

American Society of PeriAnesthesia Nurses

**NURSING RESEARCH GRANTS PROGRAM**

# APPLICATION GUIDELINES

OUTLINE

1. Description of ASPAN Nursing Research Grants Program Application Guidelines
2. Research Grant Agreement
3. Research Grant Application
4. Format Requirements
5. Research Proposal Requirements
6. Application: Proposed Budget Form
7. Criteria for Review of Proposals for Research Funding
8. PI Progress Report Form

American Society of PeriAnesthesia Nurses

**NURSING RESEARCH GRANTS PROGRAM**

# APPLICATION GUIDELINES

## Philosophy

The Clinical Inquiry Committee of the American Society of PeriAnesthesia Nurses (ASPAN) encourages and supports the development of a body of scientific knowledge in the field of perianesthesia nursing. The Nursing Research Grants Program is designed to support active ASPAN members seeking to conduct research that contributes to the advancement of perianesthesia nursing science and the improvement of patient care. This support may be in the form of peer review, thoughtful critique, and recommendations, as well as financial support*.*The goals of the ASPAN Nursing Research Grants Program are multi-faceted and include:

* To promote involvement of ASPAN members in research, from the beginner to the experienced nurse researcher;
* To develop a scientific body of knowledge in the field of perianesthesia nursing;
* To support and validate the ASPAN *Perianesthesia Nursing* *Standards and Practice Recommendations;*
* To build a body of evidence to support evidence-based practice within perianesthesia areas;
* To establish a mechanism for research and EBP dissemination.

**Funding Priorities**

* Research related to perianesthesia clinical practice
* Research related to perianesthesia standards
* Research related to perianesthesia nursing education
* Research related to perianesthesia patient/family education

## Funding Categories

ASPAN acknowledges the importance of nursing research and mentorship. Grants will be accepted from ASPAN active members, beginning to experienced nurse researchers, capturing the range of experience in nurse researchers’ careers.

Grant Administration and Funding Amounts

|  |  |
| --- | --- |
| **Beginning Nurse**  **Researcher** | **Experienced Nurse**  **Researcher** |
| $500 to $5,000 | $3,000 to $10,000 |

The ASPAN Nursing Research Grants Program is funded through ASPAN and administered by the ASPAN Clinical Inquiry Committee. *Grants will be awarded based on availability of funding, scientific merit, feasibility of completing the research project within one year, and the strategic priorities designated by the ASPAN Board of Directors and the ASPAN Clinical Inquiry Committee.* Generally, several research grants are awarded each year.

## Beginning Nurse Researchers

Funds from this category will be awarded to individuals and groups with minimal exposure to research as a principal investigator (have not received funding before, have minimal experience as a researcher/ principle investigator, etc.) individual awards may be allocated to registered nurses conducting self-initiated research projects as part of their matriculation for baccalaureate or graduate education. Those nurses seeking grants to fund a thesis or dissertation for graduation must submit a letter of approval from the committee chair. Team projects funded under this category could include, but are not limited to, unit-based research studies, district level studies and needs assessment, and evidence-based practice projects. All projects must be related to, and contribute to, the growth of evidence-based perianesthesia nursing practice.

All applicants in this category must provide evidence of expert consultation, mentorship, and support to assure that the project is scientifically sound and conducted within generally accepted research guidelines. Examples of evidence of expert consultations are support letters and biosketches of the mentor(s) and/or the support of an experienced co-investigator (preferably doctorally prepared, minimally masters prepared). Neither the mentor and/or co-investigator are required to be a member of ASPAN. The co-investigator could be a student’s faculty advisor, facility Nursing Research Scientist, head of research at an institution, Dean/Chair of Nursing.

## Experienced Nurse Researcher

Funds from this category will be awarded to registered nurses with evidence of research expertise. Individual awards may be allocated to registered nurses with documented research experience as well as to registered nurse conducting studies as part of post-doctoral study in the field of perianesthesia nursing and doctorally or masters -prepared nurses with/or working with a mentor with a documented history and existing program of research. Team projects funded under this category could include, but are not limited to institutional-based, multi-disciplinary research studies, regional level studies, pilot investigations, and EBP projects to multi-disciplinary, multi-site, and/or multi-phase research studies conducted by a team of healthcare professionals, a member of which must be a masters or doctorally-prepared nurse with a documented history and existing program of research. All projects must be related to, and contribute to the growth of evidence-based perianesthesia nursing practice.

