



Canadian Association of Nurses in Oncology  
Association canadienne des infirmières en oncologie

## CANO/ACIO RESEARCH GRANTS 2019

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### **1.0 Introduction**

The Canadian Association of Nurses in Oncology, Board of Directors and Research Committee members invite you to apply for an annual research grant. This year the CANO Board has funds allocated for two research grants to a maximum of \$5000 each.

**Completed submissions must be electronically received at the CANO/ACIO Head Office by 5 pm (Pacific Time) on or before May 14, 2019.** Proposals received after that date will not be accepted. Successful recipients for the annual research grants will be announced during the annual CANO/ACIO conference.

The CANO/ACIO Research Grants were established for oncology nurses to help build capacity for oncology nursing research across Canada.. The establishment and continued funding of such grants demonstrates how the Board of Directors, in conjunction with members of the Research Committee, is endorsing such nursing activities.

The primary goal of these research grants is to provide support for oncology nurses to develop a research proposal that will result in the conduct of research in support of evidence-informed oncology nursing practice. Priority will be given to:

1. clinically-based oncology nurses with a clinical research related to oncology nursing practice
2. oncology nurses pursuing a graduate degree
3. projects with the potential to promote evidence-informed oncology practice.

A scientific review panel, at arms-length from the CANO/ACIO Research Committee (with the exception of the Scientific Review Panel Chair who will be a committee member), will conduct a

peer-review process and adjudicate proposals based on established criteria and policies. The Scientific Review Panel Chair will report to the Director-at-Large for Research.

## **2.0 Eligibility**

2.1 CANO/ACIO research grants are awarded to an **individual applicant**.

They will not be awarded to teams.

2.2 Both **novice and more experienced researchers** are encouraged to apply.

- Novice researchers (i.e. those without previous experience as a principal investigator) are expected to obtain mentorship for their projects. Graduate students should include a letter of support from their thesis/dissertation supervisor. Clinically-based novice researchers should identify a colleague/collaborator with prior research experience and include in their submission a letter of support confirming willingness to serve as mentor.

2.3 The applicant **must be a current and ongoing CANO/ACIO member** (i.e. have held membership for at least the year prior to the Research Grant submission).

2.4 CANO/ACIO **Board of Directors are not eligible** to apply for grants. Research committee members are eligible to apply. All actual or potential review conflicts will be fairly and transparently managed by the Director-at-Large for Research and the Scientific Review Panel Chair according to established practices (such as Tri-council research granting agency practices) and the CANO Conflict of Interest policy. No panel member will review applications for which a conflict of interest exists (such as in the case of a close colleague or trainee).

## **3.0 Funding Period & Granting of Grant Monies**

Successful grant recipients will be notified by September. The funding period ends one-year after the receipt of the grant. If necessary, recipients may request a one-year extension (a no financial cost extension). The grant recipient(s) will be announced at the annual CANO/ACIO conference.

Arrangements will be made for transfer of funds to the grant recipient, or the organization or university where the applicant is studying or working (i.e. funds deposited into a research account). Grant recipients will advise the CANO/ACIO Head Office as to the details for processing of the funds.

Funds will be transferred within six (6) weeks of CANO/ACIO Head Office receiving a copy of the certificate of approval from an established Research Ethics Board. In exceptional circumstances, research ethics approval is not required (e.g. study is a systematic review). If the proposal is for a quality improvement project and the setting does not require ethics approval, then a letter from the setting should indicate approval to conduct the study without formal ethics approval.

## **4.0 Detailed Instructions for Completing the Application**

**4.1 Cover Letter** confirming an understanding of the conditions of the submission, signed by the applicant.

**4.2 Abstract** (not to exceed 250 words)

**4.3 Proposal Narrative:** The proposal narrative is not to exceed 8 single spaced typewritten pages (not including references) using a 12-point standard font such as Times New Roman or Arial and minimum of ¾” margins. Pages should be numbered. Please include each of the following components:

- Project Title
- Background
- Literature review
- Purpose
  - Research question or hypothesis
- Methods
  - Research design
  - Sampling
  - Data collection
  - Analysis plan
  - Anticipated timeline
- Expected implications of findings for oncology nursing practice
- Dissemination plan

In-text citations and reference list should be formatted in a consistent manner, such as APA (6th edition).

**4.4 Budget:** (not to exceed 2 pages, including figures and narrative justification).

A budget up to a maximum of \$5,000 should clearly align with the research plan. The expectations are that the funds will be used to either implement the study, publish the results and/or to cover the cost to present at the next Annual CANO conference.

By way of example, here are eligible items for inclusion in the total budget:

- Personnel: Includes paid personnel (including research assistants, student/trainees, consultants, clinical support) according to institutional contractual rates. Provide estimated total hours and salary rate (including benefits). Note: Applicant’s salary reimbursement is not an eligible budget item.
- Supplies: Includes project-related photocopying, telephone, postage, computer access, paper, envelopes, data recording and storage supplies, etc.
- Equipment: Items with a unit cost greater than \$500 (justification and quotation must be provided).
- Software: Include the name, version number, and unit cost.
- Other expenses: Lab fees or supplies, lab assays, standardizing testing, transcription or reimbursement of study participants.

