



Agnes Marshall Walker Foundation (AMWF) Research Grant Application

These guidelines, prepared by the Agnes Marshall Walker Foundation (AMWF), are offered to elaborate on the required documentation for the AMWF Research Grant and provide insight regarding what the review committee expects from applicants. Adherence to these guidelines does not guarantee that the applicant will receive a grant. Applicants may seek additional clarification from any member of the AMWF staff or board.

Purpose:

To Provide financial assistance to neuroscience nursing research projects that address the clinical practice, educational, certification, or administrative dimensions of neuroscience nursing.

Research Funding:

The AMWF issues the following information for the Research Grant:

1. Each grant allocation will be determined by the amount of funds requested and must be clearly delineated on the grant application form. Funds are available up to \$5,000 depending on budget for proposal and competing research grants.
2. Funding cannot be obtained from AMWF for a research project that is already 100% funded from another source. However, a request can be made to AMWF for funding to expand or enhance a currently funded research project.

Focus Areas:

Research proposals that address clinical practice, educational, certification, or administrative dimensions of neuroscience nursing are requested. Quantitative and qualitative research projects will be accepted for review. The topic of study must have direct relevance and applicability to neuroscience practice. Preference will be given to research studies. Studies that address scholarly work such as clinical outcomes, quality improvement, evidence-based practice projects, and program evaluation projects are encouraged.

Eligibility:

1. The principal investigator (PI) must be a registered nurse and a member of AANN.
2. The following are not eligible: current National or International Leadership Board of Directors members.
3. Must not have received a travel grant, certification, recertification grant, or research grant from AMWF within the past five (5) years. Must be currently working in neuroscience nursing.
4. Two letters of recommendation in support of applicant must be submitted. (See appendices below). These letters, along with one copy of the nursing license or RN Certificate, must be scanned into electronic format and submitted with the email application.

Use of Funds:

1. Funds may be awarded for support during any phase of a study.
2. Up to \$500.00 of the funds may be designated for travel/hotel to the AANN Annual Meeting for presenting the research findings.
3. Funds will not be awarded to develop a research proposal.
4. Funds may not be used for investigator(s) salary.
5. Funds may not be used to purchase computers.
6. Funds may not be used to pay for indirect costs.

Deadline:

1. Completed applications must be **received** at the AMWF Headquarters by email no later than **Tuesday, February 16, 2016. AMWF only accepts submissions via email. All applications must be typed or will be disqualified.** Email to grants@AMWF.org (subject line: 2016 Research Grant Application)
2. Incomplete applications will not be considered.

Review Process:

1. Completed applications will be reviewed by the Agnes Marshall Walker Foundation (AMWF) Board and scored based on the applicant's compliance with eligibility criteria as well as quality and comprehensiveness of response.
2. If you have not obtained notification that your application has been received at the AMWF office by 2 weeks after the submission date, please contact AMWF at info@amwf.org.

Notification:

All applicants will be informed of the AMWF Board decision prior to mid-March of 2016. Recipients of grants will receive a check in the amount (in U.S. Dollars) determined by AMWF as limited by the guidelines for the program and by the budget submitted by the recipient.

Recipients of this grant agree to:

1. Complete the project within two (2) years of the initial funding.
2. Submission of a progress report quarterly until the research project is completed (format for this report can be found at AMWF.org).
3. While the Agnes Marshall Walker Foundation would prefer submission of the grant recipient's manuscript to the Journal of Neuroscience Nursing, submission to other appropriately reviewed journals is also acceptable and encouraged.
4. Present an oral or poster presentation pertaining to the research project at the American Association of Neuroscience Nurses (AANN) Annual Educational Meeting within two (2) years of initial funding.
5. Acknowledge in any publication, paper, or poster that the research project was supported by the Agnes Marshall Walker Foundation (AMWF).
6. Submit a summary quote or statement to AMWF about the benefits of receiving the grant within ninety (90) days of presenting at the annual meeting following the funding period. Send the statement to grants@AMWF.org.
7. AMWF Research Recipients may be asked to serve as mentors for novice researchers.
8. Grant permission to AANN and AMWF to use their name in promotion of the AMWF grant program in the AANN *Neuroscience News*, AANN/ABNN website, at the AANN Annual Meeting, on Facebook, through other social media, and otherwise.
9. Complete a W-9 for our financial records.

