



## American Music Therapy Association 2021 Arthur Flagler Fultz Award Application

**Instructions:** All applications must be typed and submitted electronically using this word document application. Please provide information for all fields. Applications will be accepted electronically only. **Application form submissions are accepted in MSWord format only (attachments permissible as PDF or MSWord documents).**

Please download/save this form to your computer, then save it as a new file, using the Member number of the principal investigator and the word "Fultz." Example: If principal investigator is John Smith and John's Member number is M11111, the filename should be M11111fultz.doc. If you do not know your member number, check your member card or feel free to contact the AMTA national office.

Follow the application instructions exactly. Include all required forms and information in the order listed. Incomplete applications will not be reviewed.

To enter required information in the Word document, click on the gray boxes below and type in your text. Don't forget to save your work!

The initial committee review of all applications will be a blind review process. References to individuals or organizations involved in the research project should appear only in the APPLICANT INFORMATION SECTION. The remainder of the proposal, the BLIND REVIEW SECTION, must be submitted without reference to individuals or organizations involved in the research project.

**\*\*Attachments will be accepted in both word.doc and pdf formats. The application form must clearly state where there will be insertions of attachments within each section. (ie. see attachment #) All attachments must be clearly labeled with the following information in said order (**member number, corresponding section letter, attachment number** (if multiple attachments for the same section)). Attachments not including this information will not be accepted. \*\***

Electronically submit applications to: [fultz@musictherapy.org](mailto:fultz@musictherapy.org).  
Applications must be received by 5:00 pm EST on June 4, 2021.

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\*\*\* For a Fultz grant submission to be considered eligible and complete, the submitter must receive a confirmation from AMTA indicating that the application was received. If you do not receive a confirmation, the application will not be considered a complete submission. Fultz receipt confirmations are sent within 48 hours (business days) of submission.\*\*\*

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## GUIDELINES AND PROCEDURES

### 1. Statement of Purpose

The purpose of the Arthur Flagler Fultz Research Fund is to encourage, promote, and fund music therapy research and/or to conduct research on new and innovative music therapy treatments. The Fund seeks to support research in the field of music therapy in the following areas:

- a. Clinical Research - To explore lines of inquiry that contribute to informing best practices in music therapy.
- b. Health Services Research - To assess the role of music therapy practice in the context of emerging health care delivery models.

### 2. Funding Priorities

These funding priorities are not listed in hierarchical order. Research projects that meet one or more of these funding priorities and that are collaborative efforts between a practicing music therapy clinician and an experienced researcher are preferred.

- a. Analysis of the efficacy or effectiveness of selected interventions in achieving predictable outcomes.
- b. Development, refinement and testing of theoretical models/frameworks of music therapy.
- c. Examination of the use of music and music therapy in the areas of prevention and wellness, including outcomes-based studies that focus on the health of communities as well as individuals.
- d. Development, validation and standardization of research instruments, including assessment tools.
- e. Studies which utilize qualitative techniques to develop a better understanding of music therapy processes, including stages of intervention, the music therapist's decision making process, and variables that impact upon outcomes.
- f. Studies that examine the application of technology to music therapy practice or research.
- g. Other research as related to the AMTA mission and its strategic priority on research (i.e., Music Therapy Research 2025 [MTR 2025] initiative)

### 3. Guidelines for Applying for Grants

Applications for this year's Research Fund Award must be submitted electronically to [fultz@musictherapy.org](mailto:fultz@musictherapy.org) and received by **June 4, 2021, 5:00 p.m., EST. Submit one copy only.**

**\*\*\* For a Fultz grant submission to be considered eligible and complete, the submitter must receive a confirmation from AMTA indicating that the application was received. If you do not receive a confirmation, the application will not be considered a complete submission. Fultz receipt confirmations are sent within 48 hours (business days) of submission.\*\*\***

- a. Research projects that are collaborative efforts between a practicing music therapy clinician and an experienced researcher will receive funding priority.
- b. Funds from the Arthur Flagler Fultz Research Fund **may** be used for the following:
  - 1) New research projects that meet the funding priorities,
  - 2) Research projects in process that meet the funding priorities,
  - 3) Graduate student research projects that meet the funding priorities, and
  - 4) Demonstration projects with strong research components that meet the funding priorities.
- c. Funds from the Arthur Flagler Fultz Research Fund **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.
- d. Grant funds may be used for supplies, equipment, music, postage, printing, telephone, travel, personnel, licensing fees for use of validated instruments and participant payment.
- e. Funding requests for indirect costs are discouraged and limited to no more than 5% of the total award. Indirect costs include overhead, clerical services, and other expenses not directly related to the research project.
- f. All 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.
- g. Graduate students shall not use funds for typing, printing or binding theses and dissertations, or to cover in-kind expenses of an agency.

