

Guidelines for providing letters of support for research projects

The objective of this document is to provide guidelines to the North American Federation of Adapted Physical Activity (hereinafter referred to as NAFAPA) officers for writing letters of support for research grant applications.

Criteria for providing a letter of support:

- a. Letters of support are provided for members of NAFAPA. A member is defined by the Bylaws as “persons who are committed to the conduct, implementation, and dissemination of research in adapted physical activity, and who participate in NAFAPA activities”. A letter of support can be provided for a proposal where the member is the principal or co-investigator.
- b. The research proposal is consistent with the purpose of NAFAPA. Specifically, the grant should be related to “research in the practice of adapted physical activity.”
- c. A minimum of three weeks is normally required by NAFAPA to review the request and provide a letter of support.
- d. The member seeking the letter of support has provided the following information to the President:
 - i. Details of the project investigators, including a brief note indicating NAFAPA membership (as per criteria a)
 - ii. The member’s curriculum vitae
 - iii. Details of the funding organization
 - iv. Details regarding to whom the letter should be addressed
 - v. A brief description of the project (i.e., study purpose and aims)
 - vi. Description of potential outcomes and impact of the project, as well as relevance to adapted physical activity

Notes.

1. The information provided to the President is reviewed by the current-, past-, and president-elect. The presidents will decide whether or not to provide a letter of support by consensus.
2. Decisions regarding letters of support will be based on the worthiness of proposal idea, not on the study procedures.
3. The presidents (current-, past-, and president-elect) will maintain the confidentiality of the proposal. They will not discuss or share the proposal with others.