

College of Nursing Research Committee Faculty Research Grants

Purpose

The purpose of a College of Nursing Faculty Grant for research is to support specific research projects by faculty member(s) particularly where outside support is difficult to obtain, or where such a grant may be expected to lead to further external support. Appropriate types of expenditures may be determined from the budget page. Requests can vary in budget amounts up to \$5,000. These funds can be used to match or augment other sources of support. The award must include a specific timeframe for completion.

Eligibility

All faculty (regular, research, clinical, and academic staff) are eligible to apply for a College of Nursing Faculty grant. The faculty member will be the principal investigator (PI) on the proposal except in extraordinary circumstances. Please note that dissertation research or other projects used to fulfill academic requirements are not eligible.

Submission and Review

The process for submission and review is located in the flow chart (Appendix A). An electronic copy of the application/proposal should be sent as an MS-Word document attached to email, to Diane Ballard, Office of Research & Scholarship (Diane.Ballard@nurs.utah.edu). The Research Committee will review the proposals every month at the research committee meeting. The research committee meeting dates are listed on the online CON Calendar. Grant proposal submissions (or resubmissions) are due two weeks prior to the meeting dates. Grant proposals received after the due-date will be reviewed at the next month's meeting. If unusual circumstances ensue, the investigator may approach the chair and/or committee for an exception, especially during summer months when the committee meets only when requests are submitted. The proposals will be evaluated according to criteria listed on page three of the application. Previous CON funding and related productivity will be considered in the Committee's funding decision.

Application Instructions

The proposal should be limited to a maximum of **five typed pages**, plus a cover letter, title page, and references. The proposal should consist of the following items:

1. Cover Letter

- a. Title of the project
- b. New Project or Resubmission?
- c. Description of the contribution this project will make to your research program (one paragraph).
- d. Whether the funding request is urgent. If so, describe reason for urgency; list the date you need a decision from the Research Committee.
- e. List whether you are requesting matching or companion funds from another agency
 - If so, briefly describe how the project will be completed if either source does not fund the project

- f. Describe in 1 paragraph how the Research Committee funding is expected to lead to external funding.
 - g. List the date you plan to apply for external funding.
 - h. List the agency you plan to submit a proposal for external funding
 - i. List any previous funding you have received from the Research Committee
 - Include amount and year
 - Provide evidence of productivity from prior Research Committee funding (e.g., publications, presentations, grant funding).
2. **Title Page** – title of project, name and address of investigator(s)
3. **Main body of the proposal**
- a. Research problem
 - b. Objectives/research questions/hypotheses (approximately 1-2 pages)
 - c. Methodology (approximately 2-3 pages)
 - Design and explanation of procedures
 - Setting and sample
 - Instrumentation/measurement
 - Procedure
 - Planned analyses
3. **Budget page** including budget justification
4. **Timeline** including grant period – beginning and ending date

Annual and Final Reports

Faculty should submit a progress report annually and a project summary (one-page) and tangible products of the project, such as articles or grant proposals, at the end of the grant period (or yearly if grant is multi-year).

Budget

1. Supplies

a. \$ _____
 b. \$ _____ Total \$ _____

2. Equipment

a. \$ _____
 b. \$ _____ Total \$ _____

2. Travel (travel to meetings is not eligible)

3.

\$ _____
 \$ _____ Total \$ _____

4. Assistance (Hourly or Workstudy Wages) (Please indicate the kind of work assistants will do.)

\$ _____
 Employee Benefits (9%) \$ _____ Total \$ _____

5. Please discuss what you believe your needs will be from the statistics core and/or Research-Assistant-at-Large. These services are provided "in kind" by the Office of Research.

Grand Total \$ _____

Other Sources of Support \$ _____

Funding Source _____

Amount Requested of Research Committee \$ _____

Budget Justification:

Please provide rationale for amount requested in each section.

Proposal Evaluation Criteria

1. Does the investigator(s) clearly delineate in the proposal, the:
 - Significance and potential impact of the project?
 - Project goals and objectives?
 - Project methods?
2. Are the described methods congruent with the purpose, goals, objectives, and expected outcomes?
3. Does the investigator(s) address any potential barriers or technical difficulties, and options for addressing the barriers or difficulties?
4. Is the proposal written in a cohesive, clear, scholarly manner, and with sufficient level of detail to support understanding?
5. Are key references cited in the proposal?
6. Is the financial budget reasonable in relationship to the proposed plan?
7. Is the proposal within the funding range stated in the CON Research Committee parameters?
8. Does the proposed time frame represent adequate time for sufficient review, consultation, or other necessary evaluation for effective execution of the research plan?
9. Does the investigator(s) delineate how this funding will interface with currently available alternate/complementary/supplemental funding approaches for the proposed research study, or with potential future funding opportunities?
10. Is the proposed research congruent with the investigator(s)'s program of research? Does the proposed research extend the program of research? If not, is pertinent rationale provided for new direction?
11. Does the significance of the proposed work contribute to the intellectual and career development of the investigator(s)?
12. Does the proposal reflect the investigator(s)'s capacity necessary to carry out the proposed research?