ITNS
Research Grants Program
Grant Application

Applicant Information

Project Title _____

Principal Investigator's Name_____

Institutional Information (Employer or School currently enrolled)_____

Preferred Mailing Address_____

City_____

Business Phone_____ Home Phone_____

Email address _____ ITNS Membership Number _____

Have you ever received an ITNS Research Award: Yes _ Date _____ No___

Are you now receiving other support for this research?   Yes_____   No___(If yes, please identify

sponsor and amount requested. Budget for these funds must be submitted with application.)

Sponsor(s)_____

Amount Received_____ Dates Covered_____

Are you applying for other support for this research?   Yes____ No___

(If yes, please identify sponsor and amount requested. Budget for these funds must be submitted with
        application.)

Sponsor(s)_____

Amount Requested_____ Approximate dates of funding period_____

Summary of funding
Amount received from sources other than ITNS $ _____

Amount requested from sources other than ITNS $ _____

Amount requested from ITNS $ _____

Total Budget of the Project $ _____

If other support requested is received, it is expected that you will submit a copy of your funding notice to ITNS for your current file. NOTE: Under budget (section D) justify how the funds received from ITNS will support a particular aspect of this research distinct from that of other requested or actual sources of funding. It is expected that the PI will not accept duplicate funding.

Please indicate whether the grant should be made payable to you as an individual or to your institution.

( ) ITNS Member   OR   ( ) Institution: _____

Human Subjects Protection

Human subjects involved?   Yes____No____   Animal subjects involved?   Yes____No

_____

Institutional Review Board Approval Date_____

NOTE: IRB APPROVAL MUST BE OBTAINED BEFORE SENDING IN THE APPLICATION; PENDING

APPROVAL IS NOT ACCEPTED; THERE ARE NO EXCEPTIONS

Project Team

Co-Investigators?   Yes____   No____   If yes, include biosketch(s).

Institutional Information of Co-Investigators _____

_____

_____

Project Timeline

Starting Date of Project_____

Proposed Completion Date_____

Research Grant Agreement

If my proposal is approved for funding by the ITNS Research Committee, I agree:

- To assume responsibility for the ethical and scientific conduct of this project.
- To use the grant for the research project as described in the proposal, and to return any excess funds to ITNS.
- To submit a progress report each July 1 until the project is completed. If research is not finished by the projected completion date, remaining funds will be returned to ITNS, unless an extension is granted by the Research Committee.
- To send one copy of a final report upon completion of the project.
- To publish or present the findings of the research.
- To acknowledge ITNS' support in all presentations/publications.
- To cooperate in the publicity of the research results.
- That I will not accept duplicate funding.

Signature of Principal Investigator: _____ Date_____

ITNS Research Grants Program

I.   Description of Grant

A. Policies of the Research Grants Program

1. Purpose

The purpose of International Transplant Nursing Society's (ITNS) Research Grants Program is to encourage qualified transplant health care providers to contribute to the advancement of transplantation through research.

2. Research Funding

The ITNS issues the following information for the Research Grant:

    a. Each grant allocation will be determined by the amount of funds requested and must be clearly delineated on the grant application form.

    b. Funding cannot be obtained from ITNS for a research project that is already 100% funded from another source. However, a request can be made to ITNS for funding to expand or enhance a currently funded research project.

    c. The application deadline for grants is July 1 of each year. The Research Committee/Research Special Interest Group members and collateral reviewers will critique applications; the Research Committee/Research Special Interest Group makes recommendations to the ITNS Board of Directors on all proposals received. Policies and procedures used in making awards are approved by the Board of Directors. The Research Committee/Special Interest Group that consists of a chair and at least 2 members, 50% of which have earned doctorates or are doctoral candidates, and who have research experience. Allocation of funds is based on the quality of the proposed research and its relevance to transplantation, and the feasibility of the proposed research given the qualifications of the applicant and the facilities and resources support.

3. Criteria for Awarding Grants

    a. Investigators are required to meet the following criteria:

        1) Principal investigator (PI) must have current membership in ITNS.

        2) Have submitted a complete research application package. (See the Grant Application Checklist)

        3) 3.Have Institutional Review Board or human subject protection review completed and submitted with the grant application package.

