

**SIGMA THETA TAU INTERNATIONAL
BETA XI CHAPTER**

RESEARCH PROPOSAL PACKET

Completed grant applications must be
Postmarked by January 1 for February funding
August 1 for September funding

SEND COMPLETED APPLICATION TO:

Carolee Polek, PhD, RN
Research Committee Chair
Beta Xi Chapter, Sigma Theta Tau International
School of Nursing
University of Delaware
327 McDowell Hall
Newark, DE. 19716

For further information
(302) 831-1292
e-mail: cpolek@udel.edu

**SIGMA THETA TAU INTERNATIONAL
BETA XI CHAPTER**

RESEARCH GRANT INFORMATION

I. Information Related to Research Grant Funding

A. Purpose

The purpose is to stimulate research generation, dissemination and utilization through the provision of financial support for research projects and research presentations.

B. Administration of the Research Fund

1. Responsibilities of the Board of Directors

- a) The Board of Directors of the Beta Xi chapter (hereafter referred to as the Chapter) shall designate money for the Research Fund (the Fund) in the budget each year, divided equally between Fall and Spring funding periods.
- b) The Board of Directors will review and vote on grant proposals recommended for funding by the Research Committee.
- c) The treasurer forwards checks from the Fund to the grant recipients following receipt of receipts.

2. Responsibilities of the Research Committee

- a) Announces the availability of Research Funds.
- b) Reviews grant proposals.
- c) Ensures grant applications are complete and in accordance with established policies and procedures.
- d) Makes recommendations to the Board of Directors on all proposals received.
- e) Maintains all correspondence with grant applicants and awardees, including receipts/reimbursement.
- f) Monitors grant usage by grant recipients.
- g) Obtains reports of research findings for public distribution.
- h) Maintains a five year record of monetary grants and awards.

C. Applicant Qualifications and Requirements

Applicants for awards must meet the following criteria:

1. The applicant must hold formal preparation in the conduct of research and a baccalaureate or higher degree in nursing. Nursing students conducting research under the direct supervision of a qualified faculty meeting the above criteria are also eligible to apply.
2. The applicant must be a member of Beta Xi chapter who has demonstrated active participation such as attending a minimum of two Beta Xi Chapter activities within a one year period and/or participating in committee projects.
3. Applications must be submitted to the Research Committee by January 1st for funding in February and August 1st for funding in September and.

4. Applicants must comply with federal and local regulations concerning the protection of human subjects by submitting an institutional review board statement that confirms their approval.
5. Applicants must submit a well-defined, competitive research project pertinent to nursing.
6. Applicants must be prepared to initiate the research project.
7. Applicants must agree to the provisions of the Sigma Theta Tau Research Grant Agreement. (Appendix C)

D. Application Process

1. Proposals must be submitted according to application guidelines. If the proposal does not meet the established application guidelines, it will be returned without review.
2. Completed applications include:
 - a) Application form (Appendix A)
 - b) Curriculum vitae (if multiple researchers, include applicant only)
 - c) Biosketch(es) of co-investigators (if applicable)
 - d) Research funding proposal (Appendix B)
 - e) Budget request
 - f) Research grant agreement (Appendix C)
 - g) Copy of institutional review board (IRB) indicating approval of protection of human subjects.
 - h) Proof of agency/facility approval of collaboration (if applicable).
3. Deadlines
August 1st is the deadline for submitting proposals for funding in September and January 1st is the deadline for submitting proposals for funding in February.

E. Criteria for Awarding Research Grants

1. Research projects will be evaluated on the following criteria:
 - a) Estimation of contribution to nursing science and public benefit, or research that aids the scientific education of nursing students
 - b) Quality of written proposal (See Appendix D)
2. Process for determining allocation of funds if number grant requests exceeds the yearly allocation of funds
 - a) When the number of applications in each category exceeds the funds available, the Research Committee Chairperson will inform the board of the situation.
 - b) The Board will review the budget and may vote to fund additional qualified proposals from active chapter members.
 - c) If no additional funds are allocated, priority will be given to those members who have assumed an active role in the Chapter.

F. Research Grant Allocation and Dispersement

1. The allocation of funds will be recommended by the Research Committee.
2. A maximum of **\$1,000** will be awarded per grant.

3. Funds may not be requested for research expenditures incurred prior to the grant submission date.
4. No funds will be allocated for non-consumable items (e.g., tape recorders, computers, video cameras, etc.). No funds will be allocated for presenting findings at professional meetings (i.e., poster preparation, slides, travel, registration), although applicants can apply for a travel grant.
5. Monies will be allocated upon receipt of original receipts. Applicant will submit original receipts of expenses to the Research Committee Chairperson to receive disbursement of funds. Funds will only be dispersed for items listed on the budget submitted with the proposal.
6. Recipients must submit a yearly progress report until the research project is completed. Recipient will forfeit the use of remaining funds in the event of failure to submit a yearly progress report.
7. An individual may receive research grant funding only once every two years.

