



Mississippi Nurses Foundation

Nurses Touch Lives

NURSING RESEARCH PROGRAM

MNF Research Committee
31 Woodgreen Place, Madison, MS 39110
601-898-0850; foundation@msnurses.org

March, 2011

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Mississippi Nurses Foundation Nursing Research Committee

GUIDELINES FOR MNF NURSING RESEARCH GRANTS*

Purpose

The purpose of MNF Nursing Research Program is to provide seed grants for scholarly activities by nurses to address health care problems in Mississippi. Preference is given for studies addressing either or both of two areas:

- Major health problems in MS (e.g., infant mortality, obesity, teenage pregnancies, and other significant problems as determined by the MS Department of Health), and,
- Nursing practice in MS (i.e., clinical practice, education, or administration).

Depending on the application, funds may be used for implementation and/or dissemination of study outcomes.

* **Note:** The MNF guidelines and application are adapted from the *American Nurses Foundation Nursing Research Grants* (2010), <http://www.anfonline.org/MainCategory/NursingResearchGrant.aspx>.

Research Funding

Funds for research grants are provided by the MNF as monies are available. Preference is given to studies addressing major health problems and/or nursing practice in MS. The allocation of funds is based on the eligibility of the applicant, the quality of the proposed study, and the budget. ***Funds for grants do not cover expenses incurred prior to the funding date.***

Grant Program for 2011

Grants Available	One or Two
Total Funding Available	\$1,000
Date of Availability for Applications	1 March 2011
Deadline for Applications	30 June 2011
Date for Award of Grants	31 July 2011

Contact Information

Mississippi Nurses Foundation
c/o Research Committee
31 Woodgreen Place, Madison, MS 39110
601-898-0850; foundation@msnurses.org

Criteria for Eligibility of the Applicant

The applicant for the grant must meet the following criteria for eligibility:

- The applicant must be a Registered Nurse currently licensed in MS, a member of the MNA, a resident of MS, and a citizen of the USA.

- The applicant may be:
 - A graduate nursing student in a master's or doctoral program in MS.
 - A registered nurse clinician, educator, or administrator working in a health care facility in MS.
 - A RN, MNA member, resident of MS attending a graduate program out-of-state with a project relevant to health care in MS is eligible to apply if the project is being conducted within the state (i.e., population/subjects, location, data collection, et al, are in MS). These applications will be considered on a case-by-case basis.
- Co-investigators may be multidisciplinary as long as the applicant is a RN and the project is relevant to nursing.
 - The applicant must be identified clearly as the primary investigator for the proposed study and, if part of a larger study, must delineate the portion of that study that is the applicant's responsibility.
 - When more than one investigator is listed on the project, the individual named first will be the person with whom MNF communicates and the investigator who has responsibility for the study.
- The applicant is required to notify MNF if funding for the study is received from other sources. MNF will not provide duplicate funding for any study.
- The applicant must submit a completed application package with signed/dated agreements (see application title page).

Criteria for Eligibility of the Study

- The study must be relevant to the purpose of the MNF Research Grant Program to:
 - deliver health/nursing care to a specified community/population about prevalent health care issues in MS;
 - provide evidence-based or outcomes-based focus for health care delivery and/or nursing practice within MS;
 - evidence-based = inquiry that examines and/or provides evidence to support nursing practice (i.e., best clinical evidence on which to base practice decisions and actions);
 - outcomes-based = inquiry that is designed to measure and ultimately improve the outcomes of health care or nursing practice with individuals and/or communities;
 - be a new project (i.e., a project that is in the planning stage or has not been implemented for more than 6 months) and be ready to implement or to disseminate when funding is received.
- All documents in the application must be in English.
- Applications for graduate student projects in masters' or doctoral programs are accepted only if the study has been approved by the applicant's graduate advisor. Only studies that have been defended successfully by 30 June will be considered eligible for grant funding.
- Applications for work related projects are accepted only if the study has been approved by a colleague, supervisor, or administrator of the facility.

- When a study involves human subjects, IRB approval from a university or health care agency in MS is required from each site where the study or portions of the study will be conducted.
- Studies involving animals require similar Institutional Animal Care and Use Committee (IACUC) approval from a university or health care agency in MS.

