



**National
Association of
Neonatal
Nurses**

SMALL GRANTS PROGRAM Evidence Based Practice (EBP)

Purpose

The purpose of the NANN mentored EBP proposal grant program is to build the EBP project capacity of neonatal nurses. Through a productive mentor-mentee relationship this award provides neonatal nurses who have not been previously engaged in writing EBP project proposals or who have not been successful in obtaining previous funding to begin an EBP project in an area of interest.

Amount of Grant Funding

Awards are limited to \$5000 Up to four grants will be awarded for the year 2016. Funding cycle begins November 1 and ends October 31 of each year. Awards will be made to the grantees' institution.

Eligibility

- **Mentee:** The Principal Investigator for this EBP project is the Mentee and she is a nurse, a graduate student, a post doctorate or junior faculty. Those with previous external funding for a single award greater than \$25,000 direct costs are ineligible.
- **Mentors:** The Mentor is someone who can guide and support the mentee in developing her or his EBP project skills. The mentor should possess leadership skills; and knowledge, skills and expertise in designing and conducting EBP studies. The mentor should be willing to commit, actively guide, counsel, and foster the mentee's growth. The mentor should have a history of successful EBP or research activities.

The mentee must be a member of the National Association of the Neonatal Nurses. Proof of membership should be submitted with the application. Mentors need not be members of NANN however they do need to possess the skills as listed above to guide the mentee in this EBP project. If a mentor cannot be easily identified by the mentee, please contact the NANN office for assistance. A discussion board specifically related to the NANN grant submission process has been activated and will be another place to ask questions and get answers about finding a mentor or the proposal submission process. There is a strong preference that the EBP mentor be a nurse.

Letter of Intent

A Letter of Intent is requested of all applicants by February 1, 2016 and should include the following:

- Descriptive title of proposed EBP project,

- Name, address, and telephone number of the Principal Investigator/Mentee,
- Names of other key personnel,
- Participating institutions.

The letter of intent is not binding and does not enter into the review of a subsequent application. The information that it contains allows the Small Grants Review Committee to estimate the potential review workload and plan the review. Please direct the letter to the attention of Stephanie Wimmerstedt, Education Coordinator, swimmerstedt@nann.org at the NANN office, c/o Association Management Center; 8735 W. Higgins Road, Suite 300; Chicago, IL 60631.

Criteria for Scoring Proposals

(See the NANN EBP Project Grant Proposal Score Sheet and Review Criteria for EBP Project for guidance about how proposals will be scored.)

Appropriate and inappropriate use of funds

Funds can be used for supplies, small item equipment, technical services, travel directly related to the project, and expenses related to conducting the project. Funds cannot be used for salary support, student tuition, books and school supplies, professional organizations membership fees. Funding up to \$1000 can be designated in the budget for travel to present the results of the project at the annual NANN meeting. These funds may only be used for presentation of completed funded projects by the Mentee, not for projects in progress. No travel funds may be requested to present at nursing meetings other than the NANN Annual Educational Conference. It is our intent to support the growth of EBP projects and dissemination of best practices within NANN and thus funding for travel to other meetings is not allowable.

Terms of the award and accountability

Within 30 days of completion of the project recipients must submit a One Page Progress Report to the NANN Board of Directors explaining how project objectives were met and how the funds were used. Recipients must participate in the NANN Annual Educational Conference abstract submission process upon completion of their project. Recipients also are encouraged to disseminate project findings via the NANN podium presentations sessions and neonatal peer reviewed journals. All presentation and publications should acknowledge the support of NANN Research Institute.

Notification and release of funds

Approval by the institutional review board is not required at the time of submission of proposals for review for potential funding. Evidence of IRB review is required for release of funds.

General instructions: font size, margins, number of pages, etc.

The body of the proposal is limited to 8 pages as outlined in the EBP Project Plan section of this document. Text through-out the entire application is single spaced with 12 Font in Arial or Times New Roman. Margins are to be 1 inch on all four sides.

