



2020 Research Grants Program

**NATIONAL ASSOCIATION OF ORTHOPAEDIC NURSES
RESEARCH GRANTS PROGRAM GENERAL INSTRUCTIONS TO APPLICANTS**

DEADLINE DATES*

January 26, 2020 - Midnight CT	Letter of Intent due
Week of March 2, 2020	Invitations to submit full grant proposal
April 6, 2020 - Midnight CT	Grant proposal due
April 13, 2020	Letters/e-mails to applicants confirming receipt of proposal
June 9, 2020	Notification to applicants of funding award
June 22, 2020	Award payee information due
June 29, 2020 or after requirements met	Award payment

***Dates subject to change with prior notification**

PURPOSE OF GRANT

The purpose of this initiative is to promote and support orthopaedic nursing research to advance the specialty of Orthopaedic Nursing. Research is encouraged to provide evidence and further expertise in orthopaedic nursing practice with the ultimate goal of improving patient outcomes. Funding preference is given to research that promotes the [strategic plan](#) of NAON.

AWARD INFORMATION

NAON research grants provide funding for promising research projects by qualified investigators in the field of orthopaedic nursing. Funding amount and number of grants are at the discretion of the NAON Research Committee based upon merit of applications and board allocation of funding.

Applicants may request up to \$10,000 total in direct costs.

ELIGIBILITY

Any orthopaedic nursing proposal will be considered. The principal investigator must be actively involved in some aspect of orthopaedic patient care, education, or research. The applicant must be a licensed Registered Nurse in the United States and a NAON member. The research must take place within the United States.

Graduate level nursing students are eligible with a mentor/faculty letter of support. New investigators are encouraged to apply.

NAON does not support research for independent manufacturers, industry development or financial gain (personal and/or business).

FUNDING

Funds are for research work to be performed, not projects already completed. Cost-sharing of projects is acceptable. Please list other funding institutions/organizations and amount(s) requested and/or awarded. All research related activities are expected to be completed within two years of funding disbursement and "no cost" extensions must have the approval of the NAON Research Committee.

Release of funds will be based upon receipt of Institutional Review Board approval, award payee information, and approval of all required paperwork.

Unexpended funds revert back for future NAON research funding.

Any principal investigator or co-investigator that receives a NAON research grant will not be eligible to apply for grant funding for three years from the date of the initial award.

GENERAL GUIDELINES

All correspondence will be sent to the principal investigator. It is the responsibility of the principal investigator to provide information to co-investigators.

If requested, the NAON Research Committee will assist with connecting applicants to an orthopaedic research mentor or experienced orthopaedic nurse in the area of inquiry.

Annual and final progress reports are expected.

Recipient(s) will 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, additional funding, and future research, practice, or education, which has occurred following the funded project.

All invited grant applicants and co-authors are required to submit a conflict of interest disclosure. The successful applicant(s) will be required to sign a funding agreement contract with NAON.

All information contained in the Letter of Intent, proposal, and committee reviews is confidential.

NAON is committed to the dissemination of research findings to support practice changes. A final abstract will be posted online. Research grant recipients are responsible for disseminating the findings of their funded project. An abstract for the completed project will be submitted for presentation at the subsequent NAON Congress. Submission of manuscript(s) reporting the findings of the funded study to peer reviewed professional journals is required with the *Orthopaedic Nursing* journal having the first right for acceptance or refusal. Investigators must acknowledge that this research was funded by NAON when disseminating findings in any format. Suggested wording for acknowledgment is as follows:

Insert wording here.

Questions about the request for Letter of Intent and/or Proposals are welcome. Questions should be directed to NAON Education Coordinator, Kim Martini Fear at kmartinifear@orthonurse.org.

SELECTION PROCESS

The NAON Research Committee will review Letters of Intent for grant submission. Proposals with strong merit in significance, approach and feasibility will be invited to submit a full grant proposal application.

Letters of Intent will be rated on basis of their scientific merit and adherence to submission guidelines. The criteria considered include:

- **Significance:** The extent, to which the project, if successfully carried out, will make an important contribution to orthopaedic nursing. Does the study address an identified problem or scientific question? Does it address the significance of the topic? Does it address a topic within the strategic plan, values, or mission of NAON?
- **Approach:** The extent to which the conceptual framework, design, methods and analysis are properly developed, well-integrated and appropriate to the aims of the project. Are the principles underlying the approach supported by valid evidence? Is the purpose, aims, or hypothesis clear and reasonable in the context of the project?
- **Feasibility:** The likelihood that the proposed work can be accomplished by the investigator(s), given their research plan, documented support, experience, and expertise. These criteria would consider the curriculum vitae of the investigator(s) and if the investigator(s) are appropriately educated and well-suited to carry out the work. Is it expected that the results can be delivered within the expected timeframe?

