

**THE RESEARCH GRANTS PROGRAM OF  
THE MESSAGE THERAPY FOUNDATION**

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The Massage Therapy Foundation advances the knowledge and practice of massage therapy by supporting scientific research, education, and community service.

**THE RESEARCH GRANTS**

**1. Objectives**

Awards are granted to support high quality, independent research which contributes significantly and directly to the basic knowledge of massage therapy and/or its application, including applied research which investigates massage therapy as a health/mental health treatment and/or prevention modality.

**2. Eligibility**

Research Grants are available to investigators who:

- 2.1 Have experience in the relevant field of research;
- 2.2 Are presently associated with or have secured the cooperation of a university, independent research organization, health center, or other institution qualified and willing to function as a Sponsoring Organization for the purpose of this project. A Sponsoring Organization must have sufficient facilities as well as human and informational resources available to support the proposed research project, as determined by the Massage Therapy Foundation at its sole discretion;
- 2.3 New investigators without prior research experience must document support from an experience investigator willing to act as a collaborator. Collaborators should be actively involved in the development and execution of the proposed research project and should be identified as such in the staffing plan.

Research Grants will not be awarded to spouses, domestic partners, children, descendant, spouses of descendants or any other individual related to any officers or trustees of the Massage Therapy Foundation, or to members of the Research Proposal Review Committee.

**3. Application Procedures**

Principal Investigators wishing to apply for a Research Grant must complete and submit in typed form the following forms/information to the Massage Therapy Foundation:

- 3.1 Cover Page;
- 3.2 Part A: Research Project Summary;
- 3.3 Part B: Financial Data:  
Section 1: Summary;  
Section 2: Budget Justification/Rationale;  
Section 3: Staffing Plan;

- 3.4 Part C: Qualifications and Experience:  
Section 1: Resume(s);  
Section 2: Record of Research Achievement;
- 3.5 Part D: Progress Report on Recently Funded Research Activities (if applicable);
- 3.6 Part E: Research Plan: Description of Proposed Research Project;
- 3.7 Part F: Facilities and Resources;
- 3.8 Part G: Research Ethics Form;
- 3.9 Part H: Signatures of Proposed Collaborators;
- 3.10 Part I: Research Grant Application Checklist.

#### **4. Conditions of Award**

- 4.1 The Sponsoring Organization shall be responsible for administering and accounting for the disbursement of all Grant Funds awarded. Receipt of the funds shall be immediately verified through the signature of the Principal Investigator and the appropriate administrator of the Sponsoring Organization.
- 4.2 If, during the course of the Grant, the Principal Investigator desires to transfer to another Sponsoring Organization, prior written approval must be obtained from the Massage Therapy Foundation. The Massage Therapy Foundation must be notified prior to the proposed transfer date and must receive documentation that the new Sponsoring Organization meets all set requirements, before the transfer may proceed. Such approval will not be unreasonably withheld. Change of Sponsoring Organization without prior approval can result in immediate termination of all funding.
- 4.3 Applicants must submit documentation showing that all reasonable measures will be taken to assure the safety and health of the participant(s) in the research endeavor according to guidelines set by the United States Department of Health and Human Services.
- 4.4 Research Grant Recipients are required to adhere to the principles set forth in the Privacy Act, which aims to protect the privacy of the individual with respect to personal information concerning themselves. Personal information obtained from participants in the research endeavor shall be used only for the purpose for which it was collected and can be disseminated only with prior consent of the individuals to whom it relates. The approval of the Massage Therapy Foundation on ethical and health acceptability of the proposal will be based on compliance with these principles.
- 4.5 Research Grant Recipients may use Massage Therapy Foundation Grant Funds to pursue only that research and those program objectives described in the application unless prior written approval from the Massage Therapy Foundation has been obtained for a change of the research or programs objectives. In this case, new documentation as described in section 4.3 and 4.4 above must be provided by the Principal Investigator and submitted to the Massage Therapy Foundation for consideration.

