**APPLICATION INSTRUCTIONS AND CHECKLIST**

# TO COMPLETE THE APPLICATION

### The Nurse Scientist is available to assist with research study questions, design, and methods. Email to schedule an appointment.

1. The CCTR Nursing Research Coordinator will assist in the development of your budget. See next page for additional resources and information.
2. Complete all required application materials (see the checklist below).
3. Format Specifications
	* Font: Arial 11
	* Page Margins: Use at least one- half inch margins (top, bottom, left, and right) for all pages
	* Application Spacing: Single-spaced
	* Do not exceed page limitations noted for each section on the application
4. Application materials may be submitted in the following formats: \*.doc, \*.docx, \*.xls,

\*.xlsx,\*.pdf. Please combine documents into one file.

1. Applicants that are not awarded funding may reapply for future funding.

 **BEFORE APPLICATION SUBMISSION**

The Institutional Review Board (IRB) requires that applicants to be a member of one of the research centers at Seattle Children’s. Joining will allow access to resources. To become a member of the Center for Child Health, Behavior and Development, visit [Become a CHBD Member | Seattle Children's (seattlechildrens.org)](https://child.seattlechildrens.org/research/centers_and_programs/CHBD/become-a-chbd-member/) web pag[e. You will be applying as a Full Member. **For the Seattle Children’s Department/Division question**, enter “Center for Pediatric Nursing Research.” You may also affiliate wit](http://www.seattlechildrens.org/research/clinical-and-translational-research/members/membership-benefits-requirements/)h other centers if more appropriate to your area of study.

Research CCTR has sev[eral](http://www.seattlechildrens.org/research/clinical-and-translational-research/cores/) [core services](https://www.seattlechildrens.org/research/centers-programs/clinical-and-translational-research/cores/) [th](http://www.seattlechildrens.org/research/clinical-and-translational-research/cores/)at may be of use to funded projects. The costs of these services should be included in the project budget. Selected core services are offered to grant recipients at a subsidized rate. The Nursing Research Program Coordinator can help you in determining the cost of these services.

To request a biostatistical consultations for your applications, applicants must contac[t](http://www.seattlechildrens.org/research/cores/ccbs/how-to-request-services/)

 [Children’s Core for Biomedical Statistics](https://www.seattlechildrens.org/research/resources/bear/contact/) [at](http://www.seattlechildrens.org/research/cores/ccbs/how-to-request-services/) **least 4 weeks in advance of the application deadline.**

### Indicate you are working on a nursing project (under "anything else you want us to know.")

### **Two weeks before the grant deadline, submit budget to Nursing Research Program Coordinator for review.**

**APPLICATION SUBMISSION**

1. Email completed application materials to the NursingResearch@seattlechildrens.org inbox by the application due date.
2. Submissions will be reviewed, and applicants notified of award status within one month of the application deadline.

**CONTACT INFORMATION**

For general questions, email NursingResearch@seattlechildrens.org

See Guidelines for additional contact information.

**APPLICATION CHECKLIST**

#  SEE AND FOLLOW GUIDELINES FOR WRITING NURSING RESEARCH APPLICATIONS

### See next page

 **COVER PAGE** *(use application form provided)*

### Current PI information

* + Department/Unit information
	+ Title of proposed project
	+ Abstract should use the following headings (limit 500 words):
		- Problem statement
		- Background
		- Specific Aims
		- Design and Method
	+ Applicant’s signature\*
	+ Department/Unit Director signature (e*lectronic signatures are acceptable)*

**BUDGET AND BUDGET JUSTIFICATION** *(limit 2 pages, use form provided)*

### Provide a detailed budget justification that includes an explanation for why support is needed for each expenditure.

**BIOSKETCH** (limit 4 pages for each)

### Use NIH Biosketch form for PI and each Co-PI (use form provided)

 **RESEARCH PLAN: SIGNIFICANCE, AIMS, METHODS** (limit 5 pages)

### Background and Significance

* + Specific Aims and Research Questions
	+ Research Design and Methods including:
		- Subjects
		- Setting
		- Instruments
		- Procedure
		- Statistical analysis, power estimates, etc.

 **DISSEMINATION PLAN** (limit 1/2 page)

### Explain how you will disseminate your findings (e.g. abstract, poster, symposium, manuscript, etc.).

* + Agree to present at the Nursing Research Symposium (typically in May).

 **TIMETABLE** (limit 1 page) **REFERENCES** (limit 1 page) **APPENDIX**


### Include additional materials, instruments, etc.

* + Letter of support from supervisor.

