

OT Research Summit Call for Proposals Host Institutions

The OT Summit of Scholars is currently soliciting a call for proposals to host the next cycle of annual meetings beginning Summer 2027. We are seeking three to four host schools to serve as a cohort for the next series of meetings.

This cohort, once accepted will:

- shadow the planning and implementation of the 2026 Summit at Washington University in St. Louis;
- self-identify the host institution for each year of their cycle (2027, 2028, 2029, and potentially 2030); and
- take over responsibility as the OT Summit Board for their cycle.

Host institutions from the 2023-2026 cohort will remain on the board through 2027 to provide support and feedback as needed.

Eligibility

Institutions are any academic unit (school, department, program, or institute) that:

- Includes or is affiliated with an accredited occupational therapy program
- Faculty with a sustained record of funded research and research mentorship
- Previous host institutions can resubmit after two or more host cycles have passed.
- Verification of \$12,000 financial commitment for the cohort period (\$3,000-\$4,000 annually, depending on the number of accepted host schools per cohort)

Application Directions

All materials and information, outlined on the following pages, should be compiled into a single pdf file and submitted online through the following [link](#).

Pdfs should follow the naming convention: OTSummit_HostApplication25_[name of institution]

Deadline

All applications are due Friday August 29, 2025 through the following [link](#).

If you do not receive a confirmation email within 5 business days of your application submission, please email Jessica.kramer@phhp.ufl.edu

Review process

Applications will be reviewed by the current OT Summit Board. The OT Summit Board is comprised of the current cohort of host schools: The Ohio State University, the University of Florida, University of Washington, and Washington University in St. Louis.

The board will use the evaluation criteria found at the end of this application packet.

The board will notify selected institutions in October 2025. The number of selected institutions for this cohort (three or four) will depend on the number and quality of applications meeting criteria.

To ensure continuity, all selected host institutions are required to send at least one representative to all planning meetings (held on zoom) for the 2026 Summit of Scholars (held about 2 x a semester from Fall 2025 – June 2026).

Application questions

There will be an opportunity to ask questions of current hosts at the 2025 Summit during the lunch session on Friday, June 27.

Questions regarding the application process should be directed to Dr. Jessica Kramer, Jessica.kramer@php.ufl.edu

Application Materials

Application materials include:

- I. Cover letter
- II. Documentation of faculty research at the host institution
- III. Documentation of research mentorship at the host institution
- IV. Verification of financial commitment from the host institution
- V. Plan for accessible and feasible conference facilities at the host institution

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I. Cover Letter

All applicants should submit a cover letter, not to exceed two pages. The cover letter should be signed by the head of the academic unit. The cover letter should describe how the institution can support and contribute to the Mission of the OT Summit of Scholars. The sustained purposes of the Summit are to:

- Bring OT scholars together to share their research and obtain feedback.
- Provide a venue for scientists to network, develop new contacts and formulate innovative ideas to advance the field.
- Mentor young scientists so as to develop networks of junior and senior scientists.
- Provide a venue to move the science of occupational therapy forward by building knowledge of occupation and health.

The cover letter should also provide (not included in the page limits):

- Name of applicant institution:
- Name and contact information of the head of the academic unit
- Name and contact information of second point person (e.g., administrative coordinator, second submitter)

II. Research Faculty at the Host Institution

Applicants should provide documentation of at least two faculty (affiliated with OT) with sustained engagement in research including peer-reviewed, external funding.

To provide documentation, please prepare for submission:

- A thematic description of affiliated faculty members' research trajectories and funding sources. This document should not exceed two pages.
- CV or recent NIH biosketch of faculty members with a documented record of sustained peer-reviewed external funding.

III. Research Mentorship at the Host Institution

Applicants should provide documentation of sustained engagement in research mentorship with students and other early career researchers.

To provide documentation, please prepare for submission:

- A table of doctoral students who are/have been mentored by faculty to conduct research for the past 5 years, including their degree (e.g, OTD, PhD), doctoral research, mentored publications/publications/grants/awards, and post-graduation activities when appropriate. Reported OTD students should have research-focused capstones/projects. Smaller programs may report doctoral students mentored for the past 10 years.
- A table of mentored early career researchers who are/have been mentored by faculty. This includes postdoctoral fellows, junior faculty, and/or new investigators. Report their degree, academic title, mentored grant applications and/or publications, and awards when appropriate.

