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.

**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:** Five single spaced pages (not including abstract, facilities and resources, references, biosketches, and appendices), half-inch margins all around, 11 Arial font.

**Budget:** The award limit is $10,000. 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-Dudley, Grants Specialist, by email at Darlene_Dudley-Chatmon@rush.edu.**

**Preparation and Forms**
- The investigator(s) is advised to set up an appointment with JoEllen Wilbur, Associate Dean for Research and Scholarship, to discuss the proposal prior to submission.
- The investigator(s) **must** schedule an initial consultation with Darlene Chatmon-Dudley, Grants Specialist, for preliminary budget development prior to meeting with the Senior Financial Analyst for final budget preparation. A completed **Budget Information Form** must be approved by Ms. Chatmon-Dudley before a meeting with the Senior Financial Analyst can be scheduled.
- The investigator(s) should meet with Alicia Nelson, Senior Financial Analyst regarding final budget preparation. Ms. Nelson will sign the **Grant Processing Record** when she approves the budget.
- The **Grant Processing Record** must be signed by the associate dean for research and scholarship, department chair, and the CON senior financial analyst. This form is located on the CON K: drive at K:\Research, Office of Research and Scholarship\Forms\Research routing forms\Routing forms.

**Components of the Application (items 2-7 = 5 single-spaced pages maximum):**
1. Abstract briefly describing the study (limit 300 words) and listing the PI and co-investigators
2. Specific Aims
3. Research strategy Significance
4. Innovation and how this study will inform a future application

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5. Approach
   i. Methods (preliminary studies, design, sampling design, measures, data analysis)
   ii. Procedures
   iii. Limitations
   iv. Timeline
6. Environment: Facilities and resources
7. References
8. Appendices (e.g., measures, letters of support from consultants and sites involved in data collection, other supporting documents)
9. NIH biosketch for all investigators
10. Budget and budget justification by category (personnel, equipment, supplies, other expenses)

Submission of Application:
   • Submit the grant including the signed Grant Processing Record via email attachment to Darlene Chatmon-Dudley.

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:
1. Aims: Clarity and appropriateness of the specific aims;
2. Significance and the degree to which it will provide preliminary data that can support the development of an external grant;
3. Approach (e.g., clarity and feasibility of the proposed methods; congruence among the aims, theoretical framework, methods, and analysis; appropriate sampling design; identification of the key variables; clarity of procedures; appropriateness of analytic plan); and
4. Innovation: The degree to which the proposed study is innovative or will lead to a larger, innovative study.

The budget will be reviewed for its adequacy and the degree to which the costs are sufficiently justified.

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.
   • We advise new investigators to meet with Alicia Nelson (accountant) once an award is made to go over 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 (i.e., Rush College of Nursing Research Fund). 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 NUMBERS
   JoEllen Wilbur, Associate Dean for Research and Scholarship, 2-8947
   Darlene Chatmon-Dudley, Grants Specialist, 2-8754
   Lou Fogg, Statistician, 2-6953
   Alicia Nelson, College of Nursing Senior Financial Analyst, 2-9417