The NAON Research Committee will provide a brief, written critique of each invited proposal not approved for funding to the principal investigator. Applicants will not receive any feedback beyond the written critique; all scoring is confidential.

All applicants submitting a Letter of Intent and/or invited to submit a proposal do so with the understanding that they will abide by the conditions, deadline policies and decisions of NAON. NAON reserves the right to change the format and/or amount of any awards at its sole discretion at any time, with or without notice. The number and amount of awards each year are at the discretion of the NAON Research Committee, Finance Committee, and Executive Board. NAON makes no guarantee that applicants will be awarded the amount originally requested or that applicants will receive the total amount of budgeted funds.

LETTER OF INTENT GUIDELINES

The deadline is **January 26, 2020, Midnight CT**. The letter with all accompanying attachments, if provided, should be submitted by grant applicants in no smaller than 12 point font via email to kmartinifear@orthonurse.org. The Letter of Intent should consist of the following seven parts:

1. **Title of the Project**
2. **Principal Investigator Contact Information:** Include Name, credentials, address, phone and e-mail address.
3. **Research Team:** Indicate the name(s), credentials, institutional affiliations, role on the team, and brief statement of capabilities. If the principal investigator is a student, include the mentor/advisor. State the potential request for NAON identified research mentor, practice expert, and/or manuscript assistance. State the research site(s).
4. **Brief description of the proposed study**, including the following areas:
 - a. *Summary (optional):* One to two sentence proposal overview. The entire proposal should be able to be summed up in these two sentences.
 - b. *Background/Purpose:* Not more than 100 words as it relates to orthopaedic nursing.
 - c. *Aim(s) or Hypothesis Statement(s)*
 - d. *Methods (Design/Sample/Setting/Procedure):* Not more than 400 words for the project. (If this is a continuation of a pilot study or current ongoing study, an additional separate summary of all work completed can be included).
5. **Budget:** Budget should include a specific request for funds and include direct expenses of personnel, treatment, supplies, equipment, study related travel, statistical analyses, and/or other direct expenses. There is no limit to the amount required of the research project. The budget should not include salaries for the principal investigator or other investigators, although salaries for other support personnel may be included. Stipends for consultants and statisticians may be included. Budgets should not include costs for attendance and presentation at the NAON Congress or other meetings. The budget should be formatted in a table or spreadsheet. Include listing of all other funding related to the project along with the amount and source.
6. **Closing statement (optional):** The closing statement should include any long-term research plans related to this study.
7. **Principal Investigator's Curriculum Vitae.** Curriculum Vitae of co-investigators are optional.

PROPOSAL

Approved letters of intent will receive an invitation to submit a full proposal. The full proposal is due **April 6, 2020, midnight CT** and will be submitted by email to kmartinifear@orthonurse.org If you have questions regarding your submission, please contact NAON Education Coordinator, Kim Martini Fear, at kmartinifear@orthonurse.org

GENERAL INSTRUCTIONS

Provide Cover Page with the following:

- **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 NAON Research Committee. Identify your position and preferred e-mail and mailing address and home, work and fax phone numbers. The preferred mailing address and email address will be used for all future communications.
- **Total Budget Requested:** Budget requested from NAON cannot exceed \$10,000.
- **Dates of Project:** All research related activities projects are expected to be completed within two years of funding disbursement and “no cost” extensions must have the approval of the NAON Research Committee.
- **Research on Human/Animal Subjects:** The principal investigator must obtain approval from an 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 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 NAON Research Grant application so that you are “ready to submit” if your application is funded. The timeline starts on the date of disbursement of the funds.
 - **NO FUNDS WILL BE RELEASED UNTIL PROOF OF IRB APPROVAL HAS BEEN RECEIVED BY THE NAON RESEARCH COMMITTEE.**
 - After you have received IRB approval, provide the letter to kmartinifear@orthonurse.org.
 - 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 NAON Research Committee, 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/Mentor:** 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, when appropriate, that will be permitted if the proposal is funded. Applications with letters indicating that the applicant’s institution will match the release time covered by the application salary request will be reviewed more positively.

- **Institutional Official (when applicable):** This is usually the person in the organization's sponsored research office or finance person. Please include their name, credentials, address and contact information as instructed in the submission process.
 - **Acceptance of Terms and Responsibilities:** The applicant must read the research award agreement and type in their name as proof of acceptance of the terms and responsibilities included in that section of the application submission.
-

GRANT PROPOSAL

ABSTRACT

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 Potential Implications for Practice. Limit the abstract to one page (500 words), using a 1 inch margin.

PROJECT NARRATIVE (APPROACH)

The narrative (Purpose through Data Analysis) is not to exceed 5 single-spaced pages using a 12-point font (preferably Times New Roman, Arial, or Courier), with no less than ½ inch margins. The consistent use of one format (APA, 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 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 orthopaedic nursing. Animal studies must address how the research will contribute to the understanding of human responses and to advances in 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 orthopaedic 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 if it 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.
 - *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. 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 or analytic techniques that will be used to answer each research question of the project.
- **Limitations:** Provide anticipated study limitations.

