American Society of PeriAnesthesia Nurses

NURSING RESEARCH GRANTS PROGRAM
APPLICATION GUIDELINES

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American Society of PeriAnesthesia Nurses
NURSING RESEARCH GRANTS PROGRAM
APPLICATION GUIDELINES

Philosophy

The Research Committee of the American Society of PeriAnesthesia Nurses (ASPA) was established to encourage and support the development of a body of scientific knowledge in the field of perianesthesia nursing. The Nursing Research Grants Program is designed to support active ASPAN members seeking to conduct research that contributes to the advancement of perianesthesia nursing science and the improvement in patient care. This support may be in the form of peer review, thoughtful critique, and recommendations, as well as financial support. The goals of the ASPAN Nursing Research Grants Program are multi-faceted and include:

• To promote involvement of ASPAN members in research, from the beginner to the experienced nurse researcher;

• To develop a scientific body of knowledge in the field of perianesthesia nursing;

• To support and validate the PeriAnesthesia Nursing Standards and Practice Recommendations;

• To promote evidence-based practice within perianesthesia areas;

• To establish a mechanism for research utilization and dissemination.

Funding Priorities

• Research related to perianesthesia clinical practice

• Research related to perianesthesia standards

• Research related to perianesthesia nursing education

• Research related to perianesthesia patient/family education

Funding Categories

ASPA acknowledges the importance of nursing research and mentorship. Grants will be accepted from beginning to experienced nurse researchers, capturing the range of experience in nurse researchers’ careers.
Grant Administration and Funding Amounts

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<thead>
<tr>
<th>Beginning Nurse Researcher</th>
<th>Experienced Nurse Researcher</th>
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<td>$500 to $3,000</td>
<td>$3,000 to $10,000</td>
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The ASPAN Nursing Research Grants Program is funded through ASPAN and administered by the ASPAN Research Committee. Grants will be awarded based on availability of funding, scientific merit, feasibility of completing the research project within one year, and the strategic priorities designated by the ASPAN Board of Directors and the ASPAN Research Committee. Generally one to two research grants are awarded each year.

Beginning Nurse Researchers

Funds from this category will be awarded to individuals and groups with minimal exposure to research as a principal investigator. Individual awards may be allocated to registered nurses conducting self-initiated research projects as part of their matriculation for baccalaureate or graduate education. Those nurses seeking grants to fund a thesis or dissertation for graduation must submit a letter of approval from their thesis committee. Team projects funded under this category could include, but are not limited to, unit-based research studies, district level studies and needs assessment, and research utilization projects to institutional-based, multi-disciplinary research studies, and component level studies. All projects must be related to, and contribute to, the growth of evidence-based perianesthesia nursing practice.

All applicants in this category must provide evidence of expert consultation, mentorship, and support to assure that the project is scientifically sound and conducted within generally accepted research guidelines. Examples of evidence of expert consultations are support letters and biosketches of the mentor(s) and/or have the support of an experienced co-investigator (preferably doctorally prepared, minimally masters prepared). Neither the mentor and/or co-investigator are required to be a member of ASPAN. The co-investigator could be a student’s faculty advisor, head of research at an institution, or Dean/Chair of Nursing.

Experienced Nurse Researcher

Funds from this category will be awarded to registered nurses with evidence of research expertise. Individual awards may be allocated to registered nurses with documented research experience as well as to registered nurse conducting studies as part of post-doctoral study in the field of perianesthesia nursing and doctorally-prepared nurses with/or working with a mentor with a documented history and existing program of research. Team projects funded under this category could include, but are not limited to institutional-based, multi-disciplinary research studies, regional level studies, pilot investigations, and research utilization projects to multi-disciplinary, multi-site, and/or multi-phase research studies conducted by a team of healthcare professionals, a member of which must be a doctorally-prepared nurse with a documented history and existing program of research. All projects must be related to, and contribute to the growth of evidence-based perianesthesia nursing practice.
All applications in this category must provide evidence of research expertise and/or expert consultation, mentorship, and support to assure that the project is scientifically sound and conducted within generally accepted research guidelines. A support letter and biosketch of an advisor can be evidence of expert consultation.