- Knowledge Translation: Consider using up to \$1500 of the budget for conference related expenses and dissemination of findings and the remaining to conduct the study.

If this proposal represents supplementary funding to a project for which funding has not yet been secured, please provide a statement of: a) total cost of the research project, b) additional sources of funding under consideration, and c) plans for conducting this element of the larger project should the supplementary funding not be secured. This will help the review panel determine whether this proposed project can be conducted independent of the outcome of the other funding requests.

## 4.5 Appendices

### A. Required:

- Applicant's CV or resume. This may be in any format, but must include name, address and contact information, credentials, educational background, institutional affiliation and position, previous research funding (role, source and funding level), publications.
- For novice researcher, letter of mentor support.

### B. Optional:

- Letters confirming organizational support or collaboration
- Questionnaires, instruments, consent forms, conceptual models, diagrams, brochures or other materials to be used in research project
- Certificate of Approval from Research Ethics Board

## 4.6 Submitted Package

All elements of the proposal are to be compiled, in the above sequence, into a single pdf file (e.g. through scanning or conversion to pdf from text documents – see 5.3 below). Please review your complete application carefully to ensure that all elements are included, correctly formatted and legible before submission.

## 5.0 Review Process

5.1 Applications that are incomplete or not prepared according to detailed instructions will not be reviewed.

5.2 The research grant application consists of an abstract, a proposal narrative (see 4.0 for components), a budget with justification, proof of CANO/ACIO membership and appendices (e.g., CV, consent, questionnaires).

5.3 Investigators must submit the completed application and all associated materials electronically by email to [cano@malachite-mgmt.com](mailto:cano@malachite-mgmt.com) in a single pdf-formatted

document. All required signatures should be scanned into the electronic submission, and the document optimized to a size suitable for email transmission<sup>1</sup>.

5.4 Receipt of the application will be confirmed via e-mail. If no response has been received from CANO/ACIO within two weeks after the application deadline, contact the CANO/ACIO Head Office at [cano@malachite-mgmt.com](mailto:cano@malachite-mgmt.com)

5.5 Elements of the submitted application proposal (e.g. abstract, literature review, purpose, methods, relevance to oncology nursing, appendices) are evaluated by 2 independent reviewers and rated as satisfactory or requires revision. Then, the proposal is rated for scientific merit on a scale of 0 to 5 (see below). The budget is reviewed to ensure expenses are justified based on the science of the project. Funding is awarded to the proposal(s) ranked the highest based on number of grants being offered that year using the following descriptors for the scientific merit ratings:

<b>Range</b>	<b>Descriptor</b>
<input type="checkbox"/> 4.5 - 5	Outstanding
<input type="checkbox"/> 4.0 - 4.4	Excellent
<input type="checkbox"/> 3.5 - 3.9	Very good
<input type="checkbox"/> 3.0 - 3.4	Solid/significant research
<input type="checkbox"/> 2.6 - 2.9	Needs revision but fundable
<input type="checkbox"/> 2.0 - 2.5	Would require major revision, not fundable
<input type="checkbox"/> 1.0 - 1.9	Seriously flawed
<input type="checkbox"/> 0	Not acceptable or irrelevant to oncology nursing

## **6.0 Progress and Final Reports:**

Annual progress report(s) are required for all funded projects. A final report of expenditures and a final scientific report must be submitted to the CANO/ACIO Head Office, within 60 days following the project-funding period (i.e. November immediately following the one-year funding period). If necessary, recipients may have a one-year extension. After the two-year period, unexpended funds must be returned to CANO/ACIO Head Office.

The final report must also include a brief summary of results (e.g., 1 paragraph or abstract) suitable for posting online to promote dissemination of findings to practicing nurses and the lay public.

## **7.0 Acknowledgement of CANO/ACIO Funding:**

Researchers **must acknowledge** CANO/ACIO funding in all publications and presentations arising from supported projects.

## **8.0 Dissemination of Successful Research Grant Recipients and Results:**

CANO/ACIO is committed to the wide dissemination of research findings to support practice

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<sup>1</sup> See for example <http://acrobatusers.com/tutorials/how-optimize-your-pdf-file>

changes.

A list of successful grant recipients and their topics will be posted on the CANO-ACIO website. In addition to presenting your work in peer-reviewed conferences and publication, a brief summary of results (e.g., 1 paragraph or abstract) will be posted online and shared with the CANO/ACIO Board of Directors to promote dissemination of results from CANO/ACIO funded projects. Publication of project results in a peer-reviewed scientific or professional journal is expected. Grant recipients are strongly encouraged to submit an abstract to the annual CANO/ACIO conference and publish their final results in the Canadian Oncology Nursing Journal (CONJ).

We look forward to receiving your applications!



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