



## The Orthotics and Prosthetics Foundation for Education and Research

### Program Sponsorship

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#### I. Sponsorship Overview

The O&P Foundation seeks partnerships with mission-aligned sponsors to fund and support research, education, and/or professional award programs that align with the O&P Foundation research priorities, clinical relevance criteria, mission, strategic priorities, and funding philosophy.

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#### II. Information Required from Sponsor

To initiate planning for a program and sponsorship agreement, the sponsor should provide:

##### A. Program Intent and Objectives

- Description of the award program
- Rationale or need for the program
- Alignment with sponsor's strategic goals and O&P Foundation mission and strategic priorities
- Desired impact on the OP&P field or target population

##### B. Sponsorship Scope and Commitment

- Total funding amount
- Disbursement schedule (e.g., lump sum, multi-year, milestone-based)
- Term length of the sponsorship (e.g., one-time, renewable, multi-year)
- Whether funding would include indirect costs for administration (capped at 10%).

##### C. Sponsor Engagement Preferences

###### Sponsor developed (administration fee 10%)

When a sponsor has independently developed the funding opportunity, the administering organization's role is more administrative, focusing on logistics, compliance, and processing.

###### O&P Foundation/sponsor co-developed (administration fee 15%-20%)



When the O&P Foundation works with the sponsor to co-develop the funding opportunity from scratch, it will need to contribute more to the program's design, including but not limited to developing eligibility criteria, submission requirements, creating marketing materials, and building an online program.

#### D. Legal and Administrative Requirements

- Any organizational or legal constraints or preferred contract terms should be identified
- Data sharing, confidentiality, and IP expectations should be outlined
- Branding or naming preferences (e.g., “The [Sponsor] Research Grant”) should be determined
- Reporting requirements (frequency, format, content) should be established

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### III. Program Design Elements

The sponsor may be involved in the following:

#### A. Eligibility Requirements

- Eligible applicants (e.g. clinicians, researchers, institutions, early-career vs senior, students, residents, etc...)
- Geographic scope (U.S.-based, international, or global)

#### B. Award Parameters

- Number of awards to be issued
- Maximum funding amount per award
- Program duration (e.g., 12 months, 24 months)

#### C. Proposal Requirements

- Required elements (e.g. aims, methodology, budget, biosketches, transcripts, letters of recommendation, CV/resume etc... )
- Evaluation criteria and weighting

#### D. Review Process

- Review structure
- Sponsor participation (observer or voting member)
- Timeline for review, award decisions, and funding



## IV. Request for Proposals (RFP) Development

The O&P Foundation will draft the RFP and manage its publication and dissemination. Sponsor input will be integrated into the RFP draft.

The RFP development process includes:

1. Drafting of the RFP based on sponsor parameters
2. Sponsor review and feedback on draft
3. Final approval from both sponsor and O&P Foundation Program Committee
4. RFP launch, hosted on the O&P Foundation's website, application portal, and shared via:
  - O&P Foundation newsletter
  - Partner organization announcements (e.g., AAOP, AOPA, ABC, O&P Edge)
  - Social media and digital marketing
  - Direct outreach to relevant academic and clinical networks

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## V. Timeline & Project Management

A shared timeline will be developed, typically including the following phases:

1. Agreement finalized and signed
2. RFP drafted, approved, and released
3. Proposal/application submission window
4. Review and selection period
5. Award announcements and disbursement
6. Project execution and reporting
7. Final project reports and dissemination

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## VI. Foundation Responsibilities

The O&P Foundation will provide the following infrastructure and services:

- Administrative management of applications, review, award, and post award processes
- Financial oversight and fund disbursement
- Communications and marketing support
- Compliance monitoring and documentation
- Reporting to the sponsor as agreed upon



## VII. Next Steps for Sponsors

To move forward with sponsoring a research program:

1. Submit an inquiry with the O&P Foundation
2. Schedule an initial consultation with the Executive Director and Research Committee Chair to review goals and alignment
3. Complete a Program Sponsorship Information Form (provided by the O&P Foundation)
4. Collaborate on the development of a draft agreement and program outline with the Executive Director and Program Committee Chair, respectively.

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## VIII. Contact

If you have additional questions or would like more information, you may contact the Executive Director at [executivedirector@oandpfoundation.org](mailto:executivedirector@oandpfoundation.org)