



**National  
Association of  
Neonatal  
Nurses**

## **SMALL GRANTS PROGRAM**

### **Research Based**

#### **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 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 research is the Mentee and she/he 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 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 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 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.

#### **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 research,

- 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](mailto: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 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 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.

### **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 Resources** *not 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.*

- **References** not 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 members** as appropriate. *See Biosketch Form*
- **Appendices**  
*Provide copies of data collection instruments or procedures that will be used in the study.*
- **Application Checklist** *to be the last page of the Application Packet.*



**SMALL GRANTS PROGRAM BIOGRAPHICAL SKETCH  
For a Research 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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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.

<b>Personnel:</b>	<b>\$</b>
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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.*

<b>Travel (may use up to \$1,000 to travel to the 2018 NANN Annual conference to present):</b>	<b>\$</b>
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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)*

<b>Office Supplies:</b>	<b>\$</b>
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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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<b>Consultant (i.e. statistician or expert in a particular area of need to support the outcomes of the research) up to \$750</b>	
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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.*

<b>Other Expenses:</b>	<b>\$xxx</b>
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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.*

<b>Total Direct Costs</b>	<b>\$</b>
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<b>Total Indirect Costs</b>	<b>Exempt (NANN will pay no indirect costs.)</b>
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<b>Total Project Cost</b>	<b>\$xxx</b>
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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

Research	Grant	Application
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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:** \_\_\_\_\_



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## **Checklist for Research 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 part in this order.

- \_\_\_\_\_ **Cover Page** (one page)
- \_\_\_\_\_ **Research Abstract** (one page)
- \_\_\_\_\_ **Research Plan** (8 Page Limit) includes: Specific aims, Background & significance, Preliminary data (if any), Design & methods, Timeline, Capacity building, 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 research team members** (as appropriate)
- \_\_\_\_\_ **Appendices** (copies of study protocols and/or research instruments)
- \_\_\_\_\_ **Checklist** (Submit this completed page as last page of Application)



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**Applicant** \_\_\_\_\_

CRITERIA	SCORE					
	N/A	1	2	3	4	5
<b>Research Based Proposal</b>						
<b>Title &amp; Abstract:</b> Clearly & accurately reflects problem/purpose, methods & relevance of proposal						
<b>Specific Aims:</b> Clarity of aim/purpose with well-defined & specific research questions and/or hypotheses for each aim						
<b>Background:</b> Concise review <u>and</u> critique of current relevant empirical literature. Includes how variables relate within a conceptual framework as applicable.						
<b>Significance:</b> Extent to which study addresses identified gaps in neonatal care and leads to future research or practice changes						
<b>Preliminary Data:</b> Extent to which preliminary data/previous work relates to proposed study						
<b>Design:</b> Extent to which design clearly and correctly identified with appropriate justification/rationale for how it fits the problem/addresses the study aim						
<b>Sample:</b> Clearly identified inclusion/exclusion criteria with justification of desired sample size and how eligible participants will be identified						
<b>Setting:</b> Identified recruitment site with support that desired sample can be recruited in clearly specified time frame						
<b>Measures:</b> Clear description of each measure/ including number of items, how scored, reliability/validity or sensitivity/specificity as appropriate						
<b>Procedures:</b> Clearly explained protocol including specifics of how recruitment will occur, how & when data will be collected and how well threats to study validity will be controlled						
<b>Data Plan:</b> 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						
<b>Timeline:</b> Clearly described timeframe for all research activities over the funding period including start-up, recruitment, data collection & analysis, dissemination through presentations / publications						

<b>Capacity Building:</b> Addresses next steps to be taken, impact from anticipated findings on future research/practice						
<b>Human Subjects:</b> Identifies, summarizes, and addresses potential risks to participants. 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						
<b>Reference List:</b> 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>						
<b>Consistency of topic with NANN mission and research agenda</b>						
<b>Innovation:</b> Extent to which proposal is innovative and shows originality						
<b>Feasibility:</b> Extent to which project is feasible within the specified time frame, within limitations of study site for recruitment, and within budget and funding resources						
<b>Application is well-written &amp; organized</b>						
<b>Overall Quality Score of Research Plan</b>						
<b>TOTAL</b> (possible points = )						
<b>Personnel/Investigator Criteria</b>		1	2	3	4	5
<b>Principal Investigator/Co-Investigator Qualifications</b>						
<b>Mentoring Plan:</b> Identifies mentor/mentee with clear description of goals for the experience and frequency of meetings						
<b>Budget Within Specified Limits</b>						
<b>Budget Justification Appropriate</b>						
<b>Institution &amp; Team Commitment</b>						
<b>TOTAL</b> (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:**