- 4.6 Data collected pursuant to the Massage Therapy Foundation Research Grant is public property and, upon completion, shall be available for use by others within six (6) months of the termination date of the award.
- 4.7 Massage Therapy Foundation officers, or their duly authorized representatives have the right, during regular business hours, to make periodic visits to verify and monitor the status of the research project, proper administration of funds, and the appropriateness of all expenditures.
- 4.8 The Massage Therapy Foundation has the right and obligation to withhold or withdraw funding if the stated conditions are not met, the research project is no longer feasible, the Principal Investigator no longer meets eligibility requirements, there is evidence of unethical behavior, or for any other appropriate reason determined by the Massage Therapy Foundation at its sole discretion. The Massage Therapy Foundation may, upon a reasonable request, require a refund of the remaining balance of funding disbursed for ineligible items.
- 4.9 The Massage Therapy Foundation retains the right to produce a summary of the project goals, projected results and/or final results for publication on the Foundation website and/or in any publication or marketing outlet at the Foundation's discretion.
- 4.10 Principal Investigators are responsible for ensuring that all necessary tax forms are filed with the United States Internal Revenue Service, Revenue Canada and/or the appropriate governmental tax services in the relevant State, Province or Country of residence.

## **5. Duration and Value of Grants**

Grants will normally be awarded for a 12-month period; the value of the Research Grants will be between \$1,000 - \$30,000 and must be used in the specific time period for which they are awarded. Any unspent funds must be returned to the Massage Therapy Foundation at the end of the grant period. Projects of more than 12 months duration must be presented in full with total multi-year budget in this proposal. If funds are awarded for the first 12 months, continuation of funding can be requested in the next annual funding cycle.

## **6. Deadlines**

The application submissions must be postmarked by Monday, March 1, 2010. Applicants may confirm receipt of their application by including a self-addressed, stamped post-card with their application. Decisions will be mailed to applicants no later than 120 days after the application deadline.

## **7. Evaluation Policy and Procedures**

All Grant Applications shall be reviewed in an open competition process by the Research Proposal Review Committee, which shall consist of two (2) members of the Foundation's Board of Trustees and three (3) additional committee members appointed by the Massage Therapy Foundation President. Strict confidentiality will be observed in the treatment of all personal information submitted as part of a Research Grant application or obtained through the course of the awarded Grant, and shall be used only for the review of the application, evaluation and administration of the Grants. We retain the right to duplicate proposals that are funded by the Massage Therapy Foundation and use them for educational purposes.

Applications shall be judged on the following criteria:

- 7.1 The significance of the area of research study, and the perceived need for the research;
- 7.2 The extent to which the project's goals, objectives and procedures are clear, specific, attainable, and likely to be achieved within the proposed time span.
- 7.3 Specific attention will be given to the appropriateness of the proposed methodological design and statistical analyses where applicable;
- 7.4 The extent to which the project is an integral part of either ongoing research, or the basis of a new area of investigation which should be demonstrated through a review of current literature;
- 7.5 The professional qualifications of the Principal Investigator, and other key research/massage therapy personnel, including demonstrated research expertise and publication record as appropriate;
- 7.6 The availability of the Principal Investigator, supporting personnel and facilities required for the successful completion of the proposed project;
- 7.7 The professional reputation and research record of the Sponsoring Organization;
- 7.8 The clarity and appropriateness of the budget. (Partnership with other granting sources is acceptable and encouraged for large scale projects.)

## **8. Inquiries and Appeals**

Applicants may obtain access to information regarding their application and/or award by writing to the Massage Therapy Foundation Office within 90 of the release of a decision by the Research Proposal Review Committee.

## **9. The Budget**

Eligible expenses include: salaries, wages, and/or additional benefits for hourly stipend for those hired to participate in the research project; allowances for the Principal Investigator and collaborators to cover release time from other activities; a stipend for data collection including library and/or archival research; costs involved in the dissemination of the research; travel and subsistence. Maintenance costs of equipment used in the course of the project, relevant supplies, and special equipment specific to the research proposal may be considered.

