

# Indiana Nurses Foundation

## RESEARCH GRANT CRITERIA

Each year, the Indiana Nurses Foundation (INF) awards up to two (2) \$2,500 Research Grants. The purpose of the research grants program is to support sound research projects conducted by Registered Nurses in Indiana.

### Eligibility:

- Any registered nurse who practices in the State of Indiana.
- Members of ISNA are given preference.
- Projects may be quantitative or qualitative.
- Project must have a sponsoring institution identified to which to submit the grant money, if awarded.
- Applications that are not prepared according to the guidelines will not be reviewed and will not be returned.

### Deadline:

- The deadline for submitting applications is **February 28, 2019**. Award recipients will be notified in March of each year.
- Research Grants will be awarded at the INF Luncheon held on May 3rd; the date, time and place will be posted in the Indiana Nurses Bulletin and on [www.IndianaNurses.org](http://www.IndianaNurses.org) and or call 317-299-4575 for information.

### Grant Proposal Guidelines:

- A **cover page** is to include the title of the study and the investigator's name, credentials, address, phone number.
- The completed research proposal and relevant accompanying documents should be sent or emailed to [marla@indiananurses.org](mailto:marla@indiananurses.org) or mailed to:  
INF Research Grant Submission  
Indiana Nurses Foundation  
2915 North High School Rd.  
Indianapolis, In 46224

The proposal must include the following along with the cover sheet as noted above.

1. Title Page (required form included).
2. Abstract: 250 words or less, single spaced.
3. Total Projected Budget
4. INF Budget – should not exceed the maximum of \$2,500.00.
5. Biographical Sketches – For the principal investigator; and if applicable, co-investigators, consultants, and academic advisors. (A curriculum vitae is not acceptable)
6. Narrative: Maximum 6 double-spaced typewritten pages (excluding references).
7. Appendices:
  - A. Copy of all instructions to be utilized.
  - B. Advisor's evaluation and documentation of committee approval.
  - C. Copy of (1) IRB approval and (2) Human Subjects Review (if applicable): IRB approval may be submitted as late as the last day of the month preceding the awards luncheon (usually March 31<sup>st</sup>). The award will be pending receipt of IRB approval.
  - D. Documentation of Consultation if applicable
  - E. Documentation of Support and Access (if part of the investigation) for where the research will be conducted at locations other than the sponsoring institution.

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### Grant Proposal Guidelines: (continued)

If a proposal is reviewed but not approved for funding; or if it is reviewed but no funds are available, the proposal will not be returned to the author. The Foundation and the Research Grants Review Committee will not provide research critique.

If no proposals are submitted that are deemed to be of sufficient merit to be awarded a research grant, INF reserves the right to hold the funds over for the next grant deadline. Proposals may be resubmitted.

**There is no mandatory requirement to award grant funds every year. If there are no proposals deemed to be of funding merit, funds may be held over to the following year. Proposals not funded may be resubmitted in subsequent funding cycles.**

Information obtained about a proposed study during the review process by the reviewer(s) will be kept strictly confidential.

Proposals will undergo a blind review by the Research Grant Committee of the Foundation. If a potential conflict of interest exists between a reviewer and an applicant, the reviewer will withdraw from the proposal review process.

All publications and presentations emanating from research projects funded by INF must contain the following: "This project was supported in part by a research grant from the Indiana Nurses Foundation, the Foundation of the Indiana State Nurses Association."

### Expectations

The recipient of the research grant must submit a report to INF describing the progress of the study and/or final results at the end of the calendar year. *In addition, the recipient is required to share the progress of the project and/or final results with ISNA members using one of a variety of means: blog post, abstract or article for the INF Bulletin, poster presentation or some other agreed upon means.*

At the end of one year all unused grant funds must be returned to the INF.

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## APPLICATION CHECKLIST

Please return this checklist form with your application

Principal Investigator's Name: \_\_\_\_\_

		Included	N/A
<b>1</b>	<b>Title Page – required form</b>		
<b>2</b>	<b>Abstract:</b> Maximum 250 words		
<b>3</b>	<b>Total Projected Budget</b>		
<b>4</b>	<b>Grant Budget:</b> Should not exceed the maximum for the award category		
<b>5</b>	<b>Biographical Sketches:</b> For principal investigator; and if applicable, co-investigators, consultants and academic advisors. Curriculum vitae is not acceptable.		
<b>6</b>	<b>Narrative:</b> Maximum 6 double-spaced typewritten pages (excluding references).		
<b>7</b>	<b>Appendices</b>		
	<b>Appendix A:</b> Copy of all <u>instruments</u> to be utilized		
	<b>Appendix B:</b> If taking place as part of an educational setting, Advisor’s evaluation and documentation of committee approval. If not included, application will not be accepted.		
	<b>Appendix C:</b> <u>Copy of (1) IRB approval and (2) Human Subjects Review (if applicable):</u> All research proposals that involve human subjects, including questionnaires, must include an approval letter from the IRB or letter of exemption.		
	<b>Appendix D:</b> <u>Documentation of Consultation.</u> All consultants must also submit a biographical sketch with the applicant's application.		
	<b>Appendix E:</b> <u>Documentation of Support and Access.</u> If any part of the investigation will be conducted in locations other than the sponsoring institution, include a letter of support and access from each location. If IRB approval is required for access to the facility, indicate in the documentation.		

