



Policy Manual

VP Research and Projects

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Purpose Statement

The purpose of this policy manual is to provide a working document that describes the details of the roles and responsibilities of the VP of Research and Projects of the International Society of Biomechanics in Sport (ISBS) and give an overview of the current (2015) programs. The VP of Research and Projects is a member of the Executive Council and Board of Directors of the ISBS, and is elected for a two-year term.

Project and Research Committee

The VP of Research and Projects shall convene a Research and Projects Committee (R&PC) with up to 6 ISBS Board Members, he/she will chair. The R&PC will review the applications for the called grants and support the VP of Research and Projects in the general duties.

Duties

The VP of Research and Projects is responsible for the organisation, management and development of research and project incentives. Existing programs are currently

- ISBS Student Mentor Program
- ISBS Student Mini Research Grant
- ISBS Internship Grant
- ISBS Early Career and Developing Researcher Mobility Grant

Currently ISBS appoints the ISBS Student Mentor Program (SMP) and ISBS Student Mini Grant, Internship Grant and Early Career and Developing Researcher Mobility Grant as research projects:

ISBS STUDENT MENTOR PROGRAM (SMP)

The first ISBS SMP was held in Melbourne, 2012 and since then has become a recurrent program within the annual conferences.

The aim of the ISBS SMP is to provide a platform for ISBS Student Members to get in contact with well-versed researchers and discuss their research, career or help with networking opportunities, as well as to minimize the gap between novices and experts. This program is available at the ISBS Conference for ISBS Student Members, who registered for the ISBS SMP before the Conference¹.

Design: Depending on the number of student registrations, one mentor will be matched with one or more students according to research interest. Two mentor sessions are scheduled: one breakfast session at the beginning of conference (if possible after the NIA presentations) and one lunch session at the end of conference, at which the mentor should meet with the student.

¹ Process for SMP registration may differ for each conference, but will be publicly announced in advance

Mentors: The duty as mentor is to participate at the two sessions and discuss with the student research questions, conference topics, career goals, help the student with networking or other topics that seems to be in need to be discussed. The role as mentor is a voluntary assistance to the upcoming students. No other duty than being there for the two sessions comes with this program.

Students: Participation is for ISBS Student Members only. The mentees need to prepare for the meetings by summarizing their research, preparing questions to ask, and informing themselves about their mentor.



The VP of Research and Projects works closely with the Conference host and is responsible for

- Advertisement of the Program (March ISBS Newsletter, Conference homepage)
- Administration of registrations
- Recruiting suitable mentors and matching mentor-mentee pairs (between 1-4 students for a mentor)
- Chair the ISBS SMP at the conference
- Report experiences in November ISBS Newsletter
- Work closely with the host to ensure: scheduling in the conference program, advertisement and description on the conference homepage, registration process, meeting room and catering (breakfast/ additional meeting refreshments (paid by ISBS, if required) and lunch (paid by host))

ISBS STUDENT MINI GRANT

The purpose of this funding opportunity is to provide final year undergraduate or graduate students with opportunities to undertake biomechanics research projects with established researchers in an environment that provides strong mentorship. In addition, this opportunity targets the early stage of the student's academic training to encourage the pursuit of research in biomechanics areas. Applications in one or more of the following research areas are encouraged:

- Sports biomechanics
- Instrumentation and methods of biomechanics research
- Paediatric and gerontology exercise biomechanics
- Fundamental movement biomechanics

The VP of Research and Projects will place the call for ISBS Student Mini Grant at the October edition of the ISBS Newsletter and webpage and provide information on the application deadline and application process

Application Guidelines

Applications should include the following:

- A research proposal of up to five A4 pages (single spaces, Arial size 12 font) to include: the research background (including key references), aim, purpose and hypotheses, study design, methods, timetable for data collection/ processing and writing up and costings.
- A CV of the applicant (2-3 pages in length), including contact information, education, awards and list of publications where relevant.
- A one-page letter of support from the supervisor, confirming their involvement. The supervisor must be a member of ISBS at the time of application.