OTHER COMPONENTS OF THE PROPOSAL SUBMISSION PROCESS

(Not part of the 5-page narrative)

Provide 1-2 paragraphs addressing each of the following areas:

- **Implications for Practice and Research.**
 - Describe when and how the study findings will be disseminated.
 - Describe the implications for orthopaedic nursing practice.
 - Identify future research that may develop from this project.
 - Describe if/how this project will provide the groundwork for seeking additional funding in the future.
- **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.

APPENDICES

(Not included as part of the 5-page narrative)

- **Reference List:** The reference list should follow the format chosen for the project narrative (APA, etc.).
- **Timetable for Accomplishing the Work:** The timetable should reflect a realistic work schedule so the project can be completed within the funding period.
- **Human Protection Education:** It is an expectation of the NAON Research Committee 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. The PI is required to include, in the appendices, a current certificate of completion. This may be a required course from your institution, e.g. CITI training. If no required course is part of the institution or IRB submission, the NIH Human Participant Protections Education for Research Course is suggested. The NIH course is available at <http://ohsr.od.nih.gov>. If animal subjects are involved, documentation of animal participant protections education must be submitted. 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.

- **CV (INVESTIGATORS):** Submit a CV or biosketch for the PI and any key participants, e.g., all co- investigator(s), consultant(s), clinician collaborators and mentors.
- **Instrument(s):** Include all instruments or interview schedules that will be used to collect data. Include any letters of permission to use a copyrighted instrument.
- **Consent Form:** Include a copy of the consent form that will be presented to potential subjects for their signature.
- **Miscellaneous:** Miscellaneous items include communication to subjects, conceptual models, diagrams, a detailed description of an intervention or intricate laboratory procedure, list of performance sites, etc.
- **Budget and Justification**

BUDGET ISSUES

The total research project budget may not exceed \$10,000 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. The budget submitted on the proposal should not exceed the requested amount on your Letter of Intent.

NAON does **NOT** fund the following:

- Projects that have begun data collection or that are nearly completed
- Payment of tuition
- Institutional indirect costs
- Travel for conference attendance or presentations
 - Although travel cannot be included in the budget, a request can be made to the NAON Foundation for travel funding to present the funded work at NAON Congress, upon notification of acceptance for presentation.
- Preparation of posters or publications
- Printing of dissertations

Line Item Budget: Research project-related expenses may be itemized using an Excel spreadsheet or Table. Possible budget items may include:

- **Personnel:** Include the name, position, % time devoted to project, fringe benefit percent and amount, total fringe requested, and total salary requested. Relevant in-kind contributions of personnel should include percentage of time and role (e.g. PI).
- **Supplies:** Supplies are defined as items with a unit cost of \$500 or less. Examples include: photocopying, telephone, postage, computer time, paper, envelopes, transcription equipment, etc.
- **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, etc.
- **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 percentage of time or stipend 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 of the budget request for the position.
- **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.
- **Software:** Request software only if the institution does not provide it. Software purchases will be considered if the unit price reflects the current discounted or retail rate.
- **Other Support:** *Identify any additional funding that has already been awarded for the proposed study, including any funding obtained by a co-investigator.* 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 the NAON Research Committee of any additional funding that is awarded after the submission deadline.*

EXPECTATIONS FOR RECIPIENTS

- **PROGRESS AND FINAL REPORTS**

For all funded projects, annual and final progress and financial reports are required. A final report of expenditures and a final abstract report must be submitted within 60 days following the end of the funding period. If any funds are withheld at the discretion of the NAON Research committee, the remaining amount will be released when the final scientific and financial report is received. Guidelines for submitting these reports will be provided to all grant recipients. Unexpended funds revert to NAON for future research projects.

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 NAON funded project.

- **ACKNOWLEDGEMENT OF FUNDING**

Investigators must acknowledge that this research was funded through a research grant from the National Association of Orthopaedic Nurses (NAON) in all publications and presentations

regarding their research. NAON is committed to promoting and supporting orthopaedic nursing research to advance the specialty of Orthopaedic Nursing.

- **DISSEMINATION OF RESULTS**

NAON 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 NAON Director of Education to promote dissemination of results from NAON funded projects. Research grant recipients are responsible for disseminating the findings of their funded project. Submission of manuscripts to peer reviewed scientific or professional journals is expected with the first right of acceptance or refusal from the journal of *Orthopaedic Nursing*. Award recipients are expected to submit abstracts to NAON Congress.

INCOME TAX CONSIDERATIONS

Award recipients will be asked to designate how the funds should be distributed at the time the award is announced. NAON is required by the Internal Revenue Service to report grant awards on Form 1099-Misc. The principal investigator or 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 to whom the funds should be distributed at the time the award is announced.