### 4. Grant Application Procedures

- a. Only complete applications that follow the application guidelines and format will be considered for funding.
  1. Applications must be typed, single-spaced, with one-inch margins, and 10-point font or larger.
  2. Number the pages of the application consecutively at the bottom of each page.
  3. Follow the application instructions exactly. Include all required forms and other information in order listed.
- b. Content and structure of application:

#### **APPLICANT INFORMATION SECTION**

##### **A. APPLICATION COVER FORM**

Complete the Application Cover form. Provide all required information.

## **B. VITAE OF PRINCIPAL (PI), CO-PRINCIPAL (CO-PI), OR CO-INVESTIGATORS/SECONDARY INVESTIGATORS (CI/SI)**

Provide vitae and designate level of responsibility for each investigator listed. Vitae must include degrees and other credentials.

PI: Individual with full responsibility & authority for the project.

CO-PI: More than one PI with equal responsibility and authority for the project.

CI/SI: Make significant contributions, but do not have overall responsibility and authority for the project.

## **C. SIGNED STATEMENT OF COMPLIANCE**

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

## **D. APPLICATION ATTACHMENTS**

Include letters of support and other relevant material. If clients/participants from an institution will be participants in the proposed research, a letter of support from that institution is required.

Plans for Internal Review Board (IRB) approval must be addressed in the proposal. Necessary IRB approval(s) need to be in place prior to initiating research and AMTA must be advised of IRB approval in a timely manner. Please include this information as a separate attachment.

Plans for securing funding at the PI/CoPI institution of choice must be explored prior to submitting your proposal. Please include the appropriate contact name(s) and address of the individual(s) at your institution of choice who will be responsible for handling all grant payments. Please include this information as a separate attachment.

## **BLIND REVIEW SECTION**

The initial committee review of all applications will be a blind review process. References to individuals or organizations involved in the research project should appear only in the APPLICANT INFORMATION SECTION. **The remainder of the proposal must be submitted without reference to the individuals or organizations involved in the research project. Proposals that do not comply with the Blind Review standards will not be reviewed.**

## **A. BLIND REVIEW FACE PAGE**

Complete the Blind Review Face Page form. Provide all information.

## **B. ABSTRACT**

Complete the Abstract form. Do not exceed one page.

## **C. RESEARCH PROPOSAL**

Maximum of 15 pages, including:

1. Statement of the professional need/relevance and significance of the proposal to music therapy and its relationship to the published funding priorities.
2. Review of the pertinent literature (narrative section should be no more than four pages, APA format (7<sup>th</sup> Edition).
3. Statement of the research problem, Hypothesis or Guiding Question (when appropriate).
4. Methodology, including participants, instrumentation, and procedures.
5. Plan of operations including time line, management plan, and feasibility of this study with the time and resources requested.
6. Data analysis, assessment, and/or evaluation plan.
7. Description of research team, detailing the strengths and roles of the research team without disclosure of the identity of individuals or settings (maximum of 1 page, without reference to individuals or organizations to allow for blind review).
8. Statement/Plan for dissemination.
9. Statement on how you see your proposed research application fitting with or contributing to MTR2025 and recommendations coming out of the July 2015 symposium and proceedings.  
([http://www.musictherapy.org/research/strategic\\_priority\\_on\\_research/current\\_research\\_initiatives/](http://www.musictherapy.org/research/strategic_priority_on_research/current_research_initiatives/))
10. Agreement to submit research project for presentation at AMTA national conference upon completion of research project in addition to submission of project for publication in a refereed journal within two years of completion date specified in proposal.

## **D. BUDGET**

Detailed budget (maximum of 2 pages). Detail specifically how the funds requested will be used. Include all expenses. Itemize any other funding used for this project; include the sources of these funds.

## **E. BUDGET EXPLANATION AND JUSTIFICATION**

Provide an explanation and justification for each line of the budget, including in-kind contributions.

## **F. APPENDIX**

Include assessment instruments and any other relevant information, such as pilot studies, ensuring that all references to individuals or organizations involved in the research project are removed/blinded.

