



## PURPOSE

The purpose of the NCTRC Research Grant Program is to:

- Provide opportunities for individuals pursuing a career in or already practicing recreational therapy to establish and maintain lines of research,
- Promote the collaboration between higher education faculty and practitioners,
- Support the provision of quality recreational therapy services, and
- Promote the CTRS® as the qualified provider of recreational therapy services.

## ELIGIBILITY

All individuals who hold active status as a CTRS, or are currently enrolled in TR/RT coursework or academic programs may apply for an NCTRC Research Grant.

**Note:** Students applying for the grant must have a faculty sponsor who holds active CTRS status at the time the proposal is submitted and reviewed.

## FUNDING LIMITATIONS

- A maximum of \$5,000.00 per proposal will be awarded to the selected applicant(s).
- The Primary Investigator (PI) may have a maximum of one proposal funded per year.
- Non-funded proposals may be resubmitted for the next review cycle.
- Funding supports student assistants, supplies, necessary travel for data collection and other costs of the research project.
- Funding will **not** cover fringe benefits, administrative costs, personal stipends or salary, training, courses, lessons or travel to conferences.
- All materials and equipment purchased with the NCTRC Research Grant funds must stay with the requesting agency.
- Duration of the grant is one year unless an extension is requested and approved.

## FUNDING DEADLINES

Grants will be awarded two times per year with grant submission deadlines of October 15 at 11:59 PM ET and March 15 at 11:59 PM ET; and funding awarded in December and May to the selected applicant(s).

## APPLICATION PROCESS

1. Submit the completed NCTRC Research Grant Application prior to the deadline for the October 15 or March 15 review cycle.
2. Compile all required documents for the NCTRC Research Grant Application in the following order:
  - a. Completed application
  - b. Applicant's resume/vitae
  - c. Reference list of academic literature, if appropriate
  - d. Written statement regarding the status of or plans for IRB approval, or evidence of IRB approval
3. Scan all materials in that order, into one PDF document that will become your application submission packet.
4. Email the PDF application packet to [nctrc@nctrc.org](mailto:nctrc@nctrc.org), and include "Research Grant" and your full name in the subject line.
5. Research Grant application packets will be reviewed by the Research Grant Committee\*\* and applicants will be notified of the decision via email. **Note:** *Incomplete application packets or submitted materials that do not follow the Application Process will not be reviewed.*

\*\*The NCTRC Research Grant Committee members are not employees of NCTRC.

## APPLICANT INFORMATION

Name:

Mailing Address:

City:

State/Province:

Zip:

Preferred Phone:

Email:

### Please check appropriate information (*check all that apply*):

Student

Faculty

Practitioner

### Research type (*select only one*):

Basic

Pursuit of new knowledge or theoretical understanding related to recreational therapy. It is exploratory in nature involving the development of or testing of concepts or functions that can lead to applied research.

Applied

Applies the findings of basic research or other existing knowledge toward discovering new scientific knowledge that has specific commercial objectives with respect to new products, services, processes, or methods.

Program Development

Directed toward the introduction or significant improvement of recreational therapy services, processes, or methods.

Agency/University Name:

Resume/Vitae (*please attach a current resume or vitae to this application*)

## COLLABORATION

Name of Primary Investigator:

NCTRC Certification #:

Expiration Date:

For students or practitioners using the Equivalency Path to certification, include information for the faculty sponsor:

Faculty Sponsor Name:

Faculty Sponsor NCTRC Certification #:

Expiration Date:

Identify funding from other sources and amounts to support this research:

Agency:

Amount:

Agency:

Amount:

## PROJECT INFORMATION

Project Title:

Does your research involve human subjects?    Yes    No

**Note:** Funds will not be released until the approved IRB has been submitted to NCTRC.

### Project Abstract

Abstract should be 2–3 sentences and provide a clear explanation of the motivation and plan of the proposed project that is understandable to non-experts in your field.

### Project Description

Provide an explanation of how your proposed work is original and has a high potential for impact, even beyond the specific field of research. Therefore, it is expected that research conducted by recreational therapist or students studying recreational therapy to disseminate their research to their peers in recreational therapy. However, researchers should be looking for opportunities to share their findings and engage audiences beyond their profession and engage other stakeholders with one's work. Explain this in a way that is understandable to non-experts in your field.