All applications in this category must provide evidence of research expertise or expert consultation, mentorship, and support to assure that the project is scientifically sound and conducted within generally accepted research guidelines. A support letter and biosketch of an advisor can be evidence of expert consultation.

*The determination of the beginner to experienced nurse researcher, realizing that there is a range of experience between these, will be determined by the ASPAN Director for Clinical Inquiry based on the information provided in the grant application.*

## Timeframe for Research Projects

The study **must be completed within one year** from the notice of grant award with an abstract submitted for poster/oral dissemination at the national conference following completion of the project. A one year no cost extension may be granted on a case-by-case basis.

## Review Process

All applications undergo a comprehensive review process. All proposals are initially reviewed by the

ASPAN Liaison for Education, Research and Clinical Practice

for completeness and compliance with the application guidelines. Acceptable proposals are forwarded to the Director for Clinical Inquiry. Blinded proposals are then disseminated by the Director for Clinical Inquiry to members of a Peer Review Panel developed from Clinical Inquiry Committee members for evaluation and rating of scientific and clinical merit. The Director for Clinical Inquiry will decide final funding determination based on the reviews. All applicants will receive notification, along with a critique of their grant application from the Director for Clinical Inquiry. Non-funded applications can be revised based on comments and resubmitted in the next funding cycle.

All applications will be treated as privileged communication and will be restricted to members of the ASPAN Clinical Inquiry Committee, Peer Review Panel, Board of Directors, and appropriate national office staff. Non-funded applications will be destroyed after one year. Funded proposals will be kept on file at the ASPAN national office and may be announced in association publications to include the submitted abstract and the name(s) and credentials of the investigator(s).

## Grant Eligibility

1. Principal investigator must be a registered nurse holding a current ASPAN Active Category membership.
2. Applicants at the beginner level must provide evidence of expert consultation or have the support of an experienced co-investigator. Experienced research applicants must provide evidence of research expertise or expert consultation and mentorship. A support letter and biosketch of an advisor can be an evidence of expert consultation.
3. Principal Investigators at the experienced level must either be a doctoral candidate or have a masters or doctoral degree.
4. The project must be well defined and likely to contribute to the advancement of perianesthesia nursing science and conform to the ASPAN strategic priorities.
5. Investigators should be ready to start the research project upon notification of funding, or already in the process of conducting the research.
6. The IRB approval letter for the study must be included with the initial grant submission for the application to be considered.
7. Principal investigators who have received funding from ASPAN are not eligible to receive additional research grant funding from ASPAN during the lifetime of their original award.
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 ASPAN Clinical Inquiry Committee or the Peer Review Panel are eligible as investigators, mentors, or consultants. Involved member(s) will be excluded from all components of the review process.

## Submission Deadline

Research grants will be awarded twice a year. Application deadlines are January 1st and June 15th . Grant applicants will be notified of approval or denial by March 15th for January submission and August 1st for June submission submission. Acknowledgement of all grant awardees will occur at the ASPAN National Conference.

|  |  |
| --- | --- |
| **Submission deadline** | **Notification deadline** |
| January 1st | March 15th (same year as submission) |
| June 15th | August 1st (same year as submission) |

## Funding

***Grants are awarded for a maximum period of one year***. Grant funds will be used to support direct project expenses only and this will be assessed by the size, nature and complexity of the proposed project. Only funds that are directly related to the proposed study 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 unless the relevance of the equipment to the conduct of the study is clearly demonstrated. Projects designed for the production of material for which the investigator intends to use for commercial purposes will not be funded.

Funds will be awarded to the investigator or the investigator’s institution, based on the preference of the investigator. A Form 1099 will be issued to the investigators receiving awards directly at the end of the calendar year. Recipients will be paid by check.

The recipient is expected to sign an agreement to complete the study this includes:

* Once the research or EBP project is completed, results will be presented in the poster and/or abstract presentation at the ASPAN National Conference following completion of the project
* The grant recipient is expected to submit a manuscript to the *Journal of PeriAnesthesia Nursing* for possible publication within 2 years following the notice of grant award.
* Recipients are responsible for the submission of progress reports to the ASPAN National Office using the Progress Report Form included in the ASPAN Research Grant Application (frequency outlined in table below).
* If the recipient is unable to complete the agreement within the stipulated timeline, funds must be returned to ASPAN.
* Any unused grant money must be returned to ASPAN.
* Any timeline changes must be approved by ASPAN in writing before the original grant period ends. Requests for extensions are examined on a case-by-case basis but are strongly discouraged.
* Breach in contract can result in action, including legal proceedings, as determined by the ASPAN Board of Directors.
* Projects utilizing multiple funding sources are acceptable as long as all funding sources are disclosed.