        4) Are ready to begin the research project immediately upon obtaining funding.

        5) Have signed an ITNS research agreement.

The topic of study must have direct relevance and applicability to transplant practice. Preference will be given to research studies. Studies that address scholarly work such as clinical outcomes, quality improvement, evidence-based practice projects, and program evaluation projects are encouraged.

4. Use of Funds

    a. Funds may be awarded for support during any phase of a study

    b. Up to $500.00 of the funds may be designated for travel/hotel to the ITNS symposium for presenting the research findings.

    c. Funds will not be awarded to develop a research proposal.

    d. Funds may not be used for investigator(s) salary.

    e. Funds may not be used to purchase computers.

    f. Funds may not be used to pay for indirect costs.

5. The Grant

    a. Recipients of grants will receive a check in the amount (in US. Dollars) determined by the Research Committee as limited by the guidelines for the program and by the budget submitted by the recipient.

Please indicate whether the grant should be made payable to you as an individual or to your institution.

( ) ITNS Member   OR   ( ) Institution: _____

II. Grant Application Instructions

A. General Instructions

1. Submit the grant application as a pdf file with the following subsections:

   ➢ Grant Application Checklist
   ➢ Application form (to be completed by the PI)
   ➢ Title page
   ➢ Abstract
   ➢ Proposal narrative (use outline that follows)
   ➢ Appendices
   ➢ Budget
   ➢ Biographical sketch

3. Proposals must be typed with 12-point font, single-spaced with 1-inch margins on 8 1/2 by 11inch paper.

4. The proposal narrative must not exceed 5 singles-spaced pages in length (excluding cover letter, application form, title page, abstract, references, appendices, and checklist).

5. Adhere to all guidelines. Failure to comply with all instructions and guidelines will result in delay and possible disqualification of your grant application.

6. Applications will be treated as privileged communications with access restricted to members of the Research Committee, collateral reviewers, Board of Directors, and involved ITNS management staff.

7. Applications will be destroyed after one (1) year.

8. When more than one investigator is listed, the first individual named will be considered the principal investigator and the person with whom ITNS will communicate, and the PI who will assume responsibility for the conduct of the research.

9. The PI will be required to submit an annual (until the project is completed) and /or final progress report to the ITNS Research Committee.

10. Final reports are to be submitted within 90 days following completion of the funded project in journal manuscript form. See Section IIIA for guidelines. Theses or dissertations are not acceptable as final reports.

B. Guidelines for Preparation of Narrative

1. Abstract

Include an abstract of your proposed research or project. The abstract is meant to serve as a succinct and accurate description of the proposal when separated from the application. Outline objectives/aims, methods, and relatedness of the subject to transplantation. Do not exceed 250 words.

2. Title page

a. Title of project
b. Name of the research award

c. PI: Name, Position Title, Institution, Mailing Address, Telephone numbers.
d. Performance sites: Indicate organization and address if research is going to be conducted in institutions other than the PI's institution.

3. Proposal Narrative

a. **Purpose of the Study/Project** State clearly the purpose of the study/project including how the project makes a contribution to transplantation.

b. **Specific Aims/Hypotheses/Research Questions** State concisely and realistically what the project/research described is intended to accomplish. State the hypotheses this research is intended to test and/or the research questions it is designated to answer.

c. **Theoretical/Conceptual Framework/Rationale** Summarize the theoretical framework or rationale as appropriate. For outcome/quality improvement/program evaluation studies, describe rationale as appropriate.

d. **Significance and Background** Describe the background of your proposal. Critically evaluate existing knowledge. Include current literature that is directly pertinent to the project and that assists in clarification of purpose and procedures. Specify the gaps that the project is intended to fill. Concisely identify the importance of this study by relating it to the study objectives and its contribution to transplantation and potential for leading to further research.

e. **Methodology and Timetable** Discuss the research design and procedure(s) to be used to accomplish the specific aims. Identify the study sample and the reasons for using this sample, and the study setting. Specify the protocols and instruments to be used. Where appropriate, describe the process, and validity and reliability of the instruments. Include the proposed timetable for the study. State the plans for data management and analysis. Identify potential limitations and difficulties, and alternative procedures that may be used.

f. **Protection of Human Subjects and Animal Use** Specify any procedures or other aspects of the study that might pose a risk to the participants and/or investigator(s) and the precautions that will be taken. Attach evidence that the proposal has been reviewed and approved by an established institutional review board (IRB) in the appendices. **The proposal must have IRB approval prior to sending in the application. Pending approval is not accepted. There are no exceptions.** Attach a copy of the consent form in the appendices.

