STN Grant Program: Application Due February 15, 2021

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 STN Research Department at: 859-977-7456 or via email at sczuhajewski@traumanurses.org.

- **Applications that are incomplete or not prepared according to the instructions will not be reviewed.**

INSTRUCTIONS FOR COMPLETION OF THE GRANT APPLICATION:

Include the following information

- **Title of Project**
- **Principal Investigator (PI)** Name the one individual who is primarily responsible for implementing this proposal and for reporting to the Society of Trauma Nurses (STN). Include your position and institutional address. Also include the home, work and fax phone numbers. The preferred mailing address and email address will be used for all future communications.
- **Total Budget Requested (U.S. Currency)** Budget requested should not exceed $15,000. See the section entitled "Line Item Budget and Budget Justification."
- **Dates of Project** The project must be confined to a maximum of two years.
- **Research on Human/Animal Subjects** The principal investigator must obtain approval from an Institutional Review Board (IRB) or Animal Welfare Committee if the proposed project pertains to human or animal research. The IRB must be registered with the office for Human Research Protections, DHHS and the assurance identification number must be provided 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 STN Grant application so that you are "ready to submit" if your application is funded. The two-year 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 STN.*
  - If you have received IRB approval, list the approval date and assurance identification number in the space provided in the online application and include the approval letter with your submission.
  - For multi-institutional projects, funding will be released after receipt of the approval from the applicant's IRB. 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 STN, as received.
- **Research 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.

- **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 amount of release time that will be permitted if the proposal is funded.

ABSTRACT: (*To be attached as a PDF document, double-spaced, 12-point, Arial font*)
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: 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 750 words.

PROJECT NARRATIVE (APPROACH): *(To be attached as a PDF document, double-spaced, 12-point, Arial font)*

The narrative (Purpose through Data Analysis) is not to exceed 3,500 words. 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.

PRESENT THE PROJECT NARRATIVE INFORMATION IN THE FOLLOWING ORDER:

Purpose and Research Questions Clearly state the purpose of the study and list research questions in numerical sequence.

Significance, Framework, and Review of Literature

- Explain the significance to trauma nursing. Describe what the effect of this study will be on the concepts, methods, technologies, treatment, services or preventative interventions that drive trauma 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, including limitations.
- 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 research team and provide preliminary findings, if any.

Methods and Design Use the following subheadings:

- ***Design*** Identify the research design. Indicate if the project is a pilot study. Some reasons for conducting a pilot study include:
    - To determine the feasibility of a larger study
    - To develop or refine a nursing intervention
    - To develop a protocol or set of procedures for implementing an intervention
    - To identify design and methodologic problems
    - To determine if the sample is representative of a larger population or whether the sampling technique is effective
    - To test the reliability and validity of instruments and refine instruments or data

collection procedures
    - To try out and refine data analysis techniques
- ***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). This is especially important if the proposed study is a multi-site project.**
- ***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. For quantitative studies, describe how rigor will be maintained. Describe scoring procedures and cut points (if applicable). For qualitative studies, describe how data will be collected (for example: individual interviews, focus group discussions, participant observation, etc.). Describe how reflexivity will be maintained. Describe how you will demonstrate trustworthiness of the data. *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. Please list any statistical software that will be used (name and version).
- ***Data Analysis and Interpretation.*** Describe the statistical procedures or analytic techniques that will be used to answer each research question of the project.
- ***Facilities and Resources (Environment)*** Describe the facilities and resources available to carry out the project at all research sites, e.g., computers, statistical and data management support, office space, equipment, etc.
- ***Implications for Practice and Research***
    - Describe the implications for trauma nursing practice and/or impact on trauma care.
    - 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 narrative)***

(The following items will all need to be attached as a separate PDF document(s))

- **Reference List** The reference list should follow the format chosen for the project narrative (APA, AMA, Chicago, 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.
- **Human Protection Education** It is an expectation of STN that the researcher will incorporate, into the study proposal, key ethical principles and federal regulations to protect human participants

or animals throughout the research process. Documentation of human or animal participant protections education for all key personnel (all individuals responsible for the design and conduct of the study, including PI, co- investigators and data collectors) must be submitted after the funding notification is received. However, it is encouraged that education documentation for key personnel be submitted with the application.

