

FRANCES PAYNE BOLTON SCHOOL OF NURSING  
ALUMNI ASSOCIATION  
CASE WESTERN RESERVE UNIVERSITY  
*RESEARCH FUND COMMITTEE*

**GUIDELINES FOR AWARDS OF RESEARCH FUNDS**

**Purpose**

The purpose of the Fund is to assist with costs associated with the conduct of nursing research studies or evidence-based practice projects carried out by new researchers, i.e., current graduate students and recently graduated alumni of the Frances Payne Bolton School of Nursing.

**Eligibility**

Graduate students (PhD, MSN, DNP) and recently graduated alumni (within 3 years of graduation) who are in clinical practice (full or part-time) are eligible to submit an application to the Research Fund Committee. The applicant must be the Principal Investigator for the study/project. **Student applicants must have approval of their thesis, dissertation, or DNP proposal by faculty committee/advisor prior to submission of application. Alumni applicants should have discussed their submission of an application with appropriate individuals within their health care organization to assure that there is support for the proposed study/project. IRB approval must be obtained before funds may be accessed.** If the Alumni Research Fund budget is being supplemented by application to other sources for funding, the Committee asks that these sources be listed with the amounts on the application. Applications can be submitted on or up to one month before the application deadline. Application deadlines are March 31 and October 31.

**Process**

1. Applications for funding will be reviewed by the Research Committee once each semester; **only one application for the same proposal will be considered by the committee (i.e., applicants cannot request additional funds for a proposal already funded).**
2. There are two different application forms: proposal for a research study or proposal for an evidence-based practice project. The applicant is responsible for deciding what form to use. Review the following guidelines to assist you in making your decision: **What is the difference between a research study or an evidence-based practice project?**

**Research studies** are designed to generate new knowledge or strengthen existing knowledge related to a clinically relevant nursing problem. Research studies are guided by a conceptual framework that allow research questions to be answered and/or hypotheses to be tested. Existing research studies are critically reviewed to justify the need for new or strengthened knowledge (i.e., the significance of the study). The proposal for a research study includes a clear description of the background and significance of the study, research questions or hypotheses, methodology (design, sample, setting, valid and reliable data gathering strategies, data analysis plan), interpretation of results, and implications for future research and nursing practice. IRB review is mandatory.

**Evidence-Based Practice (EBP) projects** are conducted with the intent of either generating a clinical practice guideline or implementing and evaluating a practice recommendation in a

particular setting based on existing evidence. Existing research studies are critically reviewed to determine the quality of available evidence that would justify implementation of the specific practice change. Evidence-based clinical practice guidelines/practice changes also must incorporate patient preferences as well as expert clinical judgment. The proposal for an **EBP** includes a clear description of the background and significance of the problem, how research evidence was obtained and evaluated, steps taken to gather more data to develop a practice guideline or to implement a practice change, evaluation of nursing and patient outcomes (including comparison to what research has previously found in a more controlled setting), and recommendations for next steps related to practice, education, or future research. IRB review may be needed for an EBP project if outcome data are collected from human subjects.

3. After the committee approves an award the chairperson will notify the Alumni Office at the Frances Payne Bolton School of Nursing.
4. The Alumni Office is responsible for notifying and providing all paperwork to the Center for Research and Scholarship (CFRS) at FPB. CFRS will notify the Case Western Reserve University ORA to set up a university account. A Notice of Award (NOA) will be issued in the Primary Investigator's name.
5. When the account has been established by the University, a letter signed by the committee chairperson is then sent to the principal investigator indicating that the funds are available in an account in the principal investigator's name at Case Western Reserve University when the chairperson is notified by the University. **The principal investigator must retain all receipts related to their research and submit them to the FPB finance office on the correct disbursement forms for reimbursement. The PI also may order supplies and charge it to their account by using the correct purchase order forms.**

**Forms will be provided electronically to applicants and applicants are required to use the form provided. The application must be submitted in a typed format (12 point font) with approximately one inch margins. Applicants may vary the amount of text per question to allow for more space for other questions as long as total application does not exceed 8 pages, exclusive of attachments (i.e., Conflict of Interest Form and Letter from Major Advisor). Please submit the document in Microsoft Word 97-2003 version.**

### **Awards**

The maximum award will be \$1000.00 per application, although applicants may request less depending on needs of the study/project. Total funds available for awards per year are \$5,000.

If equipment needed for the research is available in the School of Nursing, applicants will be asked to use that equipment, rather than to purchase new equipment through research funds.

Equipment purchased with award monies will be the property of the Frances Payne Bolton School of Nursing. The investigator may use the equipment as long as productive studies are in progress.

### The Committee will consider funding for:

- Expenses for travel related to data collection at the University approved rate (e.g., hotel, mileage reimbursement, per diem); request for air travel for data collection requires strong justification
- Telephone calls for purpose of recruitment of subjects or collection of data

- Reimbursement of subjects or other incentive used to encourage study participation; incentives involving purchase of technology requires strong justification
- Data collection supplies, e.g., copying of survey questionnaires, expenses for online surveys
- Postage for mailing and return of study instruments or incentives
- Instrument purchase, training and duplicating
- Purchase of specialized software for data analysis

The Committee will not consider funding for:

- Travel to and from University or for professional meetings
- Registration at a conference
- Poster presentations
- Typing/word processing, editing, or copying of theses, dissertations or study reports

**Responsibilities of Recipients**

1. Send an abstract of the research and findings to the Research Fund Committee upon completion of the study.
2. Provide or permit a summary of the research to be made from the abstract for publication in the alumni magazine/newsletter magazine at the discretion of the editors. Names of investigators will appear with the summary.
3. Acknowledge the support given to the work by the Frances Payne Bolton School of Nursing in any public display of the work (e.g., thesis and dissertation acknowledgments, publication or presentation of papers and manuscripts).
4. Know and abide by IRS rules and regulations regarding the reporting of both sum received by the investigator and sums paid to others for services.

**Responsibilities of the Committee**

1. The Committee will be formed as soon as possible following the election of the Board and will function within the parameters of a fiscal year.
2. To ensure follow-up regarding the award, one year after an award has been made, a letter will be sent to the award recipient by the chairperson asking for a summary of the completed research or a progress report.
3. It is the responsibility of the Committee to process all applications within one month of the submission deadline.
4. The Committee will submit research abstracts of completed work to the editor of the alumni magazine/newsletter and the Research Office.