

## NASN RESEARCH GRANT FOR FUNDING OF PROPOSED RESEARCH INSTRUCTIONS AND CHECKLIST

Part 1 (pdf 1): (all documents with applicants' names or identifiers)

- Form 201 completed-including team member who is a school nurse and current NASN member
- Copy of approval by Institutional Review Board (IRB) if available at time of application, or IRB application. IRB approval to be forwarded to NASN prior to release of monies.
- Research Team CVs/resumes to include applicant qualifications to conduct project (NOTE: this information will be asked again in part 2 but WITHOUT names).
- Letters of agreement (if applicable)
- Budget Summary (can include identification of personnel)
- Other documents with identification

Part 2 (pdf 2): Project Narrative and Budget

Format

- Page size 8 ½ x 11
- Double spaced
- 1-inch margins
- 12-point font, Times New Roman
- Pages numbered
- Title of project on each page
- Narrative is a maximum of 10 pages (excluding title page and any attachments)

Components of Project Narrative – Be sure to address each of these areas.

- Title Page
- Study Aim/Hypothesis/Research Question
- Background/Review of Literature/Theoretical Discussion
- Methodology/Research Plan
- Significance to School Nursing
- Itemized Budget along with budget narrative (with no personal identifiers)
- Applicant Qualifications to conduct project – please complete this without stating names

Submit Application

- Research proposals must be emailed as one email with 2 pdf documents (as noted above) to **awards@nasn.org** with the subject line: Research application.

Applications must be emailed no later than **October 31 at 11:59 p.m. ET.**

## DESCRIPTION OF THE TERMS AND COMPONENTS

### TABLE OF CONTENTS

#### PART 1

RESUME/CV of principal investigator and research team (Maximum 5 pages): Each resume/CV should include a brief statement on the pertinent experiences of applicant to successfully conduct project.

LETTER OF AGREEMENT/COMMITMENT on institutional letterhead. (Needed if working with partners or organizations that will be part of the study). Include faculty (if applicable), team members, facility, and resources available to carry out the project at your proposed institution.

INSTITUTIONAL REVIEW BOARD approval letter (if ready. You can submit the application without IRB approval. However, funding will not be released until IRB approval or exemption obtained).

BUDGET SUMMARY – explain what is included. Budgets should cover two years (the maximum length of the grant). Can include identification of personnel in the summary section.

#### PART 2

##### TITLE PAGE

Title of project, no personal identifiers. Total amount of proposed budget

PROJECT NARRATIVE (includes specific aims/hypothesis/research question, background/review of literature, methodology, and significance to nursing)

##### SPECIFIC AIMS/HYPOTHESIS/RESEARCH QUESTION/EBP scholarly project

Outline the purpose of the study using specific aims, hypotheses and/or research questions. State what the Research Project/EBP Scholarly Project is intended to accomplish and what hypothesis (if applicable) or research question will be tested or implemented. In addition, state the intended objectives of the proposed study/EBP project and identify needs, problems, and goals.

##### BACKGROUND/REVIEW OF LITERATURE/THEORETICAL DISCUSSION

Succinctly summarize the problem or concern and theory for which the study is based, leading up to the proposed need for the study. Review significant previous work and status of research and /or established evidence on the subject, as well as the gap which this Research Project or EBP Scholarly Project will address.

##### METHODOLOGY/RESEARCH PLAN

Describe how the research plan or study objectives will be met, how the hypothesis will be tested, and/or how the specific aims will be implemented.

Suggested outline for your methodology:

- I. Design
- II. Sample/Setting/Procedures (power analysis for appropriate sample size, use of evidence-based interventions. Address the reliability and validity of tools and process)
  - i. Include recruitment of sample. Please note, if researchers request to use the NASN research mailing lists or weekly digest to recruit participants, the application must be clear in the proposal that they will follow the proper review process and may have to use an alternative source if mailing lists are not available. Obtaining a NASN research grant does not mean an automatic consent to use of NASN mailing lists.
- III. Data Collection (how data will be collected, including assurances of rigor)
- IV. Data Analysis (explanation and rationale of what analysis will be performed)
- V. Timeline (schedule for recruitment, obtaining and analyzing data, as well as writing manuscript and disseminating findings).

#### SIGNIFICANCE TO SCHOOL NURSING

Describe how the proposed study is significant in addressing student health and/or advancing the profession of school nursing. Proposal should address at least one of the NASN current research priorities.

#### ITEMIZED BUDGET NARRATIVE

Budgets should cover two years (the maximum length of the grant). Cost of the project is usually divided into categories such as personnel, supplies and materials, travel, data processing, facilities, or administrative services. Indirect costs and equipment are not paid by NASN. Purchase of equipment is not an allowable cost. Indirect costs should not be listed separately in the budget. Up to 10% of direct costs can be accounted in the "other costs" category. Other costs may include, but are not limited to, expenditures that are specifically associated with the project's performance.

Include an itemized budget with no personal identifiers (the budget summary, including identifiers is submitted in Part 1). Funds may be used for applicant's release time for purpose of the research, statistical services, travel expenses, or other appropriate expenses directly related to the research project. Purchase of equipment is not an allowable cost. Indirect costs should not be listed separately in the budget.

**APPLICANT QUALIFICATIONS:** Provide a brief narrative on the qualifications of applicant (s) to successfully conduct project. Narrative can include prior examples of project/research completion. Include information about how, if applicable, this research is interdisciplinary; and how this research connects with a university or other research focused entity in the community.

## **AWARD REVIEW PROCESS**

- Proposals will be awarded through a competitive process.
- All qualified applications will be read and rated by an independent review panel. The reviewers will assign a score to each application using Scoring Criteria/Ranking Sheet [Form 503]. The application(s) with the highest ranking will be considered for funding.
- Scoring criteria include the overall impact, and the strength and weaknesses of significance, qualifications of investigators, innovation, approach, and environment.
- Selected awardees will be notified by the NASN President.
- NASN reserves the right to negotiate the budget and not to make the grant or award if negotiations are unsuccessful or if no application meets minimum scoring criteria as determined by review committee.
- The decision of the independent review panel shall be final.

## **TERMS OF AGREEMENT**

- The applicant will, upon receipt of award, submit a proposed 1-year budget that will determine the amount allotted at appropriate time intervals (usually 6 months). The NASN Director of Research must approve the budget before disbursement of funds can occur. Funds will not be released until a letter of exemption or approval from an institutional review board is provided.
- Awardees must submit reports every 6 months and will not receive the next allotment of funding until the report is reviewed, and progress approved by NASN. The report, no longer than two pages, will include progress of the project and request for the amount for the next 6 months. The last portion of funds will not be dispersed until a manuscript of results has been submitted.
- Money must be used within 2 years of the award.

## **FORMS**

- NASN Research Grant Application for Funding of Proposed Research and Scholarly
- Evidence-based Projects Cover Sheet: Form 201
- NASN Research Grant for Funding of Proposed Research Instructions and Checklist: Form 203 (Do not submit this applicant checklist form)
- Sample Research Memorandum of Agreement: Form 212 (to be completed after recipients notified of funding)