

Instructions for College of Nursing Research Grant



Application Deadline: March 30, 2020

General Instructions

Submission

Please submit the application electronically by 4:30 p.m. (CT) on **March 30, 2020** to:

Debra Bergman
Email: dabergma@unmc.edu

Guidelines for Grant Proposal Development

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

1) Amount: 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- needs to sign the Assistant/Associate Dean Approval Form

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 to extramural funds. The PI should 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 optional 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. External funds applied for and/or received as the result of these funds must be identified. If no external funds have been applied for, this must be stated, along with the reasons. Include list of publications from previous funding.

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 for New Applications

All new proposals must conform to the following guidelines.

- Use APA or AMA format
- 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.

Page Limitations and Content Requirements

Form Pages

- The **CON RE Grant Form** 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.
- 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 current NIH format (personalized for this application) for P.I. and key personnel contributing to the project.

Research Plan

Content of Research Plan

Introduction for grant resubmission not to exceed 1 page.

1. **Introduction.** If this study was submitted for funding 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. Include the review sheets from the extramural review in the Appendix.
2. This introductory information is required **only** for those grant submissions that have been previously reviewed and denied by other internal and external funders.

Sections 2-4 Not to Exceed 5 Pages Total (A previously application submitted to another funder is acceptable as long it includes these sections; number of pages may vary)

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.** Use APA or AMA format. Make sure all references in the text are included in the reference list and vice versa. References need to be selected carefully and be current.
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 for IRB needs to be started soon after submission and submitted shortly after notification of grant funding.

***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.**

10. **Appendix** (1) statement from PI to clarify relationship between all presently funded research and the research proposed in this application, 2) electronic copies of his/her grant abstracts from all funded/pending applications, and 3) Original research plan for the extramural grant application and review sheets (if a resubmission).

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.

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 _____

Comments:

Strengths:

Areas for Improvement:

PI:		Grant:	
Project Title:			
Weeks Prior to Deadline	PI Deadline	PI Tasks	
		Develop written study aims & hypotheses/research questions in preparation for meeting with Associate Dean for Research and Assistant Dean	
		Meet with Assistant Dean to discuss research project and % effort	
8 weeks		Submit Signed Assistant-Associate Dean Approval Form to NNRC	
8 weeks		Meet with Associate Dean for Research - Review initial proposal, scientific direction, potential collaboration & appropriate funding mechanism	
8 weeks		Notify NNRC Administrator of plans to submit - Review timeline & grant planning form (co-investigators; consultants; subcontracts; RefWorks; etc.)	
		Refine proposal	
8 weeks		Meet with statistician to review project: http://webmedia.unmc.edu/nursing/nnrc/BiostatsForm.pdf	
6 weeks		Meet with NNRC staff to develop initial budget and discuss subcontracts	
6 weeks		PI to provide NNRC staff with draft proposal, any other pertinent documents for mock review	
5 weeks		Mock review (optional)	
		Revise proposal per mock reviewer comments (after revisions, submit to statistician to review for possible needed changes)	
3 weeks		Meet with NNRC staff to finalize budget	
3 weeks		NNRC staff to follow up on all pending biosketches & letters of support	
2 weeks		Meet with NNRC staff to review pending items	
2 weeks		Provide NNRC with proposal to allow time for editing and formatting	
2 weeks		Sign internal budget forms (ADIS)	
1 week		Complete proposal due to SPAdmin: NNRC to upload all required documents in FINAL form	
1 week		PI to review all documents for accuracy and approval	
3 days		Grant submitted to funding agency by SPAdmin	
Due Date		Grant Deadline	