### **NOTES:**

- a) No equipment shall be purchased which was not approved in the initial Grant proposal.
- b) The Massage Therapy Foundation owns any purchased equipment, and will determine its disposition after the termination of the research.
- c) Travel and subsistence requests must be based on local rates of accommodation.

Items ineligible for Research Grant Funds include: overhead/indirect costs, rent, utilities; expenses of printing/binding of student thesis; purchase of standard equipment such as a typewriter or computer; massage table; proof reading; copyright payments; the production of camera ready proofs that are not essential to conduct the research unless previously specified in the Grant Proposal; cost incurred prior to the awarding of the Grant; contingency allowance(s); child care; entertainment and any other unnecessary expenses.

## 10. Reporting

The Principal Investigator must submit interim reports at ninety (90) day intervals from the start of the grant through the grant period. These reports will include information on the progress of the research including data collected to-date, any preliminary results, adherence to or changes in the time frame, any challenges arising that may affect the timely completion of the project, and a detailed financial summary. Upon completion of the research, and within fifteen (15) months of grant receipt, the Principal Investigator shall submit the following documents:

- 10.1 A final report describing the rationale, procedures, and findings of the research project;
- 10.2 Copies of any manuscripts which have been prepared for submission to professional journals; indicating on the cover sheet the name of the journal to which each was submitted and the date of submission (Grantees are required to notify the Massage Therapy Foundation upon acceptance of the report for publication in a journal);
- 10.3 An article summarizing the research project for publication in the *Massage Therapy Journal* and photographs of the research project which meet all the requirements necessary for publication in the *Massage Therapy Journal*. Such photographs will not be returned and shall become the property of the Massage Therapy Foundation, the same being entitled to use the photographs in any manner it deems fit. Please include release forms for the photos. (Digital photos that can be emailed to the Foundation are preferred);
- 10.4 A short (1 to 2 page) article about your personal and/or professional experiences as a grant recipient. The following may be helpful in writing your article:
  - Describe the nature of your project.
  - What prompted you to want to do this work?
  - Were your hopes for the project fulfilled?
  - In what ways have you been affected personally and/or professionally because of the work?
  - Is there any particular experience with the project or aspect of the work that you would like to tell massage therapists about?
  - Was there any interesting response from the community you worked in?
  - If you had unlimited money, what research or community service projects would you undertake?
- 10.5 Adequate accounts and records of all Massage Therapy Foundation Research Grant Funds received and disbursed, submitted by the Sponsoring Organization every ninety (90) days, and within ninety (90) days of the termination of the funding period (Such records shall be retained by the Sponsoring Organization for two (2) years following the termination of the funding period).

Principal Investigators are to acknowledge the assistance of the Massage Therapy Foundation in all publications, presentations, and media coverage of the research. Any promotional or other transmission of research information emanating from the project shall include a prominent disclosure indicating sponsorship/funding from the Massage Therapy Foundation.

## 11. Instructions for Completing the Application

Read and follow the instructions carefully. Print should be clear and legible, using black ink, so that the text can be read without difficulty. Any figures, charts, tables, and footnotes may be smaller in size than text but still legible. The application must contain only material that can be photocopied. Observe page limitations where specified. Place each part of the application in order with the title

page at the front. For new investigators, a model application is available upon request. Incomplete applications will be returned without review.

