

# Instructions for College of Nursing Research Grant Application



**Deadline: October 17, 2018**

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## General Instructions

### Purpose

College of Nursing Research Grants are available to assist faculty in developing their research programs. Through these mechanisms, funding is available for:

- a) pilot studies that will launch new research programs;
- b) collection of additional pilot data that will lead to larger projects with considerable potential for extramural funding;
- c) research development;

The long-term goal of this research initiative is to promote an environment of research excellence and secure funding by faculty in the College of Nursing. Funds will be available after receipt of IRB approval (as required).

### Submission

Please submit the application electronically by 4:30 p.m. (CT) on **October 17, 2018** to:

Barbara Hoover-Schultz  
Email: b.hooverschultz@unmc.edu

### Guidelines for Grant Proposal Development

Eligibility: College of Nursing Faculty, the PI must be a CON full-time faculty member.

- 1) Amount: Two awards are available at this time. CON Seed Research award: up to \$10,000

Faculty intending to submit grant applications are encouraged to consult with the following individuals to explore the feasibility and significance of the topic prior to preparation:

- Associate Dean for Research
- Assistant Dean at your Division

### Established Investigators

If the PI currently has outside funding, it is important to state how the proposed project differs from the funded project(s) and how the funding of this award will lead extramural funds.

### Emerging Investigators

Independent research projects are important in the establishment and development of individual career objectives. However, judging the independent status of a research proposal in the review process is not easy and may be facilitated by inclusion of a letter in the Appendix from the Assistant Dean describing the independent nature of the project. The PI should also provide a statement in the Appendix to clarify the independent relationship between all presently funded research programs and the research proposed in this application.

### Mock Review

**A mock review is required for this proposal.** List the date a Mock Review was conducted on the application Face Page.

### Previous CON Funding

If the PI has been a recipient of CON funding within the past five years, he/she must include the date of award, title, and amount awarded. Any external funds applied for and/or received as the result of these funds must be identified. If no external funds have been applied for based on past funding, this must be stated, along with the reasons. Record of publication from previous funding must be included.

### Requests for Continuation

Researchers holding CON funding awarded the previous year may request continuation of their proposals for one additional year. Requests for continuation for a second year of funding must be well justified and accompanied by a progress report and detailed budget, and if appropriate, updated IACUC and/or IRB documentation.

### Prospects for Future Funding

The Prospects for Future Funding (Research Plan, section 7) is an important point of review. A specific and detailed plan for seeking future funding should be developed and described.

## **Format Specifications**

All proposals must conform to the following guidelines.

- The text portion of the application, excluding tables, must be submitted in Arial typeface, 11-point font size or larger and 1.0 line spacing.
- The table portions of the application must be submitted in 10 to 12 point font size (Arial) and 1.0 line spacing.
- All margins must be at least one-half (1/2) inch.
- The application must be numbered sequentially from page one (face page) to the end of the grant, excluding the appendices. Sub-numbering (such as 3a, 3b, etc.) must not be used.

## **Page Limitations and Content Requirements**

### Form Pages

- The **face page** must be completed listing the title of the project, name of the PI and other key personnel and roles on the project. Note: if research team includes faculty from another discipline or a community member, include this person's affiliation or place of employment.
- The **abstract** must be 300 words or less.
- The **Table of Contents** which lists the major sections of the application along with the appropriate page numbers is required.
- An **itemized budget with justification** must be submitted. Include personnel justification describing each team member's qualifications to conduct the project, FTE on the project. Salary is not allowed for faculty.
- Provide up to a **5-page biographical sketch** in NIH format (personalized for this application) for key personnel contributing to the project.
- Provide **Other Research Support** using the NIH format for the PI only. List all present and pending research support with dates, titles, amount, sources of funding, and the relationship and % FTE to each project. In the Appendix include a copy of the abstract for each funded or pending application.

## **Research Plan**

Describe your research plan using the format detailed below. It is essential that the page limitations noted below for Items 1 (if applicable) and 2 through 4 not be exceeded.

## Content of Research Plan

### **Introduction for grant resubmission not to exceed 1 page.**

1. **Introduction.** If this study was submitted for funding outside the CON and denied, include an introduction. The introduction should include the following:
  - a. Indicate changes that you have made or that are planned in response to the previous reviewers' critiques.
  - b. Describe how the research funds will facilitate re-submission of the proposal.

The PI must also:

- a. Append the original research plan for the extramural grant application.
- b. Append the review sheets from the extramural review.

**\*This introductory information is required *only* for those grant submissions that have been previously reviewed and denied from extramural funding agencies.**

### **Sections 2-4 Not to Exceed 5 Pages Total**

2. **Specific Aims.** State concisely and realistically what the research described in the application is intended to accomplish and/or what overall hypothesis is to be tested in this and future continuation grant applications on this subject.
3. **Significance and Innovation.** Briefly sketch the background of the present proposal, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. State concisely the importance and impact of the proposed research.
4. **Approach/Methods.** Within the page limitations, discuss the design and the procedures to be used to accomplish the specific aims of the work described in the application. Include information about the means by which data will be analyzed and interpreted.

### **No Page Limitations for the Following Sections:**

5. **Reference List**
6. **Outside Facilities Available** Detailed description of UNMC facilities is not needed; however, include a statement of approval for the use of facilities outside the PI's immediate authority or under the direction of another department/unit at UNMC.
7. **Prospects for Future Funding** Describe the most critical findings anticipated from this Research Project that will establish the feasibility of a more comprehensive research program or project for which external funds may be sought. Briefly describe the overall objectives and hypotheses of the research project or program to be established and list external agencies that may be approached for continuation support. **Do Not** leave this section blank – **this section requires specific prospects.**
- \*8. **Animals and Animal Care** Include a signed Laboratory Animal Medicine Animal Use Summary when submitted (or a signed statement of approval from other facilities, e.g., Eppley Institute, College of Dentistry, VAMC, etc.). Also, if approved prior to submission, include a copy of the letter of approval from the IACUC.
- \*9. **Protection of Human Subjects** If IRB is approved prior to submission, **include a copy of the letter of approval from the IRB.** If not, the application needs to be submitted to IRB soon after December 1.

**\*Please Note:** The title must be the same on IACUC or IRB approval letter and the grant application - the date on the approval letter can not be >1 year old. Contact the IACUC or the IRB Office if you have any questions regarding requirements. Although the grant application will be reviewed without IRB approval, **IRB approval is necessary prior to release of funds.**

## Final Report

A final report of the project must be submitted within two months of the study's completion. Failure to submit a final report results in ineligibility for future funding (until the report is submitted). The 1-3 page report should state the original objectives, the project's accomplishments and results, and plans for future grants based on this project. Submit the report to the Niedfelt Nursing Research Center Administrator, Barbara Hoover-Schultz.

## Review Criteria for Evaluation of the Application

1. Background education and experience of the Principal Investigator
2. Clarity of the specific aims and hypothesis and experimental design
3. Significance of the topic
4. innovation of the idea
5. Feasibility of the project and scientific methods/approach
6. Potential for extramural funding, including interdisciplinary team

## Rating Scale

Using the following rating scale, applications will be scored (1-9) for the following:

- 1-3 High      *Exceptional, Outstanding, Excellent*  
4-6 Medium    *Very Good, Good, Satisfactory*  
7-9 Low        *Fair, Marginal, Poor*

Scientific merit	_____
Innovation	_____
Approach	_____
Overall	_____