G. Responsibilities of Recipients of Research Grant Funds

Funds for research projects are accepted with the following stipulations. The Recipient agrees:

1. To accept responsibility for the scientific conduct of the project if a grant is awarded as a result of this application.
2. To adhere to the original purpose and objectives as set forth in the application for funding.
3. To not accept duplicate funding for the project (funding from another source for the same budgeted items).
4. To submit original receipts of expenses to the Research Committee Chairperson to receive disbursement of funds. (Funds will only be dispersed for items listed on the budget submitted with the proposal.)
5. To send one copy of an abstract of the completed project to the Research Committee Chairperson within one year of project completion.
6. To submit a yearly progress report until the research project is completed. Recipient will forfeit the use of remaining funds in the event of failure to submit a yearly progress report.
7. To publish or present the findings at a local, regional, or international Sigma Theta Tau event.
8. To acknowledge the assistance of Beta Xi Chapter, Sigma Theta Tau International in any future proceedings from the research.
9. To permit the Chapter to publish the abstract of the study in any publication of the Chapter.

II. General Instructions for Applicants

- A. Applications must be postmarked by the January 1st deadline for February funding or August 1st for September funding.
- B. Submit three (3) copies of the application which includes:
 1. Application form (Appendix A)
 2. Curriculum vitae (if multiple researchers, include applicant only)
 3. Biosketch(es) of co-investigators (if applicable)

4. Research funding proposal (Appendix B)
 5. Budget request
 6. Research grant agreement (Appendix C)
 7. Copy of institutional review board (IRB) indicating approval of protection of human subjects.
 8. Proof of agency/facility approval of collaboration (if applicable).
- C.** When more than one investigator is listed, the first individual named will be the investigator who will assume responsibility for the conduct of the research.

**APPENDIX A:
RESEARCH GRANT APPLICATION FORM**

Date: _____

1. Title of Project: _____

Principle Investigator

2. Name: _____

3. Institutional information (Employer or School currently enrolled): _____

4. Preferred Mailing Address: _____

City: _____ State: _____ Zip Code: _____

5. Business Phone: _____ Fax: _____

Home Phone: _____ E-mail: _____

6. Registered Nurse in State(s), Province/Country of: _____

7. Sigma Theta Tau Membership: Yes No Chapter(s): _____

8. Have you ever received a Sigma Theta Tau International Small Grants Research Award:
 Yes Date: _____ No

9. Are you now receiving, or have you received, any support for this project from any source? Other support is defined as all funds or resources, whether Federal, non-Federal, or institutional, available to the principal investigator in direct support of the research endeavors through research or training grants, cooperative agreements, contracts, fellowships, gifts, prizes, and other means. Please indicate sources and amount.

Source: _____ Amount: _____

Source: _____ Amount: _____

10. AMOUNT REQUESTED FROM:

Beta Xi Chapter \$ _____

Other funding sources \$ _____

TOTAL BUDGET OF THE PROJECT \$ _____

If other support requested is received, it is expected that you will submit a copy of your funding notice to the Research Committee for your grant file. NOTE: Under budget (section D) justify how the funds received from Sigma Theta Tau International will support a particular aspect of this research distinct from that of other requested or actual sources of funding. It is expected that the Principal Investigator will not accept duplicate funding.

1. Human subjects involved? Yes No
Animal subjects involved? Yes No

Institutional Review Board action (include a copy of the approval)

Approval Date: _____

Comments: _____

2. Co-Investigators: Yes No (if yes, include biosketch)

Name: _____

Preferred Mailing Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

Business Phone: _____ Fax: _____

Home Phone: _____ E-mail: _____

3. Starting Date of Project: _____

Proposed Completion Date: _____

APPENDIX B: OUTLINE FOR PREPARATION OF GRANT PROPOSAL

A. Abstract

Include an abstract of your proposed research. Outline objectives and methods. Specify the subject population and describe the research design, instruments, research apparatus, and/or data gathering procedure to clearly reflect their importance in the study. The length of the abstract should be ≤ 200 words.

B. Literature Review

Sketch the background of your proposal. Critically evaluate existing knowledge. Specifically identify the gaps in knowledge that the project is intended to fill. State concisely the importance of the research described by relating the specific aims to long-term objectives. Summarize the theoretical rationale as appropriate. Make clear the nursing implications of the research.

C. Specific Aims

State concisely and realistically what the research described is intended to accomplish and/or what hypothesis(es) is/are to be tested.

D. Methods

Discuss in detail the research design to be used to accomplish the specific aims. Describe the protocols to be used and the tentative sequence of the investigation. Include how data will be collected, analyzed, and interpreted. Describe new methodology and its advantage over existing methodology if appropriate. Discuss potential difficulties and limitations of the proposed procedures and discuss why alternative approaches to achieve aims are not proposed.

1. Subjects

Describe the target population and characteristics of the subjects. Include the number of subjects, the rationale for sample size, and the sampling procedure.

2. Instruments

Address the specific characteristics of the instruments and their reliability and validity. Address how the tool(s) will be used. The instrument(s) should be submitted in an appendix.