## **5. Review Procedures**

- a. Only complete proposals that are received by the designated deadline will be reviewed. Grants awards typically range from \$2,500 to \$20,000. Applications that request more than \$20,000 from the Fultz Research Fund or do not follow the Fund guidelines will not be reviewed.
- b. Each proposal will receive a blind review by at least three (3) members of the Arthur Fultz Research Fund Review Committee. A majority of the reviewers must agree that the proposal represents quality research in at least one of the funding priority areas to be considered for 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.
- c. Grant awards are recommended by the Arthur Flagler Fultz Research Fund Review Committee and approved by the AMTA Board of Directors. Based on the quality of the proposals, the Review Committee has the option in any given year to recommend that no award be granted or, given the availability of funds, to recommend more than one award.
- d. The proposal will be rated on each of the following criteria:
  - Relevance to Funding Priorities
  - Statement of the Research Problem And Hypothesis (when appropriate)
  - Supporting Literature
  - Methodology
  - Assessment, Evaluation Plan or Data Collection
  - Composition of Research Team
- e. Review Timeline
  - Proposal Submission Deadline – **June 4, 2021**
  - Committee Review of Proposals - **June to August, 2021**
  - Committee recommendations to AMTA Board of Directors- **September 2021**
  - Announcement of Recipients - **November (conference)**
  - Proposal Feedback (available via request) - **December 2021**

## **6. Awarding Procedures**

- a. The Arthur Flagler Fultz Research Fund Award is an agreement between the investigator(s) and AMTA to carry out the research project as detailed in the submitted proposal. All publications, presentations, and other representations of the research project must state that the project is supported through the Arthur Flagler Fultz Research Fund of the American Music Therapy Association.
- b. 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 Arthur Flagler Fultz Research Fund Review Committee prior to their implementation.
- c. Grants are awarded for a period not to exceed 18 months.
- d. Grants from the Fultz Research Fund will not exceed \$20,000. Grant awards typically range from \$2,500 to \$20,000.
- e. 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, and (3) continue to be both for the course of the project. The purpose of the selection criteria is to ensure that the funds are awarded only to those individuals who possess sufficient qualifications to manage the grant project. 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, special financial reports will be required and federal income tax regulations will apply as required by law.
- f. Grant awards will be made in three payments. The first payment (50% of the total award) will be made at the start of the grant period. The second payment (30% 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 Arthur Flagler Fultz Research Fund Review Committee. The final payment (20% of the total award) will be made at the conclusion of the project.
- g. If a project supported by an Arthur Flagler Fultz Research Fund award 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.
- h. Awards will be announced at the annual conference of AMTA and a press announcement on the AMTA website will be provided.
- i. Once an award has been made, the recipient investigators are ineligible to apply for the award for five (5) years.

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

- a. In addition to submissions for presentation at an AMTA national conference and publication within two years of the completion date specified in the proposal, grantees must provide a written manuscript or other permanent product that documents the outcome of the project: either,
  1. A manuscript suitable for submission to a scholarly journal (a music therapy journal or a journal from a related field); the cover sheet must indicate the name of the journal to which the report was submitted and the date of submission; or

2. A permanent product (such as a clinical manual, videotape, software program, podcasts, webinars, or a clinical assessment, etc.) that has been developed and disseminated to the appropriate group (such as clinical training directors at relevant sites, music therapy educators, clinicians who work with a specific population, etc.)
- b. The AMTA Grants Coordinator must be notified of plans to present at AMTA national conference and, plans to publish the written manuscript or other permanent product that documents the outcome of the project.
- c. 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 (30% of the total award) will be made following the Committee review and approval of this report.
- d. A copy of the final report and budget accounting shall be received by AMTA within three months of completion date of the project. The final report must include a listing of the goals/objectives of the project and outcomes of each; an itemized financial statement indicating how all funds were spent; a copy of the manuscript or other permanent product that was the outcome of the project; and documentation of procedures to disseminate outcomes of the grant project, including presentations and publications.
- e. Any publication or other transmission of the outcomes emanating from the project shall carry a credit line to AMTA that states: "Project funded through the Arthur Flagler Fultz Research Fund of the American Music Therapy Association."

**American Music Therapy Association  
Arthur Flagler Fultz Award  
Application Cover Form**

**Application Year:** \_\_\_\_\_

**Title of Research Project:** \_\_\_\_\_

**Funding priorities addressed:** \_\_\_\_\_

**Amount requested:** \_\_\_\_\_

**Name of Principal Investigator:**

\_\_\_\_\_ *first name*

\_\_\_\_\_ *middle initial*

\_\_\_\_\_ *last name*

\_\_\_\_\_ *suffix*

**AMTA Member number of Principal Investigator:** \_\_\_\_\_

**Mailing Address of Principal Investigator:**

*Street:* \_\_\_\_\_

*City/State:* \_\_\_\_\_

*Zip code:* \_\_\_\_\_

*Country:* \_\_\_\_\_

**Contact Information of Principal Investigator:**

*home phone:* \_\_\_\_\_

*mobile phone:* \_\_\_\_\_

*work phone:* \_\_\_\_\_

*fax:* \_\_\_\_\_

*email:* \_\_\_\_\_

**By submitting this electronic application, I aver that I am a current \_\_\_\_\_ (please enter your current member type: i.e., Professional, Life, Honorary Life, Grad Student etc.) member in good standing of the American Music Therapy Association.**

