

**The Orthotic and Prosthetic Education
and Research Foundation, Inc. (OPERF)**

**ABC Student Award for Academic Achievement
in Orthotics & Prosthetics
Program Overview**

TABLE OF CONTENTS

<i>Award Program</i>	3
ABC Student Awards for Academic Achievement in Orthotics & Prosthetics	3
Eligibility Criteria	3
Application Review Criteria	3
Award specifics	4
<i>Review Process</i>	4
Function of the Review Panel	4
Review Process	4
Conflict of Interest Procedures	5
Notification of Applicants	5
Reapplication	5
<i>Instructions and Form</i>	5
Submission	5
<i>Program Funding Cycle</i>	6
<i>Contact Information</i>	6

Award Program

The Orthotic and Prosthetic Education and Research Foundation (OPERF) was established in 2008 to serve the entire O&P field. Since its inception, the foundation has awarded grants, fellowships, and prizes to promote and reward research and education in our field. This Award Program is part of the commitment of the foundation to promote O&P education.

OPERF/ABC Student Awards for Academic Achievement in Orthotics & Prosthetics

The OPERF/American Board for Certification in Orthotics, Prosthetics and Pedorthics (ABC) Student Awards for Academic Achievement in Orthotics & Prosthetics Program supports orthotics and prosthetics students who are currently enrolled in a Commission on Accreditation of Allied Health Education Programs (CAAHEP)-accredited O&P program and who have completed at least one semester toward their degree program.

Each year the award provides up to 10 eligible students a \$1,000 cash award. Applications are due to OPERF no later than October 1 and award notification takes place on or about December 1.

Eligibility Criteria

Enrolled full-time in a CAAHEP-accredited O&P practitioner program.

Completed at least one semester of a CAAHEP-accredited O&P practitioner program.

Individuals may only receive this award once.

Application Review Criteria

Applicants must submit the following:

1. Transcript.*

Consideration will be given to the following based on transcripts:

Number of credits completed.

Grades.

Higher priority will be given to applicants who have exemplary grades and have made timely progress through the program.

*Official transcripts are not required. However, non-official transcripts, such as those available electronically, must be signed by the faculty member recommending the student for the award.

2. Letter of Recommendation:

Applicants must submit a letter of recommendation from a full-time faculty member from the program in which the student is enrolled. This letter should assess the following:

Progress in the program

Academic potential

Community or professional activities.

3. Applicant Statement:

Applicant must submit a statement that describes how the OPERF/ABC Student Award will assist in achieving the student's academic goals.

4. Applicant CV:

In assessing applications, priority will be given to those applicants who have given professional presentations, participated in community outreach activities relating to the O&P profession, and those who have been published.

Award specifics

Award funds will be paid directly to the award recipient. All money awarded is considered taxable income.

Award funds are to be used for direct education expenses, including academic fees/tuition, books, lab and material fees, or other special services (such as computer time or photographic services) directly related to education expenses.

Review Process

All OPERF/ABC Student Award submissions will be reviewed by a Review Panel comprised of OPERF education committee members and ad-hoc members, as needed. Composition of the panel will be determined by the type and number of applications. The education committee chairperson will serve as the review chairperson.

Function of the Review Panel

The function of the Review Panel is to evaluate the applications, including the relevance, merit, and the appropriateness of each submission.

Review Process

All applications will be administratively screened upon receipt for completeness and compliance with award requirements. Incomplete applications may be returned to the applicant without review. Applicants will receive e-mail confirmation of receipt of application within three business days.

Applications will be assigned to two or more Review Panel members for review. All applicants who meet eligibility criteria will be scored based on the review criteria. Applications will be scored from 5.0 (highest priority) to 1.0 (lowest priority) based on the review criteria. Reviewers will present the applicants to the full Review Panel for discussion and final decision.

Conflict of Interest Procedures

Review Panel and OPERF members involved in the OPERF/ABC Student Award Program are required to maintain confidentiality regarding all aspects of the award review process and the identity of award applicants. OPERF will strive to review all submissions fairly and without bias. In cases where an award application is submitted by (1) a member of the review panel, (2) a panel member's employee or co-worker, (3) a panel member's student, resident, or protégé, or (4) an individual with any other relationship to a panel member that may constitute a potential conflict of interest, the Review Panel member in question will be recused.

Notification of Applicants

Applicants will receive e-mail notification of receipt of their application within three business days. All applicants will be notified in writing of the status of their application following review. Notification to those receiving awards will include information about how and when funds will be made available. Funds will be payable as a lump sum.

Reapplication

Applicants who do not receive an award may resubmit their application for the next available award cycle provided all award criteria are still met. A maximum of two reapplications will be accepted. The applicant is responsible for resubmitting the application using any updated instructions provided on the OPERF website. A cover letter should indicate that the application is a reapplication and a separate note should likewise indicate any changes made to the application.

Instructions and Form

Instructions and forms for submission of applications are available online (www.OPERF.org). The applicant is responsible for ensuring all materials are received by the due date.

Submission

Applications must be filed online at www.OPERF.org.

Email applications should be sent to submissions@operf.org. The subject of your email should read "**OPERF ABC Student Award.**"

Additional documents such as a letter of recommendation or an official transcript may be mailed to:

OPERF/ABC Student Award Submissions
Orthotic and Prosthetic Education and Research Foundation Inc.
P.O. Box 30840
Washington, DC 20824

Program Funding Cycle

The following are key dates and deadlines for the OPERF ABC Student Award Program. Applicants are responsible for ensuring all materials are received by **OPERF by 5:00 PM, Eastern Time**, on the due date.

Student Awards

Submission dueOctober 1
Anticipated award notificationon or about December 1

Contact Information

All requests for additional information may be directed to:

Manisha Bhaskar
Orthotic and Prosthetic Education and Research Foundation
P.O. Box 30840
Washington, DC 20824

Phone: (202) 380-3663
Fax: (202) 380-3447

Web: www.operf.org
E-mail: mbhaskar@operf.org