- **Letters of Support** Include letters of support from key administrators, agency personnel, and consultants, as necessary. Letters of support should document access to performance sites and research participants, institutional resources committed to the project, and matching funds, if any. Consultants should describe their role and involvement with the research project. All letters of support should be attached in a PDF format.
- **Biographical Sketches** Submit a biosketch for the PI and any key participants, e.g., all co-investigator(s), consultant(s), clinician collaborators and mentors. *Each biosketch is limited to 2 pages. Note that the biosketch needs to include the contributions of that person to the grant proposal. Be sure that the funding amounts of all research grants are included in the biosketches.*
- **Instrument(s)** Include all instruments or interview or observation schedules that will be used to collect data. Include any letters of permission to use a copyrighted instrument. (Note: if the instrument is published, permission is usually obtained from the publisher. Instrument authors can only grant permission to use if they retained the copyright.).
- **Consent Form** Include a copy of the consent form that will be presented to potential subjects for their signature (if applicable).
- **Miscellaneous** Miscellaneous items include conceptual models, diagrams, a detailed description of an intervention or intricate laboratory procedure, list of performance sites, etc.

BUDGET ISSUES:

The budget should not exceed $15,000 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.

STN Does Not Fund the Following:

- Projects that have begun data collection or that are nearly completed
- Laptop computers and tablets, such as iPads
- Institutional overhead
- CITI training
- IRB review costs
- Research assistant time (includes hiring students)
- Mentor time
- Investigator time (ie., individual whose primary role is research—not clinical practice)
- Staff nurses' compensation when they are subjects of the study, as opposed to members of the research team
- Faculty compensation (except in limited role as consultant on unique aspect of project)
- Payment of tuition
- Travel for conference attendance or presentations

- *Although travel cannot be included in the budget, a request can be made for travel funding to present the STN-funded work at a conference, upon notification of acceptance for presentation.*
- Preparation of posters or publications
- Printing of dissertations
- Salary support for non-research staff (e.g. program staff)

Line Item Budget Research project-related expenses may be itemized using the budget worksheet provided. A single line-item budget may be submitted for the entire project or separate budgets are permitted from each performance site. Consortium or contractual arrangements and costs should be itemized. Items labeled as miscellaneous will not be funded. The line-item budgets may include the following:

- **Personnel:** All research project personnel, statisticians, consultants, and clerical support. Include the name, position, percent of 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, envelopes, transcription machines, cassette tapes, floppy disks, etc. Supplies should not exceed 5 percent of total budget.
- **Equipment:** Equipment is defined as items with a unit cost greater than $500.
- **Software**: Include the name, version number, and unit cost.
- **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.

EXPECTATIONS FOR RECIPIENTS:

- **INTERIM AND FINAL REPORTS:**
  For all funded projects, an interim and final report is required. A final report of expenditures and a final scientific report must be submitted 60 days following the end of the project funding period. The remaining 10% 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**.** Unexpended funds revert to STN. 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.

  Recipients also agree to complete a follow-up survey at one, three, and five years after the completion of the funding project. The purpose of the survey is to track dissemination activities and additional funding which have occurred related to the STN-funded project.

- **DISBURSMENT OF FUNDING:**
  The Society of Trauma Nurses will release funds incrementally, to the institution of record, at its sole discretion. Scheduled funding will align with the expense timeline provided by grantee. STN may withhold funding if progress reports and/or other requirements are not met.

- **ACKNOWLEDGEMENT OF FUNDING:**
  Investigators must acknowledge that this research was funded by the Society of Trauma Nurses through an unrestricted grant from the supporting donor in all publications and presentations regarding their research.

- **DISSEMINATION OF RESULTS:**
  The Society of Trauma Nurses 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 STN to promote dissemination of results. 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 STN's National Conference and to the Journal of Trauma Nursing (JTN). JTN retains the first right of refusal for manuscript publication. Submission of manuscript does not guarantee publication.

INCOME TAX CONSIDERATIONS:

The Society of Trauma Nurses 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.