



Microgrant

2025- Spring Program Manual



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Microgrants Program Overview

The O&P Foundation's Microgrant Program is designed to spark clinically relevant scholarly work in the field of orthotics and prosthetics (O&P). This program awards one-year grants of \$2,000 to support activities and projects.

These microgrants aim to empower health professionals, researchers, students, and residents to pursue projects and activities that may contribute to clinical care in O&P, such as investigator-initiated research, development opportunities, or quality assurance and/or improvement projects. The Microgrant Program is awarded biannually, once in the spring and once in the fall, and awards are based on the scholarly merit and clinical relevance of the proposed activity/project.

Some suggestions for types of projects that could be funded are:

- Education, advocacy, clinical quality improvement projects.
- Small pilot funding for a research project.
- Proof of concept research to generate power analysis.
- Statistical assistance for a research project.
- Training courses to expand research-related skillsets
- Supplies to explore a new area of research.
- Support for an evidence-based practice project or development of secondary knowledge materials.

Eligibility Requirements

The PI must be:

- A currently enrolled masters or doctoral student,
- A current orthotics and/or prosthetics resident,
- A practicing orthotics and prosthetics clinician, or
- A researcher engaged in clinically relevant orthotics and prosthetics research
- If the PI is a trainee (student or resident), the project must include a faculty mentor from the trainee's academic program or residency site.
- The proposed research must include a clinician trained and certified in O&P as a member of the project team.
- The primary project site must be in the US.
- The proposed project must be clinically relevant to the O&P profession in the United States.

Submission Requirements

Application Cover Page

The application cover page should be completed in the O&P Foundation application portal.



- **Abstract** (250 words)
 - Provide a concise statement of the goals of the proposed project/activity.
 - Describe how the project/activity is [clinically relevant](#) to the O&P profession
 - Describe how the project/activity benefits or advances the field of O&P, use the O&P Foundation [Research Priorities](#) as reference

Project Information

The project information should be uploaded as a PDF document with a maximum of 3 pages (12 pt font, single spaced, ½” borders, 8.5” x 11” page size).

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

- **Background and Significance***
 - Identify a [clinically relevant](#) need or gap in O&P. This could be a lack of training in a specific area, a need for improved practice guidelines, or a desire to pursue a research project or implement a new intervention.
 - Explain how the proposed research or activity will address this gap.
- **Aim/Objective and Hypothesis (if appropriate) or Expected Outcome***
 - Clearly state the aim or objective of the project. 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.
- **Description of the Project/Activity***
 - Briefly describe the methods/approach you will take to complete the project.
 - Describe the target population for your proposed activity and eligibility criteria if human subject research.
 - If applicable, describe any interventions that will be evaluated.
 - If applicable, describe any outcomes that will be evaluated as part of this project.
 - If applicable, describe how you will collect and analyze any data collected.
 - Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- **Equipment, Training, and Skills Required***
 - Describe any equipment, training, or skills that will be required for the successful completion of the project.
 - Note if the equipment, training, or skills is already available to the project team, or if it will be purchased with budgeted funds from the Microgrant.



- **Project Timeline (include milestones and deliverables) ***
 - Depict the project timeline with a graphic that shows the timing and duration of each element of the proposed activity.
 - Indicate when each milestone/deliverable is to be achieved.

- **Dissemination Plan***
 - Describe how you will share the information learned or how you will use the skills developed to further the O&P profession. How will others learn about this work and gain from the outcome of the proposed project?
 - Dissemination plans can include traditional dissemination means (e.g., manuscripts, conference abstracts, posters), professional webinars, presentations to consumer or advocacy groups, information on your institution, organization, company's webpage, or similar approaches to sharing results of the project.

- **References**
 - Include a list of references used within the application to support the need, rationale, and approach for the proposed activity.
 - Format your citations and references using an accepted citing/referencing style (e.g., AMA or Vancouver).

- **Risks and Considerations for Human Subjects Research**
 - Describe any potential risks that might keep the project from being successful.
 - Note if you will be conducting Human Subjects Research requiring IRB approval. If yes, please name the IRB that will be responsible for approving the project.

- **Collaboration and/or Mentorship Plan**
 - Biosketch for the principal investigator (use current [NIH formatting](#))
 - List all personnel due to participate in the project/activity. Include personnel name, credentials, institution, and a 2-3 sentence biosketch for each.
 - List all organizations that will be involved in the project.

- **Budget, Justifications, and Facilities Description**
 - Provide a budget that itemizes the cost of each item to be paid for with the award in a table format.
 - When budgeting, consider if the funds are to be disseminated to an individual, the microgrant is considered taxable income and will be subject to taxes at the individuals selected tax rate.



- A budget justification should accompany the budget and should provide a narrative description of the costs included in the budget to include individual line items leading to the total cost of the project.
- **Letters of Support**
 - Include a letter or letters that indicate that the applicant’s institution is aware that this application is being submitted and will support the research if funded.
 - If applicable, include a letter or letters that provide evidence that the PI has access to any additional resources or support needed to complete the proposed research.

Microgrant Program Spring Funding Cycle

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

Proposal submission portal opens	March 3rd, 2025
Proposal submission deadline	April 3rd, 2025
Award notification*	April 24th, 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 will be paid directly to the award recipient or their host institution.
- If the funds are disbursed to the individual, the award is considered taxable income, and they will receive a 1099 IRS form for the tax year.
- Indirect costs are *not permitted* for the Microgrant program.
- Grant funds will be disbursed in one installment.
- If human or animal subjects are included in the proposed research, the applicant will be required to provide evidence of Institutional Review Board (IRB) or Animal Care and Use Committee (ACUC) approval from the host institution before funds are disbursed.
- IRB approval is not due at the time of submission, but it will be required to receive award funds.



Grant Reporting

□ Final 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.
- Grant recipients must submit a 1–2-page final report no later than 30 days after the award ends.
- The principal participant 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.

Review Process

- All O&P Foundation grant submissions will be reviewed by a Review Panel composed of 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 Committee Chair and the Microgrant Program Manager will serve as the Review Chairs and serve as points-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 activity/project design, the feasibility of the activity/project, and the appropriateness of the personnel and environment.

Review

- Complete applications will be assigned to two or more Review Panel members for review.
- Proposals will be evaluated and scored on their merit and clinical relevance using the [O&P Foundation Review Rubric](#).
- All submissions will be given a numerical score by each reviewer, and a consensus score will be generated.
- Blinded consensus scores 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.
- Reviewers for each application are required to complete The 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 and written reviews.
- For the successful applicant, notification will also include information about how and when funds will be made available.

Ownership of Work

- Ownership of intellectual property arising from the O&P Foundation sponsored funding is vested in the award recipient, per the policies of the applicant's host institution.
- 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 O&P 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).”

Portal Instructions

- Applicant will need to create an account in The O&P Foundation [Application Portal](#).
- Once an account has been created in the portal, applicants can select the Microgrants program and follow the prompts for application.

Contact Information

Questions may be directed to info@oandpfoundation.org or to the Research Chair directly at research@oandpfoundation.org