Deadlines for Submission of Applications

- All completed applications **MUST** be received on or before **11:59 pm** (CDT) on the **30th of June**. This deadline also is applicable when overnight or express delivery services are used. No extensions for submission of applications will be permitted.
- Documentations of IRB and Animal Protocol approvals will be accepted after the application deadline, if the applicant is awarded a grant. These documents must be submitted within 30 days of the award. No funds will be released without receipt of these documents.

Requirements for Applications

- All applications must be submitted electronically in **either MS Word or PDF (other formats will not be accepted)** to the MNF, foundation@msnurses.org. Applications delivered by other methods (i.e., mail, fax, et al) will not be considered for funding.
 - The electronic file must contain the full application and all supporting documents.
 - **Applicants are highly encouraged to begin and complete submission well before the 30th of June.**
- Applicants should read all materials carefully and contact the MNF Research Committee with any questions before preparing the application. Novice applicants are encouraged to seek assistance from experienced individuals in preparation of the application.
- Applicants must follow instructions and word limits carefully; applications that are incomplete or not prepared according to instructions will not be reviewed.
 - Reference citations may be in either “superscript” or “author/year” format; the preferred format is the current edition of the Publication Manual of the American Psychological Association (APA).
 - Applications requesting funds in **excess of the published maximum for an award will not be reviewed.**

Requirements for the Study Proposal

Study proposals are judged on scientific merit with critique based on the following criteria:

- **Significance**
 - Is the study important to health care problems and/or nursing practice in MS?
 - Does it address a gap in what we know?
- **Approach**
 - Are study aims specific, logical, and appropriately conceptualized?
 - Do study design, sample, instruments, procedures, and data analysis provide for specific aims to be accomplished?
- **Innovation**
 - Is the study novel or innovative in approach, perspective, or line of inquiry and relevant for health care/nursing practice in MS?
- **Strength of Investigator, Environment, and Research Team**
 - Is the study within the applicant’s ability?
 - Are consultants or mentors adequate?
 - Are available resources and research environment adequate to support the study?

- Is the primary investigator supported by co-investigators versed in study design and practice?
- **Attention to Human Subjects Protection or Other Protections (Animals)**
 - Does study design, sample, and instruments respect and protect participants, their confidentiality in selection, and in the conduct of the study?
- **Justified Budget**
 - Are purchases explained and essential for the study, including the need for particular materials, software, and equipment?
 - Are opportunities for the use of other resources explored?

Review of Applications and Awards of Funding

The MNF Nursing Research Committee is composed of doctorally-prepared nurses from all geographical areas of Mississippi. Collateral reviewers, also doctorally-prepared, experienced nurses, are used when the subject of a proposal falls outside the areas of expertise represented on the Committee.

- The Research Committee reviews applications **between the 1st and the 15th of July**. Final approvals of the Committee's funding recommendations are made by the MNF Board of Trustees.
- As determined by the Research Committee, priority for funding is based upon the scientific merit of the study proposal with consideration given to the applicant's ability to conduct the study. The project's potential for impacting health problems and nursing practice in Mississippi is given preference.
- **A letter of notification with critiques will be mailed by the 31st of July to all applicants whether awarded a grant or not.**
- **The annual funding period is from the 1st of August to 31st of July.** Under no circumstances will more than the specified maximum funding be awarded.
- Applications are treated as privileged communications and are restricted to the MNF Nursing Research Committee, Board of Trustees, staff, collateral reviewers, and, if applicable, the external funding organization upon request.
- Proposals for studies involving any human population, including students, chart reviews, and questionnaires, must be reviewed by a human subjects review committee (Institutional Review Board; IRB) which operates under officially accepted assurances from the US Department of Health and Human Services. The application must include an IRB approval letter or a letter of exemption. **Funds will not be awarded until the IRB documentation is received by MNF.**
- Proposals for studies involving any animal population must include documentation that the laboratory where study is to be conducted is an accredited animal research laboratory. **Funds will not be awarded until the IACUC documentation is received by MNF.**
- All outstanding documentation must be received within 30 days of the award notification to maintain eligibility for the award. No funds will be disbursed until all preliminary conditions of the grant are fulfilled. Requests for extensions to satisfy funding requirements will be considered only under exceptional conditions. Awards that fail to satisfy all requirements within the 30-day period may be declared ineligible.