- 11.1 Title Page: Be sure the title page is signed by both the Principal Investigator and the Grant Administrator of the Sponsoring Organization.
- 11.2 Part A: Research Project Summary: This summary should function as a publishable abstract of the proposed project. Include a statement of the research objective, a concise description of the research design and methods to be used, including the setting, subjects or participants, measures, plans for data analysis, IRB review status, timeline, and resources main outcome. Do not exceed page limit.
- 11.3 Part B: Financial Data:
  - Section 1: Budget Summary: Present the total cost for each category. List other granting sources from which funds have been sought with the amount and status of request.
  - Section 2: Budget Justification: Give realistic and exact estimates of cost. Provide rationale for any equipment purchased or leased. Indicate the nature of any travel and describe its relevance to the completion of the research project or dissemination of the results. Provide the purpose and destination of each trip and the numbers of individuals for whom the funds are requested.
  - Section 3: Staffing Plan: Briefly describe the primary tasks of the Principal Investigator, Collaborator(s), and Massage Therapists. Percentage of time allotted to each task is based on a 40-hour work week. For example, if a task required 2 hours of time per week, 2 divided by 40 is equal to 5%. Thus the amount requested should equal 5% of the individual's salary.
- 11.4 Part C: Qualifications and Experience:
  - Section 1: Resumes: Include resumes for Principal Investigator, collaborator(s), and principal Massage Therapists only.
  - Section 2: For new researchers without prior experience, list relevant experience and accomplishments pertaining to the proposed project. Research achievements of collaborators may be included. Do not exceed space provided.
- 11.5 Part D: Progress Report on Recently Funded Research Activities: New researchers without prior experience may leave this page blank. Activities of collaborators may instead be listed. List publications authored by collaborators in Part C.
- 11.6 Part E: Research Plan: The research plan should include sufficient information to properly evaluate the project, independent of any other document. Within the pages allotted, it should answer the following four questions:
  - 1) What is the essence of your project?
  - 2) Why is the project important?
  - 3) How does this project fit into what is already known about this subject?
  - 4) How will you accomplish the project, that is, what specifically will be done?

A suggested format for the plan includes:

**Specific Aims:** State the research question or hypotheses to be tested. Describe the board, long-term objectives and what the proposed project will accomplish.

**Background and Significance:** Provide an explanation of the importance and relevance of the proposed project. Briefly summarize the existing literature and critically evaluate it as it pertains to the proposed project. Identify any knowledge gaps, particularly in regard to massage therapy, that the proposed project is intended to fill.

**Research Methods and Procedures:** Describe in detail the research design and procedures to be used to accomplish the specific aims of the project. Include how the data will be collected and analyzed. Provide a power analysis to show sufficient sample size.

Describe procedures for recruiting and retaining subjects, as well as all measures to be used. Discuss any potential difficulties or limitations of the proposed procedures. Include a description of the research population, any inclusion and exclusion criteria, how subjects will be recruited, consent procedures, and potential risks and benefits to subjects.

**Time Line:** Provide a proposed sequence or timetable for completion of the project. Include realistic estimates for training personnel, ordering equipment/supplies, recruiting subjects, data collection and analysis, and writing the final report and article for publication.

**Literature Cited:** List all references cited in the text. References should be both current and pertinent.

- 11.7 **Part F: Facilities and Resources:** Briefly describe the facility where the proposed project will be conducted. Describe any resources that will facilitate successful completion of the project. Identify any support services such as statistical consultation, and indicate the extent of their availability to the project. List important items of equipment already available for the project. Do not exceed page limit. If the primary facility is other than the Sponsoring Organization, attach a separate letter of agreement.
- 11.8 **Part G:** Follow instructions on the page. Also see information sheet on Obtaining Approval from Institutional Ethics Review Committees included with the application materials. Include the approved consent form as an appendix.
- 11.9 IRB approval from an applicant's institution will continue to be a preferred prerequisite component of the application packet. Also acceptable, though, is submission within one month of the grant application deadline of documentation attesting to the fact that the IRB deliberation is in progress. Approval by the applicant's IRB must be documented before an award can be made.

**Part H: Research Grant Application Checklist.** Read carefully.

**Please direct all inquiries and submit all applications and reports to:**  
**Alison Pittas**, Program Manager of Research and Grants  
**Massage Therapy Foundation**, 500 Davis St., Suite 900, Evanston, IL 60201-4695  
**(847) 869-5019 x167 or [apittas@massagetherapyfoundation.org](mailto:apittas@massagetherapyfoundation.org)**

For more information about the Massage Therapy Foundation and our programs, please browse our web site at [www.massagetherapyfoundation.org](http://www.massagetherapyfoundation.org)