

Canadian  
Council of  
Cardiovascular  
Nurses



Conseil canadien  
des infirmières et  
infirmiers en soins  
cardiovasculaires

## CLINICAL IMPROVEMENT GRANT PROGRAM

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The purpose of this grant is to provide CCCN members with financial support for Knowledge dissemination and knowledge utilization projects pertaining to cardiovascular or cerebrovascular nursing in Canada.

This grant is directed to both nurses in clinical settings that use results from research to improve their practice, and to research nurses wishing to establish linkages with clinical nurses to facilitate the uptake of research evidence and advance clinical practice.

### Types of clinical projects to be funded

1. Knowledge Dissemination Project
2. Knowledge Utilization Project

### Range of funding

1. Up to a maximum \$1,500.
2. A candidate may only receive one CCCN clinical grant for the same project.

### Eligibility

1. Canadian citizens or permanent residents
  2. Current members of the CCCN
  3. Currently licensed as a nurse in a provincial/territorial professional association
1. The project must include both clinical and research nurses

### Selection criteria

The CCCN National Research Committee reviews grants applications with attention to the relevance of the project in relation to the pertinence. In the event that projects receive equal rating, then preference will be given to the applicant who 1) has not received a funding from CCCN in the past five years, or 2) has contributed the most to CCCN endeavors.

### Closing date for applications

- February 10<sup>th</sup>, 2019

## **GUIDELINES FOR APPLICANTS**

### **I TYPES OF CLINICAL PROJECTS TO BE FUNDED**

All types of clinical projects pertaining to cardiovascular or cerebrovascular nursing in Canada will be considered for funding.

#### **1. Knowledge Dissemination Projects**

To increase the dissemination of knowledge derived from research in collaboration with nurses working in clinical settings, funds may be used to:

- 1.1 Support nurses to publish (e.g., to access professional consultation services), to prepare oral or poster presentations for the CCCN Spring Conference, or to defray part of the costs associated with traveling to present at another conference.
- 1.2 Support discussion activities, journal clubs or an invitation to an external speaker.
- 1.3 Conduct a critical analysis of the scientific literature for specific clinical issues.

#### **2. Knowledge Utilization Projects**

To increase knowledge uptake from research evidence in order to either improve clinical practice or to develop innovation projects.

2.1 Clinical Improvement Projects. Funds may be used to update or refine policies or nursing programs for patients, care maps, and educational programs or materials for nurses or patients.

2.2 Clinical Innovation Projects. Funds may be used to develop new nursing programs for patients, to develop innovative educational materials, to enhance patient and family learning or new clinical tools (e.g., care maps, documentation tools and assessment tools or innovative approaches to discharge planning).

### **II INSTRUCTIONS FOR SUBMITTING CLINICAL IMPROVEMENT GRANT PROJECTS**

- Application forms should be completed and submitted online.
- Evidence of organizational endorsements (i.e., by the Head of Nursing, Dean, Director or Chief Executive Officer) or their designate, must be provided for all projects. Such information can be attached and sent by email.
- 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 associated with the institution involved prior to release of funds.
- Proof of membership in CCCN and licensing by the provincial professional organization.
- Student proposals must be submitted by the student as the principal applicant (PA). Only in extenuating circumstances will consideration be given to other investigators submitting as the PA for the student, and a clear rationale for this exception must be provided by the applicant.

## **Submission must include:**

### **1. Knowledge Dissemination Projects**

- 1.1 An abstract of the proposed project (250 words).
- 1.2 A brief statement of the specific objectives of the proposed project.
- 1.3 A discussion on how the proposed project will contribute to increase the dissemination of knowledge derived from research.
- 1.4 A clear statement on how the financial support will be used in the development of the project.
- 1.5 A description of the role of the principal investigator or other key personnel in the proposed project.
- 1.6 The educational background and area of expertise of any consultant to be used.
- 1.7 An estimated timeline for the proposed project.
- 1.8 Outline of participation in CCCN.
- 1.9 Detailed budget proposals. Projects that do not provide a budget breakdown will not be reviewed.

### **2. Knowledge Utilization Projects**

- 2.1 An abstract of the proposed project (250 words).
- 2.2 A brief statement of the specific objectives of the proposed project.
- 2.3 A discussion on how the proposed project will increase knowledge uptake from research evidence in order to either improve clinical practice, or how the proposed project will contribute to the development of innovation projects.
- 2.4 A clear statement on how the financial support will be used in the development of the project.
- 2.5 A description of the role of the principal investigator or other key personnel in the proposed project.
- 2.6 The educational background and area of expertise of any consultant to be used.
- 2.7 An estimated timeline for the proposed project.
- 2.8 Outline of participation in CCCN.
- 2.9 Detailed budget proposals. Projects that do not provide a budget breakdown will not be reviewed.

## **III BUDGET GUIDELINES AND FINANCIAL ADMINISTRATION**

1. Grants will be given for a period of up to one year and funding is to cover direct projects costs only. That is, no allowance will be made for overhead or administrative costs, office furniture, equipment costing over \$200.00, renovation of facilities, rent, utilities, travel unrelated to data acquisition or entertainment.
2. No portion of a principal investigator's salary is allowed as an expense.
3. The rates of pay for 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.
4. 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.

#### **IV TERMS OF THE AWARD**

##### **Report**

1. 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.
2. 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.
3. CCCN funding must be recognized in the final report and any ensuing publications and presentations.
4. Knowledge translation of the results of the clinical project back to the CCCN is required. Such translation can be achieved by publishing in the Canadian Journal of Cardiovascular Nursing, presentation at the Spring Conference, conducting a webinar, etc.

##### **Transfer of Project and Unspent Funds**

1. If a project is to be transferred to another institution by virtue of the recipient moving, the CCCN will recommit 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.
2. Funds unspent at the end of the one year grant period may be retained and spent during the following year, provided prior approval has been requested of CCCN at least two months before the termination date and has been subsequently granted.

##### **Termination**

1. 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.
2. 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.
3. 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.

**V ADDRESS QUESTIONS TO:**

National Research Chair

Canadian Council of Cardiovascular Nurses

202 - 300 March Road, Ottawa, ON K2K 2E2 CANADA

Tel: 613-406-3548 Fax: 613-595-1155

**VI REAPPLICATION PROCEDURE**

Former unsuccessful candidates are welcome to reapply for a Clinical Improvement Grant Program in the next year competition period. Applicants may submit the same proposal or may modify their submission.

Note: The Canadian Council of Cardiovascular nurses gratefully acknowledges the Canadian nurses Foundation for permission to use the Guidelines and Grant Application forms for the "Clinical Improvement Grant Program".