

Research Grant Application

2023-2024

**Grant Deadlines:**

First Proposal Submission (Optional)

For Review and Research Committee Feedback:

August 31, 2023

Final Proposal Submission:

November 15, 2023

**Visit annanurse.org/research-grants for more information!**

ANNA Research Grant Application

2023-24

## General Information

# **Selection of Recipient**

1. The research grant will be applied for as per instructions on the grant application.
2. The Research Committee will review the proposals for scientific merit and feasibility based on the criteria stated below.
3. ANNA will award funding based on established research priorities and availability of funds.

Award Amount

ANNA grants up to $15,000 per proposal will be awarded.

# **Eligibility Requirement**

1. Candidates must apply for the grants.
2. The principal investigator must be an ANNA member for one (1) year prior to applying for the research grant and remain a full member of ANNA for the duration of the research project. The primary principal investigator must be a registered nurse and must have a minimum of a Master’s Degree. If two (2) or more individuals are applying as co-investigators, all must be members of ANNA for the duration of the research project with at least one (1) of the co-investigators being a full member, and others being either full or associate members.
3. Actively involved in nephrology nursing related health care services.
4. The principal or co-principal investigator(s) who are full members of ANNA must share equal responsibility with all other co-investigators for the conceptualization and implementation of the proposed research project.
5. The principal or co-principal investigator(s) who are full members of ANNA must provide evidence of his/her/their experience and credentials demonstrating the ability to complete the research project and commitment to nephrology nursing.
6. The project may be a new endeavor or one already in progress.
7. Other funding sources must be disclosed.
8. A separate proposal submitted under a different principal investigator or a different project title for the same study will not be eligible to receive a grant through this or any other ANNA sponsored research award program.
9. The proposal must address the following:
   1. Applicability of investigation to nephrology, transplantation, or related therapies.
   2. Relationship to the *Nephrology Nursing Scope and Standards of Practice*.
   3. Sound methodology in accordance with recognized nursing research guidelines.
   4. Approval by the appropriate institutional review board prior to disbursement of funds.
   5. Feasibility and likelihood of successful completion.
   6. Detailed budget for the proposed project should be outlined including costs that exceed the grant amount. While indirect costs may be included in the budget, ANNA does not fund indirect costs.
10. The ANNA Board of Directors reserves the right to make the final decision on all grant monies awarded.

# **Expectations of the Recipient**

1. Appropriate institutional review board approval must be submitted to ANNA prior to any fund disbursement.
2. Recipient will sign a Grant Recipient Agreement Form prior to ANNA’s distribution of the first payment of 50% of the awarded amount. 25% of the balance of the grant monies will be distributed upon satisfactory submission of the third quarterly progress report (February 1). The balance of the grant, i.e., the final 25%, will be distributed upon successful completion of the project and submission of the final financial reconciliation of project expenditures. All funds will be payable and sent to the institution that is managing and/or overseeing the research project of the recipient.
3. Recipient will submit quarterly reports to the Research Committee Chair (c/o ANNA National Office) on August 1, November 1, February 1, and May 1 regarding the progress of the research until the project is successfully completed.
4. Any adverse event must be reported immediately to the Research Committee Chair and the Educational Services & Project Specialist at the ANNA National Office.
5. The ANNA National Office is responsible to immediately report any adverse event to the Research Committee Board of Director Liaison and the National President.
6. Recipient will use funds to cover approved expenses incurred in conducting the research. These expenses may include, but not necessarily be limited to, researcher’s salary, research assistance, secretarial support, equipment/supplies, consultative assistance, and publication costs. Indirect costs for conducting the research will not be funded.
7. Recipient, upon completion of the project, will submit a final financial reconciliation showing all project expenditures since the beginning of the awarded grant monies. Expenses greater than $100.00 will be accompanied by documentation (receipts or paid invoices).
8. The project is expected to be completed within twelve (12) months of the first (1st) disbursement of funds; should more time be needed, a formal request must be submitted to the Research Committee Chair prior to completion of the twelve (12) month period.
9. Recipient will share results of the research project with nephrology nurses by:
   1. Submitting a paper for possible publication in the *Nephrology Nursing Journal* within twelve (12) months following the final disbursement of funds.
   2. Submitting a proposal for possible formal presentation of the research findings at the National Symposium when the research analysis is complete. Proposal must be submitted according to schedule provided by the Conference Committee in the Fall following final fund disbursement.
   3. Complimentary registration to the National Symposium (at which the findings are accepted to be presented) will be provided by ANNA for oral presentations only. In addition to the grant amount, up to $500 in travel costs will be reimbursed by ANNA for oral presentations of the completed research at the National Symposium. Poster presentations are not included.
   4. Publication or oral presentation in any other venue must be approved, in advance, by ANNA. (as stated in the grant agreement form that all grant recipients sign).
10. Any publication of the study findings must include the following statements:
    1. "This study was supported by a grant made available by the American Nephrology Nurses Association.”
    2. “Findings of the study do not necessarily reflect the opinions of ANNA. The views expressed herein are those of the author, and no official endorsement by ANNA is intended or should be inferred."ANNA Research Grant Application