_The determination of the beginner to experienced nurse researcher, realizing that there is a range of experience between these, will be determined by the ASPAN Research Grant review team based on the information provided in the grant application._

**Timeframe for Research Projects**

All requirements of the project must be completed within one year from the notice of grant award.

**Review Process**

All applications undergo a review process at every level. All proposals are initially reviewed by members of the Research Grant Work Team for completeness and compliance with the application guidelines. Acceptable proposals are then blinded and forwarded to members of a Peer Review Panel for evaluation and rating of scientific and clinical merit. The Research Grant Work Team will decide final funding determination. All applicants will receive notification, along with a critique of their grant application from the Research Grant Work Team. Non-funded applications can be revised based on comments and resubmitted in the next funding cycle.

All applications will be treated as privileged communication and will be restricted to members of the ASPAN Research Committee, Peer Review Panel, Board of Directors, and appropriate national office staff. Non-funded applications will be destroyed after one year. Funded proposals will be kept on file at the ASPAN national office and may be announced in association publications to include the submitted abstract and the name(s) and credentials of the investigator(s).

**Grant Eligibility**

1. Principal investigator must be a registered nurse holding a current ASPAN Active Category membership.
2. Applicants at the beginner level must provide evidence of expert consultation or have the support of an experienced co-investigator. Experienced research applicants must provide evidence of research expertise and/or expert consultation and mentorship. A support letter and biosketch of an advisor can be an evidence of expert consultation.
3. Principal Investigators at the experienced level must either be a doctoral candidate or have a doctoral degree.
4. The project must be well-defined and likely to contribute to the advancement of perianesthesia nursing science and conform to the ASPAN strategic priorities.
5. Investigators should be ready to start the research project upon notification of funding, or already in the process of conducting the research.
6. Institutional Review Board (IRB) approval is not required at the time of the grant application submission; however IRB approval must be obtained prior to any distribution of funds from ASPAN. Once IRB approval is obtained, it is the researcher’s responsibility to forward approval materials to the ASPAN National Office.

7. Principal investigators who have received funding from ASPAN are not eligible to receive additional research grant funding from ASPAN during the lifetime of their original award.

8. Applicants must disclose any other submitted funding for the grant. Multiple funding sources are acceptable as long as there is no duplication for single budget items.

9. Members of the ASPAN Research Committee or the Peer Review Panel are eligible as investigators, mentors, or consultants. Involved member(s) will be excluded from all components of the review process.

Submission Deadline

Research grants will be awarded once a year. Application deadline is April 30th of each year. Grant applicants will be notified of approval or denial by January 1st of the following year. All grant awardees will be acknowledged at the ASPAN National Conference.

Funding

Grants are awarded for a maximum period of one year. Grant funds will be used to support direct project expenses only and this will be assessed by the size, nature and complexity of the proposed project. Only funds that are directly related to the proposed study will be considered. Direct costs include both personnel and non-personnel. Personnel costs can include salaries and consultant fees (statistician, secretarial, or research assistant). Non-personnel costs can include recruiting costs, equipment, supplies, project-related travel, and publication costs. Indirect costs will not be funded. Computer hardware costs will not be funded unless the relevance of the equipment to the conduct of the study is clearly demonstrated. Projects designed for the production of material for which the investigator intends to use for commercial purposes will not be funded.

Funds will be awarded to the investigator or the investigator’s institution, depending on the preference of the investigator. A Form 1099 will be issued to the investigators receiving awards directly at the end of the calendar year. Recipients will be paid by check.

The recipient is expected to sign an agreement to complete the study, participate in the poster and/or abstract presentations, and submit a manuscript to the Journal of PeriAnesthesia Nursing (JOPAN) for publication. Recipients are responsible for the submission of progress reports to the ASPAN National Office using the Progress Report Form included in the ASPAN Research Grant Application. If the recipient is unable to complete the agreement within the stipulated timeline, funds must be returned to ASPAN. Any unused grant money must be returned to ASPAN. Any timeline changes must be approved by ASPAN in writing before the original grant period ends. Requests for extensions are examined on a case by case basis but are strongly discouraged. Breach in contract can result in action, including legal proceedings, as determined by the ASPAN Board of Directors. Projects utilizing multiple funding sources are acceptable as long as all funding sources are disclosed.
Grant Recipient Responsibilities

Recipients are required to fulfill the following obligations:

• Accept responsibility for the scientific and professional conduct of the funded research project.

