



## RESEARCH GRANT

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The purpose of this grant is to provide funds to CCCN members for research pertaining to cardiovascular or cerebrovascular nursing in Canada. A maximum of \$1,500 is available for this competition.

### Types of research to be funded

1. Development of a research proposal that will lead to funding from another granting agency.
2. Pilot study, a small project, or instrument development and testing.
3. Evaluation of a nursing intervention.

### Range of funding

1. Up to a maximum of \$1,500.
2. A candidate may only receive one CCCN research 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.

### Selection criteria

The CCCN National Research Committee reviews grant applications with attention to both relevance and scientific merit. In the event that projects receive equal scientific rating, then preference will be given to the applicant who 1) has not received funding from CCCN in the past 5 years, or 2) has contributed the most to CCCN endeavors.

**Application Submission Period:** January 1st to March 31<sup>st</sup>.

### Closing date for applications

- ▶ March 31<sup>st</sup>, each year.
- ▶ Please visit our website at [www.ccn.ca](http://www.ccn.ca) for complete details and to apply.

## GUIDELINES FOR APPLICANTS

### I TYPES OF RESEARCH TO BE FUNDED

All types of research proposals pertaining to cardiovascular or cerebrovascular nursing in Canada will be considered for funding. However, priority will be given to applications that will develop research proposals leading to funding from another granting agency.

### **1. Grant to develop a research proposal**

The purpose of this grant is to facilitate the development of interesting ideas into feasible research grant proposals concerning nursing practice or nursing education. Funds can be used to access library, professional consultation services and other related resources. Applicants are expected to explain the practical and/or theoretical relevance of the proposed work to cardiovascular nursing and the rationale for needing financial assistance.

### **2. Pilot Study, a small project, or instrument development and testing**

The purpose of this grant is to support initial work that will provide an opportunity to pilot the feasibility of a nursing project, to conduct a small qualitative or quantitative study, or to do initial work on instrument development.

### **3. Evaluation of Nursing Practice or Care Delivery**

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

## **II INSTRUCTIONS FOR SUBMITTING GRANT PROPOSALS**

□□Application forms should be typed.

□□A proposal must be included in the package and should not exceed ten single spaced (8 1/2 x 11) pages, and should not include 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 read unnecessarily long appendices.

□□Evidence of the organizational endorsements (i.e., by Head of Nursing Dean, Director or Chief Executive Officer) or their designates, must be provided for all proposals through signatures on the application form.

□□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.

□□Proof of membership in CCCN and licensing by the provincial professional organization.

□□Student research 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. Grant to develop a research proposal**

1.1 An abstract describing the practical and/or theoretical relevance of the proposed work to cardiovascular nursing (250 words)

1.2 A brief statement of the problem to be studied and the specific objectives of the proposed project

1.3 Approaches being considered for the design of the study

1.4 Discussion of the expected contribution of the proposed project to the improvement of cardiovascular or cerebrovascular nursing

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- 1.5 A clear statement on how the financial support will be used in the development of the proposal
- 1.6 Description of the role of the principal investigator or other key personnel in the proposed project
- 1.7 The educational background and area of expertise of any consultant to be used
- 1.8 An estimated timeline for the proposed project
- 1.9 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.
- 1.10 Specification of plans for submission of the proposal once it is developed (i.e. to which granting agencies will it be submitted)
- 1.11 Outline of participation in CCCN
- 1.12 Detailed budget proposals. Proposals that do not provide a budget breakdown will not be reviewed

## **2. Pilot Study, a small project, evaluation of nursing practice or care delivery or instrument development and testing**

- 2.1 An abstract of the proposed project (250 words)
- 2.2 A brief statement of the problem to be studied and specific objectives of the proposed project
- 2.3 A brief review of the present state of knowledge relative to the work proposed, including references to key publications
- 2.4 Discussion of the expected contribution of the proposed project to the improvement of cardiovascular or cerebrovascular nursing
- 2.5 A clear statement of any hypotheses to be explored or tested and/or the research question(s) to be answered. Details of the methods to be used to collect and analyze data
- 2.6 Evidence of feasibility such as access to subjects or data
- 2.7 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
- 2.8 Description of the role of the principal investigator or other key personnel in the proposed project
- 2.9 The educational background and area of expertise of any consultant to be used
- 2.10 An estimated timeline for the proposed project
- 2.11 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. A copy of the certificate of ethical approval from the institution where the project is to be conducted must be submitted before funds can be released
- 2.12 Outline of participation in CCCN
- 2.13 Detailed budget proposals. Proposals that do not provide a budget breakdown will not be reviewed.

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

a. 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 \$200.00, renovation of facilities, rent, utilities, travel unrelated to data acquisition or entertainment

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- b. No portion of a principal investigator's salary is allowed as an expense
- c. 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
- d. 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**

- a. A financial statement of expenditures and a copy of the final report is 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
- b. An abstract of the final report is required (single spaced, maximum 500 words), suitable for release to the public media and for the reporting through the Canadian Journal of Cardiovascular Nursing. CCCN funding must be recognized in the final report and any ensuing publications and presentations
- d. Knowledge translation of the results of the research 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**

- a. If a project is to be transferred to another institution by virtue of the recipient moving, the CCCN will commit 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
- b. 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**

- a. 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
- b. 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
- c. 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

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E-mail: [info@cccn.ca](mailto:info@cccn.ca)

**VI REAPPLICATION PROCEDURE**

Former unsuccessful candidates are welcome to reapply for a research grant award during another competition period. Applicants may submit the same proposal or may modify the previous 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 their "Research Grants Program".

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