2023-24

**Instructions for Grant Submission**

# **General Instructions**

Applications for research grants are accepted on an ongoing basis by ANNA. Monies are awarded by the Board of Directors based on available resources and in accordance with the Board's current research and clinical practice priorities. All applications are screened by the Research Committee for soundness of methodology, as well as relevance to nephrology nursing practice.

Complete the entire application. Any application that is not completed in its entirety will not be reviewed and will be ineligible for funding Proposals must be typed in 12-point Times New Roman, double-spaced with 1" margins, on 8.5"x11" paper. Submit application in the following order:

* 1. Cover Letter
  2. ANNA Research Grant Application Cover Sheet
  3. ANNA Research Grant Application Co-investigator / Consultant / Collaborator Sheet, with an additional sheet behind it identifying the contribution of each team member and how this fits with his/her expertise and will facilitate completion of the research
  4. Budget Sheet, with an additional sheet behind it providing details of all items listed
  5. Detailed timetable with information from the beginning to the end of the project
  6. ANNA Research Grant Application Checklist, with checks indicating that the applicant has reviewed his/her proposal and all items requested on the checklist are included in the proposal
  7. Abstract
  8. Research Plan
  9. References
  10. Appendices
  11. Plans for IRB submission and approval (funds will be disbursed once IRB approval form is received)
  12. Curriculum Vitae
  13. Personal Research Articles
  14. 8x10 professional headshot

# **Submission Procedure**

Project proposals should be submitted by email to the ANNA National Office at the following email address: [jennifer.carroll@annanurse.org](file:///\\EgnyteDrive\ajj\Shared\ANNA\Committees\Research\2021-2022\Applications\jennifer.carroll@annanurse.org). The proposal will then be forwarded to the appropriate reviewers. Please request a delivery receipt; if you do not receive a receipt of delivery in three days, contact the National Office immediately. If you are having difficulty emailing the proposal, please contact the ANNA National Office at 888-600-2662.

**Deadlines**

The following is a schedule for consideration of applications:

**First Proposals:**

**Applications e-mailed by: August 31, 2023.** Request a delivery receipt when you email the proposal.

This submission date applies if you would like the Research Committee to review your proposal prior to the final submission deadline of November 15.(Review by the Research Committee does not guarantee acceptance of the proposal for the grant monies.)

**Committee Feedback by: September 30, 2023.**

**Final Proposals:**

**Applications e-mailed by: November 15, 2023.** Request a delivery receipt when you email the proposal.

**Award Notification:**

**Notification of award will be made by: February 15, 2024.**

Grant recipients will also be announced at the 2024 National Symposium held in Orlando FL, April 14-17.

# **For all proposals include the following:**

# **Cover Letter**

Indicate how the applicant(s) meet the eligibility criteria. Identify other funding sources for which funds for this project have been requested. Specify whether or not a decision regarding funding has been made and if favorable, the monetary amount and period of funding.

# **Cover Sheet**

Complete and sign the cover sheet.

**Copy of IRB Approval prior to disbursement of funds**

**Abstract** (Limit to 250 words)

Include problem statement, purpose, overall aims, and methodology.

**Research Plan** (Do not exceed 12 double-spaced pages for this section)

When you write up this section keep in mind the following questions:

1. What do you intend to do?
2. Why is the work important?
3. What has already been done by your or other investigators?
4. How are you going to do the work?
5. Problem Statement

State the problem to be investigated and why the study is important. Is it a problem that can be addressed by nurses?