\_\_\_\_\_  
*Signature (please enter full name)*

\_\_\_\_\_  
*Date*

**American Music Therapy Association  
Arthur Flagler Fultz Award Application  
Vitae of Principal and Secondary Investigators**

*Descriptions of levels of responsibility can be found within the Guidelines and Procedures – Applicant Information Section 4(B)(b)*

**Vita of Principal Investigator:**

**Vita of Co-Principal Investigator (if applicable):**

**Co-Investigator/Secondary Investigator(s):** *(include names and credentials, for each person named)*

**Vita(e) of Co-Investigator/Secondary Investigator(s):**

# **American Music Therapy Association Arthur Flagler Fultz Award Application Statement of Compliance**

**The full research team as listed below, including the Principal and Secondary Investigators, agree to comply with the following:**

- The investigators will adhere to the published requirements of the Arthur Flagler Fultz Research Fund.
- The investigators will adhere to the AMTA Code of Ethics for research and use of research 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 the Arthur Flagler Fultz Research Fund 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 Arthur Flagler Fultz Research Fund, where appropriate. It is the responsibility of the Principal Investigator to ensure compliance of the full research team.

**Research Team (list names of all members of the research team; indicate Principle Investigator, Co-Principle Investigator (if applicable), and secondary or co-investigators):**

\_\_\_\_\_  
*Signature (please enter full name)*

\_\_\_\_\_  
*Date*



**American Music Therapy Association  
Arthur Flagler Fultz Award  
Additional Application Attachments**

*If applicable. Include letters of support and other relevant material. If clients/participants from an institution will be participants in the proposed research, a letter of support from that institution is required. Attachments will be accepted in both word.doc and pdf formats.*

*The application form must clearly state where there will be insertions of attachments within each section. (ie. see attachment #)*

*All attachments must be clearly labeled with the following information in said order (member number, corresponding section letter, attachment number (if multiple attachments for the same section)).*

*Attachments not including this information will not be accepted.*

**American Music Therapy Association  
Arthur Flagler Fultz Award Application  
Blind Review Section**

*Please note: Enter no identifying data (i.e., names, regions, facilities, etc.) in the following fields and pages.*

**Title of Research Project:** \_\_\_\_\_

**Dates of entire proposed project period:**

**Start Date:** \_\_\_\_\_

**Completion Date:** \_\_\_\_\_

**Total cost of project: \$**\_\_\_\_\_

**Total funds requested from the Arthur Flagler Fultz Research Fund: \$**\_\_\_\_\_

**American Music Therapy Association  
Arthur Flagler Fultz Award  
Blind Review Section  
Abstract**

*State the project's broad goals and specific objectives, making reference to the funding priorities of the Research Fund. Describe concisely the research problem, methodology, plan of operations, and evaluation. The abstract should be a succinct and accurate description of the proposed research project when separated from the full grant proposal. DO NOT EXCEED 600 WORDS.*

**American Music Therapy Association  
Arthur Flagler Fultz Award  
Blind Review Section  
Research Proposal**

*Enter a maximum of 15 pages - The proposal should not exceed 15 pages, single spaced, font size 10-point or larger, using the existing 1" margins. Include no more than 4 pages for the review of pertinent literature.*

**American Music Therapy Association  
Arthur Flagler Fultz Award  
Blind Review Section  
Appendix**

*Include assessment instruments and any other relevant information, such as pilot studies, ensuring that all references to individuals or organizations involved in the research project are removed.*

**American Music Therapy Association  
Arthur Flagler Fultz Award  
Blind Review Section  
Detailed Budget**

*Maximum of 2 pages, single spaced, font size 10-point or larger, using the existing 1" margins.*

**American Music Therapy Association  
Arthur Flagler Fultz Award  
Blind Review Section  
Budget Explanation and Justification**

*Provide a complete explanation for each line item of the detailed budget single spaced, font size 10-point or larger, using the existing 1" margins.*

**Submit completed applications only via the following email: [fultz@musictherapy.org](mailto:fultz@musictherapy.org).**

**Applications must be received by June 4, 2021, 5:00 pm EST.**

**Printed or faxed applications will not be accepted.**