## **Research Methods**

Provide the specific plan for carrying out your proposed research. Ensure this plan is reasonable and justified in the provided timeline [see below]. Consider outlining risky parts of the plan and identify fallback options as needed.

## **Personal Impact**

Outline how this particular funding and experience will change future opportunities and career outlook for you.

## **Timeline**

Provide a timeline of your proposed research process, highlighting your ability to complete your research within an appropriate and reasonable time frame.

## **Reference List of Academic Literature**

If appropriate, provide a document that contains citations and a reference list to highlight research that directly relates or impacts your research proposal.

## **Budget Justification**

Provide rationale for your proposed budget. The budget should be detailed [include specific items to be ordered along with the quantity] and well-reasoned to show the reviewers why the provided funds are needed to support your research project. Use line item calculations to explain budget requirements and estimations of cost. Example: \$450 for 15 floating barbells and 15 floatation belts @ 15.00 each, instead of estimating \$500 for pool equipment.

### **Proposed budget:**

Category	Detailed Explanation	Cost
Salary/Wages:		
Supplies:		
Travel:		
Contractual Services:		
Other:		
Other:		
Other:		
<b>Total Cost:</b>		
<b>Total Requested from NCTRC:</b>		

**PUBLICATION STATEMENT**

There is the expectation that published work will result from this funding and include the following statement within the manuscript: "This research was fully or partially funded by the National Council for Therapeutic Recreation Certification (NCTRC), grant number (insert assigned grant number)." Failure to do so may impact future funding requests.

**PERMISSION STATEMENT FOR NCTRC USE OF RESEARCH ARTICLE**

NCTRC requires permission to post the article (or link to the article) resulting from this funding on the NCTRC website, social media sites, or in NCTRC marketing materials. If the publication will not allow this, a written summary of the research project and findings may be submitted to NCTRC to fulfill this requirement. At the conclusion of the research project, share with NCTRC the details and link to the website, publications, etc. where the research is published.

## APPLICANT ATTESTATION

I understand and verify the following:

I verify that the information provided in this application is accurate.

I understand that no funds will be released until the approved IRB (if needed for the project) has been submitted to NCTRC.

I understand that I must include the following sentence in any published manuscripts relating to this project, "This research was fully or partially funded by the National Council for Therapeutic Recreation Certification (NCTRC), grant number XXXX."

I understand that by accepting this NCTRC Research Grant, that I am giving NCTRC permission to post any article (or link to the article) resulting from this funding on the NCTRC website, social media sites, or in NCTRC marketing materials. If the publication will not allow this, a written summary of the research project and findings may be submitted to NCTRC to fulfill this requirement.

---

Signature (*handwritten or digital*)

Date

## FACULTY SPONSOR ENDORSEMENT

Faculty sponsor, please indicate that you have agreed to supervise this student research project and that all of the information provided in this application is accurate.

I attest that as the faculty sponsor, I will supervise this student research project.

I verify that the information provided in this application is accurate.

---

Signature (*handwritten or digital*)

Date

**REMINDER:** Send the completed NCTRC Research Grant Application packet as one PDF document that includes the completed application, the applicant's resume/vitae, the reference list of academic literature (if appropriate), and the status regarding IRB approval, to [nctrc@nctrc.org](mailto:nctrc@nctrc.org), and include "Research Grant" and your full name in the subject line.

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

16 Squadron Blvd, Suite 101

New City, NY 10956

845 639 1439

[nctrc.org](http://nctrc.org)

[facebook.com/nctrcorg](https://facebook.com/nctrcorg)



NCTRC is a member of the Institute for Credentialing Excellence (I.C.E.) and the CTRS Credentialing Program is accredited by National Commission for Certifying Agencies (NCCA). "NCTRC", "National Council for Therapeutic Recreation Certification", "CTRS", and "Certified Therapeutic Recreation Specialist" are the registered trademarks of the National Council for Therapeutic Recreation Certification. Unauthorized use of any NCTRC trademark or confusingly similar mark is strictly prohibited. NCTRC does not warrant or guarantee the provision of competent services by certificants; NCTRC certification helps to demonstrate the certificant has met the requirements for the profession.

©2022 National Council for Therapeutic Recreation Certification® All rights reserved. Copying and distribution in any medium is strictly prohibited without prior NCTRC® written consent.