

Theta Beta Chapter of Sigma Theta Tau International (STTI)

General Instructions for Grant Applicants

1. All applications must be submitted to the Chair of the Research Grant Subcommittee via email. All information must be in English. **We highly encourage you to begin and complete your submission before the submission deadline of March 1.**
2. Complete and submit the *Applicant Agreement* form with your application.
3. If the applicant is a faculty member or student of the UMMC SON, please meet with the Associate Dean for Research in the SON.
4. Failure to follow the guidelines for preparation of grant proposal negates future funding.
5. Follow page and word limits carefully.
6. References are required to be formatted in accordance with the most recent Publication Manual of the American Psychological Association (APA).
7. Deliberate withholding, falsification, non-documentation of references, or misrepresentation of information in the application could result in administrative actions including, but not limited to, the withdrawal of an application.
8. When more than one investigator is listed, the first individual named will be the contact for STTI, as well as the investigator who will assume responsibility for conducting the research.
9. Final narrative reports are due by January 30 following the end of the one-year funding period. Dissertations or DNP projects are not accepted as final reports.
10. If a grant is awarded, the applicant becomes a grantee and assumes any and all legal and financial accountability for the awarded funds and for the performance of the grant-support activities.

Please note: If your IRB/Ethics Committee approval is pending, you are still encouraged to apply. If you are awarded a grant and you do not attach your IRB/EC approval to your application, proof of IRB/EC approval must be shown before research begins.

Application Review Criteria

NOTE - IRB approval is required for all studies involving human subjects and animals.

The following criteria, are used in reviewing all research small grant applications:

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| I. | Title: Must include major variables and populations | 1 point |
| II. | Abstract: 300-word limit | 3 points |
| III. | Budget and justification | 10 points |
| IV. | Biographical sketch: 2-page limit
(One for each Principal and Co-investigator(s)) | 1 point |
| V. | Narrative: (APA style) | 70 points |

Specific Aims and Purpose (10 points)

In this section the following questions are considered:

- What is the issue or concern which led to the need for this study?
- What is the overall goal of the proposed research?
- What are the specific aims that will be achieved by this research?
- What research question or hypotheses are being addressed?

Background and Significance (10 points)

In this section the following questions are considered:

- What is the scope of the research question?
- What is already known and what are the limitations from prior research?
- Why is this research question significant?
- How will this proposed study fill in the gaps in existing knowledge?
- What are the implications for nursing?

Research Design and Methods (50 points)

In this section, the following components are considered, as appropriate to the study:

- Conceptual framework
- Study design
- Sample (population, participant selection, sample size and justification, inclusion/exclusion criteria)
- Data collection methods/instruments
- Data analysis (qualitative or statistical procedures)
- Methods of procedure with study timeline (plan for implementation, procedures for informed consent, steps of data collection, analysis)

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| VI. | Expected results and future plans to secure funding | 10 points |
| VII. | References: (excluded from page limit) | 5 points |

- VIII. Appendices: (optional; excluded from page limit)
These appendices may include the following:
- A. Research instruments
 - B. Consent letters for use of instruments
 - C. Letters of agreement with agencies
 - D. Institutional review documents (IRB)
 - E. Other supportive data

RESEARCH PLAN AND FUTURE INTRAMURAL/EXTRAMURAL FUNDING PLANS:

1. **Specific Aims:** Provide a brief statement of the problem and your hypotheses. List the most important objectives of your work. (1/2 page)
2. **Background and Significance:** Briefly describe the background of this proposed work and indicate how it will fill gaps in the existing knowledge. Also, indicate any preliminary work that is pertinent to this project. (2 pages)
3. **Research Design and Methods:** Briefly describe the research design and methods that will be used to accomplish the specific aims of the project. Include discussion of study site, population/sampling design, data collection including instruments/measures with reliability and validity information, data analysis, and specific procedural elements with timeline. The data collection instruments/measures should be attached as an appendix (4 pages).
4. **Expected Results and Future Plans to Secure Extramural Funding:** Describe in detail the expected results of the project and how it will lead to securing research funding from granting agencies (including the next level of intramural funding from UMMC sources) once this project is complete. This section should include a discussion of specific plans for dissemination and publication of findings (1 page).
5. **Previous Requests for Funding:** Describe any previous attempts to obtain funding for this project. Include any reviews and review scores from external funding agencies or intramural sources for prior submissions. (1 page)
6. **References:** (1 page)
7. **Appendices** (excluded from page limits)
These appendices may include the following:
 - Data collection instruments
 - Consent letters for use of instruments
 - Letters of agreement with agencies
 - Institutional review documents (IRB)
 - Other supportive data