

Small Project Grant – Guidelines

In line with the AACP strategic plan of promoting acupuncture research among its members a new grant has been developed to assist members undertaking a small scale research or audit project. The maximum award per applicant is £1,000

1 Aim

- 1.1 The aim of the AACP Small Project Grant is to facilitate AACP members in undertaking small scale research or audit projects relating to acupuncture

2 Scope

- 2.1 Proposed projects must clearly address a research question which relates to both the study and practice of acupuncture AND the aims of the AACP. Priority will be given to projects that clearly articulate one or more of the following;
 - 2.1.1 Demonstrable patient benefit
 - 2.1.2 Potential to advance/enhance the current knowledge base in relation to acupuncture within physiotherapy management
 - 2.1.3 Contribute to the clinical or educational development of acupuncture within physiotherapy

3 Eligibility

- 3.1 The AACP Small Project Grant is available to both affiliate and full AACP members

4 What can be included?

- 4.1 Reasonable costs associated with research will be considered. Costs such as purchase of equipment, postage/stationary costs, and travel associated with the project or research related training needs will be considered. The maximum grant is £1000.00

5 Application process

- 5.1 All applications must be made on the appropriate form and the grant will be administered by the ETRC in consultation with appropriate external reviewers where applicable
- 5.2 The applicant must demonstrate that they have the necessary research or audit skills to successfully complete the proposed project
- 5.3 Frequency, number of awards and submission dates can be found on the AACP website within the Research section
- 5.4 A full, detail breakdown of the funding requested must be included in the application and must clearly detail how each item relates to the proposed project. Receipts for equipment, where appropriate, must be included
- 5.5 Where appropriate additional, supporting evidence may be requested
- 5.6 The award will be formally announced at the Annual General Meeting of the AACP where it shall be publicly presented to the award winner or to their nominated representative. The AACP reserves the right to either share or not to grant an award in any year or consecutive years

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6 Conditions of the award

6.1 Maintenance of equipment

- 6.1.1 Any equipment purchased will remain the property of the employing organisation of the applicant so that it may be used for future research or audit
- 6.1.2 Appropriate arrangements must be made for the ongoing maintenance of any equipment purchased if necessary. Documentation must be submitted with the application indicating that the relevant educational institution or organisation will accept this responsibility.

6.2 Reporting and acknowledgements

- 6.2.1 Successful applicants will be required to provide the ETRC with an abstract of the completed project, within six weeks of completion of the project. This may be displayed on the AACP website.
- 6.2.2 All publications and presentations in relation to the project will include acknowledgement of monies received from the AACP
- 6.2.3 In the event of a applicant not completing the proposed project they would normally be expected to reimburse the AACP the award

6.3 Administration of the grant

- 6.3.1 In the case of equipment costs, the AACP will pay such costs directly on receipt of an invoice
- 6.3.2 In the case of miscellaneous costs such as postage costs, travel these will be paid on receipt of an appropriate invoices or receipts

Applications must be submitted electronically to AACP Research Advisor at
mindyC@aacp.com.uk