- If a grant is awarded as the result of this application, the applicant becomes a grantee and assumes any and all legal and financial accountability for the awarded funds and for the performance of the grant-supported activities. Deliberate withholding, falsification, non-documentation of references, or misrepresentation of information in the application could result in administrative actions including, but not limited to, the withdrawal of an application or an award.
- **Upon receipt of the letter of notification of the award, grantees must contact MNF immediately to verify their receipt of notification, acceptance of the grant, and contact information.** Within 30 days of grantee's contacting MNF of acceptance of the grant and completing all grant requirements (including all IRB documentation), a check will be mailed to their preferred address for the amount of the grant. These monies are to be used only for expenditures as outlined on the proposed budget.

Allocation of Grant Funds

The distribution and expenditure of grant funds provided by the MNF will be in accordance with standard accounting procedures.

- **Permitted Expenses:**
 - MNF will not consider requests or assume responsibility for any costs incurred prior to the award date.
 - Expenses must be incurred within the 1-year grant period.
 - Only expenses essential to the conduct of the proposed study will be considered for funding. Expenses essential for data collection (i.e., travel, lodging, et al) are to be based on current MS state government per diem rates.
- **Prohibited Expenses:**
 - Salaries of investigators.
 - Educational assistance, such as tuition, textbooks, dissertation/thesis preparation, et al.
 - Applicant travel to meet with graduate thesis or dissertation committee.
 - Presentation of papers or conference attendance other than for presentation of the proposed study.
 - Purchase of personal computers.
 - Other expenses not essential for the conduct for the proposed study.
- Requests to purchase specialized equipment may be considered. Justification for these expenses must be documented. The Research Committee will make the final determination on such expenses. The ownership of such equipment at the end of the grant period will be assessed individually.
- Supplies remain the property of the individual applicant or the institutional affiliation at the close of the grant period.

Reports of the Study

- **The grant recipient must submit to the MNF Research Committee reports of the study within 60 days after the conclusion of the grant period,** including:
 - A final narrative report and an abstract of the study,
 - A financial report of expenditures of grant monies as outlined in the budget of the proposed study, and,

- An evaluation of the MNF Nursing Research Grant program.
- **Narrative report and abstract.** The grantee is responsible for submitting a 5-page minimum/ 20-page maximum final narrative report. Applicants may use either “superscript” or “author/year” format for reference citations; the current APA format is preferred. An abstract (approximately 300 words) of the results must be submitted with the final narrative. Since the abstract will be used to report the study to a general audience, the abstract must be written for the lay reader. Dissertations and theses are not acceptable as final narrative reports.
- **Financial reports.** The grantee is responsible for providing an accounting of expenditures of grant monies as outlined in the budget of the proposed study.
- The grantee may be invited to present the study at:
 - a MNA convention in October, and/or,
 - a joint session of the MNA/MNF Boards, usually in the fall (i.e., Sept. – Dec.).
 - The local MNA district is urged to provide a stipend to support this presentation.
- Failure to comply with deadlines for final reports will disqualify the applicant from receiving MNF grants in the future. The applicant’s file may be closed and all outstanding funding may be canceled if no communication is received within 30 days of the expired deadline.

Publications

- Publications resulting from the grant must acknowledge the support from MNF as described in the award letter.
- When applicable, grant recipients will be known as “scholars” of the institution contributing funds for the grant (e.g., the “ABC Organization Scholar”) and all publications and publicity must reflect that title and acknowledge the MNF.
- The 300-word abstract submitted by each applicant is not considered confidential after funding is received. MNF may seek publication of abstracts of any funded proposals.
- The applicant will provide MNF with a reprint of any publication resulting from the funded study.
- MNF may wish to publish portions of any or all reports, documents and materials developed in the course of the study and will do so only with the permission of the applicant.

Copyright

Any and all reports, documents, and materials developed in the course of the study may be copyrighted and published in the name of the applicant, provided:

- If MNF funds are used in whole or in part to meet costs of publication, the costs will be a first charge upon any royalties and will be refunded to MNF out of the first royalties received, before any royalties are retained by the applicant or the sponsoring institution.
- Any publication will contain a notice that the study was supported in whole or in part by a grant from MNF.
- MNF is granted a royalty-free, non-exclusive, irrevocable license to reproduce or publish any reports, documents, or materials and to translate them, or publish them, either directly or through assignees or sublicenses.