Application deadline and submission

Applications are due on March 1st of each year and are to be submitted via an email attachment to the NANN office. All applications must contain all parts as listed in this document and be submitted as ONE PDF file.

Before drafting your Proposal: Is this an EBP Project or a research study?

Whether a proposed study should follow the procedure for an EBP project versus a traditional research proposal can sometimes be confusing. Therefore, NANN provides the information below to assist potential mentees in making this determination prior to proposal development.

What is the difference between Research Studies and Evidence-Based Practice Projects?

Research Studies are conducted with the intent of generating new evidence or strengthening existing evidence related to a clinically relevant nursing problem. Research projects are guided by a conceptual framework that allow research questions to be answered and/or hypotheses to be tested. Existing research studies are critically reviewed to justify the need for new or strengthened evidence (i.e., significance of the study). The description of a research project would include background and significance, methodology (design, sample, setting, valid and reliable data gathering strategies, data analysis), interpretation of results and implications for nursing practice and future research. IRB review is mandatory.

Evidence-Based Practice Projects are conducted with the intent of either generating a clinical practice guideline or implementing a practice recommendation in a particular setting based on existing evidence. Evidence-based clinical practice guidelines/practice changes must incorporate patient preferences as well as expert clinical judgment. Existing research studies are critically reviewed to determine the quality of available evidence that would justify implementation of the specific practice change. The description of an EBP project would include the background and significance of the problem, how research evidence was obtained and evaluated, steps taken to implement the practice change, barriers to implementation, analysis of nursing and patient outcomes, and recommendations for next steps related to practice, education, or future research. Outcomes of an EBP project applied to a clinical setting should be compared to what research has previously found in a more controlled environment. IRB review may be needed for an EBP project if outcome data are collected from human subjects.

What to do if the answer to this question remains unclear?

If you are uncertain whether your project better fits criteria for an EBP project versus a traditional research study, it may be helpful to consider your project within the context of an EBP model. While there are many EBP Models currently in use, the Iowa Model is one that can assist in making the determination of whether sufficient evidence exists for a practice change to be made (EBP project route), or whether the current literature base is insufficient and requires more discovery work (i.e. traditional research study).

OUTLINE OF APPLICATION

- **Cover Page**

- Applicant's information (name, contact, and affiliation)
- NANN Membership number and expiration date
- Project title
- Amount requested
- Signature of Principal Investigator

EBP Project Abstract Page 2 (not to exceed *one page*)

- Provide an accurate, succinct, and informative representation of the content of your project. **Please use the following underlined headings:** Background of Problem, Purpose of Change, Supporting Research Evidence, Practice Change Methods, Barriers to Implementation, Results, Comparison to Research, Recommendations.
 - *Background and Significance of the problem: Briefly describe the practice problem. In a few sentences, tell why this EBP project is important to conduct and how the results will help inform nursing practice in your facility and more broadly.*
 - *Purpose of Practice Change - State the purpose of your project. What is it that you will accomplish?*
 - *Supporting Research Evidence – Please present a synopsis of the evidence base upon which you will build your project.*
 - *Practice Change Methods: Give a general overview of your approach to the practice change. Identify the EBP Model that will guide the proposed project; examples include but are not limited to: The Iowa Model, The Advancing Research through Close Collaboration (ARCC) Model, The PARIHS Framework, the Stetler Model, etc.) Briefly describe the steps you will follow to plan for and implement the practice change, the projected sample (nurses/staff/neonates/families that will be involved and how many), identify your outcomes and how they will be measured. Give a brief description of how you will analyze the data.*

- *Barriers to Implementation: Identify expected barriers to implementation and how you plan to address these in your approach.*

Project Plan. 8 page limit for first 7 items. Although general guidelines for each area of the EBP project plan are only suggested, *the total should not exceed 8 pages.* (pages 3-10 of application). All EBP Project Proposals require the inclusion of an EBP Model. The project plan should be formatted per the steps specified within the applicant's chosen EBP Model.

