

## NIGHTINGALE GRANT APPLICATION SUBMISSION CHECKLIST:

<b><i>Submission includes the following:</i></b>
<ul style="list-style-type: none"> <li>• <u>Completed Application noting Research Team:</u> Enter the name, credentials, institution and role of each member of your research team. <i>(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.)</i></li> </ul>
<input type="checkbox"/> <b>IRB</b> <ul style="list-style-type: none"> <li>○ If you have already received IRB approval, enter date of approval and assurance identification number and upload IRB or animal welfare committee approval letter.</li> <li style="text-align: center;"><b>OR</b></li> <li>○ Check the box indicating IRB submission will be done upon notification of funding</li> </ul>
<input type="checkbox"/> <u>Email from immediate Supervisor/Chairperson:</u> (confirming approval of the proposed study). This email will need to be uploaded during the submission process.
<input type="checkbox"/> <u>Abstract</u> (1-page, 500 words)
<input type="checkbox"/> <u>Project Narrative:</u> 8-10 typewritten, single-spaced and numbered pages

<b><u>Completed Cover Letter:</u></b> (See page 5 for details on the following areas)
<b><i>NOTE: The following areas are all part of the evaluation criteria for the reviewers.</i></b>
<input type="checkbox"/> <u>AAHFN Organizational and Research Priorities:</u> Provide 1-2 paragraphs on how the project addresses AAHFNs strategic agenda/and or research priorities.
<input type="checkbox"/> <u>Innovation:</u> Provide 1-2 paragraphs on how the project challenges existing paradigms or clinical practice.
<input type="checkbox"/> <u>Facilities and Resources (Environment):</u> Provide 1-2 paragraphs on the feasibility of the study (available facilities and resources).
<input type="checkbox"/> <u>Implications for Practice and Research:</u> Provide 1-2 paragraphs on the implications for AAHFN nursing practice and future research.
<b>The following documents will need to be uploaded in a PDF format.</b>
<input type="checkbox"/> Reference List
<input type="checkbox"/> Timetable
<input type="checkbox"/> Biographical sketches: One will be needed for each member of the research team. Download form from the forms area of the AAHFN Research Website.
<input type="checkbox"/> Instrument(s), if applicable: (Multiple documents will need to be scanned <i>into ONE PDF document prior to uploading. More than one document cannot be uploaded in this section.</i> )
<input type="checkbox"/> Consent Form(s): (Multiple documents will need to be scanned <i>into ONE PDF document prior to uploading. More than one document cannot be uploaded in this section.</i> )
<input type="checkbox"/> Miscellaneous: Upload any other documents needed, in a PDF format. (Multiple documents will need to be scanned <i>into ONE PDF document prior to uploading.</i> ) <i>More than one document cannot be uploaded in this section.</i>

## **EXPECTATIONS FOR RECIPIENTS:**

### **PROGRESS AND FINAL REPORTS:**

- For all funded projects, a final report of expenditures and a final scientific report must 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.