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## GRANT APPLICATION (Title Page)

1. Title of proposal:	
2. Name and Degrees of Principal Investigator (only one PI):	ISNA membership number if Applicable:
3. Last Four of the Social Security Number:	4. Indiana State Number, Expiration of RN Licensure:
5. Name of Affiliate organization or institution (include city and state):	
6. Home Address:  Phone:  E-mail	7. Work Address:  Phone:  E-mail:
8. Mail INF correspondence to: <input type="checkbox"/> Home <input type="checkbox"/> Work Address	
9. Is the proposed study part of the investigator's thesis or dissertation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, has the thesis or dissertation proposal been successfully defended? <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Are human subjects involved? <input type="checkbox"/> Yes <input type="checkbox"/> No IRB included with this application? <input type="checkbox"/> Yes <input type="checkbox"/> No	11. Are animal subjects involved? <input type="checkbox"/> Yes <input type="checkbox"/> No Is documentation of Animal Research Laboratory Accreditation included with this application? <input type="checkbox"/> Yes <input type="checkbox"/> No
12. I, the undersigned, certify that the statements in this application are true and complete to the best of my knowledge and accept, if a grant is awarded, the obligation to comply with terms and conditions in effect at the time of the award.  _____	
Signature of principal investigator	Date
13. Affiliate organization in charge of administering funds:	
14. Name and title of official from affiliate organization (from #13) responsible for administration of funds and submission of final financial report:	
15: Address:	Phone:  Fax:  Email:
16. I, the undersigned, certify that the statements in this application are true and complete to the best of my knowledge and accept, if a grant is awarded, the obligation to comply with terms and conditions in effect at the time of the award.  _____	
Signature of Official (from #14)	Date

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## ABSTRACT

Principal Investigator: \_\_\_\_\_

Research Title: \_\_\_\_\_

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## TOTAL PROJECT BUDGET

Research Title: \_\_\_\_\_

A. What is the total amount needed to complete this project? \$ \_\_\_\_\_

B. If the total amount exceeds the maximum amount of the award granted by INF, please list any additional sources and amounts of funding already obtained for the project (**include in-kind goods and services committed**).

Describe what research expenses these funds will cover.

C. If the total amount exceeds the maximum amount of the award granted by INF, please list any additional sources to which you plan to submit the proposal or to which you have submitted and notification is pending. Provide the date you expect to be notified of the outcome, the amount requested and the research expenses the budgets will cover. **It is the responsibility of the applicant to notify INF immediately when additional funding is awarded. Failure to do so may result in disqualification.**

D. Please explain how the proposed project will be modified if funding from INF is obtained, but funding from other sources is not obtained.

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## INF BUDGET

Research Title: \_\_\_\_\_

Cost Center	Amount
PERSONNEL	
SUPPLIES	
EQUIPMENT	
TRAVEL	
COMPUTER COSTS	
OTHER	
TOTAL	
<b>ALL ITEMS ABOVE MUST INCLUDE JUSTIFICATION</b>	<b>Must Not Exceed Maximum Amount for Award</b>

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## BIOGRAPHICAL SKETCH

Research Title: \_\_\_\_\_ (Photocopy form as needed)

COMPLETE THIS FORM FOR PRINCIPAL INVESTIGATOR, CO-INVESTIGATOR(S) AND ADVISOR(S)			
Name:	Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No (indicate visa/expiration if applicable):		
Current Title and Place of Employment:			
EDUCATION (begin with baccalaureate training and include postdoctoral)			
Institution/Location	Degree	Year Conferred	Scientific Field
Major Research Interest/Area of Expertise		Role in proposed Project (check one)	
		<input type="checkbox"/> Principal Investigator <input type="checkbox"/> Co-Investigator <input type="checkbox"/> Consultant <input type="checkbox"/> Academic Advisor <input type="checkbox"/> Other:	
Briefly describe the role of this individual in this project:			
RESEARCH AND PROFESSIONAL EXPERIENCE			
Starting with the present position, list all or most representative publications. List all previously funded research and indicate your role in the project e.g., principal investigator, co-investigator. All funded research listed must include the total project budget. Attach up to a maximum of three (3) pages for each individual.			

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APPENDIX B

## ADVISOR'S EVALUATION FORM

Research Title: \_\_\_\_\_

***This form must be completed and signed if the proposed project is for the applicant's thesis or dissertation.***

Name of Applicant: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_

Advisor's Title and Place of Employment: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

1. Applicant's status:         Master's Student         Doctoral Student

2. Status of research project (check all that apply)

- INF Proposal approved by thesis advisory committee (Attach document).
- INF Proposal approved by dissertation advisory committee (Attach document).
- Pilot testing completed.
- Data collection is in progress (specify status): \_\_\_\_\_

3. Evaluation of the applicant:

Evaluation	Exceptional	Upper 5%	Upper 10%	Upper 25%	Upper 50%	No basis for Judgment
Knowledge of major field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic knowledge of area upon which study is based	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical research knowledge/skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to complete independent data analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated research ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance toward goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to express self in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>