**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 and Translational Research

**Where do you go to for help?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Who** | **Role** | **What** | **Contact** |
| Debra Ridling | Senior Director, Nursing Research | Administrative questions | Debra.Ridling@seattlechildrens.org |
| Elaine Walsh | Nurse Scientist | Mentoring for writing the application and developing the research plan | Schedule through Alyssa Hernandez |
| Kaycie Alanis | Nursing Research Program Coordinator | Nursing research grant budget and submission process |  Kaycie.Alanis@seattlechildrens.org  |
| Kristy Carlin | Statistician | Statistics advice, power analysis for sample size | [Online Request For](https://www.seattlechildrens.org/research/resources/bear/contact/)[m](http://www.seattlechildrens.org/research/cores/ccbs/how-to-request-services/) |
| IRB | Human Subjects approval | IRB questions related to planning of the research. Advice regarding preparation of IRB application. Review & approval of proposal. | [IRB websit](https://www.seattlechildrens.org/research/resources/institutional-review-board/)[e](http://www.seattlechildrens.org/research/support-services/institutional-review-board/)[Consultation Request Form](https://www.seattlechildrens.org/research/resources/institutional-review-board/consultation-process/) |
|  |  | General Questions | NursingResearch@seattlechildrens.org |
|  | Research Coordinator Core | CRC (Clinical Research Coordinator) hiring | RCC@seattlechildrens.org |

**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 (Problem Statement, Background, Specific Aims, Design, Methods). Use these subheadings. Comply with word limit.

## Budget & Budget Justification

The Nursing Research Program Coordinator, provides assistance in developing your grant budget. Before consulting the Program Coordinator for fiscal help, you need a concrete research plan; the Coordinator 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 what you need (types of people paid on the grant, supplies, subject payment, equipment, services) and she will help translate into a budget. **The grant budget should be submitted to the Nursing Research Program Coordinator for review two weeks before the grant submission deadline. Double check math on the final document before submitting the application.**

## 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. Thes[e](http://www.seattlechildrens.org/research/clinical-and-translational-research/cores/) [CCTR core services and facilities](https://www.seattlechildrens.org/research/centers-programs/clinical-and-translational-research/cores/) [i](http://www.seattlechildrens.org/research/clinical-and-translational-research/cores/)nclude Research Coordinator Core (RCC). Contact the RCC manager, for assistance planning purchased services (assistance 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? Laptop 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

Will you pay someone from another institution?

## Biographical Sketch

Use form provided. Include biosketch for all members of the research team and research mentor, if named. What are your qualifications for doing this project?

## Research Plan

*In order to maximize consideration of Equity, Diversity and Inclusion in research, complete the* [*Equity Considerations checklist*](https://www.seattlechildrens.org/globalassets/documents/research/nursing/equity-considerations-checklist.docx)*. This does not need to be submitted with the application, but it should be discussed with the Nurse Scientist while designing the project. It might also be helpful to review the* [*Equity Impact Assessment tool*](https://child.seattlechildrens.org/people_and_places/departments/center_for_diversity_and_health_equity/equity-impact-assessment/)*.*

### 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. Why is the problem important at Children's? How is the project innovative?

### 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, and 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. Is the study inclusive of all genders and all racial/ethnic groups? If not, are rationale provided for exclusion of groups, or a focus on specific groups? Describe how you will insure protection of human subjects.* |
| *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.* |
| *Procedures* | *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? What steps will you take to be sure that access to the study is equitable and that diverse individuals/groups are included?* |
| *Analysis* | *Organize by specific aims. Name the analysis to be performed. The analysis fits the aim and/or hypothesis. The statistician is a valuable resource and important part of your team. The statistician will assist in writing this section.*  |

### 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:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | *Jan/Feb* | *Mar/Apr* | *May/June* | *July/Aug* | *Sept/Oct* | *Nov/Dec* |
| *Obtain IRB approval* | X |  |  |  |  |  |
| *Obtain supplies* | X |  |  |  |  |  |
| *Train data collectors* | X |  |  |  |  |  |
| *Recruit* |  | X | X | X |  |  |
| *Data collection* |  | X | X | X | X |  |
| *Analysis & writing results* |  |  |  |  |  | X |

### **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/).](http://www.plagiarism.org/)

**Appendix**

*Attach copies of data collection forms, surveys, questionnaires, etc.*

### Attach letters of support from unit management, mentor, and consultants. These can be copies of email messages.