Application Guidelines for the
Shauna Laatz Seed Grant

Purpose: This grant is designed to provide seed funding for nursing practice scholarly projects, as defined in the draft AACN statement on Academic Nursing Scholarship (AACN, 2017). The grant program is designed to fund projects addressing clinical nursing practice problems, testing or disseminating practice innovations, or implementing evidence-based practice methods. Projects should be of a scope such that they may be completed with the award funds. Projects may also be pilot projects that, if successful, will lead to external funding. Funding for projects that are well-suited for eventual NIH funding should be submitted to the College of Nursing Research Fund Faculty Pilot Grant program.

Submission Dates: Applications are reviewed quarterly. Submission dates are February 1, May 1, August 1, and November 1. Submissions must be received by 11:59pm on the submission date.

Application Length and Format: One page for aims/PICOT questions, 6 pages for project methods (see below for components), half-inch margins all around, 11-point Arial font.

Budget: Applicants from the College of Nursing should meet with Darlene Dudley-Chatmon to develop the project budget. Typical project budgets range from $2,000–$5,000. Budgets over $5,000 are permitted and will be reviewed on a case-by-case basis. 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 12 months.

IRB: All projects must be submitted to the IRB, or through the IRB's process for quality improvement projects.

Eligibility: Applicants must have a faculty appointment at Rush University College of Nursing or be an APRN or staff RN at Rush University Medical Center. APRNs and staff nurses from RUMC must have been employed at Rush for at least 6 months prior to submitting the application. Approval from the applicant's department chair or manager and consultation with the chair of the Seed Grant Review Committee is required prior to submitting an application. Preference will be given to DNP-prepared faculty to support the growth of clinically-focused scholarship among intra-professional teams.

Components of the Application:
1. Cover letter (optional)
2. Abstract briefly describing the project (limit 300 words) and listing the PI and co-investigators
3. Project goals and objectives (1 page)
   a. Brief background or problem and proposed project
   b. Specific aims and/or PICOT question(s)
4. Project Description (6 pages)
   a. Significance (additional background and clinical impact of the project)
   b. Proposed intervention
   c. Project site, context evaluation and support or approval
   d. Methods (sub-sections: preliminary projects, design, participants and setting, measures, procedures, timeline)
   e. Evaluation plan and planned next steps
   f. Dissemination plan
5. Ethical Considerations (1 page)

a. Describe the involvement of participants in the project, and how their rights will be protected
6. References
7. NIH-style biosketch (or equivalent) and personal statement for PI and all co-investigators
8. Budget and Budget Justification by category (personnel, equipment, supplies, other expenses)
9. Appendices (e.g. measures, tools, letters of support from consultants and sites involved in the project, other supporting documents)

Submission of Application: Submit the complete application, as one PDF document, by e-mail attachment to Todd Ruppar (todd_ruppar@rush.edu).

Review Process and Criteria: Applications will be confidentially reviewed by at least three reviewers, at least two of whom are members of the Seed Grant Review Committee. The PI may recommend in a cover letter reviewers from outside the College of Nursing, although reviewers will not be paid. Reviewer feedback and funding decisions will be sent within one month after the submission deadline. Projects will be reviewed according to the following criteria:
- Background
- Problem
- Project purpose and objectives
- Environmental context
- Methods
- Evaluation criteria
- Dissemination (and/or future funding or scholarly contribution)

Resubmission: Unfunded applications may be resubmitted within the next two submission cycles. The resubmission should include a **one-page** response addressing the reviewers' critiques. Revisions in the applications should be placed in italics.

Post-Award Requirements:
- If funded, the PI agrees that she/he is responsible for monitoring the project budget and ensuring that expenditures do not exceed the amount allocated for the award.
- The PI must meet with their college/department 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 resulting from this project acknowledge the source of support (e.g. This project was funded by the Rush University College of Nursing Shauna Laatz Seed Grant Fund, Project #0000).
- A one-page summary with results must be submitted at the end of the grant support including measurable outcomes and any publications, presentations, and grant submissions. Extensions beyond the 12-month project timeline require written approval by the chair of the Seed Grant Review Committee. If an extension is granted, a 12-month project summary is still required at the 12-month point, and an updated summary at the completion of the project.

Reference:
American Association of Colleges of Nursing (2017, October 16). Defining Scholarship for Academic Nursing Task Force Consensus Position Statement [DRAFT]. Washington, D.C.: Author.