Patents

In the event that any inventions are developed in the course of the study, the applicant may file patent applications, provided:

- The inventions are reported promptly to MNF.
- The patent application shall include a statement in the first paragraph of the specification that the invention was made in the course of study supported in whole or in part by a grant from MNF.
- MNF is granted a royalty-free, non-exclusive, irrevocable license to use the inventions for purposes of further studies, either directly or through assignees or sublicenses, but not for the purposes of commercial development or exploitation.

Tax Information

While funds awarded to MNF grantees must be reported as income by applicants on their individual tax returns, applicable expenses may be deducted based on individual circumstances. However, the MNF does not have a reporting requirement and therefore will not be sending grantees an IRS Form 1099 or any other information related to the grant monies awarded. Grant recipients should establish their own record keeping system to determine the amount reportable on their income tax return and consult with their personal tax advisor regarding appropriate reporting requirements.

Exceptional situations not specifically addressed in these guidelines are to be directed to the MNF Executive Director and/or Research Committee for final determination.

* Adapted from the *American Nurses Foundation Nursing Research Grants* (2010), <http://www.anfonline.org/MainCategory/NursingResearchGrant.aspx>.

APPLICATION INSTRUCTIONS

Applications should be compiled in the following order:

I. CHECKLIST (*form provided*)

Applicants are required to complete and include this checklist form with their application.

II. TITLE PAGE (*form provided*) with signed/dated agreements.

III. ABSTRACT (*form provided*)

Provide a succinct and accurate description of the proposed study. State the problem (i.e., the overall objective of the proposed study), describe concisely the methods to be used and reference the project's relevance to nursing. The abstract *is to be no more than 300 words*.

IV. TOTAL PROJECTED BUDGET (*example of budget cost centers/categories*)

- **PERSONNEL** Consultation, clerical support, and research assistant/associate expenses should include an estimate of the number of hours planned for these individuals and their hourly rate of pay. Provide brief justification for personnel. (e.g., person for transcription or data entry @ \$8/hr X 50 hours = \$400).
- **SUPPLIES** Items with a unit cost of \$500 or less are listed in this category, including printing, photocopying, telephone, postage, etc (e.g., 1st mailing of solicit letters, business reply cards, questionnaires, return envelopes and postage, thank you/reminder postcards, et al).
- **EQUIPMENT** Items with a unit cost of \$500 or more are listed in this category, including copyrighted instruments and equipment for the study (e.g., MMPI, sphygmometers, scales, glucometers, et al).
- **TRAVEL** Costs for data collection (e.g., travel, lodging, et al, to remote areas). The most inexpensive rates for transportation and lodging should be used. Automobile expenses are to be calculated at the current MS state rate per mile, plus tolls and parking. Electronic alternatives for travel should be considered, such as video or web conferencing, if appropriate and available.
- **COMPUTER** Costs for access/programs relevant to the study. Explain why costs are not being underwritten by an institutional affiliation. Itemize programming time, disk rental and storage costs.
- **OTHER** Describe other expenses essential to conduct of the proposed study. Indirect costs as may be required by affiliating agencies are to be at a maximum of 8% (e.g., subject compensations, lab or service fees, et al).
- **TOTAL – ALL BUDGET ITEMS MUST INCLUDE JUSTIFICATION**

V. MNF BUDGET (*form provided*)

This portion of the total budget is included separately only if the Total Projected Budget exceeds the maximum amount for the award. This budget includes those items for which MNF funding will be applied. **The MNF Budget may not exceed the maximum amount for the award.**

VI. BIOGRAPHICAL SKETCHES (*form provided*)

Curriculum vitae are not acceptable. In addition to the applicant, include biographical sketches for other persons as applicable, including co-investigators; consultants. If the study is for a thesis or dissertation, include the academic advisor. If the study is work related, include the colleague/supervisor. Qualifications of a research design consultant should explicitly indicate his/her ability to provide the needed support. Applicants must indicate which publications listed are data based. Past research awards must indicate the dollar amount of the funding received.

