

NYSPANA Administrative Guidelines – Research/EPB Grant

New York State PeriAnesthesia Nurses Association



NYSPANA

Reviewed and Revised 10/21/2016

Mission Statement

The New York State Perianesthesia Nurses Association advances nursing practice through education, research and standards

Policy and Procedure - NYSPANA Research/EBP Grant

The NYSPANA Research/EBP **grant of \$500.00 per year** is funded by NYSPANA. The grant is available for all NYSPANA members seeking to conduct research that contributes to the advancement of Perianesthesia nursing science and the improvement of patient care.

The grant will be awarded based on scientific merit, and the feasibility of completing the research project within one year. All projects must be related to and contribute to the growth of evidence based Perianesthesia nursing practice.

All applicants and all key personnel seeking the research grant must provide evidence of expert consultation, mentorship or expertise in research and completion of National Institutes of Health (NIH) training program: Protecting Human Research Participants. Key personnel are defined as all individuals responsible for the design and conduct of the study. Examples of evidence of expert consultation are support letters of the mentors or the support of an experienced researcher, or an expert co-investigator.

Time Frame

All requirements of the project must be completed within one year from the notice of the grant award

Review Process

All applications undergo a review process. The initial application goes to the NYSPANA Research Chair. The Research Chair will assess for completeness and compliance with the grant guidelines. Acceptable applications will be blinded and sent to the BOD for review, evaluation and rating of scientific and clinical merit. All applications will receive notification. Non-funded research applications will be destroyed. Funded proposals will be kept on file at the NYSPANA Research Chairs' office.

Grant Eligibility

1. Principle investigator must be a registered nurse and current NYSPANA member
2. Applicants must provide evidence of expert consultation or support of an experienced co-investigator. Experienced research applicants must provide evidence of research expertise and or expert consultation and mentorship
3. Principle investigator and all key personnel must provide evidence of completion of NIH training program: Protecting Human Research Participants www.phrp.nihtraining.com
4. The project must be well defined and contribute to the advancement of Perianesthesia nursing science
5. Investigators should be ready to start the research project upon notification of funding, or already in the process of conduction of the research
6. Institutional Review Board (IRB) approval is not required at the time of application submission; however, IRB approval must be obtained prior to the distribution of the grant funds. IRB approval must be submitted to the NYSPANA research coordinator

7. Principle investigators are not eligible for another research grant till the completion of the funded project
8. Applicants must disclose any other submitted funding for the grant. Multiple funding sources are acceptable as long as there is no duplication for single budget items
9. Members of the NYSPANA Board are eligible to apply for funding and will be excluded from the review process

Submission Deadline

The research grant will be awarded once a year. Application deadline is June 1st of each year. Applicants will be notified of approval or denial by June 31st. The grant recipient will be announced at the NYSPANA State Conference, on NYSPANA's website, and in the Up to Par newsletter

Funding

Grants are awarded for a maximum of one year. Grant funds will be used to support direct project expense only and this will be passed by the size, nature and complexity of the proposed project. Only funds that are directly related to the project will be considered. Direct costs include both personnel and non-personnel. Personnel costs can include salaries and consultant fees (statistician, secretarial, or research assistant). Non-personnel costs can include recruiting costs, equipment, supplies, project related travel, and publication costs). Indirect costs will not be funded. Computer hardware costs will not be funded. Projects designed for the use of production of material for which the investigator intends to use for commercial purposes will not be funded.

Funds will be awarded to the *principle* investigator

It is expected that the *principle* investigator signs an agreement to complete the study, participate in a poster presentation and submit an article to Up to Par *within 60 days of completion of project*. Recipients are responsible for the submission of progress reports to NYSPANA Research Chair using the PROGRESS REPORT form. **Failure to submit progress reports or ask for an extension will cause the recipient to return unused funds to NYSPANA.** Timeline changes must be approved by the NYSPANA Board and are considered on a case by case basis. **Failure to seek an extension will cause the recipient to forfeit the unused portion of the grant.** The Grant money will be awarded 1/3rd at a time. The first-third, on approval of grant and submission of all paperwork. The second and third portions of the grant will be awarded upon receipt of the progress report. Any timeline changes must be approved by NYSPANA Board. Breach in contract can result in action, including legal proceedings, as determined by NYSPANA BOD. Projects may have many sources of funding, as long as these sources are disclosed.