## Grant Recipient Responsibilities

Recipients are required to fulfill the following obligations:

* Accept responsibility for the scientific and professional conduct of the funded research project.
* Once the research or EBP project is completed, results will be presented in the poster and/or abstract presentation at the ASPAN National Conference following completion of the project
* Submit a progress report to the ASPAN National Office at 6 months after grant award. The report should include a status report of the project, any problems encountered, as well as a financial statement addressing any funds received and expenditures within the reporting period.
* The ASPAN National Office must receive a comprehensive final report one year following the notice of grant award. The report must include a financial report addressing funds received and spent. Receipts or research administrator’s reports must be submitted for all expenditures. Any unexpended funds must be returned to the ASPAN national office with the final report.
* The grant recipient and all members of the research team are required to acknowledge ASPAN financial support in all publications and/or presentations resulting from, or about the research project.
* The grant recipient is expected to submit a manuscript to the *Journal of PeriAnesthesia Nursing* for possible publication within 2 years following the notice of grant award.
* The recipient is expected to complete all requirements of the project within one year from the notice of grant award. Requests for no cost extensions are examined on a case-by-case basis but are discouraged.

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| --- | --- | --- | --- | --- | --- |
| **Submission Deadline** | **Notification Date** | **6 Month**  **Report Due** | **Final Report Due** | **Poster Presentation** | **JOPAN**  **Journal**  **Submission** |
| January 1st | March 15th (same year) | September 15th  (same year) | March 15th (following year) | Poster (with results, national conference (NC) year after final report) | Within 2 years of final report |
| June 15th | August 1st (same year) | February 1st (following year) | June 15th (following year) | Poster (with results, national conference (NC) year after final report) | Within 2 years of final report |

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American Society of PeriAnesthesia Nurses

**NURSING RESEARCH GRANTS PROGRAM**

# RESEARCH GRANT AGREEMENT

If my project is approved for funding by ASPAN, I agree to:

1. Use the funds for the research project as described in the application, and return any excess funds to ASPAN. Receipts will be submitted for all expenditures.
2. Complete the project within one year from the notice of grant award.
3. Submit progress report to the ASPAN National Office 6 months after grant award

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Submission Deadline** | **Notification Date** | **6 Month**  **Report Due** | **Final Report Due** | **Poster Presentation** | **Journal**  **Submission** |
| January 1st | March 15th (same year) | September 15th  (same year) | March 15th (following year) | Poster (with results, NC year after final report) | Within 2 years of final report |
| June 15th | August 1st (same year) | February 1st (following year) | June 15th (following year) | Poster (with results, NC year after final report) | Within 2 years of final report |

1. Submit a comprehensive final report to the ASPAN National Office one year after the grant award
2. Acknowledge the financial support of ASPAN in any publication, presentation, or poster resulting from the research.
3. Submit research abstract for poster/oral presentation at the ASPAN national conference following the completion of the project. Send abstract to [Ezeiger@aspan.org](mailto:Ezeiger@aspan.org) and [Lwilson@aspan.org](mailto:Lwilson@aspan.org)
4. Submit a manuscript to the *Journal of PeriAnesthesia Nursing* for publication within 2 years following the notice of grant award.
5. Submit and obtain ASPAN approval on any timeline or budget changes in writing. Breach in contract can result in action determined by the ASPAN Board of Directors, including legal action. Requests for extensions are examined on a case-by-case basis but are strongly discouraged.
6. Accept responsibility for the scientific and professional conduct of the project.
7. Accept any tax liability for research funds issued in my name.

*I understand that failure* to *meet these conditions may cause ineligibility to apply* *for further research funds from ASPAN.*

Click here to enter name.

Principal Investigator Signature/Name if submitted electronically

Date: Click here to enter a date.

