

**CANADIAN COUNCIL OF CARDIOVASCULAR NURSES  
RESEARCH GRANTS PROGRAM**

The purpose of this grant is to provide funds to CCCN members for research pertaining to cardiovascular nursing and stroke nursing in Canada. A total of \$5,000 is available for this competition. Applicants are urged to consider applying in the facilitation category.

**Types of Research to be funded:**

1. Facilitation grants for the development of a research project proposal that will lead to funding from another granting agency.
2. Research project grants to support a pilot study, a small project, or instrument development and testing.
3. Evaluation projects.

**Range of funding:**

- ▶ \$1,000. - \$5,000.
- ▶ A candidate is eligible to receive only one grant for the same project.

**Eligibility:**

- (1) Canadian citizen or permanent resident
- (2) Current member in the Canadian Council of Cardiovascular Nurses
- (3) Full active membership in a provincial/territorial professional association.

**Closing date for applications:**

- ▶ July 31 of each year

**Note: The Research Grants Selection Committee will review all proposals with attention to both relevance and scientific merit.**

## **GUIDELINES FOR APPLICANTS**

### **I TYPES OF RESEARCH TO BE FUNDED**

- a) All types of research proposals pertaining to cardiovascular and stroke nursing in Canada will be considered for funding. However, priority will be given to facilitation grants.
- b) The objective of CCCN in relation to research grants is to provide small grants to its members. Eligible members include:
  - i) facilitation grants to enable the development of a full research project proposal;
  - ii) research project grants to support a pilot study; a small project or instrument development and testing; or
  - iii) evaluation projects.

#### Facilitation Grants

Facilitation grants should be designed to enable the development of interesting ideas into feasible research grant proposals concerning nursing practice or nursing education. Funds could be used to access library, professional consultation services and other related resources. Applicants would be expected to explain the practical and/or theoretical relevance of the proposed work and the rationale for needing financial assistance.

#### Research Projects

The research projects may be original investigations, replication studies or studies using existing data, which apply to the solution or management of problems pertaining to nursing practice or nursing education.

#### Evaluation Projects

Evaluation projects should involve the evaluation of innovations in the organization and delivery of nursing practice or in nursing education. Such proposals would be expected to emphasize the evaluation and describe the methodology to be employed.

### **II ELIGIBILITY**

- a) Canadian citizen or permanent resident;
- b) Current member of CCCN; and
- c) Full active membership in a provincial/territorial professional association.

In the event that the projects receive equal scientific rating, then preference will be given to the applicant who has contributed the most to CCCN endeavours.

### III INSTRUCTIONS FOR SUBMITTING GRANT PROPOSALS

- a) Application forms should be typed.
- b) A proposal must be included in the package--not exceeding ten single-spaced (8½ x 11) pages, exclusive, references and appendices. Appendices should be limited to supplementary information, e.g., questionnaires, consent forms, instruction sheets, etc. There is no limit on the number or length of appendices; however, reviewers may not be able to review unnecessarily long appendices.
- c) Five copies of the entire application (forms and proposal) must be submitted to CCCN.
- d) Evidence of the organizational endorsements (i.e., by the Head of Nursing, Dean, Director or Chief Executive Officer) or their designates, to be provided for all proposals through signatures on the application form.
- e) If the proposed work involves the use of human subjects and/or access to confidential records, evidence is required of ethical clearance by a duly constituted ethics review committee or other body association with the institution involved prior to release of funds.
- f) Proof of membership in CCCN, the provincial professional organization.
- g) Submission must include:

For Facilitation Grants:

- i) An abstract of the proposal suitable for publishing.
- ii) A brief statement of the problem to be studied and the specific objectives of the proposed project.
- iii) Specific information regarding methodology (e.g., implementation of plan).
- iv) Discussion of the expected contribution of the proposed project to the improvement of cardiovascular or stroke nursing.
- v) A clear statement of the goals of the facilitation period of support.
- vi) Description of the role of the principal investigator or other key personnel in the proposed projects.
- vii) The educational background and area of expertise of any consultant to be used.
- viii) Critical path/timeline for the proposed project.
- ix) Statement of the ethical considerations entailed in the proposed project and details of the method of consent if human subjects are involved; provision for maintaining confidentiality of data; and

disposal of data upon completion of project where applicable. Please refer to the C.N.A. publication "Ethical Guidelines for Nursing Research Involving Human Subjects".

- x) Specification of plans for the disposal of the proposal once it is developed i.e., to which agencies will it be submitted?
- xi) Outline of participation in CCCN.
- xii) Detailed budget proposals. Proposals that simply ask for an amount without providing a budget breakdown will not be reviewed.

