Faculty of Nursing Research Endowment Award – Fall 2019
Award Description & Application Instructions

ELIGIBILITY
The nominated principal applicant must hold a full-time, tenure-track professoriate appointment with the Faculty of Nursing, University of Calgary. In the event of several fundable grants, preference will be given to applicants without access to Professorship and Chair funds.

FUNDING CATEGORIES
Applications must fall into one of the following categories:

1. Funds for New Research Projects
   - Maximum of $15,000 per award
   - Awards are granted for a **two-year term**
2. Funds for Completion of Research in Progress
   - Maximum of $5,000 per award
   - Awards are granted for a **one-year term**
   - Will be considered only if Endowment funds allow, and at the discretion of the committee

AWARD DETAILS
- Funding priority will be given to interdisciplinary research
- Early-Release of Funds is possible for a maximum of six months for non-participant related costs in order to begin the planning and pre-implementation phase of project

FUNDING RESTRICTIONS
- Funds may not be used for computers or software unless fully justified in the application for the purpose of this project and specifically approved in the notification of award.
- Funds may not be used to support professional development or dissertation work.
- Conference expenses will not be covered, unless explicitly approved in the notification of award.
- University of Calgary policies and guidelines must be adhered to in regards to expenses.

SUBMISSION INSTRUCTIONS
Applicants must email **one (1) PDF document** of their complete application to the Research Facilitator in the Faculty of Nursing Research Office by **4:00 pm** on the date specified in the call for applications.

REVIEW PROCESS
Applications will be reviewed by an ad hoc sub-committee of the Research, Scholarship and Awards Committee (one reviewer will be external to the Faculty of Nursing). Committee terms of reference are available on the Faculty of Nursing SharePoint site.

GENERAL CONDITIONS FOR FACULTY OF NURSING AWARDS

- Ethical approval must be obtained prior to research activities relating to interaction with human participants (e.g., recruitment activities, other activities that involve participant identification or interaction) or data collection relating to the use of human biological materials or personal (health) information.

- No extensions will be granted without a written explanation of extenuating circumstances, submitted at least 90 days prior to expiry of the award, for consideration by the Committee Chair and Faculty of Nursing Dean.

- Any unspent funds or ineligible expenses shall be returned to the Faculty of Nursing at the end of the award term.

- Award recipients must abide by all University policies and procedures including, but not limited to, intellectual property, integrity in scholarly activity, employment of family/relatives, ethics for human study, animal care, and biosafety.

APPLICATION INSTRUCTIONS FOR ENDOWMENT AWARDS

The application package must include the following **nine (9) components** in order. Should any of these sections be missing, the application will be deemed ineligible and will not be reviewed by the committee**.** Please use single-spacing, 2 cm margins, and a 12-point font size.

1) **Cover Letter**
   This should be a brief letter, **no more than one (1) page**, of introduction to the committee, and should discuss how the proposed research:
   - relates to the Applicant's program of research and future grant submissions; and
   - aligns with the Faculty of Nursing's Research Priorities and the Eyes High campaign.
   The cover letter should also describe the involvement of any co-investigators and/or collaborators.

2) **Address Reviewer Comments** (if resubmission)
   If the proposal is a resubmission, identify the changes that have been made to this updated proposal in response to the Committee's earlier feedback.

3) **Lay Summary**
   This should be a **½ page** summary of the research using lay language which provides an overview of the proposed research and impacts.

4) **Peer Review**
   Evidence of peer review from **at least two research-intensive appointees** is required (email is sufficient). Follow the guidelines provided by the *Faculty of Nursing Peer Review Form* located in the Research Office section of the Nursing SharePoint site.

5) **Proposal**
   This should be a clear and concise document of **no more than seven (7) pages** and must include the following sections:
   - abstract;
   - problem statement/purpose statement;
   - brief background/review of the literature;
   - research question(s)/objective(s);
   - research design, method and analysis;
   - ethical considerations;
   - knowledge translation considerations; and
   - data management plan.
     - This **up to ½ page** section should describe the data management plan for the project, including: metadata creation; data storage, backup, and preservation or destruction; data sharing and/or reuse; and management responsibilities (who will do what).
     - Please contact the FoN Research Facilitator or see the University of Calgary's Research Data Management website for additional guidance and useful planning tools.

6) **<u>Budget</u>**

This should be an itemized list of all funds required for the proposed research and a detailed justification for each item (see "Funding Restrictions" for ineligible expenses).

7) **<u>Study Timeline</u>**

This detailed list or table should document project milestones/phases and expected timeframes for completion of the study.

8) **<u>Suggested External Reviewers</u>**

Provide the names and contact information for 3-5 reviewers who have the expertise to review your application. These reviewers should be external to the Faculty of Nursing and (preferably) internal to the University of Calgary.

9) **<u>CV</u>**

Provide a CV for each member of the research team (including collaborators). This should be **no more than 2 pages** and restricted to the last 5 years or items most relevant to this application.

EVALUATION CRITERIA

Evaluation of the Endowment applications is adapted from the [CIHR's rating scale](#) for grant programs.

Descriptor	Range	Outcome
Outstanding	4.5 – 4.9	May be Funded – Will be Discussed by the Committee
Excellent	4.0 – 4.4	
Very good	3.5 – 3.9	
Acceptable, but low priority	3.0 – 3.4	Not Fundable – May or May Not be Discussed by the Committee
Needs revision	2.5 – 2.9	
Needs major revision	2.0 – 2.4	
Seriously flawed	1.0 – 1.9	
Rejected	0.0 – 0.9	

Criterion #1: Research Approach
- Clarity of the research question.
- Completeness of the literature review and relevance to study design/research plan.
- Clarity of rationale for the research approach and methodology.
- Appropriateness of the research design.
- Appropriateness of the research methods.
- Feasibility of the research approach (including recruitment of subjects, project timeline, preliminary data where appropriate, etc.).
- Anticipation of difficulties that may be encountered in the research and plans for management.

Criterion #2: Originality of the Proposal
- Potential for the creation of new knowledge.
- Originality of the proposed research, in terms of the hypotheses/research questions addressed, novel technology/methodology, and/or novel applications of current technology/methodology.

Criterion #3: Applicant(s)
- Qualifications of the applicant(s), including training, experience and independence (relative to career stage).
- Experience of the applicant(s) in the proposed area of research and with the proposed methodology.
- Expertise of the applicant(s), as demonstrated by scientific productivity over the past five years (publications, books, grants held, etc.). Productivity should be considered in the context of the norms for the research area, applicant experience and total research funding of the applicant.
- Ability to successfully and appropriately disseminate research findings, as demonstrated by knowledge translation activities (publications, conference presentations, briefings, media engagements, etc.).
- Appropriateness of the team of applicants (if more than one applicant) to carry out the proposed research, in terms of complementarity of expertise and synergistic potential.

Criterion #4: Environment for the Research
- Availability and accessibility of personnel, facilities and infrastructure required to conduct the research.
- Suitability of the environment to conduct the proposed research.
- Suitability of the environment (milieu, project and mentors) for the training of personnel (if applicable).

Criterion #5: Impact of the Research
- Research proposal addresses a significant need or gap in health research and/or the health care system.
- Potential for a significant contribution to the improvement of people's health in Canada and the world and/or to the development of more effective health services and products.
- Appropriateness and adequacy of the proposed plan for knowledge dissemination and exchange.