AOTA INSPIRE 2025 – Fall Call for Papers Reviewer Instructions & Scoring Guide

Deadline: December 17, 2024

Instructions for Review

Reviewers are assigned proposals based on the Category selected on the Reviewer Sign-Up form. The review period will be November 19 – December 14, 2024.

Follow the steps to login to the review site from your welcome email, which will be sent when the review period opens. Please email conference@aota.org for assistance.

Duplicate Proposals

Please score ALL proposals assigned to you. Some submissions may appear to be duplicates but are submitted with differing session types or formats. Pay close attention to session type and format as you are scoring proposals. If you are assigned a duplicate proposal with identical session type and format, please score and let us know by emailing conference@aota.org with the control numbers and title.

Feedback

Providing feedback is VERY important to submitters. This is the #1 complaint that we receive when a submitter does not meet the cutoff score. Submitters WANT your feedback. They want to know how they can improve their submission. Your work is critical to ensure that we schedule only the best. Please provide constructive feedback that is free of personal bias.

Conflict of Interest

If you have a conflict of interest or do not feel qualified to review a proposal, please answer the Conflict of Interest question as "yes" and then submit the review.

Cut Off Scores

Reviewer scores for each proposal are totaled and all proposals that score at or above the cutoff are considered for scheduling in the Conference program. Program selection will be conducted by a committee comprised of specifically identified volunteers with expertise in the topic areas. Final selection and scheduling of conference proposals is based on a number of factors that help to establish a diverse and balanced program.

- Note: Each proposal is considered based on its own merit, not in comparison to other submissions.

Type	Min. no of reviews	Cutoff Score	Max. Score
Research	2	33	45

Fellowship will be reviewed by a committee that will select proposals that describe how its topic will advance either the practice/professional development of the participant or the field of occupational therapy.

Proposal Content
Session Type
- **Research –** supports occupational therapy as science-driven and evidence-based, and therefore must include data.
- **Fellowship –** focus on methods and strategies specific to fellowship programs that go beyond entry level practice and address the development of the fellow's expertise in a focused area of practice.

Session Formats
Format varies based on Session Type and requirements differ for each format.

Format	Type	
	Research	Fellowship
Poster	✓	✓
Panel		✓

- **Poster**: Displayed on an 8' wide x 4' tall bulletin board. Posters will be on display during a designated 2-hour period. Presenters are required to be with their poster for the entire 2-hour block of time.
- **Panel:** Five selected participants will be grouped together as a Best Practices in Fellowship Panel. Each participant will be give 15 minutes to present, with 9 additional minutes at the conclusion of each presentation (totaling 45 minutes) for facilitated discussions.
  Total session length: 2 hours (120 minutes)

Level of Material
- **Introductory** level is geared to practitioners with little or no knowledge of the subject matter. Focus is on providing general introductory information.
- **Intermediate** level is geared to practitioners with a general working knowledge of current practice trends and literature related to the subject matter. Focus is on increasing knowledge and competent application of the subject matter.
- **Advanced** level is geared to practitioners with a comprehensive understanding of the subject matter based on current theories and standards of practice as well as current literature and research. Focus is on recent advances and trends, and/or research applications. It is expected that a high-level of participation by attendees is encouraged during this session.

Learning Objectives
Learning objectives should be specific and complete the statement: "At the conclusion of this session, participants will be able to...":

Submitters could identify 1 or 2 learning objectives.

Abstract Synopsis
A summary of the major points of the abstract and describes how the topic will advance either the practice, professional development of the participant or the field of occupational therapy. If the proposal is accepted, this information will be published in the AOTA INSPIRE mobile app and MUST be submitted ready for publication.

References
Please consider that references many be formatted incorrectly due to a technical issues with the site. For scoring, purposes, we would like to make sure that submissions include at least two references.

AOTA INSPIRE 2025 – Fall Call for Papers
Scoring Guidelines for Proposal Reviewers

This document is a sample template and is not intended for proposal review submission. You must complete the online review form in order for your assigned proposals to be properly scored.

Reviewing Scientific Research Proposals

Scientific Research proposals support the AOTA's Vision 2025 of occupational therapy as being science driven and evidence based. Proposals must focus on research projects that will contribute to the occupational therapy body of knowledge, articulate and promote the distinct value of occupational therapy, and demonstrate rigor in design. Priority will be given to the following identified research priorities (AOTF, 2016):

- Health behaviors to prevent and manage chronic conditions
- Functional cognition
- Safety and injury prevention in home, clinical, and community settings
- Technology and environmental supports in home and community
- Development and transitions for individuals and families
- Emotional and physiological influences
- Family and caregiver needs
- Health care experience: Access, care coordination, and utilization

Note: Only completed research will be considered. Research work that is in progress must have preliminary data and preliminary analysis.

Score	Descriptor	Additional Guidance for Scoring
5	Exemplary	Exceptionally strong with few or no weaknesses
4	Good	Strong but with some minor weaknesses
3	Sufficient/Adequate	Strong but with at least one moderate weakness
2	Fair	Some strengths but with some moderate weaknesses
1	Poor	Very few strengths and numerous major weaknesses

Scoring for Scientific Research Proposal Scoring Criteria	1	2	3	4	5
1. PURPOSE: Clearly state the purpose of the study and research question(s) and provide the rationale/background. Explain why your research is needed and how your research addresses an important problem or issue in occupational therapy.					
2. DESIGN: Describe the study design (e.g., experimental, quasi-experimental, descriptive, ethnographic, narrative, phenomenological) and the criteria and method(s) used to recruit and select participants or data sources for study (e.g., condition, age, severity level, studies).					
3. METHOD: Describe the instruments or methods used to collect data (e.g., measurement tools, qualitative methods [interview, approach, etc.]) and the analytical methods/analysis procedure.					
4. RESULTS: Summarize findings, and link findings to your research question and analysis.					
5. CONCLUSION: Explain the conclusions you have drawn from your findings, clearly linking them to the research question(s). Include knowledge translation or implementation strategies, if relevant.					
6. Impact Statement: (Maybe stated in Conclusion section) Explain: (1) How is the proposal important to practice, policy, and/or science? OR (2) How likely will it exert a powerful influence on occupational therapy?					
7. Level of material is appropriate for the identified target audience					

8. Supports AOTA's Vision 2025 of occupational therapy as being science driven and evidence based by reflecting one or more of the current research priorities.					
9. Proposal is coherent.					
Feedback:					

Reviewer comments are important and valued by submitters. Please provide constructive feedback so the submitter may improve the proposal for future submissions.