For Research Projects or Evaluation Projects

- i) An abstract of the proposal suitable for publishing
- ii) A brief statement of the problem to be studied and specific objectives of the proposed project.
- iii) A brief review of the present state of knowledge relative to the work proposed, including references to key publications.
- iv) Discussion of the expected contribution of the proposed project to the improvement of cardiovascular or stroke nursing.
- v) A clear statement of any hypotheses to be explored or tested and/or the research questions to be answered. Details of the methods to be used to collect and analyze the data.
- vi) Evidence of feasibility such as access to the subjects or data.
- vii) Information regarding the established reliability and validity, if any, of existing instruments to be used, or steps to establish reliability and validity of any instruments being developed or used in this study.
- viii) Description of the role of the principal investigator or other key personnel in the proposed project.
- ix) The educational background and area of expertise of any consultant to be used.
- x) Critical path/timeline for proposed project.
- xi) Statement of the ethical considerations entailed in the proposed project and details of the method of consent if human subjects are involved; provision for maintaining confidentiality of data; and disposal of data upon completion of project where applicable. Please refer to the C.N.A. publication "Ethical Guidelines for Nursing Research Involving Human Subjects".

- xii) Outline of participation in CCCN.
- xiii) Detailed budget proposals. Proposals that simply ask for an amount without providing a budget breakdown will not be reviewed.

#### **IV BUDGET GUIDELINES AND FINANCIAL ADMINISTRATION**

- i) Grants will be given for a period of up to one year and funding is to cover direct research costs only. That is, no allowance will be made for overhead or administrative costs, office furniture, equipment costing over \$100.00, renovation of facilities, rent, utilities, travel unrelated to data acquisition or entertainment.
- ii) No portion of a principal investigator's salary is allowed as an expense.
- iii) The rates of pay for research assistants, technicians and non-professional assistants should be in accordance with the pay scales and policies of the institution at which the principal investigator is employed or affiliated.
- iv) Funding will be allocated to the institution/agency in which the applicant is employed or with which the applicant is affiliated. The fund may then be administered by the institution/agency in accordance with standard financial accounting practices; however, monitoring the expenditures would be the responsibility of the principal investigator to whom the funds are granted.

#### **V TERMS OF THE AWARD**

##### Reports

- i) A financial statement of expenditures and a copy of the final report to be submitted within three months of the termination date of the grant. The report should include reference to publications or presentations arising from the project. In addition, a copy of the report should be forwarded to the CCCN to be placed in the repository collection.
- ii) An abstract of the final report is required (single-spaced, maximum 500 words), suitable for release to the public media and for reporting through the *Canadian Journal of Cardiovascular Nursing*.
- iii) CCCN funding to be recognized in the final report and any ensuing publications.
- iv) While not required, CCCN funded researchers are encouraged to publish their results in the *Canadian Journal of Cardiovascular Nursing*.

##### Transfer of Project and Unspent Funds

- i) If a project is to be transferred to another institution by virtue of the recipient moving, the CCCN will decommit funds, terminate a funding

- arrangement at one institution/agency and enter into a new agreement with the other institution/agency. A project transfer would require the submission of a statement of expenditure and a request for amendment.
- ii) Funds unspent at the end of the one-year grant period may be retained and spent during the following year on categories as approved, provided prior approval has been requested of CCCN at least two months before the termination date and has been subsequently granted.

Termination

- i) The CCCN grant may be terminated by the principal investigator at any given time upon formal notification of CCCN. Project termination requires submission of a report on results to the point of termination, a statement of expenditures, a request for termination with rationale and a refund if advances to date exceed actual expenditures.
- ii) Support for a project may be revoked by CCCN in whole or in part if the principal investigator or the sponsoring institution/agency has failed to comply with the policy or regulations of CCCN or if the investigator is not carrying out the project as approved.
- iii) The principal investigator or the sponsoring institution to be responsible for notifying CCCN immediately if unable, for any reason, to carry out or complete the approved and funded project.

**VI MAIL TO:**

National Research Chair  
Canadian Council of Cardiovascular Nurses  
Suite 1402- 222 Queen Street,  
Ottawa, ON K1P 5V9

**VII RE-APPLICATION PROCEDURE**

Former unsuccessful candidates are welcome to reapply for a research grant award by requesting that their proposal be considered as submitted in the previous competition or by adding new information or making changes in their proposal based on the evaluation comments of the Committee. Eleven copies are required of any new or revised material.

A candidate is eligible to receive only one grant for the same project.

**Note: The Canadian Council of Cardiovascular Nurses gratefully acknowledges the Canadian Nurses Foundation for permission to use the Guidelines and Grant Application forms for their "Research Grants Program".**