IV. Verification of financial commitment

Applicants are required to make a minimum commitment of \$12,000 over the years they are members of the hosting cohort. These funds are distributed equally among the selected host institutions for the cohort. For example, if the hosting cohort is three schools, there is a \$4,000 commitment for each of the three years. If the hosting cohort is four schools, there is a commitment of \$3,000 over each of the four years.

This financial structure provides each of the selected host institutions with a budget of \$12,000 to hold the OT Summit of Scholars. However, additional funds and resources will be needed to host the summit. This includes other committed resources such as conference space, staff assistance, university administrative support for registration, and volunteers to help run the two-day event. While prior hosts have typically secured about \$2,500 annually from sponsors outside of their institution, and gather registration fees to offset some costs, financial commitment from the institution is essential for serving as a summit host.

To provide documentation, please prepare for submission:

- A signed letter verifying these financial and other resource commitments with appropriate signatures. Recommended signatures are from the head of the academic unit, and a Dean level administrator (or equivalent).

V. Plan for accessible and feasible conference facilities

Host institutions should have the capacity to provide a robust meeting experience, including:

- meeting space,
- capacity/systems to manage registration and payment for the event,
- hotel and other lodging in proximity to the event,
- airports and other inter-state travel options, and
- accessibility accommodations.

Considerations should also be made regarding ease of travel between destination airports, conference location, and lodging; options for food outside of the conference (restaurants); options that can reduce cost for attendees (e.g., dorm lodging, easy access to grocery stores or other affordable food options); and parking.

To provide documentation, please prepare for submission:

- A description of plans to address conference location needs.
- A description of plans to address accessibility features of the specified locations including how accommodations will be made to meet the needs of all participants. Please consider addressing the following areas:
 - o Information accessibility (e.g. website, conference materials, media)
 - o Building and facility accessibility (e.g. ADA accessibility guidelines)
 - o Programmatic accessibility (e.g. General Accommodations, Food accommodations, signage/navigation/orientation, Transportation, Interpreters, real time captioning)
- This document should not exceed two pages.

Evaluation Rubric

Criterion 1: Ability to support and contribute to the mission of the OT Summit of Scholars

Rating		Comments
2	Cover letter statement provides clear, unique, and compelling link between mission and accomplishments of the institution and the purpose of the OT Summit of Scholars.	
1	Cover letter statement provides some link between the mission and accomplishments of the institution and the purpose of the OT Summit of Scholars.	
0	Criterion not met.	

Criterion 2: Faculty members have a sustained research trajectory, including peer reviewed external funding (at least 2 faculty who meet this criterion).

Rating		Comments
2	Required evidence provided for more than 2 faculty meeting criterion 2.	
1	Required evidence provided for 2 faculty meeting criterion 2.	
0	Criterion 2 not met.	

Criterion 3: Faculty have sustained engagement in research mentorship with students and other early career researchers.

Rating		Comments
2	Students and other mentees demonstrate productivity in research including publications, presentations, and/or grants.	
1	Limited engagement of students and other mentees trainees producing publications, presentations, and/or grants	
0	No demonstration of students or other mentees engaged in publications, presentations, and/or grants.	

Criterion 4: a) The school has the capacity to make a minimum commitment of \$12,000 over the 3 or 4 years they are members of the hosting group; b) The school commits to providing additional other support (e.g., conference space, staff assistance, university/institutional administrative support - i.e., Chair, Dean).

Rating		Comments (additional things to consider in making the final decision)
1	Letter clearly shows capacity to provide funds and other support	
0	Letter does not clearly show capacity to provide funds and other support	

Criterion 5: The school can provide accessible and feasible conference location and facilities.

Rating		Comments (additional things to consider in making the final decision)
2	Evidence suggests conference locations are excellent with regard to accessibility and feasibility in all areas	
1	Evidence suggests conference locations are adequate with regard to accessibility and feasibility in all areas	
0	Evidence suggests conference locations may not be adequate in all areas	