Guidelines for Writing Nursing Research Grant Applications

Terms and abbreviations
PI  Principal Investigator
FTE  Full Time Equivalent
JIT  Just In Time
CCTR  Center for Clinical & Translational Research

Where do you go to for help?

<table>
<thead>
<tr>
<th>Who</th>
<th>Role</th>
<th>What</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debra Ridling</td>
<td>Nursing Research Committee Chair</td>
<td>Administrative questions</td>
<td>email</td>
</tr>
<tr>
<td>Karen Thomas</td>
<td>Nurse Researcher</td>
<td>Mentoring for writing the application and developing the research plan</td>
<td>Schedule through Christine Randall</td>
</tr>
<tr>
<td>Stacey Morris</td>
<td>CCTR Grants and Contracts Administrator</td>
<td>Nursing research grant budget and submission process</td>
<td>email</td>
</tr>
<tr>
<td></td>
<td>CCTR Biomedical Statistics Core Statisticians</td>
<td>Statistics advice, power analysis for sample size</td>
<td>Online request form</td>
</tr>
<tr>
<td>IRB</td>
<td>Human Subjects approval</td>
<td>IRB questions related to planning of the research. Advice regarding preparation of IRB application. Review &amp; approval of proposal</td>
<td>IRB web site</td>
</tr>
</tbody>
</table>

The Application

Application form sections and headings are highlighted.
Explanations and guidance are in italics.

Overall – follow the instructions! Stay within the page limit.

**Title**
*Should capture project goal, problem addressed, and approach*

**Abstract (500 words)**
*Structured (Background, Specific Aims, Design, Methods). Use these subheadings.*
**Budget & Budget Justification**

*Stacey Morris, CCTR grants and contracts administrator, provides assistance in developing your grant budget. Before consulting with Stacey you need a concrete research plan; she will help you determine costs for the grant activities. One approach to help you think about costs is to mentally track a subject from recruitment through enrollment, study procedures, and completion of data collection and consider everything and everybody needed to conduct the project. Be prepared to describe to Stacey what you need (types of people paid on the grant, supplies, subject payment, equipment, services) and she will help translate into a budget.*

**Salaries**

*Are you paying yourself or other team members to conduct the research? What help will you hire? What will the person do? What kind of job position do you need to hire? Time commitment? Hours/week? For how long? See below under “Purchased Services” regarding CCTR Core Services that you buy instead of directly hiring personnel. Note: if you will hire nurses and the time commitment on the grant combined with regular employment totals more than 100% (40 hrs/wk) your budget will need to include overtime pay.*

**Benefits**

*Calculated as a percentage of the salary (above) for all personnel hired directly on the grant.*

**Purchased Services**

*The Center for Clinical and Translation Research (CCTR) provides many types of grant help for a flat hourly rate. Visit the CCTR Core Services and Facilities web page for more information. These CCTR services include the Core for Biomedical Statistics (statistics support) and the Clinical Research Staff Support Core (buy help with protocol development, study start-up, data collection, data management, recruitment and enrollment, etc.). Also consider lab fees, rented equipment.*

**Supplies and Materials**

*Consider all supplies needed for the study. Fees for use of questionnaires? Lap top for data collection? Digital recorder? File folders? Mailing envelopes?*

**Equipment**

*Equipment refers to big ticket items (> $5000)*

**Other Expenses (postage, copying, printing, shipping, research subject payment)**

*Will you provide subject payment or gift? Mail materials to subjects? Have prepaid return envelopes to collect information? Make copies of consents, instruments?*

**Consortium/Contractual Costs**

*Revised 8/21/2014*
Will you pay someone from another institution?

**Biographical Sketch**

Use form provided. Include biosketch for all members of the research team (including biostatistician) and also research mentor, if named.

**Research Plan**

**Background**

What is the problem? What is the purpose of the project? 5-6 sentences clearly identifying the focus of the project, the conceptual framework, variables of interest. What do we know? What don’t we know? What is the gap? How will your project fill the gap and why that will be helpful? Supported by references from the literature. Helpful resources available through the Seattle Children’s Library as well as free help from the librarians.

**Significance**

Why is your research project important? Think in terms of prevalence of the problem, cost, caregiving impact, time, safety, complications, patient and family satisfaction.

**Specific Aims**

What will the project achieve? Use strong action verbs (describe, explore, compare, predict, etc. that connect with the type of analysis to be performed. The aim should indicate “what”, “in whom”. Aims should be specific, measurable, realistic. A maximum of 3-4 aims is appropriate for the scope of the nursing grants.

It is helpful to write either research questions or hypotheses to be tested.

**Research Design**

Name the study design to be used. Does the design fit the study aims?

**Methods**

Who, what, when, where, how. How will you conduct the project? Use these subheadings under Method:

| Subjects | Recruitment, inclusion & exclusion criteria, availability, samples size justified with power analysis. Selecting who will be included in your study helps control bias and is the basis for ability to generalize. |
| Setting | Where will the study be conducted? Describe characteristics likely to influence results. |
| Instruments | Connect study variables with their measures. Briefly describe the instrument and its validity and reliability. |
| Procedure | Step by step description of study. How will you be sure data is accurate and collected consistently? If testing an intervention, how will you be sure the intervention is applied consistently [i.e., fidelity of the intervention]? What is the “dose” of the intervention? |
| Analysis | Organize by specific aims. Name the analysis to be performed. The analysis fits the aim |
and/or hypothesis. A statistician is a valuable resource and important part of your team.

**Dissemination Plan**
Where will you submit findings for presentation? What publications are planned? How will you assure that findings are disseminated? Biostatisticians who work as part of your research team should be included in the writing process and authorship.

**Timetable**
Include projected timeline for the funding period estimating start-up time, project activities such as recruitment, initiation and completion of data collection, analysis, and dissemination. A table may be helpful to depict the timeline. For example:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Jan/Feb</th>
<th>Mar/Apr</th>
<th>May/June</th>
<th>July/Aug</th>
<th>Sept/Oct</th>
<th>Nov/Dec</th>
</tr>
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<tbody>
<tr>
<td>Obtain IRB approval</td>
<td>X</td>
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<tr>
<td>Obtain supplies</td>
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<tr>
<td>Train data collectors</td>
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<tr>
<td>Recruit</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Data collection</td>
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<td>X</td>
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<tr>
<td>Analysis &amp; writing results</td>
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<td>X</td>
<td>x</td>
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</table>

**References**
Use APA format. Include references for only those sources cited in the application. Comply with best practices for preventing plagiarism (http://www.plagiarism.org/).

**Appendix**
Attach copies of data collection forms, surveys, questionnaires, etc. Attach letters of support from unit management, mentor, consultants.