3. Procedure

Describe the design and procedure to be used for the proposed data collection. Specify what kinds of data you expect to obtain. Give details of patient selection and patient care if a clinical situation is involved. If appropriate, discuss potential problems or limitations of the procedures you propose. Discuss in detail any procedure, situations and/or materials in your proposed research that may be hazardous to humans. Indicate precautions to be exercised. Suggest a tentative schedule for the main steps of the investigation.

E. Tentative Plan for Data Analysis

Describe the means by which the data will be analyzed and/or interpreted specific to each hypothesis or research question.

F. Limitations

Describe limitations of the study.

G. Human Subjects

Provide a statement of the subjects' rights and risks if they participate in your study.

H. Facilities Available

Describe the facilities available for this study (e.g., laboratories, clinical resources, office space, etc.).

I. Collaborative Arrangements

If the proposed research requires collaboration with other institutions, describe the nature of collaboration and provide evidence institutional designees of their willingness to cooperate.

J. Other Funding Sources

Indicate concurrent and/or anticipated or potential funding from additional sources.

K. References

List the references cited in the text.

L. Appendices

Include copies of the questionnaires, interview schedules or other instruments to be used, scoring instructions, etc.

**APPENDIX C:
RESEARCH GRANT AGREEMENT**

I, _____, (*print full name*) agree to the following if I am awarded funds by Beta Xi Chapter, Sigma Theta Tau International, for the proposed research project:

1. To accept responsibility for the scientific conduct of the project if a grant is awarded as a result of this application.
2. To adhere to the original purpose and objectives as set forth in the application for funding.
3. To not accept duplicate funding for the project (funding from another source for the same budgeted items).
4. To submit original receipts of expenses to the Research Committee Chairperson to receive disbursement of funds. (Funds will only be dispersed for items listed on the budget submitted with the proposal.)
5. To submit a yearly progress report until the research project is completed. (Recipient will forfeit the use of remaining funds in the event of failure to submit a yearly progress report.)
6. To send one copy of an abstract of the completed project to the Research Committee Chairperson within one year of project completion.
7. To publish or present the findings at a local, regional, or international Sigma Theta Tau event.
8. To acknowledge the assistance of Beta Xi Chapter, Sigma Theta Tau International in any future proceedings from the research.
9. To permit the Chapter to publish the abstract of the study in any publication of the Chapter.

Signature of Principal Investigator: _____

Date: _____

Signature of Research Committee Chairperson: _____

Date: _____

**APPENDIX D:
GUIDELINES FOR REVIEW AND RATING OF GRANT PROPOSALS**

Please use these guidelines for the grant proposal(s) you have been asked to review. The written comments will provide the information for a final summary statement for each proposal prepared by the Chairperson of the Research Committee. This summary statement will be shared with the Principal Investigator(s).

S = Satisfactory U = Unsatisfactory NA = Not Applicable

	S	U	NA	Comments
I. SIGNIFICANCE OF STUDY				
A. Is the problem clearly stated?				
B. Does statement reflect a theoretical perspective or make use of a model?				
C. Is the review of pertinent literature related to the problem?				
D. Is there a critique of the reviewed literature?				
E. Does the literature review logically guide the reader to the present study?				
F. Is the literature review sufficiently comprehensive?				
G. Is the need for the study demonstrated?				
H. Is the significance of the study to health care/nursing discussed?				
II. SPECIFIC AIMS				
A. Is the problem researchable?				
B. Are research questions/hypotheses clearly stated?				
III. METHODS				
A. Are the population units defined and/or the source units of the data provided?				
B. Are the sampling mechanisms specified?				
C. Is the design clearly specified?				
D. Are the procedures consistent with the research question/hypotheses?				

	S	U	NA	Comments
E. Are the definitions clearly stated?				
F. Are the variables operationally defined?				
G. Are reliability data identified for each instrument?				
H. Are the instruments appropriate for the purposes of the study?				
I. If judges are used, is there interrater reliability?				
IV. DATA ANALYSIS				
A. Is the method of data analysis clearly specified?				
B. Is the method of data analysis appropriate?				
V. HUMAN SUBJECTS				
A. Has approval from IRB been obtained?				
VI. LIMITATIONS				
A. What are the limitations of the study?				
VII. FACILITIES				
A. Is there provision for agency clearance?				
VIII. COLLABORATIVE ARRANGEMENTS				
A. Is the nature of collaboration clearly specified?				
B. Is the method of collaboration appropriate?				
IX. GENERAL				
A. Is the title appropriate?				
B. Is the reference list complete?				
C. Are primary sources used?				
D. Are appendices complete?				
E. Are appendices used appropriately?				
F. Is the presentation non-repetitious?				
G. Is the organization logical?				
H. Is the presentation readable?				
X. INVESTIGATORS				
A. Is there evidence of the investigator's ability to conduct the study?				

	S	U	NA	Comments
B. Is there faculty/dissertation committee approval of the study?				
XI. BUDGET				
A. Is the budget appropriate to the study design?				
B. Is there adequate justification of the budget?				
Overall Recommendation (check one)				
<input type="checkbox"/> Approve <input type="checkbox"/> Approve with revisions <input type="checkbox"/> Revise and resubmit <input type="checkbox"/> Disapprove				