VII. NARRATIVE

Format for white 8 1/2" x 11" paper. The narrative must:

- **not exceed 5 single-spaced typed pages (not including references and appendices)**
- **use type print 12 point or larger**
- **use 1" top, bottom and side margins**

The applicant must prepare the project narrative according to the outline provided. The Research Committee will consider the information provided as an example of the applicant's ability to conduct the proposed study. Either "superscript" or "author/year" format may be used for reference citations; the current APA format is preferred.

A. Specific Aims

State the overall objective or long-term goal of the proposed study and its relevance to health care/nursing practice in Mississippi. Include specific aims, study questions, hypotheses, outcomes, and/or criteria/indicators addressed within the proposal.

B. Background/Significance

Review the most significant previous work and current status of research in the field related to the problem under investigation. Identify the interrelationships of the purpose, literature, and variables. Identify what is known and not known on the topic and how this study will fill the gaps in current knowledge. A critical analysis of relevant literature is expected. Describe the potential significance of the proposed study, both theoretically and in terms of potential nursing applications. Provide the conceptual basis for this study.

C. Preliminary Studies (*if applicable*)

Describe briefly any preliminary work (e.g., pilot studies) completed by the applicant or other members of the research team that led to the proposed study.

D. Methods

The following methodological aspects should be addressed:

- Design of the Study
- Population/Sample with Sample Size and Rationale
- Measures/Instruments
- Procedure for Data Collection
- Plan for Data Analysis
- Limitations/Potential Difficulties in Conducting the Study
- Time frame/Schedule of Study Activities

E. Human/Animal Subjects Protection

Describe the process for protection of human subjects or animals.

F. Consultants (*if applicable*)

G. Facilities Available

Describe briefly the facilities and resources available for the conduct of the study.

H. Literature Cited

Include a list of all sources cited in the narrative. Either “superscript” or “author/year” format may be used for reference citations; the APA format is preferred.

Reference or bibliography pages are excluded from the 5-page limitation set for the narrative.

VIII. APPENDICES *(Only these items may be attached; not included in 5-page limit)*

Appendix A

Instruments: A copy of all instruments used in the study should be attached. If the instrument is not in the public domain, the applicant must include documentation of permission to use the instrument.

Appendix B *(form provided)*

Advisor/Colleague Evaluation: If the study is for a thesis or dissertation, a graduate advisor’s evaluation form must be completed and signed and documentation of committee approval must be attached. If the study is work related, a colleague or supervisor must be complete and sign the evaluation form. **If this evaluation is not included with the application, it will not be accepted.**

Appendix C

Documentation of Human Subjects Review: If applicable, attach a letter from the human subjects review committee [institutional review board (IRB)] verifying that the project has been reviewed and approved or exempted. This letter should indicate whether the committee is operating under officially accepted assurances from the Department of Health and Human Services. **IRB approval is required from the applicant’s affiliated institution and, if applicable, from each site where the study or portion of the study will be conducted.** A letter of consent may be substituted in the event that a study site does not issue IRB approvals. Consent forms also should be appended.

Appendix D

Documentation of Animal Protocol Review: If applicable, attach a letter from the institutional animal care and use committee (IACUC) verifying that the project has been reviewed and approved. If the project has not yet been reviewed, give the anticipated date of review.

Appendix E

Documentation of Consultation: If applicable, include documentation of availability from consultants who will be used during the study. This documentation should be in the form of a signed letter from the consultant verifying availability and willingness to participate and clearly delineating how she/he will be involved in the study.

Appendix F

Documentation of Support and Access: Attach letters of support from individuals administratively responsible for access to potential subjects and other resources in settings where the study is conducted. Indicate whether or not an IRB is required to access the facility. Letters of support for all facilities to be accessed must be included in the application packet. Support letters mailed separately will not be considered in the review.

MNF Grant Application Reviews

Applications for MNF Research Grants are reviewed by the MNF Research Committee who are doctorally-prepared nurses from all five schools of nursing with graduate programs and other experts in nursing research (see MNA Grant Review Form). Two committee members are assigned by the committee chairperson to review anomalously each application, excluding any application from their MNA district or nursing school. These committee members review the assigned application according to MNF criteria and calculate the mean for each section. Review scores are averaged for a total application score. All application scores are tallied and considered by the total research committee. Annual awards are designated according to the quality of applications and the available research funds.

