



## GUIDELINES

# Thelma Cardwell Foundation Award for Research

### Introduction

The aim of the WFOT Thelma Cardwell Foundation Award for Research is to provide funding for pilot projects or small-scale feasibility projects that can build and/or strengthen research capacity in occupational therapy.

### Criteria

1. The WFOT Thelma Cardwell Foundation Award for Research specifically addresses contextually relevant and culturally sensitive projects that support the occupational needs of local communities and individuals.
2. Applications must relate to one or more of the WFOT international occupational therapy research priorities:
  - Effectiveness of occupational therapy interventions
  - Evidence-based practice and knowledge translation
  - Participation in everyday life
  - Healthy ageing
  - Occupational therapy and chronic conditions
  - Sustainable community development and population based-occupational therapy interventions
  - Technology and occupational therapy
  - Occupational therapy professional issues

More information on WFOT international occupational therapy research priorities can be found in: <https://wfot.org/resources/wfot-research-priorities>.

3. Applications must support original ideas that have not received funds from other sources.
4. Projects should be completed within a two-year maximum timeline. Applications are not accepted for projects that have commenced prior to the date of the award announcement.

5. The principal investigator for each application must be an individual member of WFOT.
6. Only one application can be submitted for each applicant.
7. Budgets totalling up to US\$5500 will be considered for funding. The Award funds may be used for human resources support, equipment, supplies, participant compensation or technical assistance for an approved project. Funding does not allow for indirect costs. Travel is an allowable cost item but only if it pertains to the completion of the research project (data collection or analysis). WFOT allows congress/conference registration to disseminate the results of the research project, but not travel.
8. The successful applicant(s) must be willing to submit an interim and final project report to WFOT.

### **Application deadline**

The application deadline is the **30<sup>th</sup> September 2025 by 5:00pm** in the applicant's time zone.

### **Application procedures**

1. The WFOT Thelma Cardwell Foundation Award is offered once every two years.
2. Applications for the Award are submitted using an online process to <https://wfot.link/thelmacardwellapplication2026>. In addition to the Award application, applicants are requested to submit a two-page curriculum vitae and a proposed budget with a maximum length of two pages that outlines the planned use of Award funds.
3. If desired, letters of support for the application can be submitted as part of the online application.
4. Award applications must be submitted prior to the stated deadline to be considered for funding.

### **Review Procedures**

1. Each application will be screened to ensure application criteria are met. Applications not meeting application criteria are disqualified.
2. Screened applications will be randomly allocated to a minimum of two external reviewers that do not have a known conflict of interest with the applicant or proposed project and have appropriate knowledge and experience with research design, implementation and analysis.
3. External reviewers will be asked to complete an online registration form and sign the WFOT volunteer agreement prior to reviewing applications.

4. Reviewers will be provided with a password protected online file to access the applications for review.
5. Reviewers will complete an online report form for each assigned application.
6. Rating scores for each of the applications will be compiled.
7. Applications attaining the highest rating scores will be provided to a second set of reviewers not involved in the initial review. Reviewers will review and individually rank order each of the applications using an online form.
8. The application(s) receiving the top rank order will be recommended for the award. If the budget for the top rank application is projected to be less than the top award amount of \$5500, the remaining funds may be allocated to the second ranking proposal.
9. A report including the award recommendation(s) will be presented to the WFOT Board.
10. The successful applicant(s) will be notified by email and announced at the WFOT General Assembly Meeting.
11. Unsuccessful applicants will be notified by email of the outcome of their application, however, given the limited time and human resources, descriptive feedback is not provided.
12. Award recipients are required to acknowledge the financial support provided through the WFOT Award in any publication, article or feature in the media.
13. Award recipients are permitted to use the WFOT Thelma Cardwell Foundation Award Recipient Logo on printed and online materials associated with the circulation and dissemination of the project, including for dedicated project websites and social media forums, email footers, letterheads and recruitment materials. The logo cannot be used in adapted or modified formats, nor beyond the timelines of the project. WFOT does not accept any liability or responsibility for the inappropriate use of the WFOT approved status logo and retains the right to revoke permission to use the logo in case of improper use.
14. Fifty percent of the awarded funds will be dispensed to the successful applicant(s) within two months of the award announcement.
15. An interim report is required after six months (for one-year projects) or one year (for two-year projects) of the funding start date. Prior to release of the remaining 50 percent of funding, the interim report is reviewed by WFOT to ensure the appropriate progression of the planned research activities, as outlined in the proposal.
16. Funded projects must be completed within two years of the award date. A final report is submitted upon project completion within three months and a manuscript about the funded research must be submitted to WFOT within five months of completion of the project for publication on the WFOT website. Submission of a manuscript to a peer-reviewed journal regarding the funded research is also recommended.
17. Required reports should comply with the WFOT Thelma Cardwell Foundation Award Guidelines for Interim and Final Reports.

18. If the project is not completed within the time periods defined in the application or a manuscript is not submitted to WFOT by the end of the project, the applicant(s) must return all remaining funds granted by WFOT.
19. Any Thelma Cardwell Foundation Award funds that remain unused at the completion of the project must be returned to WFOT.

## Thelma Cardwell Foundation Award for Research Application Form

**MUST BE COMPLETED ONLINE:** <https://wfot.link/thelmacardwellapplication2026>

**1. PROJECT TITLE**

**2. PRINCIPAL INVESTIGATOR:** Provide full name, country and affiliation.

**3. PRINCIPAL INVESTIGATOR WFOT INDIVIDUAL MEMBERSHIP NUMBER:**

**4. CO-INVESTIGATORS:** Provide full names, country and affiliation.

**5. FULL POSTAL and EMAIL ADDRESS of Principal Investigator:**

**6. ABSTRACT** Maximum 250 words.

Provide a summary of the project in language that a general audience can understand. Indicate why and to whom this work is relevant and important. This abstract will be available to WFOT members if the proposal is funded.

**7. PROJECT RATIONALE AND BACKGROUND** Maximum 350 words.

Describe how the project:

- addresses one or more of the International Occupational Therapy Research priorities
- addresses the occupational needs of the individuals or community
- advances the current knowledge and understanding of occupation and participation
- is built on a grounded theoretical and evidence-based framework

**8. OBJECTIVES** Maximum 150 words.

Describe the specific objectives of the project as well as the way in which this project contributes or lays the foundation for long-term research objectives.

**9. METHODOLOGY/ APPROACH** Maximum 300 words.

Clearly identify the proposed methods and/or approach, as well as a description of the participants or partners, the procedures and outcomes.

**10. IMPACT** Maximum 250 words.

Describe how this award will foster research capacity and continued advance of occupational therapy and occupational science.

**11. BUDGET** Maximum 500 words.

Include a detailed budget including the amount requested, and a brief justification of each time, including (if applicable):

- a) Personal
- b) Equipment (itemise)
- c) Consumables/materials (itemise)
- d) Other expenses (itemise)

**12. CONCISE CURRICULUM VITAE** (do not exceed 2 pages)

Include current affiliations, education, professional experience and appointments, as well as recent and relevant publications (last five years).

**13. LETTERS OF SUPPORT** (optional, up to two letters)

#### **14. CONDITIONS OF SUBMISSION**

- If the proposal is selected by WFOT for funding, the study must be reviewed by a responsible ethics committee
- The applicant assumes all responsibility and liability associated with the proposed research. WFOT can under no circumstances be held liable for damages suffered by the applicant or third parties in relation to the research.