- **Background and Significance of the Problem** (approximately 1½ pages)
Introduce the practice problem and its significance to caring for neonates. Provide a review of pertinent literature related to the purpose of this project. Critically evaluate the research that has been done and identify how the research evidence supports improvements in current practice. End this section with a statement of the purpose of the proposed project.
- **Preliminary Data** (approximately ½ page)
Describe previous work you have done related to this proposed project (if any). This section helps establish the ability of the investigator to conduct this project and demonstrates how the proposed project expands on previous work by the applicant. It is expected that many applicants will not have preliminary work and may not have piloted the proposed project. If applicable, related preliminary work from the mentor or other members of project team may also be included here.
- **Plan and Methods** (approximately 3 pages)
This section should describe the EBP Model that will guide the project, the methods that will be used and includes these sections:
 - *Design: Describe the approach or steps that will be used to implement and evaluate the practice change. (e.g. include members of the planning committee/project team; process(steps) for implementation; plans for ongoing evaluation including nursing and neonate/family outcomes, feasibility, acceptability to staff and families; and plans for maintenance of the practice change. Include how, when, and by whom data will be collected. As this is an EBP project, description of the processes by which patient/family preferences will be incorporated is critical. Discuss how your planned approach addresses barriers to implementation.*
 - *Sample/Setting: Describe the population from which your sample will be taken and from where (setting). What is the approximate size of the population at your facility that could be involved in the project? (e.g. "This center cares for approximately 300 of these infants each year.") How many will you include in the project? How*

did you choose this number (i.e. are you choosing to implement the practice change with everyone or just a small sample--if this is a pilot project, justification should be given as to why a pilot approach was chosen.

- *Outcomes and Measures: Specifically describe each outcome and how it will be measured. Briefly describe the items in the tool, the scale of the tool, how it is scored, the range of possible scores, and how it will be interpreted. If using a standardized instrument provide reliability and validity data. Repeat this for each outcome planned for the project. Summarize how the data will be analyzed. It is helpful to describe the analytic plan for each specific outcome of the practice change.*
- **Timeline** (approximately ½ page)
Provide a table that clearly identifies the activities that will occur over the funding period. There should be lines for planning, implementation of the steps of the practice change, data collection, data analysis, and preparations of manuscripts and/or presentations.
- **Dissemination** (approximately ½ page)
Describe the next steps you will take. How will you disseminate your findings? What impact will the findings from this project have on future research and/or practice?
- **Human Subjects** (approximately ½ to 1 page) Note: While some EBP projects do not require IRB approval, some do. Alternatively, some IRBs have recently developed procedures/processes specific to QI and EBP projects.
Identify and summarize potential risks to participants (nurses, staff, neonates, families) and how you will protect against these risks. Examples of such risks include possible adverse physical effects, loss of privacy, loss of confidentiality, inconvenience or burden to staff or families.
 - *IRB review: Where will IRB review be conducted? Evidence of IRB approval or exemption will be required prior to release of funds.*
 - *Provide your plan for obtaining Training in the Responsible Conduct of Research. This will be required prior to IRB review even if the project is exempted by the IRB.*
- **Environment and Resources** *not to exceed one page; not included in 8 page limit for Project Plan (Page 11 of application packet).*
This section will be used to assess whether the environment and resources are adequate for successful completion of the proposed project.
 - *Describe the environment in which the EBP project will be conducted. For example, if you are doing an EBP project within the*

NICU, describe the size of the unit, the number of infants cared for each year, number of neonatologists and advanced practice nurses, and any other details pertinent to the proposed project. If you are an employee of the facility in which the work will be done, describe institutional support for your work on this project (e.g. will you conduct the project on your own time or will you be granted release time?)

