**NATIONAL ASSOCIATION OF NEONATAL NURSES**

**APPLICATION FOR THE NEONATAL RESEARCH INSTITUTE**

**MENTORED Evidence-based Practice (EBP) Project FUNDS**

**Call for EBP Proposals**

**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 three grants will be awarded for the year 2017. 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 may be 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 must 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.

**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 (if applicable) 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 31st 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.