

# NATIONAL ASSOCIATION OF NEONATAL NURSES APPLICATION FOR THE NEONATAL RESEARCH INSTITUTE MENTORED RESEARCH FUNDS

**Call for Research Study Proposals**

**Purpose**

The purpose of the NANN mentored research proposal grant program is to build the research capacity of neonatal nurses. Through a productive mentor-mentee relationship this award provides neonatal nurses who have not been previously engaged in writing research proposals or who have not been successful in obtaining research funding to begin a research 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 research 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 research skills. The mentor should possess leadership skills; and knowledge, skills and expertise in designing and conducting research 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 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 research 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 research mentor be a nurse.

**Criteria for Scoring Proposals**

(See the NANN Research Grant Proposal Score Sheet and Review Criteria for Research Study 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 study 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 research and research dissemination 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 study 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. IRB approval 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 Research 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.

**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

**Research Abstract** Page 2 (not to exceed *one page)*

* + PROBLEM: Briefly describe the research problem and state the purpose of your study.
  + METHOD: Give a general overview of how you will conduct the study. Name the study design; give a brief overview of the procedure (what you will actually DO in the study to collect the data, administer a treatment/intervention); the projected sample (name your sampling plan, how many and who will you study); how data will be collected (you can either name the instrument such as CES-D or you can just say ‘standardized measures for depression, anxiety,’ etc.); and a brief description of how you will analyze the data.
  + SIGNIFICANCE: In a few sentences, tell why this study is important to conduct/how the results will help inform nursing practice, etc.

**Research Plan** 8 page limit for first 7 items. Although general guidelines for each area of the research plan are only suggested, the total should not exceed 8 pages. (pages 3-10 of application)

* Specific aims(approximately 1 page)

Summarize the problem you wish you address, what is known about the problem, what we need to know, and why this is important. Provide a summary statement of the long term goals of your research as well as the overall purpose and 1-2 specific aims for this proposed research study.

Include hypotheses or research questions for each aim.

* Background and significance(approximately 1½ pages)

This section expands on the summary statements made in the specific aims section. Provide a review of pertinent literature related to the aims of this study. Critically evaluate the research that has been done and identify what still needs to be learned (what are the gaps in our knowledge and how this study will address these gaps). Relate this to the current proposed study and to the significance of this information for caring for neonates.

* Preliminary Data(approximately ½ page)

Describe previous work related to this proposed study (if any). This section helps establish the ability of the investigator to conduct this research and demonstrates how the proposed research fits into a sequence of studies that have been done already. It is expected that many applicants will not have preliminary studies. If applicable, related preliminary data from mentor or other members of research team may also be included here.

* Design and Methods(approximately 3 pages)

This section should describe the design and methods that will be used in the study and includes these sections:

* + Design: Provide a summary statement of the overall design of the study. (e.g. “This is a longitudinal pilot study of the feasibility, acceptability, and safety of a one hour daily, 14 consecutive day, skin-to-skin care intervention between full-term infants diagnosed with CCHD and their mothers.”
  + Sample/setting: Describe the population from which your sample will be taken and from where (setting). How many will you include in the study? How did you choose this number? If this is a pilot study, no power analysis is expected but justification should be given as to why a pilot study was chosen. The applicant is referred to Perry, SE (2001). Appropriate use of pilot studies. Journal of Nursing Scholarship, 33(2), 107. Clearly describe inclusion and exclusion criteria in determining who you will invite to participate. From where will the participants be recruited? What is the approximate size of the population from which you will recruit? (e.g. “This center cares for approximately 300 of these infants each year.”)
  + Measures: Specifically describe each measure that will be used in this study in this way: Begin with the concept to be measured and the tool with which it will be measured with references as appropriate (e.g. “The impact of the infant’s chronic illness on the family will be assessed with the 24-item scale, Impact-on-Family [Stein & Jessop, 1980; Stein et al., 1987]”). Follow this with a brief description of the items in the tool, the scale of the tool, how it is scored, and the range of possible scores. Provide reliability and validity data for the tool if available. Repeat this for each measure of the study.
  + Procedure: Clearly describe the procedures that will be used to conduct this study. How and when will data be collected? Who will collect the data? Where will the data be collected? What will be done with the data after they are collected?
  + Data analysis: Summarize how the data will be analyzed. It is helpful to describe the analytic plan for each specific aim.
* Timeline(approximately ½ page)

Provide a table that clearly identifies the research activities that will occur over the funding period. There should be lines for recruitment, data collection, data analysis, and preparations of manuscripts and/or presentations.

* Capacity building(approximately ½ page)

Describe the next steps you will take. What do you anticipate will be learned from this research? How will you disseminate your findings? What impact will the findings from this study have on future research and/or practice?

* Human Subjects (approximately 1 page)

Identify and summarize potential risks to research subjects and how you will protect against these risks. Examples of such risks include possible adverse physical effects, loss of privacy, loss of confidentiality, inconveniencing the family.

* + IRB approval: Where will IRB approval be obtained? Evidence of IRB approval 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 approval.
* Environment and Resourcesnot to exceed one page; not included in 8 page limit for Research 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 research study.

* + Describe the environment in which the research will be conducted. For example, if you are doing research 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 study. 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 research on your own time or will you be granted research release time?)
  + Describe the resources available to do your specific research. 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 research study.

* Referencesnot to exceed 3 pages (Pages 12-14 of application packet) Provide a reference list for all literature cited in the proposal. Use 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 research mentor. The letter should address your ability to conduct the study and your potential to contribute to scientific knowledge. The letter should also confirm a commitment to providing mentorship through the process of this research study 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 recruit your study sample stating that you have permission to conduct your study in this setting. (Page 19 of Application packet)
  + Other contracts: Provide additional letters or contracts specific to your particular research (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 research team membersas appropriate. See Biosketch Form

# Appendices

Provide copies of data collection instruments or procedures that will be used in the study.

* Application Checklistto be the last page of the Application Packet.