**ELECTRONIC SIGNATURE. BY TYPING YOUR NAME ON THE LINE ABOVE, YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT AND THAT YOU AGREE TO BE LEGALLY BOUND BY ITS TERMS AND CONDITIONS.**

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American Society of PeriAnesthesia Nurse

**NURSING RESEARCH GRANTS PROGRAM**

# FORMAT REQUIREMENTS

* All proposals (including abstract) should be submitted using a widely accepted referencing format such as APA or AMA.
* Proposals must not exceed ten (10) pages (single-spaced) in length (excluding cover letter, grant application form, proposal abstract and references, budget and justification, and other appendices). Margins should be set to 1 in on all sides and 12 point font.
* Grant applications should be organized in the following manner:

1. Cover letter
2. Research grant application
3. Research grant cover sheet
4. Proposal elements
5. References
6. Budget and justification
7. Appendices
8. IRB Approval Letter for the study

* All pages, including appendices, should be numbered consecutively.
* The grant application, in its entirety, must be submitted to ASPAN National Office via e-mail to[Lwilson@aspan.org](mailto:Lwilson@aspan.org) and [ezeiger@aspan.org](mailto:ezeiger@aspan.org)
* Submit one copy of the application as a Microsoft Word document
* Submit a second copy of the application with all identification removed (blinded)
* These materials must be emailed to the ASPAN National Office by the designated application deadline.

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American Society of PeriAnesthesia Nurses

**NURSING RESEARCH GRANTS PROGRAM**

## RESEARCH GRANT COVER SHEET

**Funding Category:**

Beginning Nurse Researcher Experienced Nurse Researcher

**1. Are you now receiving any support for this research project?**

Yes  No

If yes, indicate agency: Click here to enter name of agency.

Amount Requested: $ Click here to enter amount.

Amount Received: $ Click here to enter amount.

**2. Have you applied for research funds for this same project to any other agency?**

Yes  No

If yes, indicate agency: Click here to enter name of agency.

Amount Requested: $ Click here to enter amount.

Amount Received: $ Click here to enter amount.

**3. Have you been previously funded to conduct any research?**

Yes  No

Source: Click here to enter source.

Amount: $ Click here to enter amount.

**4. Are human subjects involved in this project?**

Yes  No

**Please note:** IRB Approval Letter for the study **must** be submitted with the grant application.

**5. If ASPAN is only able to partially fund your grant request, will you still be able to conduct**

**the project?**

Yes  No

Please explain: Click here to enter text.

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American Society of PeriAnesthesia Nurses

**NURSING RESEARCH GRANTS PROGRAM**

# RESEARCH GRANT APPLICATION

**Project Title:**  enter project title

## Principal Investigator: enter name and title

**Institution or Agency:**  enter institution or agency

**Address:** enter street address

**City:** enter city **State:** enter state **Zip:** enter zip

**Home Tel #** enter area code & number **Work Tel #** enter area code & number

**Fax #** enter area code & number **E-mail:** enter email *(required)*

**ASPAN Membership #:** enter ASPAN Member#

(Must be an ASPAN Active Member)

**Co-Investigators *if applicable*:** enter co-investigators name(s) & title(s) *if applicable*

**Advisor’s Name *if applicable*:** enter advisor’s name and title *if applicable*

**Advisor’s Address:** enter advisor’s street address

**City:** enter advisor’s city **State:** enter state **Zip:** enter zip

**Advisor’s Tel #:** enter area code & number. **E-mail:** enter advisor’s email.

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NURSING RESEARCH GRANTS PROGRAM

**RESEARCH PROPOSAL REQUIREMENTS**

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

1. Abstract

Include an abstract of the proposed research. This abstract should include a description of the research problem, the research design, setting, study sample, and proposed methodology. The abstract should not exceed one (1) double-spaced, typed page in length.

1. Problem Statement/Purpose/Aims

Describe the problem or question 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. Include a description of how your research proposal conforms to the ASPAN strategic priorities.

1. 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.

1. Literature Review

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

1. Methodology and Procedures

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.

1. 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.

1. Relevance to Perianesthesia Nursing

Describe the relevance of this study to the advancement of perianesthesia nursing science and to the research priorities of ASPAN.

8. Timetable

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

9. 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, and patient care manager(s) of the unit(s) 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 and patient care manager(s) of the unit(s) where the proposed research will be conducted.

10. Personnel

Provide a brief description of the Principal Investigator and members of the research team. Also include a brief description of the research consultation and mentorship available as appropriate. Attach supporting biosketch (example available at grants.**nih**.gov/grants/funding/phs398/**biosketch**sample.doc) for all members of the research team, including consultants and mentors, in the appendices.

12. Budget

Include a detailed budget description in the appendices.