- *Describe the resources available to do your EBP project. This may include access to computer and appropriate software, laboratory or radiology services, therapies (e.g. physical or occupational therapy, massage therapy), and nursing services. Include information about availability and access to any equipment needed to complete the project.*
- **References** not to exceed 3 pages (Pages 12-14 of application packet)
*Provide a reference list for all literature cited in the proposal. Use citation format from *Advances in Neonatal Care*.*
- **Disclosure policy and conflict of interest** (Page 15 of application packet)
Complete the Research Institute Small Grant Disclosure Form
- **Budget Worksheet** (not to exceed two pages) (Pages 16-17 of application packet)
- **Consortium/Contractual agreements/ Letters of Support**
 - *Statement by the Mentor: Provide a letter of support from your project mentor. The letter should address your ability to conduct the project and your potential to contribute to scientific knowledge. The letter should also confirm a commitment to providing mentorship through the process of this EBP project including a plan for frequency of meetings and should not exceed one page. (Page 18 of Application packet)*
 - *Organizational letter of support: Include a letter from the agency or organization through which you will conduct the project stating that you have permission to proceed with your project in this setting. (Page 19 of Application packet)*
 - *Other contracts: Provide additional letters or contracts specific to your particular project if applicable (e.g. availability of laboratory resources or radiology services).*
- **Bio-sketch for Mentee - Principal Investigator** (not to exceed 4 pages)
See Biosketch Form
- **Bio-sketch for Mentor** (not to exceed 4 pages) *See Biosketch Form*

- **Bio-sketches for other project team members** as appropriate. See *Biosketch Form*
- **Appendices**
Provide copies of data collection instruments or procedures that will be used in the project. Also, tables summarizing the current literature base and clearly articulating the level of evidence for each study should be provided.
- **Application Checklist** *to be the last page of the Application Packet.*



**SMALL GRANTS PROGRAM BIOGRAPHICAL SKETCH
For an Evidence Based Practice Application**

Provide the following information for the principal investigator and other significant contributors in the order listed on Form Page 2.
Follow this format for each person. **DO NOT EXCEED FOUR PAGES.**

YOUR NAME		POSITION TITLE	
Credentials			
Employer		If RN, Nursing Degree(s)	
EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)</i>			
INSTITUTION AND LOCATION	DEGREE(S)	MM/YY	FIELD OF STUDY

A. Personal Statement

Briefly describe why your experience and qualifications make you particularly well-suited for your role (Principal Investigator/Mentee, Co-Investigator, Mentor, Consultant, etc.) in the project that is the subject of the application. Make reference to the relevance of your project to the NANN mission and Research Agenda. Also provide information about the benefits for the mentee and the organization of the completion of this research.

B. Positions and Honors

List in chronological order previous positions, concluding with the present position. List any honors.

C. Selected Peer-reviewed Publications

Please list your most recent publications based on importance to the field, and/or relevance to the proposed research. Please list no more than 10.

D. Research Support

List any ongoing and completed research projects you have been involved in over the past three years.

E. Provide a List of Significant Service to Neonatal Nursing

These can be committees you are on in your unit. Include memberships in National Organizations (your role, if you have been an officer or committee member) and other significant projects you have contributed to or lead that demonstrate your commitment to neonatal nursing.



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SMALL GRANTS PROGRAM

Evidence Based Practice

Budget Narrative 2016

Please include a justification under each section that explains how the funds will be spent. This can be one to two sentences that explains what will be purchased or the services that will be provided. Suggested examples of what to include for each section are provided below.

