American Association of Heart Failure Nurses

ANNOUNCING AAHFN'S INAGURAL
2017 Nightingale Research Grants

KEY DEADLINE DATES:

- ❏ **ONLINE** GRANT APPLICATION SUBMISSION DUE: **October 30, 2017 11:59 PM ET**
- ❏ **ONLINE APPLICATION:** https://form.jotform.com/53374677672165
- ❏ **NOTIFICATION OF FUNDING: November 15, 2017**
- ❏ **FUNDING AVAILABLE: December 1, 2017**

AAHFN ● Research Department ● 1120 Route 73, Suite 200 ● Mt Laurel, NJ, 08054
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AAHFN'S Research Grant Program

GENERAL INSTRUCTIONS TO APPLICANTS

PURPOSE OF THE NIGHTINGALE GRANT PROGRAM:

The purpose of the AAHFN Nightingale Research Grant Program is to support novel, innovative heart failure (HF) nursing research to improve patient and family outcomes. Priority is given to junior faculty and PhD/DNP students; however, all nurse researchers are invited to apply. Research projects should address AAHFN's Organizational and Research Priorities. Two grants are offered and are designed to ensure a vital source of clinically relevant research/evidenced-based practice (EBP) projects for creating the evidence-based resources that influence heart failure nursing practice. We expect and hope that the knowledge gained from the project(s) will be shared, thus upon completion of the research study or project, AAHFN requires grant recipients to submit their work for presentation at the **2018 AAHFN Annual Meeting.**

AAHFN NIGHTINGALE GRANTS ($1,000 and $500 EACH)
(Maximum funding period is for 6 months post receipt of award notification)

☐ These funds are available to support research/EBP projects that advances professional practice among HF nurses; generates new knowledge in the field of heart failure nursing to improve patient outcomes; and support educational initiatives to increase HF nurses knowledge and/or patient and family with priority given to junior faculty and/or doctoral students.

☐ **Eligibility:** Principal investigators must be AAHFN members, and must hold an earned master's degree or higher, or have completed candidacy requirements for a PhD or DNP program.

FUNDING PERIOD:
The maximum funding period depending on grant type, is for six months from the receipt of the award notification. No "**no cost**" extensions are permitted and the final 15% of the award will only be distributed if the final report is received within 60 days of the scheduled completion of the grant funding period and the findings are presented at the **2018 AAHFN Annual Meeting**.

Release of funds will be based on the following criteria:
➢ 85% will be released upon receipt and approval of all required paperwork.
➢ 15% will be released upon receipt of the final report by the due date (60 days after the end of the funding period) and the findings are presented at the **2018 AAHFN Annual Meeting**.

Receipt of the application will be confirmed via e-mail. If no response has been received within two days after the application deadline, contact the AAHFN at (856) 439.0525 **or email: ghaas@aahfn.org**

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INSTRUCTIONS FOR COMPLETION OF THE ONLINE APPLICATION:

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Enter the following information as requested in the online submission.

- **Title of Project:** Limit to 100 characters.

- **Principal Investigator (PI):** Name the one individual who is primarily responsible for implementing this proposal and for reporting to the AAHFN Research Committee. Enter your position, institutional address and your home, and work phone numbers.

  Indicate preferred mailing and email address for all future communications.

  ❑ **Home** ❑ **Work**

- **Total Funds Requested:** Budget requested should not exceed amount of designated AAHFN grant. See the section entitled "Line Item Budget and Budget Justification."

- **Dates of Project:** The project <u>must</u> be confined to 6 months.

- **Type of Project:** ❑ **Research Project** ❑ **Evidence-based Practice Project**

- **Research on Human Subject Subjects.** The PI must obtain approval from an Institutional Review Board (IRB) prior to the final AAHFN approval and initiation of the proposed project. The IRB must be registered with the office for Human Research Protections, DHHS and the assurance identification number must be provided as instructed in the application submission process.

  IRB submission or approval is not mandatory prior to application submission*.* However, it is strongly recommended that you begin your IRB application submission forms immediately after submission of your AAHFN Research Grant application, so that you are "ready to submit your IRB Approval Letter" if your application is funded. **The grant timeline starts on the date of your Notification of Award and No Cost Extensions are not permitted.**

  - **NO FUNDS WILL BE RELEASED UNTIL PROOF OF IRB APPROVAL HAS BEEN RECEIVED BY THE AAHFN OFFICE.**

  - If you have received IRB approval, list the approval date and assurance identification number in the space provided in the online application and <u>upload the approval letter</u>.

  - For multi-institutional projects, funding will be released after receipt of the approval from the applicant's Institutional Review Board. However, confirmation of IRB approval at all sites is required before initiating any data collection activities at each site. The PI should submit the appropriate **letters of approval from all sites to the AAHFN Research Committee**, as received.

- **Research/EBP Project Team.**

  Provide the names, credentials, institutions and role on the team, i.e., co-investigator, consultant, research assistant, statistician, for all members of the research team. Please enter or upload this information as instructed for the online submission.

- **Immediate Supervisor/Chairperson**.

  This should be the Principal investigator's immediate supervisor either in the clinical or academic setting. An email or letter is needed from this person confirming approval of the proposed study and indicating the feasibility and support of the project if the proposal is funded. Upload the email message or letter as instructed for the online submission.

ABSTRACT: (*Upload as a PDF document*)
At the top of the abstract page, list the title of the project; name of the applicant(s); co-investigator(s) or dissertation advisor; institutional affiliation for each person identified; and if the project is a pilot, or full study. **The body of the abstract should contain the following headings**:

Research Projects: Purpose/Specific Aims, Rationale/ Significance of Study, Conceptual or Theoretical Framework, Main Research Variable(s), Design, Setting, Sample, Methods, and Implications for Practice. Limit the abstract to <u>one page</u> (500 words), using a 1 inch or ½ inch margin.

Evidence-based Practice Projects: Introduction, Identification of the Problem/Overview, EBP Question/Purpose, Setting/Participants (if applicable), Methods, Implications for Practice

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PRESENT THE PROJECT NARRATIVE INFORMATION IN THE FOLLOWING ORDER:

The narrative (Purpose through Data Analysis) is **not to exceed 10 single-spaced typewritten pages using a 12-point font** (Times New Roman or Arial), 1inch margins top/bottom, right. The consistent use of one format (APA, AMA, etc.) for the text, citations and reference list is required. Please number all pages of the narrative.

Purpose and Specific Aims: Clearly state the purpose of the study and list specific aims in numerical sequence.

Significance, Framework, and Review of Literature:

- Explain the significance to heart failure nursing and how this will advance nursing science or clinical practice. Describe what will be the effect of this study on the concepts, methods, technologies, treatment, services or preventative interventions that drive HF nursing.
- Identify and describe the conceptual or theoretical framework, including variables, for the study.
- Present a succinct, focused, and critical review and synthesis of the literature.
- Identify how the study will address a knowledge gap.

Preliminary Work: Describe any previous research on the topic that has been done by the PI or project team and provide preliminary findings, if any.

Methods and Design: Use the following subheadings:

- **Design** Identify the research design.
- **Sample and Settings.** For qualitative and quantitative studies, describe the number and type of participants and all sampling and assignment procedures. Indicate the rationale for the sampling process and sample size determination. If a power analysis was conducted to justify the sample size, include the results of this analysis. Describe the process for recruitment of participants. Identify potential problem areas and include alternative strategies. Provide a rationale for the use of the selected setting(s).
- **Intervention/Independent Variables.** Clearly describe the intervention, if this is an intervention study.
- **Instruments.** List and describe all instruments and include a discussion of the validity and reliability of each. If qualitative research, include information on the instrument's rigor. Describe scoring procedures. *Append a copy of all instruments and any permission letters.*
- **Data Collection Schedule and Procedures.** Describe how and when data will be collected and any procedures for standardizing data collection.
- **Data Analysis and Interpretation.** Describe the statistical plan and analytic techniques that will be used to answer each research question of the project.
- **For EBP Projects, the following headings may be substituted for the above sections as applicable**: Evidence-based Practice Projects: Introduction, Identification of the Problem/Overview, EBP Question/Purpose, Setting/Participants, Methods, Implications for Practice

OTHER COMPONENTS OF THE PROPOSAL SUBMISSION PROCESS: *(Not part of the 10-page narrative)*

You will be asked to attach a cover letter with 1-2 paragraphs addressing each of the following areas: (This information is to be uploaded in a PDF format)

- ***Innovation.*** Describe how the project challenges existing paradigms or clinical practice; addresses an innovative hypothesis or critical barrier to progress in heart failure. If applicable, describe how the project develops or employs novel concepts, approaches, methodologies, tools or technologies in the area.
- ***Implications for Practice and Research.***
    - Describe the implications for AAHFN nursing practice.
    - Identify future research that may develop from this project.
    - Describe how this project will provide the groundwork for seeking additional funding in the future.
    - Describe when and how the study findings will be disseminated.

APPENDICES *(Not included as part of the 10-page narrative)*

The following items will all need to be uploaded as separate PDF documents.

☐ **Reference List.** The reference list should follow the format chosen for the project narrative (APA, AMA, etc.).

☐ **Timetable for Accomplishing the Work.** The timetable should reflect a realistic work schedule so the project can be completed within the funding period as no "no cost" extensions are permitted.

☐ **Mandatory Letters of Support***:*
Clinical site supervisor and/or Dean/ Faculty Chair stating they support you to carry out this research. In addition, clinical site supervisors must give assurance regarding the feasibility of the population at each clinical setting

Biographical Sketches. (INVESTIGATORS) Use the biosketch available on AAHFN's web page. Complete for the PI and any key participants, e.g., all co-investigator(s), clinician collaborators and mentors. ==*Each biosketch is limited to 1-2 pages*==. *Note that the biosketch personnel statement needs to include the contributions of that person to the grant proposal.* All biosketches must be combined into one PDF to be uploaded.

☐ **Instrument(s).** Include all instruments or interview schedules that will be used to collect data from subjects. Include any letters of permission to use a copyrighted instrument. These may be **uploaded** during the online submission process, if applicable. Multiple documents will need to be scanned into one PDF prior to uploading

☐ **Consent Form.** Include a copy of the IRB stamped consent form that will be presented to potential subjects for their signature. These may be **uploaded** during the online submission process, if applicable.

☐ **Miscellaneous.** Miscellaneous items include conceptual models, diagrams, a detailed description of an intervention or intricate laboratory procedure, list of performance sites, etc. These documents may be uploaded during the online submission, if applicable.

BUDGET INFORMATION:
The budget should not exceed total of grant award applicant is applying for ($1,000, $500), unless other sources of support are available. Other sources of support must be indicated to assure that funding to support the project's activities, which are in excess of the grant funding, will be met and will not hinder the completion of the project.

AAHFN Does Not Fund the Following:
- Industry-sponsored Projects
- Projects that have begun data collection or that are nearly completed
- Payment of tuition
- Institutional indirect costs
- Travel for conference attendance or presentations
- Preparation of posters or publications
- Printing of dissertations
- Salary support for non-research staff (e.g. program staff)

USE THE LINE ITEM BUDGET PROVIDED ON AAHFN WEBSITE.
Research project-related expenses may be itemized using the budget worksheet provided. One line item budget may be submitted for the entire project or separate budgets are permitted from each performance site. The line item budgets may include the following:

• **Personnel:** All research project personnel, consultants, & clerical support should be listed. Include the name, position, % time devoted to project, fringe benefit percent and amount, total fringe requested, and total salary requested. If in-kind contributions of personnel are relevant, please include percentage of time and role.

- **Supplies:** Supplies are defined as items with a unit cost of $500 or less. Examples include: photocopying, telephone, postage, computer time, paper and envelopes.
- **Equipment:** Equipment is defined as items with a unit cost greater than $500.
- **Other Expenses:** Do not list as miscellaneous. These must be listed very specifically, i.e., lab fees or supplies, lab assays, standardized testing, or reimbursement of study participants.
- **Other Support:** Identify total amount of other sources of funding for the study. Specify source, amount and funding period.
- **Total Funds Requested**

BUDGET JUSTIFICATION. The justification is a description that includes a justification for _all itemized expenses_ including personnel. Each section of the justification should: (1) list the specific items or project personnel noted below, (2) describe why the items or personnel are _essential_ to the conduct of the study, and (3) include any cost calculations. The lack of institutional resources for particular items should be described.

- **Personnel.** A description of the activities and role of each person involved in the research project including the principal investigator, co-investigators, consultants, research assistants, secretaries, data collection and data management staff, statistician, etc. Include the % of time devoted to the project by each person. If a percentage of any person's time is to be supported by the institution/another grant or as "in-kind", indicate and explain in the justification section.

- **Equipment.** Equipment requests should not represent a major portion of the budget or the only budget item. The narrative for equipment requests should: (1) identify the availability of matching funds, if any, or other funds that will contribute to the purchase of the item, (2) explain why the item is absolutely essential to the study, (3) identify where the equipment will be housed during and after the completion of the study. _Ownership of the item at the completion of the study will be individually assessed_.

- **Travel.** Only reasonable travel for data collection will be considered. Specify the purpose, personnel involved, distance, number of trips, mode of travel, and cost of travel.

PLEASE CHECK IF OTHER SUPPORT.

❑ No additional funding is available or pending for the project.

❑ **Yes,** additional funding has already been awarded for the proposed study. Explain how the work supported by other sources is different from the present request. Overlaps in funding are generally not funded unless it is convincingly explained how the present award is designed to support a portion of the project that is not covered by the overlapping funds.

❑ **Pending Funding:** If there is _other pending funding for the proposed project_, identify the amount, agency, and date the funding is expected to be initiated, if awarded. Explain how the present award will be adjusted if funding is received from more than one pending source, e.g., one of the awards will be turned down, more performance sites will be added, the sample size will be increased, additional staff will be hired, etc. _Please notify AAHFN RESEARCH COMMITTEE of any additional funding that is awarded after the submission deadline_.

NOTE: Investigators are encouraged to <u>review all materials</u> submitted for completeness and accuracy **PRIOR** to hitting "Submit" as **no** editing will be allowed once the application submission is completed.

APPLICATION SUBMISSION CHECKLIST:

Submission includes the following:
• <u>Completed Application noting Research Team</u>: Enter the name, credentials, institution and role of each member of your research team. (*If you have members that will be determined at a later date, simply enter TBD in the name, credentials and institution areas and enter the "Role" that person will be filling in the appropriate area.*)

☐ **IRB**
    o If you have already received IRB approval, enter date of approval and assurance identification number and upload IRB or animal welfare committee approval letter.
               OR
    o Check the box indicating IRB submission will be done upon notification of funding

☐ <u>Email from immediate Supervisor/Chairperson:</u> (confirming approval of the proposed study). This email will need to be uploaded during the submission process.
☐ <u>Abstract</u> (1-page, 500 words)
☐ <u>Project Narrative:</u> 8-10 typewritten, single-spaced and numbered pages

Completed Cover Letter: (See page 5 for details on the following areas) *NOTE: The following areas are all part of the evaluation criteria for the reviewers.*
☐ <u>AAHFN Organizational and Research Priorities</u>**:** Provide 1-2 paragraphs on how the project addresses AAHFNs strategic agenda/and or research priorities.
☐ <u>Innovation</u>: Provide 1-2 paragraphs on how the project challenges existing paradigms or clinical practice.
☐ <u>Facilities and Resources (Environment):</u> Provide 1-2 paragraphs on the feasibility of the study (available facilities and resources).
☐ <u>Implications for Practice and Research:</u> Provide 1-2 paragraphs on the implications for AAHFN nursing practice and future research.

Submission Checklist (Continued):
The following documents will need to be uploaded in a PDF format.
☐ Reference List
☐ Timetable
☐ Biographical sketches: One will be needed for each member of the research team. Download form from the forms area of the AAHFN Research Website.
☐ Instrument(s), if applicable: (Multiple documents will need to be scanned *into ONE PDF document prior to uploading. More than one document cannot be uploaded in this section.*)
☐ Consent Form(s): (Multiple documents will need to be scanned *into ONE PDF document prior to uploading. More than one document cannot be uploaded in this section.*)
☐ Miscellaneous: Upload any other documents needed, in a PDF format. (Multiple documents will need to be scanned *into ONE PDF document prior to uploading.*) *More than one document cannot be uploaded in this section.*
☐ Itemized Budget and Budget Justification: (Use Budget Worksheet Form available in the Grant application section on the AAHFN Website.

EXPECTATIONS FOR RECIPIENTS:

PROGRESS AND FINAL REPORTS:
☐ For all funded projects, a final report of expenditures and a final scientific report <u>must</u> be submitted 60 days following the original or amended project funding period. The remaining 15% of the grant funds will only be released when the final scientific report is received on time. Guidelines for submitting these reports will be provided to all grant recipients**.**

☐ Please note, the final report guidelines request a summary of results and abstract suitable for posting online to promote dissemination of findings to practicing nurses and the lay public.

ACKNOWLEDGEMENT OF FUNDING:
☐ Investigators must acknowledge that this research was funded by the AAHFN in all publications and presentations regarding their research.

DISSEMINATION OF RESULTS:
☐ The AAHFN organization is committed to the dissemination of research findings to support practice changes. A summary of results and final abstract will be posted online and shared with the AAHFN members. Research grant recipients are responsible for disseminating the findings of their funded project. Submission of manuscripts to peer reviewed scientific or professional journals is required. Award recipients are required to submit abstracts to AAHFN Annual Meeting and encouraged to publish their final results in Heart and Lung.

INCOME TAX CONSIDERATIONS:
AAHFN is required by the Internal Revenue Service to report grant awards on Form 1099-Misc. The award recipient's institution will receive an IRS 1099-Misc, form no later than January 31 of the year following funding year. If additional compensation is received from the award recipient's employer/institution regarding this award, it is the employer/institution's responsibility to issue to the recipient a W-2 or Form 1099-Misc. Award recipients will be asked to designate how the funds should be distributed at the time the award is made.

BIOGRAPHICAL SKETCH
Follow this format for each person. **DO NOT EXCEED 1-2 pages max**

NAME

Name (credentials):

POSITION TITLE

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)

INSTITUTION AND LOCATION	DEGREE *(if applicable)*	Completion Date MM/YYYY	FIELD OF STUDY

NOTE: The Biographical Sketch may not exceed <mark>1-2 pages.</mark>

A. Personal Statement. Briefly describe why you are well-suited for your role in the project described in this application. The relevant factors may include aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and your past performance in this or related fields (you may mention specific contributions to science that are not included in Section C).   Also, you may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project. If you wish to explain impediments to your past productivity, you may include a description of factors such as family care responsibilities, illness, disability, and active duty military service.

B. Positions and Honors. List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.

C. Contribution to Science. Briefly describe up to five of your most significant contributions to science. For each contribution, indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work. For each of these contributions, reference up to four peer-reviewed publications or other non-publication research products (can include audio or video products; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or NetWare) that are relevant to the described contribution. The description of each contribution should be no longer than one half page including figures and citations. Also provide a URL to a full list of your published work as found in a publicly available digital database such as SciENcv or My Bibliography, which are maintained by the US National Library of Medicine.

D. Research Support. List both selected ongoing and completed research projects for the past three years (Federal or non-Federally-supported). *Begin with the projects that are most relevant to the research proposed in the application.* Briefly indicate the overall goals of the projects and responsibilities of the key person identified on the Biographical Sketch. Do not include number of person months. *DO INCLUDE RESEARCH FUNDING AMOUNTS FOR EACH FUNDED PROJECT.*