General Grant Instructions:

1. Submit completed research grant application
 - a. Application Form (to be completed by the PI)
 - b. Title page
 - c. Abstract
 - d. Proposal Narrative (use outline that follows)
 - e. Appendices
 - f. Budget
 - g. Biographical Sketch
 - h. Copy of nursing license or RN Certificate (international members)
2. Proposals must be typed with 12-point font, single-spaced with 1-inch margins on 8½ x 11 inch paper.
3. The proposal narrative must not exceed five (5) single-spaced pages in length (excluding cover letter, application form, title page, abstract, references, appendices, and checklist).
4. Adhere to all guidelines. Failure to comply with all instructions and guidelines will result in delay and possible disqualification of your grant application.
5. Applications will be treated as privileged communications with access restricted to members of the collateral reviewers, Board of Directors, and involved AMWF management staff.
6. When more than one investigator is listed, the first individual named will be considered the principal investigator and the person with whom AMWF will communicate, and the PI who will assume responsibility for the conduct of the research.
7. The PI will be required to submit a quarterly (until the project is completed) and /or final progress report to the AMWF.
8. Final reports are to be submitted within 90 days following completion of the funded project in journal manuscript form. Theses or dissertations are not acceptable as final reports.

Guidelines for Preparation of Narrative:

1. **Abstract** - Include an abstract of your proposed research or project. The abstract is meant to serve as a succinct and accurate description of the proposal when separated from the application. Outline objectives/aims, methods, and relatedness of the subject to transplantation. Do not exceed 250 words.
2. **Title Page**
 - a. Title of project
 - b. Name of the research award
 - c. PI: Name, Position Title, Institution, Mailing Address, Telephone numbers.
 - d. Performance sites: Indicate organization and address if research is going to be conducted in institutions other than the PI's institution.
3. **Proposal Narrative**
 - a. **Purpose of the Study/Project** – State clearly the purpose of the study/project including how the project makes a contribution to neuroscience.
 - b. **Specific Aims/Hypotheses/Research Questions** – State concisely and realistically what the project/research described is intended to accomplish. State the hypotheses this research is intended to test and/or the research questions it is designed to answer.

- c. **Theoretical/Conceptual Framework/Rationale** - Summarize the theoretical framework or rationale as appropriate. For outcome/quality improvement/program evaluation studies, describe rationale as appropriate.
- d. **Significance and Background** - Describe the background of your proposal. Critically evaluate existing knowledge. Include current literature that is directly pertinent to the project and that assists in clarification of purpose and procedures. Specify the gaps that the project is intended to fill. Concisely identify the importance of this study by relating it to the study objectives and its contribution to neuroscience and potential for leading to further research.
- e. **Methodology and Timetable** - Discuss the research design and procedure(s) to be used to accomplish the specific aims. Identify the study sample and the reasons for using this sample, and the study setting. Specify the protocols and instruments to be used. Where appropriate, describe the process, and validity and reliability of the instruments. Include the proposed timetable for the study. State the plans for data management and analysis. Identify potential limitations and difficulties, and alternative procedures that may be used.
- f. **Protection of Human Subjects and Animal Use** - Specify any procedures or other aspects of the study that might pose a risk to the participants and/or investigator(s) and the precautions that will be taken. Attach evidence that the proposal has been reviewed and approved by an established institutional review board (IRB) in the appendices. The proposal must be either (1) submitted to the appropriate IRB and under review or (2) have IRB approval prior to sending in the application. **Final IRB approval must be submitted before monies are dispersed.** Attach a copy of the consent form in the appendices.

For outcome/quality improvement/program evaluation studies, indicate that the IRB and/or Ethics Committee has been consulted on the project. Include a statement regarding the IRB's and/or Ethics Committee's decision for reviewing (or not reviewing) the project.

If laboratory animals will be used as subjects in any part of the proposed study, state species, strains, ages and numbers of animals to be used. If the animals are in short supply, costly, or will be used in large numbers, state the reason for their use. Describe the procedures that will be followed to assure adequate care of any animals involved. Include procedures to avoid unnecessary discomfort pain or injury to animals.

- g. **References** - Reference guidelines are to follow the current American Psychological Association (APA) format. Each citation must be in APA format. Web resource address is: www.apa.org.

The general format for an article citation in the reference list is:

Author, A. A., Author, B. B., & Author, C. C. (2001). Title of article. *Title of Periodical*, xx, xxx-xxx.

The general format for a book citation in the reference list is:

Author, A. A. (2002). *Title of Book*. Publication information.

Appendices:

1. Two (2) letters of support must be included with the application. These should be written by colleagues who are knowledgeable about the research, administrators or medical directors of collaborating institutions, and/or project consultants. If the proposal is a thesis or dissertation research, a third letter of support must be included from the research advisor/committee chair.
2. Evidence of institutional review board approval
3. Participant consent form
4. Biographical sketch (no more than 2 pages)
5. Copies of any instrument/questionnaires

Budget:

Clearly explain each budget item and cost calculation. The budget should include the following items as appropriate:

1. **Total amount requested**
2. **Personnel:** This may include research assistants or biostatistical support. The rationale should include hourly rate and number of hours. Activities and cost must be clearly described.
3. **Consultants:** The rationale should include hourly rate and numbers of hours. Their contributions must be clearly described.
4. **Supplies and equipment:** It must be demonstrated that equipment is essential for the conduct of the study. Identify where any and all equipment will be housed at the completion of the study. Supplies should be itemized and documented with cost estimates.
5. **Travel:** Only travel absolutely essential to the conduct of the study will be approved. Specify the purpose, distance and cost of travel. Up to \$500.00 of the funds may be designated for travel/hotel to the AANN Annual Meeting for presenting the research findings.
6. **Other funding sources:** List all current funding sources and amounts, and other pending sources of funding and amounts. Clearly describe how other funding sources are being used and why additional funding is requested.
7. **Other costs:** Subject costs, computer costs, and lab tests should be included in this section. Accurate cost estimates and justification must be included.

Biographical Sketch:

Please limit to two (2) pages and include the following information: (may submit an existing bio-sketch)

1. Name
2. Position
3. Education
 - a. Institution
 - b. Degree
 - c. Year
 - d. Major
4. Previous Employment/Experience
 - a. Honors
 - b. Memberships
 - c. Research-related Committees
5. Publications*
 - a. Titles
 - b. Authors

c. Complete References

**Select the most relevant publications to adhere to two-page bio-sketch limit.*

Guidelines for Preparation of the Final Report for Funded Projects:

Final narrative and financial reports are due 90 days following completion of the funded project. The final report should be presented in the following order:

1. Abstract (up to 250 words)
2. Summary of project aims
3. Theoretical/conceptual framework (if appropriate)
4. Methods, procedures, sampling
5. Summary of findings
6. Recommendations
7. Financial Summary

Questions:

If you have any questions about this grant or the application process, please contact AMWF staff at grants@AMWF.org.

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*indicates required field

*Name & Credentials: _____

AANN Membership number (optional): _____

*Home Address: _____

*Home Phone: _____

*Work Address: _____

Work Phone: _____

*Email: _____

*Nursing License # and date of expiration: _____

*Please provide an electronic (e.g., scanned) copy of license or other documentation. If not applicable (i.e., international members), provide a copy of your RN certificate and an English translation of the document.

***Have you received an award for certification, recertification, travel, or research grant in the last 5 years?**

- Yes
 No

***Are you and/or the principal investigator (PI) must be a registered nurse and a member of AANN?**

- Yes
 No

***Are you a current Board member of a National or International Leadership Board of Directors?**

- Yes _____
 No

***Are you now receiving other support for this research?**

- Yes
 No

If yes, please identify sponsor and provide estimated US dollar amounts. Budget for these funds must be submitted with application.

Sponsor(s): _____

Amount Received: _____ Dates Covered: _____

***Are you applying for other support for this research?**

- Yes
 No

If yes, please identify sponsor and provide amount requested. Budget for these funds must be submitted with application.

Sponsor(s): _____

Amount Requested: _____ Approximate Dates of Funding Period: _____

***Summary of Funding**

Amount received from sources other than AMWF: \$ _____

Amount requested from sources other than AMWF: \$ _____

Amount requested from AMWF: \$ _____

Total Budget of the Project: \$ _____

If other support requested is received, it is expected that you will submit a copy of your funding notice to AMWF for your current file. NOTE: Under budget, justify how the funds received from AMWF will support a particular aspect of this research distinct from that of other requested or actual sources of funding. It is expected that the PI will not accept duplicate funding.

***Please indicate whether the grant should be made payable to you as an individual or to your institution:**

AANN Member (you)

Institution: _____

***Human Subjects Protection:**

Human subjects involved?

Yes

No

Animal subjects involved?

Yes

No

Institutional Review Board Approval Date: _____

Note: IRB approval must be obtained before sending in the application; pending approval is not accepted; there are no exceptions.

***Project Team:**

Co-Investigators?

Yes (If yes, include bio-sketch for each person)

No

***Project Timeline:**

Starting Date of Project: _____

Proposed Completion Date: _____

***As a recipient of this grant, I agree to:**

1. Complete the project within two (2) years of the initial funding.
2. Submission of a progress report quarterly until the research project is completed (format for this report can be found at AMWF.org)
3. Submit a publishable manuscript presenting the research project to *Journal of Neuroscience Nursing* or another appropriate refereed journal.
4. Submit a paper or poster pertaining to the research project at the American Association of Neuroscience Nurses (AANN) Annual Educational Meeting within two (2) years of initial funding.
5. Acknowledge in any publication, paper, or poster that the research project was supported by the Agnes Marshall Walker Foundation (AMWF).
6. Submit a summary quote or statement to AMWF about the benefits of receiving the grant within ninety (90) days of attending the annual meeting. Send the statement to grants@AMWF.org.
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9. Complete a W-9 for our financial records.

Authorized Signature (electronic)

Date