

The College of Nursing Research Fund

Application Guidelines for Doctoral PhD Dissertation Grants

Purpose: This fund is designed to support doctoral dissertation research of students at Rush University, College of Nursing.

Submission Deadline: The first Monday of every month.

Application Length and format: One page for aims; and 6 pages for research strategy (not including abstract, facilities and resources, references, biosketches, and appendices), half-inch margins all around, 11 Arial font.

Budget: The award limit is \$2,500. Only expenses essential to the conduct of the proposed research will be funded. Prohibited expenses include: purchase of personal computers; educational assistance such as tuition and textbooks; travel or per diem to present papers or posters; and conference registration. Travel only as related to carrying out this research proposal. Any equipment purchased from this fund remains the property of Rush University College of Nursing.

Length of Awards: The grant period is 18 months.

IRB: IRB approval must be obtained prior to receiving funding.

Eligibility: The doctoral (PhD) student must be a student at the College of Nursing, Rush University and have a dissertation committee-approved doctoral dissertation research proposal.

Steps in the Application Process:

There are no application forms for the College of Nursing Research Fund with the exception of budget forms. Guidelines and review criteria are listed below. Students needing consultation and/or support related to proposal preparation should contact Darlene Chatmon-Dudley, Grants Specialist, by email at Darlene_Dudley-Chatmon@rush.edu

Preparation and Forms

- The student(s) is advised to set up an appointment with their dissertation advisor to discuss the proposal prior to submission and seek their guidance throughout the writing of the grant.
- The student(s) **must** schedule a consultation meeting with Darlene Chatmon-Dudley to discuss budget and budget justification development. Dr. JoEllen Wilbur, associate dean for research, is available for consultation.

Components of the Application:

1. Cover page to be signed by dissertation advisor (attached).
2. Abstract briefly describing the study (limit 300 words) and listing the PI and committee members.
3. Specific Aims (1 page)
4. Research strategy (6 pages)
 - Significance:
 - Innovation
 - Approach (Sections: preliminary studies, design, subjects and setting, measures, procedures, analyses, timeline)
5. Human subjects (1 page)
6. References
7. Facilities and resources that support the study

8. NIH biosketch including a personal statement for student and dissertation advisor
9. Budget and budget justification by category (equipment, supplies, other expenses)
10. Appendices (e.g., measures, letters of support from dissertation advisor and sites involved in data collection, other supporting documents). **DO NOT INCLUDE ADDITIONAL PIECES OF THE GRANT HERE AS THEY WILL NOT BE REVIEWED.**

Submission of Application:

- Submit the grant via email attachment to Darlene Chatmon-Dudley.

Review Process and Criteria:

Your application will be confidentially reviewed by two or three faculty members, at least two of whom will be from the College of Nursing. Scientific merit will be based on the following criteria:

- Clarity and appropriateness of the specific aims;
- Significance and innovation of the study;
- Approach (e.g., clarity and feasibility of the proposed methods; congruence among the aims, methods, and analysis; appropriate sampling design; identification of the key variables; clarity of procedures; appropriateness of analytic plan); and
- The budget will be reviewed for its adequacy and the degree to which the costs are sufficiently justified.

Resubmission

- There may be a possibility for resubmission. Please check with the associate dean for research. The resubmission should have a **one page** response addressing the reviewers' critique. Changes within the document can be bolded or put in italic.

Post Award Requirements:

- If funded, the PI agrees that he/she is responsible for monitoring the research budget and ensuring that expenditures do not exceed the amount allocated for the award.
- The PI must meet with Darlene Chatmon-Dudley once an award is made to discuss budget management and learn how to read the monthly budget reports.
- The PI must agree that all publications and presentations derived from the study acknowledge the source of support (Ex.: This study was funded by the Rush University College of Nursing Research Fund, Fund #00000).
- A one page summary with results should be submitted at the end of grant support including any publications, presentations and grant submissions. Extensions beyond 18 months require written approval by the Associate Dean for Research and Scholarship. Granting an extension does not preclude a summary of the project to date at the end of one year.

Important Review Materials for Writing a Grant

Yang, O.O (2012). Guide to effective grant writing: how to write a successful NIH grant application. Springer Science+Business Media LLC. DOI 10.1007/978-14614-1581-7.

IMPORTANT NUMBERS

The Office of Research and Scholarship

JoEllen Wilbur, Associate Dean for Research and Scholarship, 312-942-8947

Darlene Chatmon-Dudley, Grants Specialist, 312-942-8754

Lou Fogg, Statistician, 312-942-6953

Michael Schoeny, Statistician, 312-942-3459

Rush University College of Nursing Doctoral Dissertation Proposal Cover Sheet

Principal investigator Name: _____ Submission Date: _____

Title of Proposal: _____

New Submission

Resubmission

Amount Requested: \$ _____

Principal Investigator Contact Information

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Committee Information

Dissertation Chair: _____

Committee Members:

Date Dissertation Approved: ____/____/____

Dissertation Chair Signature: _____ Date: ____/____/____

Do not write below this line. For office use only.

The applicant completed a budget information form and has met with grants specialist for budget development and finalization.

Grant Specialist Signature: _____ Date: ____/____/____