

Byrdine F. Lewis School of Nursing & Health Professions (The Lewis School)
INTRAMURAL GRANT PROGRAM (2015-2016)

Deadline dates for intramural grant applications are

September 7th

Applications must be submitted by the end of business on the submission date. If the submission date falls on a holiday or weekend, applications will be due the next business day.

FALL 2015

Due Date: September 7th

Award Notification Date: September 21nd

Completion Date for Expenditure of Funds: Funds **must be expended by June 30th, 2016.**

Any remaining funds will be returned to Office of Research

Interim Progress Report Due: 3 months after award date

Final Summary Report Due: June 30th, 2016

Program Purpose: The purpose of this program is to provide funds for: 1) conducting or extending pilot studies that will culminate in the submission of larger grant proposals, 2) preparing grant applications for submission to an external funding agency, or 3) other activities which are directly and clearly related to a faculty member's research agenda. Funds will be awarded once a year.

Eligibility: All full-time, doctorally-prepared faculty in The Lewis School may apply individually or in teams. A faculty member may submit only one proposal per year as the principal investigator. Competing continuation grant applications for spring are permitted given strong rationale. Only one funded award will be provided to a faculty member during an academic year. Faculty may reapply for funding for a different project or if developing a new area of interest.

Research Proposal / Grant Preparation:

1. Style: 12-point font, 1-inch margins, single spaced with double-space between paragraphs; appropriate use of headings and subheadings
2. Narrative Length (excluding cover page, references, time line, budget page, and appendices): 3 pages minimum, 6 pages maximum

Research Proposal Content:

1. Cover Page
2. Narrative (with section headings):
 - a. Specific Aims
 - b. Background and Significance
 - c. Research Design / Methods (sampling, instruments, human subjects protection, data collection procedures, roles of all investigators, etc.)
 - d. Potential for external funding (one paragraph description; include the kinds of award sought, sponsoring agency, specific program announcement, and approximate deadlines)

This section addresses the questions: What do you intend to do? Why is the work important? What has already been done? How are you going to do the work? Thus, the project description should include objectives for the proposed work and expected significance, relation to past work in the area (yours and others), and project design and methodology.

3. Reference list
4. Time Line (include dates for IRB/IACUC proposal approval process, data collection, analysis, dissemination of results, etc.)
5. Budget and Budget Justification Allowable expenses include money for student assistants, partial/full course release (up to \$7,000), project-related local travel (at no more than the approved University mileage rate), participant remuneration, consultant fees and research-related supplies and equipment.
6. Appendices
 - a. Biosketch consistent with current NIH biosketch format (4 page max.) for all investigators
 - b. Letters of cooperation; if the project depends on collaboration or cooperation of others, a letter of cooperation should be included. However, general letters of support from chairs or colleagues are not to be included in the application.
 - c. Instruments; include copies of all paper and electronic instruments (e.g., surveys, screening questionnaires) to be employed in the project
 - d. Responses to the reviewers' critique (if applicable); if the grant proposal submission is a re-submission, provide itemized responses using a table format (example can be provided by the Research Office) to each of the reviewers' critiques of your previous submission

Reporting Requirements: An interim and final report summarizing grant activities are due to the Associate Dean for Research at the times indicated above. Recipients of this award will be invited to present their findings to faculty at a "Research Roundtable".

Review Process: The Lewis school Research Committee will review proposals and, if more than one proposal, rank order proposals for content; the Research Office Administrative Officer will review the budget; recommendations will then be made to the Dean for funding.

Review Criteria: The primary criteria for review of applications will be the intrinsic scientific or scholarly merit of the proposed project or work. The applicant should be very specific in demonstrating the originality of the proposed work. Other specific criteria include:

1. Significance of the project
2. Soundness of the objective; clarity of hypothesis or research questions
3. Quality of project design - appropriate methods and measures used to accomplish the project's goals/objectives
4. Feasibility of the project and realistic time line for the project
5. Potential for external funding for the project (this will be judged in the context of the applicant's academic discipline)
6. Budget justification
7. Qualifications of the investigators; applicants who have received support in the past from this program are expected to have "tangible results" when applying for subsequent intramural grant support.
8. Length of time at GSU and seniority of the principal investigator; for equally-matched proposals on merit, priority for funding will be given (in descending order) to: 1) new (4 years or less at GSU) tenure-track faculty, 2) established (more than 4 years at GSU) tenure-track faculty, 3) new nontenure-track faculty, 4) tenured faculty, and 5) established

nontenure-track faculty.

