



# Mentored Pilot Grant

## 2025 Program Manual



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## The Mentored Pilot Grant

The Orthotics and Prosthetics Foundation for Education and Research Foundation (The O&P Foundation) provides funding to support clinically relevant, investigator-initiated research in orthotics and prosthetics (O&P).

The O&P Foundation's **Mentored Pilot Grant** is a one-year award in the amount of \$5,000. This award is intended to help trainees (e.g., masters/doctoral students, orthotics and prosthetics residents) or orthotics and prosthetics clinicians to complete a research project with the guidance of an experienced research mentor. Mentored Pilot Grant funds are intended to be used for the conduct of the proposed research project.

The Mentored Pilot Grant is awarded annually, and awards are based on the scientific merit and [clinical relevance](#) of the proposed research project, as well as the extent to which the project aligns with the O&P Foundation's [Research Priorities](#).

## Eligibility Requirements

- The PI must be a currently enrolled masters or doctoral student\*, a current orthotics and/or prosthetics resident, or a practicing orthotics and prosthetics clinician.
- The selected mentor for this research must have attained a doctoral degree or have equivalent research experience.
- The proposed research must include a clinician trained in O&P as the PI, mentor, or co-investigator.
- The primary research site must be in the United States.
- The proposed research must be [clinically relevant](#)

**\* If a trainee is unable to serve as PI**, the trainee must be identified as the Co-PI. Additional submission items are required in this case, reference Co-PI applicant requirements for more information

## Submission Requirements

- Letter of Intent (LOI)**
  - Applications will not be reviewed without the submission of an LOI.
  - Feedback will *not* be provided in response to the LOI.
  - The LOI is used only to assemble a review committee with appropriate expertise.
  - The LOI must briefly describe the proposed research.



- The LOI must include the names of all collaborators.
  - The LOI should be a maximum of two pages (12 pt font single spaced).
- Application Cover Page**
- Applicants will complete the O&P Foundation Application Cover Page in the [Application Portal](#).
  - [The Application Cover Page](#) is also available for review/download on the [O&P Foundation website](#).

## Proposal Sections

The proposal should be uploaded as a PDF document with a maximum of 5 pages (12 pt font, single spaced, 1" borders, 8.5" x 11" page size).

**Note:** *Page limits only apply to sections with an asterisk (\*).*

- Abstract**
- Up to 300 words
- Specific Aims\***
- Provide a concise statement of the goals of the proposed research.
  - List succinctly the specific objectives of the proposed research (e.g., to test a stated hypothesis, solve a specific clinical problem, challenge an existing paradigm, address clinical barriers, or develop new technology). Describe how these objectives address the O&P Foundation [Research Priorities](#)
  - If applicable, state testable hypotheses. If hypotheses are not applicable (e.g., the proposed research is qualitative or exploratory in nature), describe the expected outcomes.
  - Describe the clinical relevance to the orthotics and prosthetics rehabilitation, using the O&P Foundation [clinical relevance criteria](#)
- Background and Significance\***
- Provide rationale for proposed research, relevant background history, and the need for the research. Identify how this work is novel, unique, or original, and the knowledge gap that this research addresses.
  - Indicate how the proposed research relates to current literature on the topic.
  - Explain the importance of the problem or critical barrier to progress that will be addressed by the proposed research. O&P Foundation [Research Priorities](#)



- Address clinical relevance by describing how the concepts, treatments, services, or interventions that drive O&P will be changed if the proposed aims are achieved. Reference O&P Foundation Clinical Relevance criteria.
- **Previous Research (if applicable)\***
  - Describe previous research (e.g., pilot data) conducted that supports the proposed study.
- **Methodology\***
  - Describe the overall study design and research strategy that will be used to accomplish the specific aims of the proposed research.
  - If the proposed study is human subjects research, describe the sample, including proposed sample size, eligibility criteria, and sampling processes.
  - Clearly describe and justify outcome measures used in the study and describe how data will be collected.
  - Clearly describe how data will be analyzed; and interpreted to address the study aims. If applicable, describe any confounding variables and/or effect modifiers and how they will be accounted for in the analysis.
  - Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- **Project Timeline (include milestones and deliverables)\***
  - Depict the project timeline with a graphic that shows the timing and duration of each aim and task within the proposed research.
  - Include the funding start and end dates in your timeline.
  - Indicate when each milestone/deliverable is to be achieved.
- **Anticipated Results\***
  - Summarize the expected outcome(s) of the proposed research
  - Describe the potential impact that the results of the proposed research will have on the O&P field and/or clinical practice.
  - Please reference the O&P Foundation [Research Priorities](#) in this description.
  - Demonstrate commitment to the impact of this work by describing future plans for this line of research and/or how findings will be disseminated to the clinical community.
- **References**
  - Include a list of references used within the application to support the need, rationale, and approach for the proposed research.



- Format your citations and references using an accepted citing/referencing style (e.g., AMA or Vancouver).

**Budget, Justifications, and Facilities Description**

- Provide a budget that itemizes the cost of each item to be paid for with the award. Present this information in a table format.
- A budget justification should accompany the budget and should provide a narrative description of the costs included in the research budget to include individual line items leading to the total cost of the project.
- Provide a brief description of the facilities and resources that are available to the research team that will facilitate successful completion of the project.

**Current or Pending Support Requests**

- Indicate any current or pending funding support related to the proposed research.
- Pending support refers to any applications for funding that have been submitted and for which the outcome is not yet known.
- Indicate what overlap may exist with funding that has already been received or is pending for the proposed research.

**PI and Collaborators**

- Biosketch for the principal investigator (use [NIH formatting](#))
- Biosketch for the mentor (use [NIH formatting](#))
- List of all other collaborators (including a short biosketch for each)

**Mentor Letter of Support**

- Include a letter from the selected mentor in support of the proposed research

**Mentee Statement**

- 500 words
- Discuss your professional goals related to Orthotics and Prosthetics research.
- Describe how the research project and mentored research experience will contribute to professional development as a researcher or evidence-based clinician in Orthotics and Prosthetics.

**\*Co-PI applicants** (additional submissions items required)

***Institutional Policy Letter***



The applicant will be required to submit a letter from the institution outlining their policy pertaining to students and/or residents not being able to serve as PI on research projects and requiring a faculty PI.

**Mentor and Mentee Statements**

The statements required for the submission should clearly outline how the trainee would be empowered to take leadership on the project and provide a detailed plan for their engagement in gaining experience in managing the research activity/project.

## Mentored Pilot Grant Program Funding Cycle

The following are key dates and deadlines for The O&P Foundation's 2025 Mentored Pilot Grant Program. Applicants are responsible for ensuring all materials are received by the due dates.

**LOI submissions** .....March 3rd-21st 2025  
**Proposal submission deadline** .....April 21st, 2025  
**Award notification\*** .....July 2025

*\*Award notification date is approximate and based on anticipated number of submitted applications. A greater number of submissions than expected may delay notification. Applicants will be notified if delays occur.*

## Grant Disbursement

- Grant funds may be paid directly to the award recipient or the host institution
  - No indirect (i.e., facilities and administrative) costs will be allowed.
  - Any financial or tax liabilities associated with accepting the award will be the responsibility of the recipient.

## Complimentary Funding/Support

- The O&P Foundation Mentored Pilot Grant applicants are required to identify existing and/or pending funding related to the application.
- If complimentary funding is obtained by the investigator prior to award announcement or during the award period, award recipients are required to inform the O&P Foundation Research Committee Chair in writing.
- When contacting The O&P Foundation Research Committee Chair, investigators are encouraged to submit a modified budget that reflects the complimentary support obtained for the proposed research.
- The O&P Foundation reserves the right to modify the provided funding based upon the receipt of alternative support received by the investigator(s).



- Decisions regarding the modification of funding will require approval of the O&P Foundation Board of Directors.
- If a modification to the funding amount is made after disbursement of funds, The O&P Foundation reserves the right to request that funds be returned.

## Grant Reporting

### Final Report

- Grant recipients must submit a 2-page final report no later than 30 days after the award ends.
- The award recipient is responsible for the timely submission of the progress report.
- The report should be typed and single spaced using 10–12-point font
- Legible figures may be included in the report.
- The final report should detail the work performed during the study period, summarize the expenditure of the award budget, and include a list of any submitted and/or anticipated publications and further research directions, including additional grant opportunities that may result from The O&P Foundation funded research.

### Dissemination Fund

- The O&P Foundation maintains a fund to support recipients of the Mentored Pilot grant with an additional \$2500 for the costs associated with broad dissemination of the results of the research conducted under this program.
- These expenses include but are not limited to: conference registration, travel, accommodations and/or publication fees.
- These funds are available by request and are for use by the PI for a period of up to three years following the initial receipt of the grant.

### Review Process

- All of The O&P Foundation grant submissions will be reviewed by a Review Panel composed of The O&P Foundation Research Committee members and ad-hoc members, as needed.
- Composition of the panel will be determined by the type and number of award submissions.
- The O&P Foundation Research Mentored Pilot Program Manager will serve as the Review Chair and as the point-of-contact for the awards program.