1. Questions to be Addressed

Delineate the hypotheses or key research questions to be addressed by the study.

1. Specific Aims

Concisely write the short-and long-term aims or objectives of this research. *Outline an anticipated timetable for achievement of the aims.* [One-two pages is (are) recommended for Items 1-3].

1. Background and Significance / Literature Review

Sketch the background to the present proposal, critically evaluate existing knowledge and specifically identify the gaps that the project is intended to fill. Provide a brief overview of the theoretical (conceptual) framework for the study (quantitative research projects). Explain the potential importance of the proposed work and identify any unique ideas of potential contributions to nephrology nursing that might result from this study. (2-3 pages are recommended for this item.)

1. Preliminary Studies

Briefly describe any preliminary studies that you may have participated in (whether principal or co-investigator) that are pertinent to this proposal.

1. Research Design and Methods

Describe the research design and procedures to be used to accomplish the specific aims. Describe the subjects including number and rationale for sampling size. (Provide power analysis for quantitative studies; approach to data saturation for qualitative studies.) For quantitative studies, describe the key variables: independent, dependent, or predictor. Describe any instruments that will be used including their reliability and validity and provide copies of the instruments in the appendix. Identify the psychometric/biometric considerations or consultations planned. Include how the data will be collected, analyzed, and interpreted. Include data management procedures including storage and who will have access to the data. If qualitative methodology is used, be as specific as possible in explaining data collection and analysis. Address the feasibility of conducting or completing the studies (e.g., availability of patients, ability to maintain contact with patients over long periods of time, percent return of mail items), present information that will convince the reviewers that the studies will be completed and valid*.* ***Include the proposed timetable for the study in detail from the beginning to the completion of the project.***Identify potential limitations and difficulties related to the proposed study.

1. Human Subjects

If human subjects will be used in any part of the proposed study, provide evidence that approval has been obtained from all necessary parties. Researchers must have completed the certification for protection of human participants (<http://phrp.nihtraining.com>). Investigators affiliated with institutions that do not have established review boards must obtain review of the proposal by an established review board at another agency (e.g., university, medical center, etc.) or an appropriate medical/nursing director. ANNA requires a consent form for all nursing research unless a wavier of consent is granted by the review board. Enclose a copy of the consent form that will be used in this study. If approval has not been obtained, provide evidence of submission for approval. Funds will be held until approval has been obtained.

1. Animal Subjects

If laboratory animals will be used in any part of the proposed study, state species strains, ages, and number of animals to be used. Provide rationale for your selection of this animal. Provide evidence that approval for use of animals has been obtained by the necessary parties. Investigators affiliated with institutions, which do not have established review boards, must obtain review of the proposal by an established review board at another agency (e.g., university, medical center, etc.). Describe all procedures that will be done on the animals, and the precautions that will be taken to assure adequate care/comfort of the animals. If approval has not been obtained, provide evidence of submission for approval. Funds will be held until approval has been obtained.

# **References**

References should follow a standard format, preferably APA (7th ed) for submission of a paper for possible publication in the *Nephrology Nursing Journal*. Although there is no page limit for this section, it should reflect all relevant and current literature and need not be exhaustive.

# **Appendices**

Identify appendices (A, B, C, etc.) and make reference to these throughout the proposal.

**Budget Sheet(s)**

Complete budget sheet (see attached). On a separate sheet behind the budget sheet, provide justification for all items requested for the project. Money may be used to cover expenses incurred in conducting the research and may be requested for, but not limited to, investigator salary, research assistance, secretarial support, equipment/supplies, data entry, and consultants. Indirect costs for conducting the research will not be included. However, up to $500 in travel costs (in addition to the grant amount) will be reimbursed by ANNA for oral presentation only by the grant recipient of the completed research at the National Symposium. The amount of the budget request should not exceed $15,000. If additional funding is needed to complete the study, indicate source of funding and address the contingencies for failure to receive additional funding.

# **Curriculum Vitae**

Include a CV for the principal investigator and all co-investigators, collaborators, and consultants. The principal investigator **must** include reprints or copies of at least one, but not more than three, research articles from projects on which he/she was either the principal or co-principal investigator.

