

## **Sigma Theta Tau Delta Upsilon Chapter At Large Grant Program 2011 Criteria for Applicants**

### **Eligibility**

All active Sigma Theta Tau Delta Upsilon At Large chapter members

### **Deadlines**

The deadline for applications for cycle one is **4:00 p.m. on Friday, September 30, 2011**. Grant award decisions will be announced at the Delta Upsilon induction brunch. A written report of the completed project must be submitted to the Research Committee Chair within 12 months of receiving the award.

### **PROPOSAL CRITERIA**

Authors are required to submit one (1) copy of their proposal electronically which includes:

- **One Title Page** with
  - Author identification
  - Institutional affiliation
  - Verification of current Delta Upsilon Chapter at-Large Membership (member # and expiration date)

This page will be removed prior to forwarding proposal to research committee

- One Title **page with title only**
- **Abstract** not to exceed 150 words
- **Proposal** which includes:
  - Background and justification
  - Approach-Research methods including
    - Design
    - Procedure
    - Data analysis
    - Implications for Practice
  - Literature review & Theoretical or conceptual framework
  - Evaluation including formative and summative

- **Budget**  
Breakdown of items, equipment or personnel costs. These must be directly related to the conduction of the research.

- **Human Subject Or Research Participant Approval**  
Awards are contingent on authors obtaining institutional review board approval if needed.

**Please Note:** *Proposals exceeding 5 pages (excluding title page, abstract and references) will not be reviewed.*

### **Proposal Format**

Please use the following specifications in formatting your written proposal, including the Abstract:

Typeface:	<b>Times Roman</b>	Type Size:	<b>11 point, OR</b>
Typeface:	<b>Arial</b>	Type Size:	<b>10 point</b>

All information must be vertically spaced at **1.5 lines and have a minimum of 1 inch margins on all sides**. Please do not use a "condensed" version of these typefaces.

**The proposal should include:**

1. Cover Page and Abstract, (see form)
2. Body of the proposal including budget form

1. **Cover Page and Abstract** should include the information requested on the form followed by a brief abstract (not to exceed **150** words) describing the problem to be addressed, the goals and specific objectives of the project, and the methods to be employed.

2. **Body of the Proposal** should not exceed FIVE (5) pages and should address each of the following areas in the order listed:

- **Background and Justification.** Relevant background information should be provided to substantiate the need for and value of this project. In addition, the expected outcomes of the project and their impact (e.g., on patients, the academic discipline involved and/or the investigator) must be described. The applicant should provide a convincing argument for this project.
- **Approach.** The method or approach used to fulfill the project goals and objectives and to collect information or data must be detailed. If applicable, discuss the design, sample, measurement technique(s), and analytical or assessment procedures to be employed. Describe how the project will be accomplished within the project period according to a specific timeline. Study limitations should be addressed here. If the project involves the use of human subjects, or research participants indicate the protocols that will be used. The cover letter of the IRB request should be attached if applicable.
- **Literature Review, Conceptual or Theoretical Framework** Does the conceptual/theoretical framework fit the project? Is the literature cited current? Does the literature review support the relationship among variables? If qualitative include key words used in literature search and results of literature search
- **Evaluation.** The Evaluation section should include two sections. The first section should describe the formative methods planned. The second section should describe the summative evaluation methods that will be conducted.
- Formative evaluation typically involves gathering information or data during the early stages of the project. Its focus is on the process or methods that will be implemented. Summative evaluation refers to analyzing the effects or outcomes of the project once it has ended.
- Please include in this section your plans for disseminating the results of your project. This might include journals for publication or national conferences for presentation of project and its results.
- **Budget Form and Budget Narrative.** Provide an itemized budget. Budget narrative should provide a justification for each of the itemized line items (expenses) that are listed. The source(s) and amount of any additional funding or other forms of support related to the proposed project should be described clearly in the proposal.
- **Human Subject Or Research Participant Approval**  
Awards are contingent on authors obtaining institutional review board approval if needed.

### Criteria for Evaluation

The research committee is comprised of faculty from each of the 3 schools of nursing. The Committee will utilize the following criteria in evaluating proposals:

### Background and Justification

- The background information substantiates the need and value of this project.
- The study addresses an important problem.
- The objectives (hypothesis) are clearly stated.
- The objectives advance knowledge in the area being studied.
- The expected outcomes and their impact are clearly described.
- The proposal is well written.

#### **Methods**

- The methods are appropriate for achieving the objectives.
- The methods seek measurable outcomes.
- The methods employ appropriate assessment techniques to determine the significance of the outcomes.
- The timeline is reasonable.

#### **Conceptual/Theoretical Framework & Literature Review**

- The conceptual/theoretical framework fits the project?
- The literature cited is current?
- The literature review supports the relationship among variables?
- If qualitative, list keywords used for literature search and describe results.

#### **Evaluation**

Formative evaluation of the project should include a brief discussion of the:

- interpretation of the data to support or refute the hypothesis under investigation.
- statistical methods used to assess the significance of differences in the data.
- potential problems in the methods or analysis and suggestions for alternative methods or analysis to achieve the project's objectives.
- appropriateness of the timeline to achieve the project's objectives with regard to the investigator's workload.

Summative evaluation of the project should include a brief discussion of the potential for:

- dissemination of the results as a presentation or peer-reviewed paper.
- further research based on the achieved outcomes.

#### **Budget**

- The budget is appropriate for achieving the objectives.

#### **Use of Human Subjects in Research**

The investigator(s) of any research project that will involve human subjects, or use data and information collected from humans, must submit their protocol for review and approval from their agency institutional review board (IRB).

#### **Progress Report**

A final report, with all outcomes, results, assessments, product(s), or manuscript(s) including grant applications that are generated, is due on or before **December 30, 2012**.

#### **Acknowledgement**

Sigma Theta Tau Delta Upsilon Chapter at Large must be acknowledged in any publication, presentation, poster, or other work stemming from a funded project.

### Questions or Concerns?

Please consult the chair of the research committee Dr. Judy I. Murphy, [jmurphy1@ric.edu](mailto:jmurphy1@ric.edu) with any questions.

**Please read and follow these guidelines carefully.** The committee will not review proposals that are incomplete (do not include evidence of active membership), exceed the designated page limit (5) (applies to the body of the proposal and includes the budget form and budget narrative), exceed the \$1200 budget cap, or those that do not follow formatting guidelines (e.g. minimum 1 inch margins on all sides).

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### Proposal Checklist

Please complete the checklist and attach it to the end of your proposal documents.

- [ ] **Proposal Format.** The following specifications are to be used in formatting your written proposal, including the Abstract:

Typeface: **Times Roman**      Type Size: **11 point, OR**  
Typeface: **Arial**                      Type Size: **10 point**

All information must be vertically spaced at 1.5 lines and have a minimum of 1 inch margins on all sides. Please do not use a “condensed” version of these typefaces.

Address each of the following areas in the order listed and in **five (5) pages or less** (not including the Cover Page, Attachments or Proposal Checklist). **Proposals received that are longer than five pages will not be accepted.**

- [ ] **Cover Page and Abstract** – see form included in Criteria.

### **Body of the Proposal**

- [ ] **Background and Justification:** Does this study address an important problem? Are the project objectives clearly stated? If the aims of the application are achieved, will scientific knowledge or clinical practice be advanced? Is the proposal well written and appropriate?
- [ ] **Methods (Approach):** Are the methods appropriate for achieving the objectives? Is the timeline reasonable with respect to the number of objectives and the difficulty of the methods? Do the methods seek measurable outcomes? Is the sample size, study design & setting appropriate? Is the data analysis adequately described? Is the data analysis appropriate to specific aims and hypotheses or research questions? Are study limitations acknowledged?
- [ ] **Conceptual/Theoretical Framework:** Does the conceptual/theoretical framework fit the project? Is the literature cited current? Does the literature review support the relationship among variables? For qualitative study, are keywords used for literature search and results of search provided?
- [ ] **Evaluation:** (Formative and summative) Are formative and summative evaluation processes that are to be conducted described in the project?
- [ ] **Budget Form and Budget Narrative:** Is the proposed budget appropriate for achieving the objectives? Are there other funding sources involved? Does this research depend on this funding?

