

# HTWF Research Proposal Guidelines

Please provide the proposal as a WORD document and as a pdf and e-mail to [htwfoundation@aol.com](mailto:htwfoundation@aol.com). HTWF will acknowledge receipt of the proposal.

The proposal evaluation criteria are established by the Healing Touch Worldwide Foundation: specifically, proposals will be evaluated based upon:

- Rationale: the degree to which the proposed activity addresses an issue, problem, or opportunity in relationship to Healing Touch
- Scientific or professional merit: the degree to which the activity will advance the body of scientific knowledge regarding Healing Touch
- Qualifications and past record of investigators: degree to which investigators are qualified by education, training, and/or experience to execute the proposed activity.

The proposal must include the following information.

## 1. General

Identify principal investigator(s) and known secondary investigators. Attach a summary of investigators contact information, credentials, background and affiliation. Identify the contact person for this application and their contact information.

Identify the location(s) where the study will be carried out.

Indicate the expected study timeline and the timing of major study segments (e.g., treatment, laboratory testing, data analysis, documentation and submission for publication).

Indicate if IRB review is required and expected timing for that review.

## 2. Proposal Specifics

Provide proposed study title and hypothesis. Discuss needs/problems to be addressed.

Discuss the project's goals and objectives.

Provide a description of the proposed methodology for testing the hypothesis. Address the following, as appropriate:

- Anticipated test cohort size and characteristics.

- Characteristics of any planned controls and how they will be “treated” (e.g., normal treatments, non-HT complimentary treatments).
- HT practitioner qualifications.
- HT techniques to be employed or any criteria for guiding the practitioner in the choice of techniques.
- HT treatment plan and associated testing. Identify expected endpoint evaluation procedure(s) (e.g., biotests, surveys) and their timing (e.g., before and after each HT treatment, after X number of treatments). Indicate planned testing or laboratory analyses, if known, or criteria to be used to establish needed testing or analysis
- Describe anticipated data analysis plan.
- Indicate how the results will be evaluated.

Indicate expected publication plans if publishable findings are found.

### 3. Budget

Indicate amount requested from HTWF. For multi-year projects identify funding requirements by year.

Indicate the expected overall budget and the estimated major categories of expense. Identify overhead amounts included in the budget.

If HTWF will be a partial funder, please indicate other funding sources and whether HTWF funds will be used for a particular portion of the study. Indicate expected timing for initiating project if contingent on approval of other funding.

**Note: If Institutional Review Board (IRB) Approval Is Required, no funding will be provided until that approval is received.**

### 4. Attachments, as appropriate.

- Letter(s) of support.
- Copy of the informed consent form to be used for Healing Touch services and/or study participation.
- Copy of Institutional Review Board (IRB) approval. Provide later, if approval not yet received.

## 5. Terms of Funding

- Quarterly or semi-annual progress reports are required, depending on the project specifics.
- A final summary report including photographs, if HT treatments were part of the study, is required 30 days after completion of the analysis. Publishable results will be kept confidential until publication. Please specifically include with the summary report a statement allowing HTWF to use the report and photographs for informational and marketing purposes. Identify any recognizable individuals in the photographs.
- Up to 25% of the grant may be withheld pending receipt of the final summary.