• Submit a progress report to the ASPAN National Office on June 1st, October 1st, and January 1st in the year following the notice of grant award. (See Appendix VIII). Each report should include a status report of the project, any problems that have been encountered, as well as a financial statement addressing any funds received and expenditures within the reporting period.

• The ASPAN National Office must receive a comprehensive final report by January 30th in the year following the notice of grant award. The report must include a financial report addressing funds received and spent. Any unexpended funds must be returned to the ASPAN national office with the final report.

• The grant recipient and all members of the research team are required to acknowledge ASPAN financial support in all publications and/or presentations resulting from, or about the research project.

• The grant recipient is expected to present the research findings in an oral or poster presentation to the perianesthesia nursing community at the ASPAN National Conference in the year following the notice of grant award.

• The grant recipient is expected to submit a manuscript to the Journal of PeriAnesthesia Nursing for possible publication by January 30th the year following the notice of grant award.

• The recipient is expected to complete all requirements of the project within one year from the notice of grant award. Requests for extensions are examined on a case by case basis but are strongly discouraged.
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RESEARCH GRANT AGREEMENT

If my project is approved for funding by ASPAN, I agree to:

1. Use the funds for the research project as described in the application, and return any excess funds to ASPAN.

2. Complete all requirements of the project within one year from the notice of grant award.

3. Submit progress reports to the ASPAN National Office on June 1st, October 1st, and January 1st in the year following the notice of grant award.

4. Submit a comprehensive final report to the ASPAN National Office by January 30th in the year following the notice of grant award.

5. Acknowledge the financial support of ASPAN in any publication, presentation, or poster resulting from the research.

6. Submit research abstract for poster/oral presentation at the ASPAN national conference by the November following the notice of grant award (for presentation at the ASPAN national conference the year following the notice of grant award.
Send abstract to ezeiger@aspan.org and lwilson@aspan.org

7. Submit a manuscript to the Journal of PeriAnesthesia Nursing for possible publication by January 30th the year following the notice of grant award.

8. Submit and obtain ASPAN approval on any timeline or budget changes in writing. Breach in contract can result in action determined by the ASPAN Board of Directors, including legal action. Requests for extensions are examined on a case by case basis but are strongly discouraged.

9. Accept responsibility for the scientific and professional conduct of the project.

10. Accept any tax liability for research funds issued in my name.
I understand that failure to meet these conditions may cause ineligibility to apply for further research funds from ASPAN.

Click here to enter name.

Principal Investigator Signature/Name if submitted electronically

Date:  Click here to enter a date.

**ELECTRONIC SIGNATURE.** BY TYPING YOUR NAME ON THE LINE ABOVE, YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT AND THAT YOU AGREE TO BE LEGALLY BOUND BY ITS TERMS AND CONDITIONS.
Appendix II

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FORMAT REQUIREMENTS

• All proposals (including abstract) should be submitted using a widely accepted referencing format such as APA or AMA.

• Proposals must not exceed five (5) pages (single-spaced) in length (excluding cover letter, grant application form, proposal abstract and references, budget and justification, and other appendices). Margins should be set to 1 in on all sides and 12 point font.

• Grant applications should be organized in the following manner:

  1. Cover letter
  2. Research grant application
  3. Research grant cover sheet
  4. Proposal elements
  5. References
  6. Budget and justification
  7. Appendices

• All pages, including appendices, should be numbered consecutively.

• The grant application, in its entirety, must be submitted to Elizabeth Card at the ASPAN National Office via e-mail at ecard@aspan.org.