ANNA Research Grant Application

**Cover Sheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title of Proposal: | | | |  | | | | | | | | |
| Dates of Project: | | | | | | From:       To: | | | | | | |
| Principal Investigator: | | | | |  | | | | | Credentials: | |  |
| Home Address: | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |
| Employer: | |  | | | | | | | | | | |
| Work Address: | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |
| Work Telephone: | | | |  | | | | | | | | |
| Preferred Mailing Address:  Home  Work | | | | | | | | Email: | | |  | |
| ANNA Membership Number/ Expiration Date: | | | | | | |  | | | | | |
| RN License Number and State: | | | | | |  | | | | | | |
| Institution(s) and address(es) where research will be conducted: | | | | | | | | | | | | |
| 1. |  | | | | | | | | | | | |
| 2. |  | | | | | | | | | | | |
| 3. |  | | | | | | | | | | | |
| Is this project being used to fulfill any part of a requirement for completion of a degree program (BS, MS, DNSc, PhD)?  YES NO | | | | | | | | | | | | |
| Has other funding for this project been sought or received?  YES  NO | | | | | | | | | | | | |
| If ‘Yes’, specify the funding agency, the monetary amount received or to be received, and the period of funding: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
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|  | | | | | | | | | | | | |
| **I, the undersigned, certify that the statement in this proposal are true and complete to the best of my knowledge and accept the obligation to comply with the terms and conditions of any grant awarded by the American Nephrology Nurses Association.** | | | | | | | | | | | | |
|  | | | | | | | | |  | | | |
| Signed (Principal Investigator) | | | | | | | | | Date | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Complete one sheet for each co-investigator and provide (on a separate sheet behind this one)this individual’s contribution and how this fits with his/her expertise and facilitates completion of the research project** | | | | | | | | | | | | | | | |
| Co-Investigator: | | | | | |  | | Credentials: | | | |  | | | |
| Home Address: | | | | | |  | | | | | | | | | |
|  | | | | |  | | | | | | | | | | |
| Home Phone: | | | |  | | | | | | | | | | | |
| Employer: | |  | | | | | | Job Title: | | |  | | | | |
| Work Address: | | | | |  | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | |
| Work Phone: | | |  | | | | | | | | | | | | |
| ANNA Membership Number/Expiration Date (if applicable): | | | | | | | | | | | | | |  | |
| RN License Number and State (if applicable): | | | | | | | | |  | | | | | | |
|  | | | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Complete one sheet for each consultant/collaborator and provide (on a separate sheet behind this one) this individual’s contribution and how this fits with his/her expertise and facilitates completion of the research project.** | | | | | | | | | | | | | | | |
| Name: |  | | | | | | | | | Credentials: | | | | |  |
| Role on Project: | | | | |  | | | | | | | | | | |
| Employer: | |  | | | | | | | | Job Title: | | |  | | |
| Work Address: | | | | |  | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | |
| Work Phone: | | |  | | | | | | | | | | | | |
| ANNA Membership Number/Expiration Date (if applicable): | | | | | | | | | | | | | |  | |
| RN License Number and State (if applicable): | | | | | | | |  | | | | | | | |
|  | | | | | | |  | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \* All items requested must be explained in detail on a separate sheet behind this one. | | | | | |
| Personnel: | | | | | |
| Investigator’s Salary/Stipend: | | | |  | |
| Research Assistants: | |  | | | |
| Consultants: |  | | | | |
| Other (please specify): | | |  | | |
| **Total Personnel: $** | | | | |  |
| **Supplies:** | | | | | |
|  | | | | | |
|  | | | | | |
| **Total Supplies: $** | | | | |  |
| **Equipment:** | | | | | |
|  | | | | | |
|  | | | | | |
| **Total Equipment: $** | | | | |  |
| **Travel (include travel related to conduct research, not presentation of research):** | | | | | |
|  | | | | | |
|  | | | | | |
| **Total Travel: $** | | | | |  |
| **Other Expenses Excluding Indirect Costs:** | | | | | |
| **ANNA will reimburse up to $500 in travel costs for oral presentation of the completed research at the National Symposium. Do not include this $500 in your grant amount.** | | | | | |
|  | | | | | |
| **Total of Other Expenses Excluding Indirect Costs: $** | | | | |  |
| **TOTAL AMOUNT: $** | | | | |  |

Budget Sheet

ANNA Research Grant Checklist

**After using this checklist to assure that all criteria have been met**

**when submitting your application, please place it**

**(with your checks) after the budget sheet.**

An application that is not completed in its entirety will be ineligible for funding. Be sure all instructions are followed when completing application.

