected to disseminate the results of their research. Investigators are asked to notify and provide a copy of any dissemination products (abstracts, publications, presentations, or other products) resulting from the research to AMTA, attention Research Committee Clinician-Based Grant Program. Any publication or other transmission of the outcomes emanating from the project shall carry a credit line to AMTA that states: "Project funded by the American Music Therapy Association."

**IV. SIGNED STATEMENT OF COMPLIANCE**

CLINICIAN-BASED GRANT PROGRAM

AMTA MEMBER NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The full research team as listed below, including the Principal, Secondary Investigators, and Academic Partner (as applicable), agrees to comply with the following:

The investigators will adhere to the published requirements of AMTA.

The investigators will adhere to the AMTA Code of Ethics for research and use of human subjects.

The investigators absolve AMTA of any liability in the implementation and completion of this research project.

If funded, the investigators agree that they have entered into a contractual arrangement with AMTA to perform and disseminate the results of the research project as stated in the approved grant proposal. Investigators agree to cooperate with AMTA in the promotion and distribution of the results of the research project, where appropriate.

It is the responsibility of the Principal Investigator to ensure human subjects compliance of the full research team.

Research Team (list names of all members of the research team; indicate primary and secondary investigators):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Principal Investigator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**V. AMTA CLINICIAN-BASED GRANT PROGRAM: BUDGET FORM**

PROJECT TITLE:

1. PERSONNEL COSTS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| List names & titles  | Total Hours  | Hourly Rate  | Total Wages (hrs x rate)  | AMTA Funds Requested  | Applicant Contribution  | Other Contribution  |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3.  |  |  |  |  |  |  |
| 4.  |  |  |  |  |  |  |
| 5.  |  |  |  |  |  |  |
| Total Labor Costs: |  |  |  |  |  |  |

2. CONTRACTUAL SERVICES (itemize contracted services if applicable)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| List service  | Total Hours  | Hourly Rate  | Total Cost (hrs x rate)  | AMTA Funds Requested  | Applicant Contribution  | Other Contribution  |
| 1.  |  |  |  |  |  |  |
| 2.  |  |  |  |  |  |  |
| Total Contractual Costs:  |  |  |  |  |  |  |

3. OTHER PROJECT EXPENSES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List names & titles  | Total Cost  | AMTA Funds Requested  | Applicant Contribution  | Other Contribution  |
| 1.  |  |  |  |  |
| 2.  |  |  |  |  |
| 3.  |  |  |  |  |
| 4.  |  |  |  |  |
| Total Other Project Costs: |  |  |  |  |

4. MISCELLANEOUS OTHER EXPENSES

|  |  |  |  |
| --- | --- | --- | --- |
|  Total Cost  | AMTA Funds Requested  | Applicant Contribution  | Other Contribution  |
| 1.  |  |  |  |
| 2.  |  |  |  |
| 3.  |  |  |  |
| 4.  |  |  |  |
| 5.  |  |  |  |
| Total Miscellaneous Project Costs:  |  |  |  |

5. TOTAL PROPOSAL COSTS (1-4)

|  |  |  |  |
| --- | --- | --- | --- |
|  Total Cost  | AMTA Funds Requested  | Applicant Contribution  | Other Contribution  |
| Total Proposal Costs |  |  |  |