

Proposal Application and Submission Instructions

- I. **Submit a complete application by December 16, 2024 at 5:00 pm Central Time.**
 - A. Proposal cover sheet
 - B. Abstract (no more than 450 words, including the title)
 - C. Narrative (no more than five pages, excluding references and appendices, single spaced, font size no smaller than 12 point, 1 inch top, bottom, and side margins) that addresses the following:
 1. Research Study Narrative
 - Significance (Why is this study important for pediatric nursing practice and to the development of new knowledge, does it address a gap in what we know, how does this study relates to the grant purpose of supporting children and their families)Aims or purpose, and/or hypothesis, research questions
 - Theoretical/conceptual framework
 - Literature review (Include the gaps in knowledge that this study addresses.)
 - Methods (with sub-headings) – study design, subjects, setting, human subjects protections, measures, data collection procedures
 - Analysis plan – identify statistical analysis plan, if appropriate
 2. Evidence-Based Practice Project Narrative
 - Background & clinical significance (including how this project relates to the grant purpose of supporting children and their families)
 - PICO (t) Question, project goals
 - EBP model and/or theoretical/conceptual framework
 - Search strategy
 - Critical appraisal of evidence
 - Proposed practice change - implementation plan, setting, human subjects protections
 - Evaluation – outcomes, process measures (if applicable), analysis plan
 - D. Budget and budget justification
 - E. Describe other actual or potential sources of funding. The availability of other funds does not jeopardize your eligibility for this grant
 - F. Timeframe (project limited to one-year period)
 - G. Human Subjects Committee [IRB] approval/review documentation or organizational evidence stating this study/project does not qualify for IRB review. (This documentation may be submitted here or when available, but must be received before disbursement of funds.)

H. References (APA format)

I. Appendices (e.g., instruments, interview schedule, letters of support)

J. A curriculum vitae (CV) or resume for each Investigator/project leader, Co-Investigator/team members, and Consultant (if appropriate)

II. **Application Review and Selection:** Selection of grant recipients is made by the Clinical Practice and Research Grant Task Force, primarily based on headings under Research Study Narrative:

A. Research Studies

1. Significance
2. Aims/Purpose/Hypothesis/Research Question
3. Theoretical/Conceptual Framework
4. Literature review
5. Methods – study design including sample and setting/adequacy of human subjects protection
6. Methods – measures/tools/instruments and data collection procedures
7. Methods – statistical analysis plan
8. Originality
9. Feasibility (based on timeline and available resources)
10. Overall study clarity
11. Budget justification

B. Evidence-Based Practice Projects

1. Background & clinical significance (including contribution to enhancing care of children and their families)
2. PICO(t) question, project goals
3. EBP model and/or conceptual framework
4. Search strategy
5. Clinical appraisal of evidence
6. Proposed practice change - implementation plan, setting, human subjects protections
7. Evaluation – outcomes, process measures (if applicable), analysis plan
8. Feasibility (based on timeline and available resources)
9. Overall project clarity
10. Budget justification

III. **Areas Inappropriate for Support by Grant Funding**

- A. Tuition costs and fees for work leading to an academic degree
- B. Subscriptions, book purchases, or organizational dues
- C. Payment of malpractice insurance premiums
- D. Travel expenses (Unrelated to data collection)
- E. Article or Book publishing expenses
- F. Indirect expenses (Facilities maintenance)
- G. Salary (Consultant fees [statistical support], transcriber fees, are allowable)

IV. Terms of the Award

- A. Submit required progress reports to SPN national office at 6 months and 12 months after receiving notice of the award receipt and upon completion. Final report shall contain a budget reconciliation that accounts for the expenditure of funds.
- B. Disseminate results of the completed projects to the SPN membership (e.g., annual conference, newsletter, journal, webinar, etc.).
- C. Acknowledge SPN support in reports and presentations resulting from the study or project.
- D. Failure to comply with the terms of the grant agreement is cause for revocation of the grant and a call for the repayment of grant funds.