**Introduction**

**Cover letter**

Indicates how applicant(s) meet the eligibility criteria

Identifies other funding sources for which funds for this project have been requested

Specifies whether or not a decision regarding funding has been made and, if favorable, the monetary amount and period of funding

**Application Cover sheet**

Completed

**Application Co-Investigator/Consultant/Collaborator Sheet**

Completed

Additional sheet explaining the contribution of each of the team members and how this fits with his/her expertise and will facilitate completion of the research

**Budget**

Budget sheet completed

Additional detailed sheet explaining all items requested

If additional funding is needed to complete the study, budget sheet indicates where funding will come from

Contingencies for failure to receive additional funding is addressed (if applicable)

**Abstract (limited to 250 words)**

Problem statement

Purpose

Overall aims

Methodology

**Research Plan (for research proposals)**

**Problem Statement / Significance of Project**

Is the problem stated and does this study address an important problem that nurses can address?

**Questions to be addressed/Specific Aims/Hypothesis**

The hypotheses or key research questions to be addressed are delineated

Short and long-term aims or objectives are stated

An anticipated timetable for achievement of the aims or objectives is provided

Appropriate and logical consistency exists between title, purpose, aims, research question(s) and hypothesis (if present)

**Literature Review/Theoretical/Conceptual Framework**

Existing knowledge is critically evaluated

Relationships identified among major areas in the literature

Gaps the project is intended to fill are identified

Literature has been analyzed well

Conceptual framework provided for quantitative research projects

Potential contribution to nephrology nursing knowledge either in terms of new knowledge, expansion of knowledge in another population, or confirmation of previous findings is identified

Preliminary studies of researcher are briefly described that are pertinent to the proposal

**Research Design and Methods**

**Subjects**

Sampling frame/sample size identified

Sampling procedure/rationale described

Justification for the sample size and sampling plan (power analysis provided for quantitative studies; approach to data saturation described for qualitative studies)

**Data collection**

Appropriateness of design

**For quantitative studies include**

Description of key variables: independent, dependent or predictor

Methods of measurement:

1. Reliability
2. Validity

Understanding of the principles of the measurements and their limitations

Control of competing hypotheses

**Apparatus/Instruments**

Description of instruments

Appropriateness of instruments

Psychometric/Biometric considerations or consultations

Copy of instrument in Appendix

**For qualitative studies include**

Description of data sources and methods for data collection

Copy of interview guide if available

Strategies for enhancing data quality e.g., prolonged engagement, persistent observation

**Procedures**

Choice of procedures (how data will be collected)

Feasibility of procedures (If a question of feasibility, information has been presented that will convince the reviewers that the studies will be completed and valid

Procedures will generate data needed

Process for orienting appropriate personnel (including data collectors) to the study

Experimental protocol (if applicable)

Detailed timetable with information from the beginning to the completion of the project included/proposed research can be carried out within the support period

Description of study limitations

**Data Analysis**

Analysis plan is appropriate to specific aims and/or hypotheses

Data management procedures identified (storage of data and who will have access)

Statistical procedures are appropriate and described in sufficient detail (quantitative research)

Data analysis techniques (qualitative research) are well described and consistent with the methodology

**Human/Animal Subject Considerations**

Process for protection of human and/or animal subjects and data files has been identified

Human subjects or institutional review board approval has been obtained and in appendix. (If approval has not been obtained, evidence is provided of submission for approval)

Written permission from all necessary administrative parties (hospital, clinic, dialysis unit) located in appendix

Informed consent document is located in appendix

Proof researcher has completed the certification on protection of human participants

**References**

Standard format followed, preferably APA (7th ed.)

Relevant and current literature is cited

**Curriculum Vitae**

CV provided for the principal investigator and all co-investigators, collaborators, and consultants

Copies provided of at least one, but not more than three research articles from projects on which he/she was either the principal or co-principal investigator

**Picture**

8x10 Professional Headshot

**Approval**

Proof of approval