



## **BAHT RESEARCH GRANT: GUIDANCE NOTES**

This document covers the purpose and criteria of the BAHT grant, application process and its terms and conditions.

### **1. Purpose and Scope of Scheme**

1.1 The primary aim of BAHT research grant scheme is to support the development of research capacity and knowledge generation in hand therapy.

### **2. Criteria for Application**

2.1 The lead applicant must be a full member of BAHT, registered for at least one year before applying for funding. Associate BAHT members are not eligible

2.2 If the researcher is not a member of a University, Research Institution, or Health Trust, arrangements should be made for the research to be undertaken under the aegis of such an organisation.

2.3 Support will **not** be provided for the remuneration of undergraduates, courses or for other educational purposes. Research undertaken as part of a study leading to an MSc/MPhil / PhD / DPhil / Prof Doc will be considered but university fees will **not** be funded.

2.4 Funding will **not** be provided for attendance at conferences.

2.5 Researchers and their research supervisor(s) must comply with the relevant ethical and research governance standards including the Central Office for Research Ethics Committees and Research Governance for Health and Social Care (Dept of Health, 2005; Scottish Executive 2001; Welsh Office, 2002).

It is the responsibility of researchers to ensure that their Heads of Department are aware of their responsibilities within the Research Governance Framework. Heads of Departments and/or research supervisors have the responsibility for managing and monitoring the research project should it be funded. Further information is available from: National Research Ethics Service of the National Patient Safety Agency <http://npsa.nhs.uk/>

Framework for England can be obtained by going to the Research Governance section of the Department of Health website at: <https://www.gov.uk/government/publications/research-governanceframework-for-health-and-social-care-second-edition>

The Framework for Scotland is available at:<http://www.scotland.gov.uk/Topics/Research/by-topic/healthcommunity-care/chief-scientist-office/6864/6933>

The Framework for Wales is available at:

<http://new.wales.gov.uk/consultations/healthsocialcare/governance/?status=closed&lang=en>

2.6 Researchers must ensure they have insurance provision for compensation in the event of non-negligent harm to research participants arising from the research. Researchers must check with their employing organisation that such cover is provided. In the event of research taking place outside of an employment situation, as long as the research relates to the practice of Occupational/Physiotherapy, researchers will be covered by the COT or CSP, subject to the payment of a full subscription.

2.7 Researchers must indicate if they intend to involve service users/carers as part of their study. If not they need to indicate why. Guidance on involving service users/carers in research can be obtained from the INVOLVE website ([www.invo.org.uk](http://www.invo.org.uk))

### 3. Preparation

Applicants are advised to consult the various resources available to help them to prepare this application. Novice researchers may find the following article a useful starting point – "Developing a Successful Application for Research Funding" (Madden and Wiles (2003). *Physiotherapy*, 89, 9, 518-522).

### 4. Application Process

There is an annual call for applications. The deadline is 1st February. Late or incomplete submissions will not be accepted.

- 1) Submit your application form electronically on our [Apply](#) page by **Saturday 01<sup>st</sup> February 2025, 11:59 pm**.
- 2) Please ensure you use the Vancouver referencing system in your application in line with all BAHT submitted projects and the journal
- 3) Please also submit an anonymised copy of the application form as a single PDF; Applications without an anonymised copy of the above documents will **not** be considered
- 4) You will receive an email acknowledgement on receipt of your application and supporting documents.
- 5) Your application will be forwarded to three external peer-reviewers who will aim to review your application within six weeks of receiving it. Their comments will be returned to the Clinical Evidence Committee (CEC).
- 6) You will receive an email from CEC giving details of the reviewer's comments. You may be asked to make amendments to your proposal and/or application form and resubmit to the CEC.
- 7) Depending on the nature and extent of the revisions, your application will either be returned back to the reviewers or reviewed by the CEC.
- 8) Where possible, we aim to notify the application outcome within six weeks of submitting your comments to the CEC.
- 9) For any questions about the grant, please email the CEC at [baht.cec@gmail.com](mailto:baht.cec@gmail.com).

## 5. Terms and Conditions

- An applicant can request the full £20,000 or any denomination of this amount depending on the needs of the project.
- The award can be given to one or multiple successful applicants so long as the total awarded does not exceed £20,000
- The money can be used to fund salary costs, staffing cover, equipment, patient expenses, meetings, research related admin/stationery (printing/photocopying etc) but **must not** be used to fund MSc module or course fees. Please refer to [BAHT's bursary scheme](#) for this.
- The amount awarded to successful applicants is final, any additional costs arising from their research activity will not be covered by BAHT.
- Any underspend on BAHT research grants **must** be returned to BAHT at the end of the project.
- Funding will be released after obtaining ethical approval for the project, as required.

### **Award recipient (s) must agree to the following terms and conditions:**

- 1) To complete the project within 24 months
- 2) To submit an update on the project in **April, August, and December** each year. The Clinical Evidence Committee will send a reminder email and link to a Google form in advance.
- 3) To disseminate their findings to the BAHT membership, on completion of your project. This may include social media posts and inclusion on the BAHT website and in the e-bulletin via the Clinical Evidence Committee.
- 4) To acknowledge the funding received from BAHT in all outputs related to the project (posters, presentations, publications etc.). Please use the following disclosure statement: *"This work was funded by a British Association of Hand Therapists' (BAHT) Research Grant. This work reports independent research, and the views expressed are those of the author and not necessarily those of BAHT."*
- 5) To report details of unspent money to [baht.treasurer@gmail.com](mailto:baht.treasurer@gmail.com) and [baht.cec@gmail.com](mailto:baht.cec@gmail.com) and return them to [baht.treasurer@gmail.com](mailto:baht.treasurer@gmail.com) at the end of project.
- 6) To submit an abstract to the annual BAHT conference for a platform or poster presentation.
- 7) To submit your manuscript to Hand Therapy for first refusal
- 8) To agree to your name, affiliation and project title being shown on the database of research award winners on the BAHT website <https://tinyurl.com/mpckkvfz>

For any questions about the grant, please email CEC at [baht.cec@gmail.com](mailto:baht.cec@gmail.com).