  • Submit one copy of the application as a Microsoft Word document

  • Submit a second copy of the application with all identification removed (blinded)

  • These materials must be emailed to the ASPAN National Office by the designated application deadline.
American Society of PeriAnesthesia Nurses
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RESEARCH GRANT COVER SHEET

Questions:

Funding Category:
☐ Beginning Nurse Researcher ☐ Experienced Nurse Researcher

1. Are you now receiving any support for this research project?
☐ Yes ☐ No
   If yes, indicate agency: Click here to enter name of agency.
   Amount Requested: $ Click here to enter amount.
   Amount Received: $ Click here to enter amount.

2. Have you applied for research funds for this same project to any other agency?
☐ Yes ☐ No
   If yes, indicate agency: Click here to enter name of agency.
   Amount Requested: $ Click here to enter amount.
   Amount Received: $ Click here to enter amount.

3. Have you been previously funded to conduct any research?
☐ Yes ☐ No
   Source: Click here to enter source.
   Amount: $ Click here to enter amount.

4. Are human subjects involved in this project?
☐ Yes ☐ No
   If yes, does the proposal have IRB approval? ☐ Yes ☐ No
   If no, has the IRB application been submitted? ☐ Yes ☐ No

5. If ASPAN is only able to partially fund your grant request, will you still be able to conduct the project?
☐ Yes ☐ No
   Please explain: Click here to enter text.
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RESEARCH GRANT APPLICATION

Project Title: enter project title

Principal Investigator: enter name and title

Institution or Agency: enter institution or agency

Address: enter street address

City: enter city  State: enter state  Zip: enter zip

Home Tel # enter area code & number  Work Tel # enter area code & number

Fax # enter area code & number  E-mail: enter email (required)

ASPAN Membership #: enter ASPAN Member#

Co-Investigators if applicable: enter co-investigators name(s) & title(s) if applicable

Advisor’s Name if applicable: enter advisor’s name and title if applicable

Advisor’s Address: enter advisor’s street address

City: enter advisor’s city  State: enter state  Zip: enter zip

Advisor’s Tel #: enter area code & number  E-mail: enter advisor’s email.
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RESEARCH PROPOSAL REQUIREMENTS

All proposals will be evaluated based on the clarity and thoroughness of the following areas:

1. Abstract
   
   Include an abstract of the proposed research. This abstract should include a description of the research problem being addressed, the research design, setting, study sample, and proposed methodology. The abstract should not exceed one (1) double-spaced, typed page in length.

2. Problem Statement/Purpose/Aims

   Describe the problem or question being addressed in the proposed study and hypothesis(es) or research question to be tested. For qualitative studies, describe the purpose and aims of the proposed research. Include a description of how your research proposal conforms to the ASPAN strategic priorities.

3. Theory/Conceptual Framework

   Describe the theory/conceptual framework that will be used to design the study for quantitative projects. For qualitative projects, describe the theory/conceptual framework that will be used in data collection and analysis.

4. Literature Review

   Include a critical synthesis of the literature relating to the research proposal.

5. Methodology and Procedures

   Include a description of the research design, study sample with power analysis if appropriate, data collection procedures, research setting, ethical protection of participants, discussion of research instruments (include a sample in the appendix), and any other procedures related to the proposed study.

Describe the proposed data analysis and statistical tests needed for quantitative projects. For qualitative projects, describe the proposed data analysis and evaluation.

7. Relevance to Perianesthesia Nursing

Describe the relevance of this study to the advancement of perianesthesia nursing science and to the research priorities of ASPAN.

8. Timetable

Include a proposed chronological sequence of proposed research activities. This timetable may be included in the appendices.

9. Facility and Resources

Describe the facility and resources available to support the project. Attach an institutional letter of support for the proposed project in the appendices. If this is an academic project, support letters can be from the Dean/Director of the school, advisor, and patient care manager(s) of the unit(s) where the proposed research will be conducted. If this is a healthcare facility based project, support letters can be from the Chief Nursing Officer, Director of Nursing Research, Clinical Director and patient care manager(s) of the unit(s) where the proposed research will be conducted.