Personnel:	\$
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*For example: Research/Project Assistant: (4 hours/week/assistant, 12 months). One assistant will assist with data collection, entry, and analysis of research data. The assistant is 12 month part-time employee. The hourly wage is \$xx/hour plus fringe (2%). Total salary/fringe request/assistant = \$xx
Funds cannot be used for salary support for the Principal Investigator/Mentee or the Mentor.*

Travel (may use up to \$1,000 to travel to the 2018 NANN Annual conference to present):	\$
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*For example: Air travel
Travel rates, are based on xxx rates, which are required: lodging (@ \$xxx/night) Mileage @ .xx/mile, Airfare @ \$xxx/trip (average) and Per-diem (xxx @ \$xx/day) = \$aaaa (total). Car Travel
Funds are requested to support travel for name of person to travel from xxxx to xxxx (recruitment site) xxx trips/year to: (state the purpose, for example: to coordinate the research activities and ensure enrollment goals are met. Travel costs include mileage @ \$xx (xx miles/trip) for and x day per-diem @ \$x (lunch) = \$bbb (Total)*

Office Supplies:	\$
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For example: Funds are requested for paper, mailing labels, pens, pencils, highlighters and other supplies needed for project implementation. Supplies are requested for 12 months @ \$xx/month.



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Consultant (i.e. statistician or expert in a particular area of need to support the outcomes of the research) up to \$750	
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For example: Provide name of consultant: XXX (specify title, place of employment and services that the consultant will provide). She/he will earn \$xx/day for consultation. If the mentor provides specific consultation for statistics or some other area of support consultation funds may be allowable but should be specifically justified.

Other Expenses:	\$xxx
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For example: Tokens of Appreciation:

Funds are requested to purchase \$xx Gift card to be given to participants at the completion of project @ xx participants x \$xx gift cards = \$xxx.

Another example: Funds are requested to support printing and postage, necessary to produce and mail project materials to participants and other personnel @ \$xx/month x 12 months = \$xx.

Total Direct Costs	\$
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Total Indirect Costs	Exempt (NANN will pay no indirect costs.)
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Total Project Cost	\$xxx
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FUNDING FROM ADDITIONAL SOURCES

If you have funding from another source or anticipate funding for this project from another source, please add an additional information outlining:

1. Source and whether the funding is already approved.
2. Dollar amount.
3. How the funding will support different aspects of the research than what is being requested in the above submitted budget.
4. If the funding is not already approved describe how you will be able to complete this project with only the NANN funding and without the additional funding, if the additional funding is not obtained.



Disclosure of Relevant Financial Relationships of Small Grant Program Submissions

Evidence	Based	Proposal
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The National Association of Neonatal Nurses expects that practices regarding the application of scientific integrity, balance, and the absence of bias be the cornerstone of all education, research, and publications- any material meant to support the research of or patient care in neonatal care. All those submitting an abstract for the Small Grants Program are required to disclose **relevant financial relationships**. *An individual has a relevant financial relationship if he or she and/or their spouse has a financial relationship in any amount occurring in the last 12 months with a commercial interest whose products or services may be discussed or presented in their research project* The intent to discuss off-label drug or product uses must also be disclosed.

Relevant financial relationships and off-label discussion will be disclosed to the activity audience.

Grant Submission Title: _____

Name of Researcher: _____

First, list the names of proprietary entities producing health care goods or services, with the exemption of non-profit or government organizations and non-health care related companies with which you or your spouse/partner have, or have had, a relevant financial relationship within the past 12 months.

Second, describe what you or your spouse/partner received (ex: salary, honorarium etc). NANN does NOT want to know how much you received.

Third, describe your role.

Please note: Disclosure information is a requirement for consideration of the grant application.

Please complete the following:

Commercial Interest	Nature of Relevant Financial Relationship (Include all those that apply)	
	What was received	For What Role?
<i>Example: Company 'X'</i>	<i>Honorarium</i>	<i>Speaker</i>

I do not have any relevant financial relationships with any commercial interests.

Is off label use of a drug or product addressed in this research? Yes No

If "Yes," you must make this known in your grant submission and research findings.

Signature: _____

Date: _____

Check List for EBP Applicant

Applicant Name _____

Applications must include each of the parts listed below and should be submitted by email to the NANN office as one PDF document with each area in this order.

