



## **Guidelines for Use of AAHFNs Membership for Research and Evidence Based Practice Initiatives**

**Purpose:** AAHFN supports the conduct of nursing research, which is aligned with the organizations strategic themes and research priorities. AAHFN does allow access to the membership database for identifying potential subjects for research studies, evidence based practice projects or other scholarly endeavors.

### **ELGIBILITY CRITERIA:**

Applicants must be a member or join AAHFN in order to access members for the purposes of conducting a research study or project.

### **APPROVAL CRITERIA:**

A research proposal review committee appointed by the AAHFN Research Committee will review the proposals. Proposal evaluation is based upon:

- Relevance of research or EBP project to AAHFN strategic priorities...the *Future of Nursing Report* recommendations
- Soundness of the studies' purpose/aim, and significance to patient care or nursing
- Use of a conceptual/theoretical framework to guide the study or EBP
- Relevant review of the literature
- Clinical and scientific merit (methodology, use of instruments to measure study variables or effectiveness of EBP change)
- Quality, clarity, specificity, and feasibility of research or EBP

### **HOW TO APPLY**

**Application materials must be submitted directly to: AAHFN National Office via email [information@aahfn.org](mailto:information@aahfn.org)**  
**Proof of a completed IRB approval is required for research studies.**

### **To apply, please submit the following documents:**

1. Cover letter, briefly describing scope of project—OR application cover page
2. Contact information of requestor
3. Summary of study (abstract)

#### **Attached Proposal that includes:**

4. Significance of study to advancing the science of heart failure nursing practice/purpose.
5. Literature review
6. Methods
  - a. Appropriate to generate valid and reliable, unbiased results
  - b. Justification for the sample size (e.g. power analysis)
  - c. Research design
  - d. Data collection methods
  - e. Copy of all instruments
  - f. Copy of all written communication inviting potential subjects
7. Data management methods



8. Data analysis
9. Limitations
10. Ethical considerations
  - a. Is the content appropriate for HF nurses?
  - b. Consider if members would be offended by the content of the survey
  - c. Documentation of IRB approval
    - i. This protects human subjects
    - ii. The IRB must be from a university or facility. If the applicant does not have access to an IRB in his/her facility, an IRB service (e.g. Western IRB) may be used.
    - iii. AAHFN does not require a national IRB for survey studies in which members are subjects, if no PHI or personal identifiers are obtained.
11. Copy of requestor's CV
12. Provide a comprehensive budget, which outlines financial coverage of the conduct of the research, in association with AAHFN
13. Faculty contact information, if applicant is a student
14. Letter of support from facility if applicable

**Additional Information:**

All requests must be submitted to AAHFN (Research Committee). Requests will not be considered until all documents have been submitted. Completed documents will be reviewed by AAHFNs Nursing Research Committee at the next scheduled monthly meeting. Decisions will be communicated to the requestor by the Chair of the Nursing Research Committee.

**Please Note**

All application documents should be named beginning with the last name of the principal investigator. (e.g. Smith\_coverpage, Smith\_proposal, etc).

**Researchers will be responsible for:**

- Signing and return an application cover page
- Submitting a mid-term report
- Submitting a final report including abstract of findings
- Submitting publications or presentations to the AAHFN Research Committee

**Submission Dates**

<b>(Research Committee Meets)</b>	<b>Notification Dates</b>
September 8, 2015	October 6, 2015
October 13, 2015	November 10, 2015
November 10, 2015	December 15, 2015
December 15, 2015	January 12, 2016
January 12, 2015	February 9, 2016
February 9, 2016	March 10, 2016
March 8, 2016	April 15, 2016
April 12, 2016	May 15, 2016
May 14, 2016	July 16, 2016

For questions or information, please contact (AAHFN Office via email at [information@aahfn.org](mailto:information@aahfn.org) Attention Research Committee



**Request to Access AAHFN Members for the Purposes of Conducting Research,  
EBP or Other Scholarly Activities  
Application Cover Page**

<b>Name of Principal Investigator:</b>	
Institution:	
Mailing Address:	
Telephone No.:	Fax No.:
Email Address:	
<b>Title of Study:</b>	
Briefly describe how your study or project and how it aligns with AAHFN strategic priorities, or IOM Future of Nursing recommendations:	
Have you obtained Human Subjects IRB approval for your study?    Yes <input type="checkbox"/> No <input type="checkbox"/>	



In applying for research approval, I agree to provide AAHFN required reports and any presentations or publications about the outcomes of the study.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**KEY DATES AND DEADLINES – see Application Instructions**

- **Application Due:**
- **Applicant Notified:**
- **Mid-term Report Due:**
- **Final Report Due:**
- **Presentation of Findings:**