10. Personnel

Provide a brief description of the Principal Investigator and members of the research team. Also include a brief description of the research consultation and mentorship available as appropriate. Attach supporting biosketch (example available at grants.nih.gov/grants/funding/phs398/biosketchsample.doc) for all members of the research team, including consultants and mentors, in the appendices.

12. Budget

Include a detailed budget description in the appendices.

13. Appendices

Include any/all of the following appendices in the proposal:

A. IRB approval (if completed)
B. Instrument(s), including copyright permission where applicable
C. Timeline
D. Institutional letters of support
E. Academic letters of support from committee if proposal is for thesis or dissertation
F. Biosketch for all research team members, consultants, and mentors.
G. Detailed budget proposal with budget justification
## APPLICATION: PROPOSED BUDGET

**Principal Investigator:** enter primary investigator  
**Co-Investigator(s):** enter co-investigator(s)  

**Project Title:** enter project title  
**Application Date:** enter date  

Justify all direct costs in the space provided. Indirect costs will not be funded.

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<thead>
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<th>CATEGORY</th>
<th>AMOUNT</th>
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<td>Supplies: Click here to enter text.</td>
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<td>Data Collection/Transcription/Data Entry: Click here to enter text.</td>
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<tr>
<td>Data Analysis: Click here to enter text.</td>
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<tr>
<td>Other Expenses: Click here to enter text.</td>
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**TOTAL AMOUNT REQUESTED:**  
enter total amount
CRITERIA FOR REVIEW OF PROPOSALS FOR RESEARCH FUNDING

The following criteria are considered when reviewing a research proposal for funding. A total of 100 points are possible. The number of points for each section is indicated in parentheses. This score is then used to determine an impact score. *UCSF impact scoring Link to SP on web site

1. Abstract (5)
   1.1 Abstract accurately reflects the proposed research.

2. Problem Statement/Purpose/Specific aims (10)
   2.1 Research question or hypothesis clearly presented.
   2.2 Originality of the approach to the problem.
   2.3 Appropriate and logical consistency between purpose, problem statement and aims.

3. Theory/Conceptual Framework (10)

4. Literature Review (10)
   4.1 Appropriate literature from nursing and other relevant disciplines cited.
   4.2 Supporting literature is current.

5. Procedures & Methodology (25)
   5.1 Discussion of research instruments.
   5.2 Appropriate design.
   5.3 Adequate description of procedures.
   5.4 Proposed analysis and use of statistical tests if appropriate.
6. Significance of project (20)

6.1 Potential contribution to perianesthesia nursing knowledge as indicated by alignment with ASPAN’s funding priorities
6.2 Potential for leading to further research or theory development.

7. Resources (5)

7.1 Availability of support systems (for example: advisor, mentor, and consultant).
7.2 Adequacy of facilities and equipment.

8. Timetable (5)

8.1 Includes a proposed chronological sequence of proposed research activities to be completed within one year

9. Budget (5)

9.1 Include a brief description of budget proposal and justification as defined in the program

10. Appendices (5)

10.1 Include all the required appendices in the proposal.
10.2 Appendices complete and clear.

RESOURCE:

Please contact the ASPAN National Office with any additional questions:

Elizabeth Card, ASPAN Director for Research at ecard@aspan.org,
American Society of PeriAnesthesia Nurses
NURSING RESEARCH GRANTS PROGRAM

GRANT PROGRESS REPORT FORM – Due June 1st / October 1st /January 1st

Principal Investigator: enter primary investigator
Co-Investigator(s): enter co-investigator(s)

Project Title: enter project title

Budget Period: Click here to enter a date. To Click here to enter a date.

Please indicate progress from last communication and describe below:

☐ IRB approval date Click here to enter a date.

☐ Date of initiation of data collection Click here to enter a date.

☐ Data collection underway/completed. (check and describe)
  enter description

☐ Data Analysis underway/completed. (check and describe)
  enter description

☐ Applied for presentation of findings at ASPAN national conference
  (check and describe)
  enter description

☐ Manuscript submitted to JOPAN (check and describe)
  enter description

Detailed description of project status:
enter description

Attached Excel file showing expenditures for the time period.

Received in ASPAN National Office: (to be completed by ASPAN National Office)