## Review Panel

- The function of the Review Panel is to evaluate applications, including the clinical relevance of the research topic, the merit of the research design, and the appropriateness of the personnel and environment.
- The Review Panel will score the Mentored Pilot Grant applications using the [O&P Foundation Review Form](#) ( available on The O&P Foundation [website](#)).

## Review

- Complete applications will be assigned to two or more Review Panel members for review.
- Proposals will be evaluated and scored on scientific merit and clinical relevance using [The O&P Foundation Review Form](#) and [Clinical Relevance Criteria](#)
- All submissions will be given a numerical score by each reviewer, and a consensus score will be generated.
- Blinded consensus scores, summary comments, and written reviews will be provided to all applicants upon completion of the review process.

*The O&P Foundation reserves the right to reduce the terms of the award, both in time and in funds, as deemed appropriate by the scope of the proposed research. The Review Panel may also request that applicants respond to reviewer comments regarding any part of the submission prior to rendering a final award decision.*

## Conflict of Interest Procedures

- The Review Panel is required to maintain confidentiality regarding all aspects of the grant review process, the proposed research, and the identity of award applicants.
- The O&P Foundation will strive to review all submissions fairly and without bias.
- In cases where a proposal is submitted by (1) a member of the Review Panel; (2) a Review Panel member's organization (3) a Review Panel member's student, resident, or mentee; or (4) a Review Panel member's colleague who lists the Review Panel member as having any responsibility or involvement in the research being reviewed or who collaborates or currently associates with the panel member in other capacities, which may or may not involve the application under consideration, the Review Panel member in question will be excused from review of the proposal.
- When this situation applies to the Chair of the Research Committee, the Chair will turn over management of the review of the application in question to another Research Committee member. That Committee member will be responsible for identifying suitable reviewers; receiving from reviewers The O&P Foundation Conflict of Interest, Confidentiality, and Non-Disclosure Statement and Review Forms; and chairing the portion of the any review meeting during which the application in question is discussed. Furthermore, if the application in



question is successfully funded, the Chair of the Research Committee will turn over management of the funded project to another member of the Research Committee. That Committee member will then be responsible for receiving and reviewing reports, confirming IRB approval (if applicable), and handling requests from the award recipient, as well as any issues that might arise with that grant.

- Reviewers for each application are required to complete The O&P Foundation Conflict of Interest, Confidentiality, and Non-Disclosure Statement) prior to review.
- If a submission includes proprietary or confidential information, this should be noted on the cover sheet and relevant sections of the proposal.

### Notification of Applicants

- All applicants will be notified of the status of their application following review.
- Notification will include the blinded consensus scores, summary comments, and written reviews.
- For the successful applicant, notification will include an Award Letter, Terms and Conditions of the Award and process for funds disbursement.
- Funds for the Mentored Pilot Grant will be made payable in one lump sum.

### Ownership of Work

- Ownership of intellectual property arising from The O&P Foundation sponsored funding is vested in the award recipient
- The O&P Foundation reserves the right to publicize all materials received while funding a particular research project; (e.g., proposals, progress reports, final reports, etc.), except for materials marked “confidential” or “proprietary.”
- Award recipients are required to acknowledge The Foundation funding in any publication or presentation of the funded research by including the following statement:

*“This presentation/work was supported (or “supported in-part” if the project was also supported by other sources) through funding from The Orthotics and Prosthetics Foundation for Education and Research (The O&P Foundation)”*

### No-Cost Extension

- A one year no-cost extension may be applied for by investigators who have been awarded a Mentored Pilot Grant if their project requires additional time to complete.



- A written request for a no-cost extension must be submitted to the O&P Foundation Research Committee Chair one month prior to expiry of the current award.

## Resubmission

- Proposals that are not awarded the Mentored Pilot Grant may be resubmitted for another award cycle.
- A maximum of two resubmissions following the original submission will be accepted.
- The cover page should indicate that the proposal is a resubmission, and a separate document should indicate any changes made to the proposal in response to reviewer concerns from the previous submission.
- This supplemental document should be no more than two pages in length (page count is not included in the submission page limit).

## Portal Instructions

- Applicants will create an account in The O&P Foundation [Application Portal](#)
- Once an account has been created in the portal, applicants may select the Mentored Pilot program and follow the prompts for application and proposal submission.

## Contact Information

Questions about the Mentored Pilot Grant may be directed to [info@oandpfoundation.org](mailto:info@oandpfoundation.org) or to the Research Chair directly [research@oandpfoundation.org](mailto:research@oandpfoundation.org)

