

# The College of Nursing Research Fund

## Application Guidelines for Faculty Pilot Grants

**Purpose:** This fund is designed to support pilot projects by nursing faculty, the results of which will be used as preliminary data in subsequent applications to external funding agencies. All doctorally-prepared faculty holding a professorial rank in the CON may submit proposals for pilot projects to the Research and Scholarship Committee for review. The expectation is that the proposed pilot project will lead to an external funding opportunity (e.g. NIH, RWJ, HRSA, PCORI, foundations, organizations). All proposals submitted to the Research and Scholarship Committee must follow the required format and will be evaluated for scientific rigor using the standard criteria. Priority will be given to full-time faculty.

**Submission Dates:** Grants are to be submitted on the first day of the month on the following dates: *September 1, October 1, November 1, January 1, February 1, March 1, April 1, May 1, June 1 (9 times per year).*

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

**Budget:** The award limit: up to \$15,000. Monies may be requested for consumable supplies, equipment, research assistants, teleform development, and travel to research sites. Funding will not be provided for faculty salary or conference expenses. All budget items over \$500 must be justified with enough information to enable reviewers to determine how the costs were calculated. Amounts of \$500 or more may not be re-budgeted nor spent for items that did not appear in the original budget without prior written approval. All 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 PI must be a faculty member in the College of Nursing having received approval from his/her department chair and associate dean for research.

### **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. Faculty members needing consultation and/or support related to proposal preparation should contact Darlene Chatmon, Grant Specialist, by email at [Darlene.Chatmon@rush.edu](mailto:Darlene.Chatmon@rush.edu).

### **Preparation and Forms**

- The investigator(s) is advised to set up an appointment with Barbara Swanson, Associate Dean for Research and Scholarship, to discuss the proposal prior to submission.
- The investigator(s) **must** schedule an initial consultation with Darlene Chatmon, Grant Specialist, for budget development.

### **Components of the Application:**

1. Abstract briefly describing the study (limit 300 words) and listing the PI and co-investigators
2. Specific Aims (1 page)
3. Research Strategy (6 pages)
  - Significance
  - Innovation

- Approach (Sections: preliminary studies, design, subjects and setting, measures, procedures, analyses, timeline)
- 4. Human Subjects (1 page)
- 5. References
- 6. Facilities and resources that support study
- 7. NIH biosketch including a personal statement for all co-investigators
- 8. Budget and budget justification by category (personnel, equipment, supplies, other expenses)
- 9. Appendices (e.g., measures, letters of support from consultants 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@rush.edu](mailto:darlene_chatmon@rush.edu).

### **Review Process and Criteria:**

Your application will be confidentially reviewed by three faculty members, at least two of which will be from the College of Nursing. The PI can recommend in a cover letter, reviewers from outside the College of Nursing, although reviewers will not be paid. 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 the CON finance manager 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. An extension for one year beyond 18 months requires written approval by the Associate Dean for Research and Scholarship and the Research Committee. Granting an extension does not preclude a summary of the project to date at the end of one year.

### **IMPORTANT NUMBERS**

Barbara Swanson, Associate Dean for Research and Scholarship, [Barbara\\_A\\_Swanson@rush.edu](mailto:Barbara_A_Swanson@rush.edu)  
 Sarah L. Livesay, Associate Dean, Practice Scholarship, [Sarah\\_L\\_Livesay@rush.edu](mailto:Sarah_L_Livesay@rush.edu)  
 Darlene Chatmon, Grant Specialist, [Darlene\\_Chatmon@rush.edu](mailto:Darlene_Chatmon@rush.edu)  
 Jessica Bishop-Royce, Statistician, [Jessica\\_C\\_Bishop-Royce@rush.edu](mailto:Jessica_C_Bishop-Royce@rush.edu)  
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