Allowable Costs

- Participant expenses (travel to testing, refreshments during testing)
- Dissemination of findings (poster printing, workshop attendance, publication charge)
- Lab consumables for data collection
- Hardware / Software costs for data collection / processing



Eligibility

- The applicant must provide documentary evidence, that he/she is enrolled in an undergraduate degree program or graduate program at a University at the time of application.
- The applicant is supervised by an established researcher, who is a current ISBS member.
- The supervisor of the applicant generally administers the fund.

Funding Available

The total amount available for this funding opportunity is € 2000 for funding 2 awards each year. The maximum amount per award is €1000 for up to one year.

Conditions of Funding

Successful applicants that receive the funding are expected to:

- Present their work at an ISBS conference within the following two years*
- Prepare a 1 page report for the ISBS newsletter 1 year after receiving the funding
- Acknowledge the ISBS grant when presenting/ publishing the associated work

*For support to attend the upcoming ISBS conference, winners can apply for the ISBS Travel Grant and will be given priority, assuming the submitted paper is of acceptable quality.

Review Process and Evaluation Criteria

A review committee will be formed of good standing ISBS members. The VP for Research and Projects will be responsible for forming the review committee. The two highest ranked proposals will be funded. Applications will be evaluated based on the following criteria:

- Fit of the project to the research objectives described above
- Quality and suitability of the research project and environment
- Suitability of the supervisor for the research area

INTERNSHIP GRANT

The Student Internship Grant will provide funds to pay an intern student to assist with the research project of a full ISBS member. The purposes of the internship are: 1) to support full ISBS members (particularly early career researchers in their research activities by providing student internship support and 2) to foster the intern student's interest in biomechanics research and provide them with an opportunity to become familiar with research techniques and collect data under the guidance of an established researcher.

Funds Available / Allowable Costs

- The amount paid will be €250 per week for students living away from home or €150 per week for students living at home for 4-8 weeks and is administered by the Host Institution.
- Research consumable expenses (including participant expenses) are not payable.



- Student interns are offered one year's free ISBS student membership.

Duration

Projects should be achievable in 4-8 weeks – students should be working on a specific project and details of what is intended to be achieved within the time frame required at application (not just be viewed as an extra set of hands around the lab).

Eligibility

Student eligibility:

- Currently enrolled as an undergraduate or taught masters student (PhD students are not eligible as intern students).

Supervisors must:

- Be full-time employees of their university holding an academic position and employed on either a permanent contract or with a contract end date beyond the end of the proposed internship.
- Guarantee lab space for the student (staff who cannot meet this requirement and PhD students cannot be lead supervisors, they can however be named as co-supervisors on a proposed project).
- Be members of ISBS for three consecutive years.
- Be an author of at least four ISBS papers (minimum two as first author) in the past five years.
- Have at least three years' experience of mentoring young researchers.
- Submit of academic CV (maximum 4 pages) demonstrating the above essential criteria.

Application Guidelines

- Local supervisor (who must be a full ISBS member) applies to ISBS for the grant. If successful, they are then responsible for appointing a suitable intern student either from within their university or externally.
- Internships can start any time within 12 months following the award being made.
- Limit of one application per institution / year.
- 1 page cover letter: purpose of internship; why the intern is required, what they hope to achieve from the internship, how it will help to develop their research career.
- 2-3 page CV: qualifications and skills, list of publications, work, previous experience, etc.
- Application should include a fully timetabled, 4-8 week programme of work for intern on a sports biomechanics project: the anticipated outcomes of this project must be clearly identified.
- Additional letters of support from applicant's Head of Department and the proposed host.

Conditions of Funding

- A 500 word report to the ISBS newsletter to be submitted within six months of the internship ending.
- Submission of a full paper to an ISBS conference OR a paper to Sports Biomechanics within 12 months of completion.



- ISBS Internship Grant to be acknowledged on any resulting publication.
- Submit a log of activities (agreed/ signed by head of host department) completed on a weekly basis to a nominated member of the board of directors upon completion of the internship.