Note: With the exception of Appendices C, D, all sections of the application must be completed prior to the submission deadline to be eligible for review. If applicant is awarded a grant, the monies will not be released without receipt of the IRB(s) documentation.

MNF RESEARCH GRANT APPLICATION CHECKLIST

Please return this checklist form with the grant application.

Applicant _____

	ITEM	Included		N/A
1	Checklist			----
2	Title Page with signatures of applicant and advisor/colleague			----
3	Abstract – 300 words; single spaced			----
4	Total Project Budget			----
5	MNF Budget – not to exceed maximum of award			----
6	Biographical Sketches – for applicant and academic advisor/colleague, and, <i>if applicable</i> , co-investigators, consultants. Curriculum Vitae are not acceptable			----
7	Narrative – maximum 5 single-spaced typewritten pages (excluding references, appendices) organized per guidelines			----
8	Appendices			
	Appendix A: Copy of all instruments to be used in study			
	Appendix B: Advisor/Colleague evaluation; documentation of committee approval, <i>if applicable</i> . If not included, application will not be accepted.			----
	Appendix C: Documentation of Human Subjects Review; If applicant is awarded a grant, funds will not be released without receipt of the IRB(s) approval letter.	Yes	No	
	Appendix D: Documentation of Animal Research Laboratory Accreditation (<i>if applicable</i>); If applicant is awarded a grant, funds will not be released without receipt of the IACUC approval letter.	Yes	No	
	Appendix E: Documentation of Consultation (<i>if applicable</i>). All consultants must submit a letter of verification and a biographical sketch with the applicant's application.	Yes	No	
	Appendix F: Documentation of Support and Access. If any part of the investigation will be conducted in locations other than the sponsoring institution, a letter of support and access from each location must be included. If IRB approval is required for access to the facility indicate in the documentation.	Yes	No	

Applicants will receive notification by 31 July

MNF RESEARCH GRANT APPLICATION TITLE PAGE

1. Title of Proposal	
2. Name and Degrees of Applicant (<i>only one Principal Investigator</i>)	
3. RN Licensure (<i>state, number, expiration date</i>):	5. Are you a citizen of the USA? [] Yes [] No
4. MNA Membership (<i>district, expiration date</i>):	6. Are you a resident of MS? [] Yes [] No
7. Name of affiliate organization or institution (<i>include city and state</i>)	
8. Home Address Phone _____ Email _____	9. Work Address: (<i>Current complete address only, no P.O. Box</i>) Phone _____ Email _____
10. Address MNF correspondence to applicant's [] Home [] Work	
11	Is the proposed study part of the applicant's thesis or dissertation? [] Yes [] No
	If yes, has the study proposal been defended successfully by the 31 st May? [] Yes [] No
	Is the proposed study part of the applicant's work situation? [] Yes [] No
12.	Are human subjects involved? [] Yes [] No
	Is the IRB approval included with this application? [] Yes [] No
13.	Are animal subjects involved? [] Yes [] No
	Is the IACUC approval included with this application? [] Yes [] No
<p>14. 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.</p> <p>Signature of Applicant _____ Date _____</p>	
15. Name and title of graduate advisor/colleague supervising the study	
16. Address	17. Phone
	18. Fax
	19. Email
<p>20. 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.</p> <p>Signature of Official _____ Date _____</p>	

Applicant will receive notification by the 31st of July

**MNF RESEARCH GRANT APPLICATION
ABSTRACT**

Applicant_____

Study Title_____

Abstract (*300-word limit*)

**MNF RESEARCH GRANT APPLICATION
TOTAL BUDGET FOR THE STUDY**

Applicant _____

- What is the total amount needed to complete this study? \$ _____
- If the total amount exceeds the maximum amount of the award granted by MNF, list any additional sources and amounts of funding already obtained for the study (**include in-kind goods and services committed**). Describe briefly what study expenses these funds will cover.
- If the total amount exceeds the maximum amount of the award granted by MNF, 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 study expenses the budgets will cover. **It is the responsibility of the applicant to notify MNF immediately when additional funding is awarded. Failure to do so may result in disqualification.**
- If funding from MNF is obtained, but funding from other sources is not obtained, explain how or what part of the proposed study will be conducted.