Submit two hard copies and an electronic copy to the Associate Dean for Research Office via Savannah Stephens at sstephens8@gsu.edu.

NOTE: Once awarded, funds will be handled through the research office. The IRB approval must be submitted to the Research Office prior to starting the study. **No funds can be used until the project has been approved by the IRB or IACUC.** Any unencumbered / unspent funds will default to the Byrdine F. Lewis School of Nursing and Health Professions the day after the **Completion Date for Expenditure of Funds** for that grant award.

THE LEWIS SCHOOL INTRAMURAL GRANT PROGRAM Cover Page

Date:

Faculty Name/Rank:

Proposal Title:

Department/School: Previous intramural funding (limit to past 5 years): For each previous intramural grant received, indicate project outcomes: publications, paper or poster presentation, external grant submitted, or other project result.

Check applicable box below:

- Pilot study or supplemental data collection for pilot work in progress
- Grant application preparation

Faculty Signature:

Chair/Director Signature:

**THE LEWIS SCHOOL INTRAMURAL GRANT PROGRAM Budget and
Budget Justification Page**

BUDGET

BUDGET JUSTIFICATION

Category	Amount Requested
Personnel: Faculty course buyout (PTI) *	
Personnel: GRAs	
Supplies (individual items that cost less than \$5,000 each)	
Equipment (individual items that cost \$5,000 or more each)	
Travel (local)	
Other	
TOTAL	

* For the cost of PTI (per course release), please contact your unit's business manager.

Personnel:
Supplies:
Equipment:
Travel (local):
Other:

THE LEWIS SCHOOL
INTRAMURAL GRANT PROGRAM

Interim Progress Report Form

DATE:

PROJECT TITLE:

FACULTY:

Number of participants recruited (if applicable) _____ of _____ Total number targeted

REPORT OF PROPOSAL ACTIVITIES (if the purpose of the grant was to develop a larger grant proposal or conduct a pilot study that resulted in a manuscript sent for publication, that may be submitted in lieu of a report; if obstacles were encountered during the course of the project, indicate how they were overcome or how the project was redirected)

BUDGET EXPENDITURES to date

Brief summary of progress:

THE LEWIS SCHOOL
INTRAMURAL GRANT PROGRAM

Final Summary Report Form

DATE:

PROJECT TITLE:

FACULTY:

Final number of participants recruited (if applicable) _____ of _____ Total number targeted

REPORT OF PROPOSAL ACTIVITIES AND FINDINGS (if the purpose of the grant was to develop a larger grant proposal or conduct a pilot study that resulted in a manuscript sent for publication, that may be submitted in lieu of a report; if obstacles were encountered during the course of the project, indicate how they were overcome or how the project was redirected)

BUDGET EXPENDITURES

TARGET DATE FOR SUBMISSION OF A GRANT APPLICATION FOR FURTHER FUNDING (IDENTIFY SOURCE)

Abstracts, or publications under review specifically from this project. Please list below using sample formats below

Sample formats:

Manuscript under review

Polovich, M., & Clark, PC (2011). Nurses' use of hazardous drug safe handling precautions. Manuscript submitted for review to *Oncology Nursing Forum*

Published abstract

Dunbar, SB, **Clark**, PC, Smith, AL, et al. (2010). Family partnership and education interventions to reduce dietary sodium by patients with heart failure differ by family functioning. *European Heart Journal*, 31, 229-230 Suppl 1. Sept.

Presentation:

Clark, PC, Aycock, DM, Reiss, A, Tanner, D., Wolf, SL (2011). Treatment for stroke survivor upper extremity spasticity may benefit caregivers: A preliminary study. 2011 International Stroke Conference, American Stroke Association, Los Angeles, CA, Feb 9