Review Process and Evaluation Criteria

A review committee will be formed of good standing ISBS members. The VP for Research and Projects will be responsible for forming the review committee. The two highest ranked proposals will be funded. Applications will be evaluated based on the following criteria:

- Fit of the project to the research objectives described above
- Quality and suitability of the research project and environment
- Suitability of the supervisor for the research area
- How the grant will be utilised to develop the ISBS member's research career

EARLY CAREER AND DEVELOPING RESEARCHER MOBILITY GRANT

This grant will provide funds to support full ISBS members (1 x ECR and 1 x developing researcher) to travel to an established ISBS member's or applied organisation's lab. The purpose of the visit is to allow the applicant to learn new techniques, collect data, develop research skills, bridge the gap between research and practice and build collaborative sports biomechanics networks. Visits may be to a research lab or applied organisation that utilises sports biomechanics (e.g. National Governing Body or footwear/ equipment manufacturer).

Funds Available / Allowable Costs

- Up to €2000 each (depending on cost of visit) to support travel costs and accommodation/ subsistence.
- Full anticipated costings and details of other current financial support to be provided with application.

Duration

Visits are for a duration of 4-8 weeks.

Eligibility

Applicant Eligibility:

- ECR less than 3 years post-PhD graduation (not including verified absence due to sickness, maternity, paternity).
- Developing Researcher >3 years post-completion of PhD.
- Current member of ISBS in good standing and with a minimum of one year's membership.



Host Eligibility:

Academic Host Must:

- Be a full-time employees of their university.
- Be external to the applicant's current university/ employer and preferably, country.
- Be a member of ISBS for minimum of five consecutive years.
- Have authored of at least four ISBS papers (minimum two as first author) in the past five years.
- Have at least five years' experience of mentoring young researchers.

Preference will be given for travel to the labs of Dyson lecturers, Life Members and Fellows of ISBS.

Applied Organisation Must:

- Be an established applied organisation that benefits from sports biomechanics.
- Be external to the applicant's current university/ employer.
- Have clear knowledge transfer possibility either for applicant to learn new skills or to translate applicant's research into practice.

To broaden the number of eligible applied hosts, Applied organisations do not need to be a current ISBS member but would be expected to join if the visit is funded.

Application Guidelines

- Researcher / ISBS member must apply, these grants are specifically for full ISBS members.
- One application per visiting and host institution per year (one institution could both host and visit).
- 5-6 page application
- 1 page cover letter: purpose of visit; why the host lab, what they hope to achieve from the visit, how it will help to develop their research career.
- 2-3 page CV: qualifications and skills, list of publications, work, previous experience, etc.
- 2 page project proposal: costings, goals, timelines, alignment with host lab expertise, etc.
- Additional letters of support from applicant's Head of Department and the proposed host.
- Applications submitted to VP R&P, who will rank proposals and decide on those to fund with help from a sub-committee for research grants (to be formed from members of the ISBS board).

Conditions of Funding

- A short (500 word) report to the ISBS newsletter to be submitted within six months of the visit ending.
- Submission of a full paper to ISBS conference OR a paper to Sports Biomechanics within 12 months of completion.
- ISBS Mobility Grant to be acknowledged on any resulting publications.



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- Submit a log of weekly activities (agreed/ signed by host) to a nominated member of the ISBS board of directors upon completion of the visit.

Review Process and Evaluation Criteria

A review committee will be formed of good standing ISBS members. The VP for Research and Projects will be responsible for forming the review committee. The two highest ranked proposals will be funded. Applications will be evaluated based on the following criteria:

- Fit of the project to the research objectives described above
- Quality and suitability of the proposed visit and aims
- Suitability of the host for the research area
- How the grant will be utilised to develop the ISBS member's research career

Funding and Sustainability of Research Grants

Working with the VP of Public Relations, the VP of Research and Projects will investigate possible sponsorship/ naming of the research grants to allow external funding of the grants.