Please attach Total Budget for the Study as described in the MNF Research Grant Guidelines (see page 10).

**MNF RESEARCH GRANT APPLICATION
MNF BUDGET**

Applicant _____

Cost Center	Amount
PERSONNEL	
SUPPLIES	
EQUIPMENT	
TRAVEL	
COMPUTER COSTS	
OTHER	
TOTAL	
ALL ITEMS ABOVE MUST INCLUDE JUSTIFICATION	Must Not Exceed Maximum Amount For Award

*Please refer to prohibited expenses as described in
MNF Research Grant Guidelines (page 7).*

MNF RESEARCH GRANT APPLICATION BIOGRAPHICAL SKETCH

(Copy form as needed)

Applicant _____

COMPLETE THIS FORM FOR APPLICANT, ADVISOR/COLLEAGUE(S), CO-INVESTIGATOR(S), CONSULTANT(S)			
Name			
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 Study (<i>check one</i>) <input type="checkbox"/> Applicant/Principal Investigator <input type="checkbox"/> Academic Advisor/Colleague <input type="checkbox"/> Co-Investigator <input type="checkbox"/> Consultant <input type="checkbox"/> Other _____		
Briefly describe your role in this study			
RESEARCH AND PROFESSIONAL EXPERIENCE			
Starting with the present position, list training and experience relevant to this study. List all or most representative publications. List all previously funded research and indicate your role in the study (e.g., principal investigator, co-investigator, consultant). All funded research listed must include the total project budget. Use this form and a maximum of 2 additional pages for each individual.			

MNF RESEARCH GRANT APPLICATION ADVISOR/COLLEAGUE EVALUATION

(If advisor/colleague's evaluation is not included with the application, it will not be accepted.)

Applicant _____

<i>This form must be completed and signed the academic advisor or colleague/supervisor.</i>						
Name of Advisor/Colleague						
Advisor/Colleague's Title and Place of Employment						
Advisor/Colleague's Signature						Date
1.	Applicant's status: <input type="checkbox"/> Master's Student <input type="checkbox"/> Doctoral Student <input type="checkbox"/> Colleague					
	Is the proposed study part of the applicant's thesis or dissertation?					<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, has the thesis or dissertation proposal been defended successfully by 31 May?					<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the proposed study work related?					<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Status of study (<i>check all that apply</i>):						
<input type="checkbox"/> Proposal approved by graduate advisory committee (Attach documentation)						
<input type="checkbox"/> Proposal approved by colleague/supervisor/administrator of facility (Attach documentation)						
<input type="checkbox"/> Pilot testing completed						
<input type="checkbox"/> Data collection is in progress (<i>specify status</i>):						
3. Evaluation of the applicant:						
<i>Evaluation</i>	<i>Exceptional</i>	<i>Upper 5%</i>	<i>Upper 10%</i>	<i>Upper 25%</i>	<i>Upper 50%</i>	<i>No basis for Judgment</i>
Knowledge of major field						
Academic knowledge of area upon which study is based						
Technical knowledge/skills relevant to study						
Ability to complete independent data analysis						
Demonstrated research ability						
Ability to work independently						
Perseverance toward goals						
Ability to express self in writing						
4. Your written comments about the applicant are appreciated. Please be as specific as possible about the applicant's ability to conduct the proposed study. Continue on a separate sheet if necessary.						

MNF RESEARCH GRANT APPLICATION RESEARCH GRANT REVIEW FORM

Proposal Number:

Applicant Name:

Reviewer Name:

Calculate the mean for each section and insert in the score blank using the following rating scale:

1=Exceptional; 2=Good; 3=Adequate; 4=Fair; 5=Poor/Absent; N/A=Not Applicable

Score	Section
	Title Page – REQUIRED – with <u>signatures</u> of applicant and advisor/colleague; specify deficit areas:
	Abstract – includes purpose, methods, <u>relevance to health/nursing</u> , 300 words; consider clarity, originality, and consistency
	Total Project Budget – lists funding sources, budget cost centers/categories as indicated/relevant; consider: <ul style="list-style-type: none"> • Other funding sources involved • Research depends on obtaining other funding • Appropriate/reasonable match between proposal and request for funds • Prior and current extramural funding. Agency? Amount? • Budget adequately justified
	MNF Budget – REQUIRED – lists <u>specific</u> cost centers; does not exceed maximum of award.
	Biographical Sketches – includes bios for applicant and academic advisor/colleague, and, <i>if applicable</i> , co-investigators, consultants; consider: <ul style="list-style-type: none"> • Research career stage of Principal Investigator (PI); specify: • Multidisciplinary; if yes, identify disciplines represented:
	Narrative – maximum 5 single-spaced typewritten pages
	A. Specific Aims – evaluate <u>clarity</u> , <u>originality</u> , and <u>consistency</u> among purpose, aims and hypotheses or questions; consider overall objective or long-term goal and its relevance to health care/nursing practice in MS.
	B. Background/Significance/Review of Literature/Conceptual Framework – evaluate: <ul style="list-style-type: none"> • Potential for further research, contribution to health/nursing knowledge • Attention to relevant and current literature, supports relationships among variables • Strength of analysis and synthesis, overall clear statement on direction of research
	C. Preliminary Studies (<i>if applicable</i>) – consider any preliminary work (e.g., pilot studies, larger studies) completed by applicant or other members of the research team that led to the proposed study.
	D. Methods – evaluate: <ul style="list-style-type: none"> • Design appropriate to purpose • Setting appropriate; sample and sampling procedures (Sample size justified by power analysis or other guidelines/sampling procedures adequate) • Method of data collection (i.e., appropriate for design/clarity and feasibility of procedures/reliability, validity and sensitivity of instruments) • Plan for data analysis described adequately and appropriate to specific aims and hypotheses or research questions • Study limitations acknowledged • Time frame realistic for the period of the grant
	E. Human/Animal Subjects Protection – REQUIRED –process adequate for protection of human subjects or animals
	F. Consultants (<i>if applicable</i>)
	G. Facilities Available – consider adequacy of facilities and resources for support of study

	H. Literature Cited – evaluate text citations and reference list in accepted format (APA preferred)
	I. Dissemination – consider plan for publication of outcomes (i.e., poster, presentation, et al)
	J. Writing Style – evaluate organization, clarity, conciseness of study proposal.
Appendices	
	Appendix A: Copies of paper/pencil instrument, interview format or other instruments, scoring instructions and documentation of copyright permission, when appropriate.
	Appendix B: REQUIRED Advisor/Colleague evaluation; documentation of committee approval, <i>if applicable</i> .
	Appendix C: REQUIRED Letter of review by IRB committee
	Appendix D: Documentation of Animal Research Laboratory Accreditation (<i>if applicable</i>); If applicant is awarded a grant, funds will not be released without receipt of the IACUC approval letter.
	Appendix E: Documentation of Consultation; letter of agreement (<i>if applicable</i>).
	Appendix F: Documentation of Support and Access, including IRB approval, <i>if applicable</i> . Evaluate adequacy of and access to physical resources (facilities and equipment), support systems (advisor, mentor, consultants), and data collection sites, as indicated.
Total Score	

REVIEWER’S RECOMMENDATION AND JUSTIFICATION

	Calculated Priority Score – mean of the 20 section ratings from Reviewer’s Rankings
	Adjusted Priority Score – if needed, based on reviewer’s judgment after comparing proposal with guidelines
Comments/Justification – Summarize the major strengths and the major limitations of the proposal. This summary will be used to compile a critique that will be sent to the investigator.	

Guidelines for Priority Rating

- 1.0-1.2 – Highest enthusiasm/highest priority, overall quality is outstanding
- 1.3-1.4 – Very high degree of enthusiasm, overall quality is excellent
- 1.5-1.9 – High enthusiasm, overall quality is very good
- 2.0-2.4 – Above average/good, overall quality is good
- 2.5-2.9 – Moderate degree of enthusiasm, overall quality is average
- 3.0-3.9 – Low degree of enthusiasm, overall quality is below average
- 4.0-4.9 – Minimum level of acceptance, overall quality is poor
- 5.0 – No enthusiasm, overall quality is very poor