

Houston Chapter of the Oncology Nursing Society

Research Proposal Application for Funding
INSTRUCTIONS

1.0 Purpose

The Houston Chapter of the Oncology Nursing Society has a commitment to promote nursing research that will affect oncology nursing practice and improve care for those at risk for or experiencing cancer and their families. The chapter has appropriated \$ 2500 in funding annually to sponsor 1 project.

2.0 Applications

Applications for funding requests and additional information about chapter research funding may be requested from the Chairperson of the Research Committee. Applications for funding requests will be accepted throughout the year, but a call for proposals will be issued in the summer. All proposals received by **October 1** of a calendar year will be considered for funding in that year. Funding will be awarded in December to coincide with the President's Reception, where posters of research projects by chapter members will be displayed.

3.0 Application Process and Criteria

3.1 The research may be of a clinical, administrative, or educational nature but must be related to oncology care.

3.2 The primary investigator must be an oncology nurse and a chapter member for a minimum of six months. Co-investigators are not required to be HCONS or ONS members.

3.3 The research must have administrative support from the service/academic agency where the research will be conducted. The research proposal must have been submitted for approval to the human subjects review board (e.g., Institutional Review Board [IRB], Committee for the Protection of Human Subjects [CPHS]) prior to submitting the application for funding consideration*. The same protocol/proposal that is submitted for human subjects review board approval is to be submitted to the chapter's Research Committee.

*Award of monies will not be made without human subjects review board approval.

3.4 Formerly funded investigators are welcome to apply again for funding for a new project only after their last study has been completed and the requirements fulfilled.

3.5 The committee will accept proposals throughout the year.

3.6 The chapter's Research Committee recommends to the HCONS board funding for the submitted proposal. If, after review of the proposals received, the committee determines that no grants will be awarded during the proposal review or that the entire amount of funds appropriated will not be awarded, the unused monies will be returned to the treasury of the chapter.

3.7 The recipient of chapter research funds must acknowledge the source of funding in all oral or written presentations of the research. The suggested acknowledgment is: "This study was (partially) funded by the Houston Chapter of the Oncology Nursing Society".

3.8 The recipient(s) must share the research results with the chapter members in the chapter newsletter.

3.9 The recipient(s) must present their study in at least one of the following ways:.

3.9.1 Poster submission at ONS Congress or other appropriate national meeting

3.9.2 Podium presentation submission at ONS Congress or other appropriate national meeting

3.9.3 Oral presentation at a HCONS monthly program meeting

3.9.4 Manuscript publication in the Oncology Nursing Forum or other appropriate national journal.

4.0 Funding Application – Support is available for novice researchers

4.1 Submit one Houston Chapter ONS Research Funding Application coversheet. The form must be complete.

4.2 Submit two (2) copies of the protocol/proposal as submitted to human subjects review committee (e.g., IRB, CPHS). One copy is to have all identifiers removed.

4.3 Submit one copy of a letter documenting that the research proposal has been submitted to the human subjects review committee (e.g., IRB, CPHS)

4.4 Submit one copy of documentation of current (as defined by the human subjects review committee) human subjects research training for the PI of the project.

4.5 Submit one copy of a letter of support for the research proposal from an administrator at the service/academic agency where the research will be conducted.

4.6 Submit one copy of the detailed budget for the study (acceptable items are copies, data entry or analysis assistance, incentives for participation, small equipment such as tape recorders, supplies, travel for the purpose of collecting data, etc., with justification; travel for the purpose of attending a conference, even to present the results of the research may not be included in the budget).

4.7 Submit one copy of the curriculum vitae of the principal investigator.

4.8 All of the above are to be submitted to the Research Committee Chairperson.

4.9 Submission via email is preferred; however, submission via USPS or in person to the Research Committee Chairperson is also acceptable.

5.0 Funding Notification

5.1 Recipient(s) of funds will be notified by mail and will receive a check in the amount awarded within 30 days of receipt of documentation of IRB/CPHS approval of the research by the Research Committee Chair. The check and notification will be sent to the principal investigator. If IRB/CPHS approval is not received within six months of notification of award of funding, the funding will be recinded.

5.3 If funding is not approved, the principal investigator will be notified by phone or mail within 30 days of Research Committee review.

6.0 Conditions of Funding

6.1 The PI will submit a progress report every six months to the HCONS board until completion of the project.

7.0 Research Proposal Critique Process

7.1 Each study will be reviewed by a minimum of two (2) Houston Chapter Research Committee members, in addition to the Research Committee Chairperson, objectively using the Research Proposal Critique form.

7.2 Committee members will review the proposal using a blinded process.

8.0 Check List for Submitting Application Materials

- _____ One (1) HCONS Research Funding Application Coversheet
- _____ Two (2) copies of the protocol/proposal submitted to IRB/CPHS
- _____ One (1) copy of letter documenting submission to of the protocol/proposal to the IRB/CPHS.
- _____ One (1) copy of service/academic agency letter of support
- _____ One (1) copy of the detailed budget for the study

_____ One (1) copy of curriculum vitae of the principal investigator

Mail application and associated required documents to the Research Committee Chairperson.

Research Proposal Critique

Project Title:		Investigator:			
Instructions for reviewer: Please award one (1) point for each question answered 'yes' and sum the number of points acquired by the applicant.		3 Well done	2 Adequate	1 Missing/ inadequate	COMMENTS
1.	Is the problem clearly stated?				
2.	Is this a significant problem for oncology nursing practice?				
3.	Is the research design clear and appropriate?				
4.	Is the sampling method and sample size clear and appropriate?				
5.	Is the method of data analysis identified?				
6.	Are spelling and grammar flow acceptable				
7.	Is the proposed budget appropriate?				
8.	Has the investigator practiced in oncology nursing in the past three years?				
9.	Investigator's membership in HCONS (member in the last 6 months)				
10.	Is this specifically an oncology research study?				
11.	Does the study reflect ONS research priorities?				
Date		Total Score			Reviewer