APPLICATION INSTRUCTIONS AND CHECKLIST

TO COMPLETE THE APPLICATION

A. Nurse researcher, Karen Thomas, is available to assist with research study questions, design, and methods. Email Sharon Aragon at to schedule an appointment.

B. The CCTR Nursing Research Coordinator, Stacey Morris, will assist in the development of your application and budget. See next page for additional resources and information.

C. Complete all required application materials (see the checklist below).

D. 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

E. Application materials may be submitted in the following formats: *.doc, *.docx, *.xls, *.xlsx, *.pdf

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, including two hours of statistical consultation. To become a member of the Center for Clinical and Translational Research, visit the Become a CCTR Member web page. You may also affiliate with other centers if more appropriate to your area of study.

☐ Research CCTR has several core services that 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 Program Coordinator can help you in determining the cost of these services.

☐ To request a biostatistical consultations for you applications, applicants must contact Children’s Center for Biomedical Statistics at least 4 weeks in advance of the application deadline.

APPLICATION SUBMISSION

A. Email completed application materials to the NursingResearch@seattlechildrens.org inbox by the application due date.

B. Submissions will be reviewed and applicants notified of award status within one month of the application deadline.

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

Updated 11/6/2014
CONTACT INFORMATION

For general questions, email nursingresearch@seattlechildrens.org

Debra Ridling PhD, MS, RN
Nursing Research Committee Chair

Karen Thomas PhD, RN
Nurse Researcher

Stacey Morris
Nursing Research Program Coordinator
APPLICATION CHECKLIST

☐ SEE GUIDELINES FOR WRITING NURSING RESEARCH APPLICATIONS
  • See next page

☐ COVER PAGE (use 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*
    *Electronic 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, which also includes a completed example)

☐ 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 nursing research symposium (to be scheduled in 2015)

☐ TIMETABLE (limit 1 page)

☐ REFERENCES (limit 1 page)

☐ APPENDIX (letter of support from research mentor, if required)
  Include additional materials, instruments, etc.
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?

<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 Sharon Aragon</td>
</tr>
<tr>
<td>Stacey Morris</td>
<td>CCTR Grants and Contracts Coordinator</td>
<td>Nursing research grant budget and submission process</td>
<td>email</td>
</tr>
<tr>
<td>Children’s Core for Biomedical Statistics</td>
<td>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 Obtain advice by using the Consultation Request Form</td>
</tr>
</tbody>
</table>

General Questions
- Nursing Research

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.

Budget & Budget Justification
- Stacey Morris, CCTR grant and contract coordinator, 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. These CCTR core services and facilities include the Children’s Core for Biomedical Statistics (statistics support) and the Clinical Research Staff Support Core (assistance with protocol development, study start-up, data collection, data management, recruitment and enrollment, etc.). Also consider lab fees, rented equipment.  

**Supplies and Materials**

**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 (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:
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<thead>
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<th>Task</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>
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<td>Obtain IRB approval</td>
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<tr>
<td>Train data collectors</td>
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<tr>
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<tr>
<td>Analysis &amp; writing results</td>
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**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, consultants.