Recipients are required to fulfill the following obligations:

- Accept responsibility for the scientific and professional conduct of the funded research project
- Submit a progress report to NYSPANA by the following dates: March 1st, June 1st, October 1st, and December 1st. Each report should include a status update of the project, any problems encountered, as well as a financial statement addressing the use of the NYSPANA funds.
- NYSPANA must receive a comprehensive report by January 30th the year following the grant. The report must address how the NYSPANA funds were received and spent. Any unused funds must be returned to NYSPANA with the final report.
- NYSPANA must be acknowledged in any publication or presentation of the project
- The grant recipient is expected to publish the research in Up to Par and on NYSPANA website
- The grant recipient is expected to complete all requirements of the project within one year of grant award. Requests for extensions will be considered by NYSPANA Board, but are thoroughly discouraged

NYSPANA Research/EBP Grant - Recipient Agreement

If my project is accepted by NYSPANA for the research grant, I agree to the following:

- Use the funds for the research project as described in the application, and return any unused funds to the NYSPANA Board by January 30th of completion year
- Submit a comprehensive final report to NYSPANA Research Chair by January 30st in the year following the grant
- Acknowledge the financial support of NYSPANA in any publication or presentation of the project
- Submit an article in Up to Par within 60 days following the completion of the project
- Submit and obtain NYSPANA approval for any timeline or budget change in writing. Breach in contract can result in action determined by the NYSPANA Board, including legal action
- Requests for extensions are considered on a case to case basis, but are strongly discouraged
- Accept responsibility for the scientific and professional conduct of the project
- Accept any tax liability for the research funds in receivers' name

I understand that failure to meet these conditions may cause ineligibility to apply for further research funds from NYSPANA. Further failure to meet these guidelines forfeits the grant and \$500.00 must be returned to NYSPANA.

E/Signature: _____
Primary Investigator

Date: _____

Electronic Signature: By typing your name on the signature line above, you acknowledge that you have read the agreement and that you agree to be legally bound by the terms and conditions.

NYSPANA Research Chair: _____

NYSPANA Research/EBP Grant - Format Requirements

- All proposals and abstract should be submitted using a widely accepted reference format such as APA or AMA
- Proposals must not exceed ten (10) pages double-spaced in length. Margins should be set 1 inch on all sides and use Times New Roman 12-point font
- Grant application should be organized in the following manner:
 - ✓ Cover letter
 - ✓ Research grant cover sheet
 - ✓ Research grant application
 - ✓ Proposal elements
 - ✓ References
 - ✓ Budget and justification
 - ✓ Appendices
- All pages including appendices should be numbered consecutively
- The completed grant application must be submitted to the NYSPANA Research Chair
- Submit one copy of the application as a Microsoft Word Document
- Submit a second copy blinded (no identifiable information)
- These materials must be emailed to the NYSPANA Research Chair

NYSPANA Research/EBP Grant - Cover Sheet

Cover Sheet Questions	Comment
Are you now receiving any support for this research project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes:	
Name of Agency	
Amount Requested	
Amount Received	

Have you applied for research funds for this same project to any other agency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes:	
Name of Agency	
Amount Requested	
Amount Received	

Have you been previously funded to conduct any research?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes:	
Source of Funding	
Amount of Funding	

Are human subjects involved in this project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes:	
Does the proposal have IRB approval?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes:	
Have all certificates of completion submitted	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No:	
Has the IRB application been submitted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No:	
Has the education program begun?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Project Title: _____

Principle Investigator: _____

Institution or Agency: _____



Address of Applicant: _____

City: _____ State: _____ Zip Code: _____

Contact Info: Telephone (H): _____ (C:) _____ (W): _____

(Fax): _____ Email: _____

ASPAN Member #: _____

Stakeholders: _____



Advisor's Name (if applicable): _____

Advisor's Address: _____

Advisor's Phone Number: _____

Advisor's e-Mail: _____

All proposals will be evaluated based on the clarity and thoroughness' of the following areas:

Abstract

Include an abstract of the proposed research. The abstract should include a description of the research problem being addressed, the research design, setting, study sample, and proposed methodology. The abstract should not exceed one page typed and double spaced

Problem statement/Purpose/Aims

Describe the problem or question being addressed in the proposed study and hypothesis (es) or research question to be tested. For qualitative studies, describe the purpose and aims of the proposed research project

Theory/ Conceptual Framework

Describe the theory/conceptual framework that will be used to design the study for quantitative projects. For qualitative projects, describe the theory/conceptual framework that will be used in data collection and analysis

Literature review

Include a critical synthesis of the literature relating to the research proposal

Methodology and Procedure

Include a description of the research design, study sample with power analysis if appropriate, data collection procedures, research setting, ethical protection of participants, discussion of research instruments (include a sample in the appendix), and any other procedures related to the proposed study

Statistical Tests/Data Analysis and Evaluation

Describe the proposed data analysis and statistical tests needed for quantitative projects. For qualitative projects, describe the proposed data analysis and evaluation

Relevance to Perianesthesia Nursing

Describe the relevance of this study to the advancement of perianesthesia nursing science

Timetable

Include a proposed chronological sequence of proposed research activities. This timetable may be included in the appendices

Facility and Resources

Describe the facility and resources available to support the project. Attach an institutional letter of support for the proposed project in the appendices. If this is an academic project, support letters can be from the Dean/Director of the school, advisor, or the patient care manager of the unit where the proposed research will be conducted. If this is a healthcare facility based project, support letters can be from the Chief Nursing Officer, Director of Nursing Research, Clinical Director or the patient care manager of the unit where the proposed research will be conducted

Personnel

Provide a brief description of the Principal Investigator (PI) and members of the research team. Also include a brief description of the research consultation and mentorship available as appropriate. Attach supporting bio sketch for all members of the research team, including consultants and mentors, in the appendices

Budget

Include a detailed budget description in the appendices

Appendices

Include any/all of the following appendices in the proposal:

- IRB approval if completed
- Certificate of completion of Protecting Human Research Participants for each stakeholder of the research project
- Instrument(s), including copyright permission where applicable
- Timeline
- Instructional support letters
- Academic letters of support from committee if proposal is for thesis or dissertation
- Biosketch for all research team members, consultants, and mentors
- Detailed budget proposal with budget justification

Principle Investigator: _____

Stakeholders: _____

Project Title: _____

Application Date: _____

Justify all direct costs in the space provided. Indirect costs will not be funded.

Category	Amount in Dollars
Supplies Costs	
Equipment Cost (Itemize)	
Personnel	
Printing/Duplication	
Data Collection/Transcription/Data Entry	
Other Expenses (Itemize by category)	
Total Amount (in Dollars)	

NYSPANA Research/EBP Grant Criteria for Review of Proposal for Funding

The following criteria are considered when reviewing a research proposal for funding. A total of 100 points are possible. The number of points for each section is indicated in parenthesis. This score is then used to determine an impact score.

Abstract (5 points):

Abstract accurately reflects the proposed research

Problem statement/purpose/specific aims (10 points):

Research hypothesis clearly represented

Originality of the approach to the problem

Appropriate and logical consistency between purpose, problem statement and aims

Theory/Conceptual Framework (10 points)

Literature Review (10 points):

Appropriate literature from nursing and other relevant disciplines cited

Supporting literature is current

Procedures & Methodology (25 points):

Discussion of research instruments

Appropriate design

Adequate description of procedures

Proposed analysis and use of statistical tests is appropriate

Significance of Project (20 points):

Potential contribution to perianesthesia nursing knowledge

Potential for leading to further research or theory development

Resources (5 points):

Availability of support systems (advisors, mentor, and consultant)

Timetable (5 points):

Includes a proposed chronological sequence of proposed research activities

Budget (5 points):

Include a brief description of budget proposals and justification as defined in program

Appendices (5 points):

Include all the required appendices in the proposal

Appendices complete and clear