13. Appendices

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

1. Instrument(s), including copyright permission where applicable
2. Timeline
3. Institutional letters of support
4. Academic letters of support from committee if proposal is for thesis or dissertation
5. Biosketch for all research team members, consultants, and mentors
6. Detailed budget proposal with budget justification

14. IRB Approval Letter for the study **must** be submitted with the grant application.

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American Society of PeriAnesthesia Nurses

**NURSING RESEARCH GRANTS PROGRAM**

# APPLICATION: PROPOSED BUDGET

Principal Investigator: enter primary investigator

Co-Investigator(s): enter co-investigator(s)

## Project Title: enter project title

**Application Date:** enter date

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

|  |  |
| --- | --- |
| CATEGORY | **AMOUNT** |
| Supplies: Click here to enter text. | enter amount |
| Personnel *(Provide brief justification for personnel):* Click here to enter text. | enter amount |
| Printing/Duplication: Click here to enter text. | enter amount |
| Equipment: Click here to enter text. | enter amount |
| Data Collection/Transcription/Data Entry: Click here to enter text. | enter amount |
| Data Analysis: Click here to enter text. | enter amount |
| Other Expenses: Click here to enter text. | enter amount |
| TOTAL AMOUNT REQUESTED: | enter total amount |

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American Society of PeriAnesthesia Nurses

**NURSING RESEARCH GRANTS PROGRAM**

# CRITERIA FOR REVIEW OF PROPOSALS FOR RESEARCH 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 parentheses.

1. Abstract (5)
   1. Abstract accurately reflects the proposed research.
2. Problem Statement/Purpose/Specific aims (10)
   1. Research question or hypothesis clearly presented.
   2. Originality of the approach to the problem.
   3. Appropriate and logical consistency between purpose, problem statement and aims.
3. Theory/Conceptual Framework (10)
   1. Appropriate and clear
4. Literature Review (10)
   1. Appropriate literature from nursing and other relevant disciplines cited.
   2. Supporting literature is current.
5. Procedures & Methodology (25)
   1. Discussion of research instruments.
   2. Appropriate design.
   3. Adequate description of procedures.
   4. Proposed analysis and use of statistical tests if appropriate.
6. Significance of project (20)
   1. Potential contribution to perianesthesia nursing knowledge as indicated by alignment with ASPAN’s funding priorities
   2. Potential for leading to further research or theory development.
7. Resources (5)
   1. Availability of support systems (for example: advisor, mentor, and consultant).
   2. Adequacy of facilities and equipment.
8. Timetable (5)
   1. Includes a proposed chronological sequence of proposed research

activities to be completed within one year

1. Budget (5)
   1. Include a brief description of budget proposal and justification as defined in the program
2. Appendices (5)

10.1 Include all the required appendices in the proposal.

10.2 Appendices complete and clear.

1. IRB Approval Letter for the study **must** be submitted with the grant application

**RESOURCES:**

**Please contact the ASPAN National Office with any additional questions:**

**Dr. Margaret M. McNeill, ASPAN Director for Clinical Inquiry at** [**pmcneill@aspan.org**](mailto:pmcneill@aspan.org)

**Dr. Linda Wilson, Liaison for Education, Research and Clinical Practice at** [**Lwilson@aspan.org**](mailto:Lwilson@aspan.org)

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American Society of PeriAnesthesia Nurses

**NURSING RESEARCH GRANTS PROGRAM**

# GRANT PROGRESS REPORT FORM

|  |  |  |  |
| --- | --- | --- | --- |
| **Submission Deadline** | **Notification Date** | **6 Month**  **Report Due** | **Final Report Due** |
| January 1st | March 15th  (same year) | September 15th  (same year) | March 15th (following year) |
| June 15th | August 1st  (same year) | February 1st  (following year) | June 15th (following year) |

Principal Investigator: enter primary investigator

Co-Investigator(s): enter co-investigator(s)

## Project Title: enter project title

**Budget Period:** Click here to enter a date. To Click here to enter a date.

***Please indicate progress from last communication and describe below:***

Date of initiation of data collection Click here to enter a date.

Data collection underway/completed. *(check and describe)*

enter description

Data Analysis underway/completed. *(check and describe)*

enter description

Applied for presentation of findings at ASPAN national conference

(check and describe)

enter description

Manuscript submitted to JOPAN (check and describe)

enter description

**Detailed description of project status:**

enter description

***Attached Excel file showing expenditures for the time period***