    For outcome/quality improvement/program evaluation studies, indicate that the IRB and/or Ethics Committee has been consulted on the project. Include a statement regarding the IRB's and/or Ethics Committee's decision for reviewing (or not reviewing) the project.

    If laboratory animals will be used as subjects in any part of the proposed study, state species, strains, ages and numbers of animals to be used. If the animals are in short supply, costly, or will be used in large numbers, state the reason for their use. Describe the procedures that will be followed to assure adequate care of any animals involved. Include procedures to avoid unnecessary discomfort pain or injury to animals.

g. **References** Reference guidelines are to follow the current American Psychological Association (APA) format. Each citation must be in APA format. Web resource address is: www.apa.org.

    The general format for an article citation in the reference list is:

    Author, A. A., Author, B. B., & Author, C. C. (2001). Title of article. *Title of Periodical, xx,* xxx-

    xxx.

The general format for a book citation in the reference list is:

Author, A. A. (2002). *Title of Book.* Publication information.

C. Appendices

1. Two letters of support must be included with the application. These should be written by colleagues who are knowledgeable about the research, administrators or medical directors of collaborating institutions, and/or project consultants. If the proposal is a thesis or dissertation research, a third letter of support must be include from the research advisor/committee chair.
2. Evidence of institutional review board approval
3. Participant consent form
4. Biographical sketch (no more than 2 pages)
5. Copies of any instrument/questionnaires

D. Budget

Clearly explain each budget item and cost calculation. The budget should include the following items as appropriate:

1. **Total amount requested**
2. **Personnel:** This may include research assistants or biostatistical support. The rationale should include hourly rate and number of hours. Activities and cost must be clearly described.
3. **Consultants:** The rationale should include hourly rate and numbers of hours. Their contributions must be clearly described.
4. **Supplies and equipment:** It must be demonstrated that equipment is essential for the conduct of the study. Identify where any and all equipment will be housed at the completion of the study. Supplies should be itemized and documented with cost estimates.
5. **Travel:** Only travel absolutely essential to the conduct of the study will be approved. Specify the purpose, distance and cost of travel. Up to $500.00 of the funds may be designated for travel/hotel to the ITNS symposium for presenting the research findings.
6. **Other funding sources:** List all current funding sources and amounts, and other pending sources of funding and amounts. Clearly describe how other funding sources are being used and why additional funding is requested.
7. **Other costs:** Subject costs, computer costs, and lab tests should be included in this section. Accurate cost estimates and justification must be included.

E. **Biographical Sketch** (see outline provided)

F. Checklist
Complete the Grant Application Checklist and submit with application and proposal.

G. E-Mail Grant Application to the ITNS Research Director

III. Guidelines for Preparation of the Final Report for Funded Projects

A. Final narrative and financial reports

Final narrative and financial reports are due 90 days following completion of the funded project. The final report should be presented in the following order.

1. Abstract (up to 250 words)
2. Summary of project aims
3. Theoretical/conceptual framework (if appropriate)

4. Methods, procedures, sampling
5. Summary of findings
6. Recommendations
7. Financial Summary

The report should follow the journal format specified within the "Publication Manual of the American Psychological Association," current edition.

Please send email one copy of the final report to the ITNS Research Director.

<u>Biographical Sketch</u>

Please limit to two (2) pages and include the following information:

- Name
- Position
- Education
    - Institution
    - Degree
    - Year
    - Major
- Previous Employment/Experience
    - Honors
    - Memberships
    - Research-related committees
- Publications*
    - Titles
    - Authors
    - Compete references

*Select the most relevant publications to adhere to two-page biosketch limit.

<u>Grant Application Checklist</u>

E-mail the application to ITNS Research Director

- ❑ Application form

- ❑ Title page

- ❑ Abstract

- ❑ Proposal narrative

- ❑ Appendices

- ❑ Budget

- ❑ Biographical Sketch