_____ **Cover Page** (one page)

_____ **EBP Project Abstract** (one page)

_____ **Project Plan** (8 Page Limit) includes: Background & significance, Preliminary data (if any), Plan & methods, Timeline, Dissemination, and Human Subjects.

_____ **Environment and Resources** (one page)

_____ **References** (not to exceed 3 pages)

_____ **Budget** (not to exceed 2 pages)

_____ **Disclosure Policy & Conflict of Interest**

_____ **Mentor Letter of Support**

_____ **Organizational/Institutional support letter(s)**

_____ **Bio Sketch for Mentee/Principal Investigator**

_____ **Bio Sketch for Mentor**

_____ **Bio Sketch for other project team members** (as appropriate)

_____ **Appendices** (copies of project protocols and/or data collection instruments)

_____ **Checklist** (Please submit this completed page as last page of Application)



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EBP Proposal Applicant: _____

CRITERIA	SCORE					
	N/A	1	2	3	4	5
EBP Proposal						
Title & Abstract: Clearly & accurately reflects problem/purpose, methods & relevance of proposal						
Background & Significance: Concise review <u>and</u> critique of current relevant empirical literature. Practice problem & significance to neonatal care clearly supported. Need for practice improvement justified.						
Purpose of the Project: Clarity of purpose with well-defined & specific identification of outcomes.						
Preliminary Data: Extent to which preliminary data/previous work relates to proposed practice change and demonstrates their capacity for completing the project.						
Design Extent to which the design addresses the project purpose. Specifies model and clearly describes specific steps/processes to be used to implement and evaluate the practice change.						
Design: Incorporates preferences of population of interest and how barriers will be addressed						
Sample: Clearly identified sample characteristics and rationale for sample size						
Setting: Identified characteristics of the setting with support that desired sample can be recruited in clearly specified time frame						
Outcomes and Measures: Clear description of each outcome measure, including number of items in the tool, scoring and range of responses. If using a standardized instrument includes reliability/validity or sensitivity/specificity information as appropriate.						
Analysis of outcomes: Analytic plan is described for each specific outcome.						
Timeline table: Clearly identifies in a table the activities that will occur over the funding period, including lines for planning, implementation steps of the practice change, data collection, data analysis, and preparations of manuscripts and/or presentations.						
Data Plan: Clearly described plan for storing, managing & protecting data, including how data will be analyzed to address each research question/ hypothesis. Identifies a plan that assures statistical support						

Dissemination: Describes a plan for disseminating findings, including expected impact on practice & research.						
Human Subjects: Identifies, summarizes, and addresses potential risks to participants. If applicable, clearly outlines a plan for IRB approval from appropriate institution including how study personnel will obtain federally-required Training in the Responsible Conduct of Research						
Reference List: Comprehensive list of all literature cited including key publications related to topic. Adherence to citation format specified for the NANN journal <i>Advances in Neonatal Care</i>						
Consistency of topic with NANN mission and research agenda						
Innovation: Extent to which proposal is innovative and shows originality						
Feasibility: Extent to which project is feasible within the specified time frame, within limitations of project site for recruitment, and within budget and funding resources						
Application is well-written & organized						
Overall Quality Score of Research Plan						
TOTAL (possible points = ___)						
Personnel/Investigator Criteria		1	2	3	4	5
Principal Investigator/Co-Investigator Qualifications						
Mentoring Plan: Identifies mentor/mentee with clear description of goals for the experience and frequency of meetings						
Budget Within Specified Limits						
Budget Justification Appropriate						
Institution & Team Commitment						
TOTAL (possible points = ___)						

NANN Research Grant Proposal Score Sheet

Scoring : 1 = inadequate, 2 = below average, 3 = average, 4 = above average, 5 = superior
 Components that are not applicable (N/A) for a given proposal are not included in the total possible score

GRAND TOTAL : _____ / _____ TOTAL POSSIBLE POINTS

Reviewer Comments/Suggestions for Improvement: