ONCOLOGY NURSING SOCIETY FOUNDATION

2018 Research Grants Program

ONLINE APPLICATION INSTRUCTIONS

Updated July 7, 2017

An Online Application system is required for all aspects of the application process

Please see (http://www.onsfoundation.org/apply/re/RE01) for downloadable application forms.

Letters of Intent Due: August 15, 2017

Online **Application Submission Due: September 15, 2017**

ONS Foundation ● 125 Enterprise Drive ● Pittsburgh, PA 15275-1214
866-257-4667 (Option 4) ● Email: info@onsfoundation.org ● www.onsfoundation.org

ONCOLOGY NURSING SOCIETY FOUNDATION

RESEARCH GRANTS PROGRAM (RE01)
GENERAL INSTRUCTIONS TO APPLICANTS

DEADLINE DATES:

- **ONLINE Letter of Intent Due: August 15, 2017**
- **ONLINE Grant Application Submission Due: September 15, 2017**
- **ONLINE APPLICATION SUBMISSION WEBSITE:** Accessed through the ONS Foundation website at (http://www.onsfoundation.org/apply/re/RE01)
- **Notification of Funding: December 2017**
- **Funding available: January 2018**

PURPOSE OF GRANT:

The purpose of the ONS Foundation Research Grants Program is to support oncology nursing research. Research projects may include investigator initiated research, pilot or feasibility studies, supplements to currently funded projects, or developing a new aspect of a program of research. Funding preference is given to research that addresses the ONS Research Priorities and the ONS Research Agenda.

All research grant awards are up to $25,000. The majority of the research grants are for general investigator-initiated oncology topics. Two grants target specific topics:

- Pain assessment and management
- Certification, nursing education and/or outcomes research

A complete description of the available research grants can be found on the ONS Website (http://www.onsfoundation.org/apply/re).

ELIGIBILITY:

The principal investigator must be actively involved in some aspect of cancer patient care, education, or research, and be PhD/DNSc prepared. Funding preference is given to projects that involve transdisciplinary teams, include nurses in the design and conduct of the research activity and that promote theoretically based oncology practice. Membership in ONS is not required for eligibility.

The ONS/Sigma Theta Tau International Foundation for Nursing Grant requires that the applicant is a licensed registered nurse. STTI membership is not required; however, funding preference is given to members if other qualifications are equal. STTI applications are reviewed by both ONS and STTI.

Individuals who have received previous ONS Foundation research funding and have a delinquent final report are not eligible for funding. ONS Foundation Board of Trustees are not eligible for funding.

FUNDING PERIOD:

The maximum funding period is for two years from the receipt of the award notification. No “no cost” extensions are permitted and the final 10% of the award will only be distributed if the final report is received within 60 days of the scheduled completion of the grant funding period.

Release of funds will be based on the following criteria:

- 75% (or requested and approved year 1 funds less than 75%) will be released for year 1 upon receipt and approval of all required paperwork.
- The remaining funds minus 10% of the total request will be released upon receipt and approval of the year 1 annual report.

- The final 10% will be released upon submission of the final reports (scientific and financial) by the due date (60 days after the end of the funding period).

GENERAL INSTRUCTIONS:

- ***At least one research team member must have received and completed research funding of greater than $100,000.*** Applicants who are early in their research career and have not received previous research funding of greater than $100,000, must have a PhD/DNSc prepared scientist as a co-investigator who has an established track record of independent (extramural) research funding at a minimum of $100,000 and publications. Junior investigator applicants should work with a co-investigator and/or consultant to support content areas or methods that are new to the investigator. One of the goals of the ONS Foundation Research Grant Program is to develop new researchers as they develop their programs of research and can then go on to submit grant proposals to other funding organizations. The National Institute of Health (NIH) and other funding organizations are increasingly emphasizing the importance of a transdisciplinary research team. The ONS Foundation Research Grant provides the opportunity to start building a research team.

A LETTER OF INTENT is to be submitted online 1 month prior to the application submission date. For instructions go to: (://www.onsfoundation.org/apply/re/RE01**)**

APPLICATION FEE: A non-refundable fee of $25.00 is required at the time the application is submitted. This fee is used to offset the costs of processing the applications. The application fee is to be paid through the ONS Foundation store at: https://www.ons.org/store/accessories/research-grant-application-fee

The application fee can be paid by credit card (Visa, M/C, Amex, or Discover). Upon receipt of payment, an email will be sent to the applicant with a "Confirmation Number." **This Confirmation Number will be requested during the online application submission process and must be entered in order to complete the submission**.

- **FOR GRANT RE-SUBMISSIONS:** A previously non-funded proposal may only be resubmitted two times to the ONS Foundation for consideration for funding. A cover letter is required if this application is a resubmission from any previous ONS Foundation research grant cycle. The resubmission cover letter form can be downloaded from the forms area at the bottom of the following ONS Foundation website at (http://www.onsfoundation.org/apply/re/RE01).

  The letter is limited to three pages and must be uploaded as part of your grant application. The letter must identify the type of previous award the investigator applied for, year of application, the weaknesses described in the critique provided by the previous reviewers, and a description of how the current application was modified to address these weaknesses. All modifications to the study must be italicized within the body of the proposal.

- **Receipt of the application will be confirmed via e-mail.** If no response has been received within two days after the application deadline, contact the ONS Foundation at: Phone: **866-257-4667 (Option 4) or Email: *info@onsfoundation.org***

- **Applications that are incomplete or not prepared according to the instructions will not be reviewed.**
- **Review and scoring criteria** can be found at http://www.onsfoundation.org/apply/re

INSTRUCTIONS FOR COMPLETION OF THE ONLINE APPLICATION:

Enter the following information as requested in the online submission.

Application Fee Confirmation Number. A fee of $25.00 is required at the time the application is submitted. The application fee is to be paid through the ONS Foundation store at https://www.ons.org/store/accessories/research-grant-application-fee. A confirmation number will be emailed to you by ONS upon receipt of payment. **The Confirmation Number will need to be entered as part of your online submission.**

- **Special Grants.** If you are applying for one of the following grants (Certification, Nursing Education and/or Outcomes grant; Pain Assessment/Management Grant; or ONS/Sigma Theta Tau International Foundation for Nursing Grant (STTI), you will be asked to check the appropriate box during the online submission process.
- **Grant Re-Submission.** Check the box indicating that this is a resubmission and type in the year of the previous submission and the type of grant for which you applied. Follow the instructions for uploading the resubmission cover letter. The critiques of the previous application submission will be uploaded by the ONS Foundation.
- **Title of Project.** Limit to 100 characters.
- **Principal Investigator (PI).** Name the one individual who is primarily responsible for implementing this proposal and for reporting to the ONS Foundation. Enter your position and institutional address. Also enter the home, work and fax phone numbers. The preferred mailing address and email address will be used for all future communications.
- **Total Budget Requested (U.S. Currency).** Budget requested should not exceed $25,000. See the section entitled "Line Item Budget and Budget Justification."
- **Dates of Project.** The project must be confined to a maximum of two years.
- **Research on Human/Animal Subjects.** The principal investigator must obtain approval from an Institutional Review Board (IRB) or Animal Welfare Committee if the proposed project pertains to human or animal research. The IRB must be registered with the office for Human Research Protections, DHHS and the assurance identification number must be provided as instructed in the application submission process.

  IRB submission or approval is not mandatory prior to application submission. However, it is strongly recommended that you begin your IRB application submission forms immediately after submission of your ONS Foundation Research Grant application so that you are "ready to submit" if your application is funded. The two-year grant timeline starts on the date of your Notification of Award and No Cost Extensions are not permitted.

  - *NO FUNDS WILL BE RELEASED UNTIL PROOF OF IRB APPROVAL HAS BEEN RECEIVED BY THE ONS FOUNDATION.*
  - If you have received IRB approval, list the approval date and assurance identification number in the space provided in the online application and upload the approval letter.
  - For multi-institutional projects, funding will be released after receipt of the approval from the applicant's Institutional Review Board. However, confirmation of IRB approval at all sites is required before initiating any data collection activities at each site. The PI should submit the appropriate letters of approval from all sites to the ONS Foundation, as received.

- **Research Team.** Provide the names, credentials, institutions and role on the team, i.e., co-investigator, consultant, research assistant, statistician, for all members of the research team. Please enter or upload this information as instructed for the online submission.

  ***Note:** At least one team member must have received and completed RESEARCH funding greater than $100,000.

- **Immediate Supervisor/Chairperson**. This should be the Principal investigator's immediate supervisor either in the clinical or academic setting. An email or letter is needed from this person confirming approval of the proposed study and indicating amount of release time that will be permitted if the proposal is funded. Applications with letters indicating that the applicant's institution will match the release time covered by the application salary request will be reviewed more positively. Upload the email message or letter as instructed for the online submission.
- **Institutional Official.** This is usually the person in the organization's sponsored research office. Please include their name, credentials, address and contact information as instructed in the submission process.
- **Acceptance of Terms and Responsibilities.** The applicant must read the research award agreement and type in their name as proof of acceptance of the terms and responsibilities included in that section of the application submission.

ABSTRACT: (*To be uploaded as a **PDF** document*)
At the top of the abstract page, list the title of the project; name of the applicant(s), co-investigator(s) and other key personnel; institutional affiliation for each person identified; and if the project is a pilot, or full study. The body of the abstract should contain the following headings:

Purpose/Specific Aims, Rationale/ Significance of Study, Conceptual or Theoretical Framework, Main Research Variable(s), Design, Setting, Sample, Methods, and Implications for Practice. Limit the abstract to one page (500 words), using a 1 inch or ½ inch margin, and indicate the number of words in the abstract at the bottom of the page.

PROJECT NARRATIVE (APPROACH): *(To be uploaded as a PDF document)*

The narrative (Purpose through Data Analysis) is not to exceed 6 single-spaced typewritten pages using a 12-point font (preferably Times New Roman, Arial, or Courier), ½ inch margins top/bottom, right, and a ¾ inch left margin. The consistent use of one format (APA, AMA, etc.) for the text, citations and reference list is required. Please number all pages of the narrative.

PRESENT THE PROJECT NARRATIVE INFORMATION IN THE FOLLOWING ORDER:

Purpose and Specific Aims. Clearly state the purpose of the study and list specific aims in numerical sequence.

Significance, Framework, and Review of Literature.

- Explain the significance to oncology nursing. Animal studies must address how the research will contribute to the understanding of human responses and to advances in nursing science or clinical practice. Describe what will be the effect of this study on the concepts, methods, technologies, treatment, services or preventative interventions that drive oncology nursing.
- Identify and describe the conceptual or theoretical framework, including variables, for the study.
- Present a succinct, focused, and critical review and synthesis of the literature.
- Identify how the study will address a knowledge gap.

Preliminary Work. Describe any previous research on the topic that has been done by the PI or research team and provide preliminary findings, if any.

Methods and Design. Use the following subheadings:

- ***Design.*** Identify the research design. Indicate if the project is a pilot study. Some reasons for conducting a pilot study include:
    - To determine the feasibility of a larger study
    - To develop or refine a nursing intervention
    - To develop a protocol or set of procedures for implementing an intervention
    - To identify design and methodologic problems
    - To determine if the sample is representative of a larger population or whether the sampling technique is effective
    - To test the reliability and validity of instruments and refine instruments or data collection procedures
    - To try out and refine data analysis techniques
- ***Sample and Settings.*** For qualitative and quantitative studies, describe the number and type of participants and all sampling and assignment procedures. Indicate the rationale for the sampling process and sample size determination. If a power analysis was conducted to justify the sample size, include the results of this analysis. Describe the process for recruitment of participants. Identify potential problem areas and include alternative strategies. **Provide a rationale for the use of the selected setting(s). This is especially important if the proposed study is a multi-site project.**
- ***Intervention/Independent Variables.*** Clearly describe the intervention, if this is an intervention study.
- ***Instruments.*** List and describe all instruments and include a discussion of the validity and reliability of each. If qualitative research, include information on the instrument's rigor. Describe scoring procedures. *Append a copy of all instruments and any permission letters.*
- ***Data Collection Schedule and Procedures.*** Describe how and when data will be collected and any procedures for standardizing data collection.
- ***Data Analysis and Interpretation.*** Describe the statistical or analytic techniques that will be used to answer each research question of the project.

OTHER COMPONENTS OF THE PROPOSAL SUBMISSION PROCESS: *(Not part of the 6-page narrative)*

(You will be asked to provide 1-2 paragraphs addressing each of the following areas: (This information is to be uploaded in a PDF format)

- ***ONS Research Priorities and/or Research Agenda.*** Describe how the project addresses the current ONS Research Priorities and/or the current ONS Research Agenda. (Both can be found on the ONS Website at: https://www.ons.org/practice-resources/researchers.)
- ***Protection of Human Subjects or Animals Used for Research.*** Describe how informed consent will be obtained and steps taken to protect participants' rights or the welfare of animals. Identify any potential risks associated with participation in the project. Include your data & safety monitoring plan.
- ***Women and Minority Inclusion in Clinical Research.*** The inclusion of women and minorities must be addressed in developing a research design appropriate to the scientific objectives of the study. Inclusion is required unless a clear and compelling rationale shows that inclusion is inappropriate with the respect to the health of the subjects or that inclusion is inappropriate for the purpose of the study. Provide information on the composition of the proposed study population in terms of sex/gender and racial/ethnic group and provide a

rationale for selection of such subjects in terms of the scientific objectives and proposed study design. The description may include (but is not limited to) information on the population characteristics of the disease or condition under study, national and local demography, knowledge of the racial/ethnic/cultural characteristics of the population, prior experience and collaborations in recruitment and retention of the populations and subpopulations to be studied, and the plans, arrangements and letters of commitment from relevant community groups and organizations for the planned study.

- ***Innovation.*** Describe how the project challenges existing paradigms or clinical practice; addresses an innovative hypothesis or critical barrier to progress in the field. If applicable, describe how the project develops or employs novel concepts, approaches, methodologies, tools or technologies in the area.
- ***Facilities and Resources (Environment).*** Describe the facilities and resources available to carry out the project at all research sites, e.g., computers, statistical and data management support, office space, equipment, etc.
- ***Implications for Practice and Research.***
  - Describe the implications for oncology nursing practice.
  - Identify future research that may develop from this project.
  - Describe how this project will provide the groundwork for seeking additional funding in the future.
  - Describe when and how the study findings will be disseminated.

APPENDICES ***(Not included as part of the 6-page narrative)***

(The following items will all need to be uploaded as separate PDF documents. Follow the online submission instructions for each area.)

- **Reference List.** The reference list should follow the format chosen for the project narrative (APA, AMA, Chicago, etc.).
- **Timetable for Accomplishing the Work.** The timetable should reflect a realistic work schedule so the project can be completed within the two year funding period as no "no cost" extensions are permitted.
- **Human Protection Education** It is an expectation of the ONS Foundation that the researcher will incorporate, into the study proposal, key ethical principles and federal regulations to protect human participants or animals throughout the research process. Most institutions require a certificate of human subjects and/or animal protection education for IRB review. If your institution does not require this education you do not need to submit certificates of education to the ONS Foundation, please contact info@onsfoundation.org.
- **Letters of Support.** Include letters of support from key administrators, agency personnel, and consultants, as necessary. Letters of support should document access to performance sites and research participants, institutional resources committed to the project, and matching funds, if any. Consultants should describe their role and involvement with the research project. All letters of support should be uploaded in a PDF format. The system will only allow for uploading one document. Therefore, multiple letters of support will need to be scanned into one PDF document prior to uploading.
- ***Mandatory* Letters of Support***:*
  Salary Support or in-kind Personnel. If requesting salary support for the PI or Co-PI, submit a letter from the individual's immediate supervisor that gives assurance that release time will be provided from existing job responsibilities for the amount of release time requested. The percentage of release time must reflect and discuss the percentage of salary support requested in

the budget and/or in-kind personnel contributions. Applications with letters indicating that the applicant's institution will match the release time covered by the application salary request will be reviewed more positively.

- **Biographical Sketches. (INVESTIGATORS)** Use the *New NIH* biographical sketch form (*OMB No. 0925-0001/0002)* or download a biosketch form from the forms area at the bottom of the following ONS Foundation website at (http://www.onsfoundation.org/apply/re/RE01). Submit a biosketch for the PI and any key participants, e.g., all co-investigator(s), consultant(s), clinician collaborators and mentors. *Each biosketch is limited to 5 pages. Note that the biosketch personnel statement needs to include the contributions of that person to the grant proposal. Be sure that the funding amounts of all research grants are included in the biosketches.* All biosketches must be combined into one PDF to be uploaded.
- **Instrument(s).** Include all instruments or interview schedules that will be used to collect data. Include any letters of permission to use a copyrighted instrument. These may be **uploaded** during the online submission process, if applicable. Multiple documents will need to be scanned into one PDF prior to uploading
- **Consent Form.** Include a copy of the consent form that will be presented to potential subjects for their signature. These may be **uploaded** during the online submission process, if applicable. Multiple documents will need to be scanned into one PDF prior to uploading
- **Miscellaneous.** Miscellaneous items include conceptual models, diagrams, a detailed description of an intervention or intricate laboratory procedure, list of performance sites, etc. These documents may be uploaded during the online submission, if applicable.

BUDGET ISSUES:

The budget should not exceed $25,000 unless other sources of support are available. Other sources of support must be indicated to assure that funding to support the project's activities, which are in excess of the grant funding, will be met and will not hinder the completion of the project.

The ONS Foundation Does Not Fund the Following:

- Projects that have begun data collection or that are nearly completed
- Payment of tuition
- Institutional indirect costs
- Travel for conference attendance or presentations
  - *Although travel for presentations cannot be included in the budget, a request can be made for travel funding to present the ONS Foundation funded work at a conference, upon notification of acceptance for presentation.*
- Preparation of posters or publications
- Salary support for non-research staff

Line Item Budget. Research project-related expenses need to be itemized using the budget worksheet provided. One line item budget may be submitted for the entire project or separate budgets are permitted from each performance site. Consortium or contractual arrangements and costs should be itemized. Items labeled as miscellaneous will not be funded. The line item budgets may include the following:

- **Personnel:** All research project personnel, consultants, & clerical support on a personnel sheet or USPHS Form 398. Include the name, position, % time devoted to project, fringe benefit percent and amount, total fringe requested, and total salary requested. If in-kind contributions of personnel are relevant, please include percentage of time and role.
- **Supplies:** Supplies are defined as items with a unit cost of $200 or less. Examples include: photocopying, telephone, postage, computer time, paper, envelopes, transcription machines, cassette tapes, floppy disks, etc.
- **Equipment:** Equipment is defined as items with a unit cost greater than $200.

- **Software**: Include the name, version number, and unit cost.
- **Other Expenses:** Do not list as miscellaneous. These must be listed very specifically, i.e., lab fees or supplies, lab assays, standardized testing, or reimbursement of study participants.
- **Other Support:** Identify total amount of other sources of funding for the study. Specify source, amount and funding period.
- **Total Funds Requested**

Budget Justification. The justification is a description that includes a justification for *all itemized expenses* including personnel. Each section of the justification should: (1) list the specific items or project personnel noted below, (2) describe why the items or personnel are *essential* to the conduct of the study, and (3) include any cost calculations. The lack of institutional resources for particular items should be described.

- **Personnel.** A description of the activities and role of each person involved in the research project including the principal investigator, co-investigators, consultants, research assistants, secretaries, data collection and data management staff, statistician, etc. Include the percentage of time devoted to the project by each person. If a percentage of any person's time is to be supported by the institution/another grant or as "in-kind", indicate and explain in the justification of the budget request for the position.
- **Equipment.** Equipment requests should not represent a major portion of the budget or the only budget item. The narrative for equipment requests should: (1) identify the availability of matching funds, if any, or other funds that will contribute to the purchase of the item, (2) explain why the item is absolutely essential to the study, and (3) identify where the equipment will be housed during and after the completion of the study, *Ownership of the item at the completion of the study will be individually assessed.*
- **Travel.** Only reasonable travel for data collection will be considered. Specify the purpose, personnel involved, distance, number of trips, mode of travel, and cost of travel.
- **Software.** Request software only if the institution does not provide it. Software purchases will be considered if the unit price reflects the current discounted or retail rate.
- **Other Support.** Identify any additional funding that has already been awarded for the proposed study, including any funding obtained by a co-investigator. Explain how the work supported by other sources is different from the present request. Overlaps in funding are generally not funded unless it is convincingly explained how the present award is designed to support a portion of the project that is not covered by the overlapping funds.
- **Pending Funding.** If there is *other pending funding for the proposed project*, identify the amount, agency, and date the funding is expected to be initiated, if awarded. Explain how the present award will be adjusted if funding is received from more than one pending source, e.g., one of the awards will be turned down, more performance sites will be added, the sample size will be increased, additional staff will be hired, etc. *Please notify the ONS Foundation of any additional funding that is awarded after the submission deadline.* If no additional funding is available or pending for the project, write "Not Applicable" in this section of the narrative. The USPHS Form 398 Page entitled, "Other Support" may be submitted.

APPLICATION SUBMISSION CHECKLIST:

Submission includes the following:
☐ $25.00 Application Fee Confirmation Number: **Note:** You will not be able to complete your submission until this number has been entered.
☐ IRB approval status
☐ Letter from immediate Supervisor/Chairperson: (confirming approval and date of approval of the proposed dissertation proposal)
☐ Abstract (1-page, 500 words)
☐ Project Narrative
NOTE: The following areas are all part of the evaluation criteria for the reviewers.
☐ ONS Research Priorities and/or Research Agenda
☐ Protection of Human Subjects or Animals Used for Research
☐ Women and Minority Inclusion in Clinical Research
☐ Innovation
☐ Facilities and Resources (Environment)
☐ Implications for Practice and Research
☐ Reference List:
☐ Timetable
☐ Support letters
☐ Biographical sketches
☐ Instrument(s)
☐ Consent Form(s)
☐ Miscellaneous
☐ Itemized Budget: (Use attached Budget Worksheet or download from forms area of the following ONS Website (http://www.onsfoundation.org/apply/re/RE01)
☐ Budget Justification:
Research Classification Categories: Review the categories below and be prepared to indicate the appropriate areas that pertain to your study during the submission process.

NOTE: Investigators are encouraged to review all materials submitted for completeness and accuracy **PRIOR** to hitting "Submit" as **no** editing will be allowed once the application submission is completed.

All application submissions must be finalized by 11:59 p.m. on *September 15, 2017*.

EXPECTATIONS FOR RECIPIENTS:

- **PROGRESS AND FINAL REPORTS:**
  For all funded projects, annual progress reports are required for release of the year-2 funds (15% of the total funding awarded). A final report of expenditures and a final scientific report must be submitted 60 days following the original or amended project funding period. The remaining 10% of the grant funds will only be released when the final scientific report is received on time. Guidelines for submitting these reports will be provided to all grant recipients**.** Unexpended funds revert to the ONS Foundation.

  Please note, the final report guidelines request a summary of results and abstract suitable for posting online to promote dissemination of findings to practicing nurses and the lay public.

  Recipients also agree to complete a follow-up survey at one, three, and five years after the completion of the funding project. The purpose of the survey is to track dissemination activities and additional funding which have occurred related to the ONS Foundation funded project.

- **ACKNOWLEDGEMENT OF FUNDING:**
  Investigators must acknowledge that this research was funded by the **ONS Foundation** through an unrestricted grant from the supporting donor in all publications and presentations regarding their research.

- **DISSEMINATION OF RESULTS:**
  The ONS Foundation is committed to the dissemination of research findings to support practice changes. A summary of results and/or final abstract may be posted online and/or shared for publicity purposes to summarize results from ONS Foundation funded projects. Research grant recipients are responsible for disseminating the findings of their funded project. Submission of manuscripts to peer reviewed scientific or professional journals is required. Award recipients are encouraged to submit abstracts to ONS National Conferences and publish their final results in ONS publications.

INCOME TAX CONSIDERATIONS:

The ONS Foundation is required by the Internal Revenue Service to report grant awards on Form 1099-Misc. The award recipient's institution will receive an IRS 1099-Misc. form no later than January 31 of the year following funding year. If additional compensation is received from the award recipient's employer/institution regarding this award, it is the employer/institution's responsibility to issue to the recipient a W-2 or Form 1099-Misc. Award recipients will be asked to designate how the funds should be distributed at the time the award is made.

Oncology Nursing Society Foundation
Research Classification Form

***INSTRUCTIONS*: As part of the online submission, you will be asked to check which of the following categories** best describe the purpose and aims of your research proposal. This form will be provided online and does not need to be completed in this format. It is simply provided for your information and review, so that you can easily select the appropriate areas during the submission process.

This information is needed by the ONS Foundation to share with other cancer research funders who classify their research portfolios in the same way. This information is provided to the public on the International Cancer Research Portfolio Website at http://www.icrpartnership.org. Funded studies that have been classified using this unified classification system, the Common Scientific Outline, are available on the website. Additional information on this form is needed for the ONS Foundation's Grants Database.

Biology: *(research looking at the biology of how cancer starts and progresses)*
☐ 1.1 Normal functioning
☐ 1.2 Cancer initiation: alterations in chromosomes
☐ 1.3 Cancer initiation: oncogenes & tumor suppressor genes
☐ 1.4 Cancer progression & metastasis
☐ 1.5 Resources & infrastructure

Etiology: (*research aiming to identify causes or origins of cancer – genetic, environmental, & lifestyle*)
☐ 2.1 Exogenous factors in the origin and cause of cancer
☐ 2.2 Endogenous factors in the origin and cause of cancer
☐ 2.3 Interactions of genes and/or genetic polymorphisms with exogenous and/or endogenous factors
☐ 2.4 Resources & infrastructure related to etiology

Prevention: *(research identifying individual & population-based prevention interventions, reducing cancer risk)*
☐ 3.1 Interventions to prevent cancer: personal behaviors (non-dietary) that affect cancer risk
☐ 3.2 Dietary Interventions to reduce cancer risk and nutritional science in cancer prevention
☐ 3.3 Chemoprevention
☐ 3.4 Vaccines
☐ 3.5 Complementary & alternative prevention approaches
☐ 3.6 Resources & infrastructure related to prevention

Early Detection, Diagnosis & Prognosis: *(identifying and testing cancer markers and imaging methods helpful in detecting and/or diagnosing cancer or support treatment decision making in stratified/personalized medicine)*
☐ 4.1 Technology development and/or marker discovery
☐ 4.2 Technology and/or marker evaluation with respect to fundamental parameters of method
☐ 4.3 Technology and/or marker testing in a clinical setting
☐ 4.4 Resources & infrastructure related to detection, diagnosis or prognosis

Treatment: *(identifying and testing treatments administered locally (radiotherapy/surgery) systematically (chemotherapy) and non-traditional (complementary/alternative) treatments (supplements/herbs).*
☐ 5.1 Localized therapies- discovery and development
☐ 5.2 Localized therapies - clinical applications
☐ 5.3 Systematic therapies - discovery and development
☐ 5.4 Systematic therapies - clinical applications
☐ 5.5 Combinations of localized & systemic therapies
☐ 5.6 Complementary & alternative treatment approaches
☐ 5.7 Resources & infrastructure related to treatment

Cancer Control, Survivorship & Outcomes Research: *(patient care, pain management, tracking cancer cases; beliefs attitudes affecting care behaviors, ethics, education/communication approaches for patients/family/caregivers/health care professionals; supportive/end-of-life care; health care delivery in terms of quality and cost effectiveness)*
☐ 6.1 Patient Care and Survivorship Issues (Includes symptom management, QOL and compliance behavior factors)
☐ 6.2 Surveillance
☐ 6.3 Population-based behavior factors (includes influence by attitudes/belief systems on behaviors)
☐ 6.4 Health services, economic and health policy analyses
☐ 6.5 Education and communication
☐ 6.6 End of life care
☐ 6.7 Research on ethics & confidentiality
☐ 6.8 Historical code (no longer used)
☐ 6.9 Resources & infrastructure related to cancer control, survivorship &outcomes research

Other:
☐ Long-term Morbidity
☐ Quality of Life
☐ Pain Management
☐ Prevention of Treatment Related Toxicities
☐ Psychological Impacts of
☐ Cancer
☐ Reproductive Issues
☐ Rehabilitation
☐ Symptom Management
☐ Survivorship
☐ None

Symptom Management:
☐ Difficulty Concentrating
☐ Fatigue
☐ Hair Loss
☐ Mucositis
☐ Nausea
☐ Pain
☐ Shortness of Breath
☐ Sleep Disturbances
☐ None
☐ Other

Treatment Type:
☐ Biotherapy
☐ Chemotherapy
☐ Radiation Therapy
☐ Surgery
☐ Transplant
☐ Other
☐ None

Cancer Type:
☐ Basic Research, not site specific
☐ Bladder Cancer
☐ Brain Tumor
☐ Breast Cancer
☐ Cervical Cancer
☐ Colorectal Cancer
☐ Endometrial Cancer
☐ Esophageal Cancer
☐ Gall Bladder Cancer
☐ Hodgkin's Disease
☐ Kaposi's Sarcoma
☐ Kidney Cancer
☐ Laryngeal Cancer
☐ Liver Cancer
☐ Lung Cancer
☐ Nasal Cavity & Paranasal Sinus Cancer
☐ Neuroblastoma
☐ Non-Hodgkin's Lymphoma
☐ Oral Cavity & Lip Cancer
☐ Pancreatic Cancer
☐ Parathyroid Tumor
☐ Penile Cancer
☐ Pharyngeal Cancer

☐ Pituitary Tumor
☐ Prostate Cancer
Cancer Type: *Continued*
☐ Salivary Gland Cancer
☐ Small Intestine Cancer
☐ Soft Tissue Sarcoma
☐ Stomach Cancer
☐ Testicular Cancer
☐ Thymoma, Malignant
☐ Thyroid Cancer
☐ Uterine Cancer
☐ Vascular Sarcoma
☐ Vaginal Cancer
☐ Wilm's Tumor
☐ None

Age:
☐ Adult
☐ Children
☐ Elderly
☐ Combination
☐ None

Gender Focus:
☐ Male
☐ Female
☐ Both
☐ None

Type of Research:
☐ Qualitative
☐ Quantitative
☐ Both
☐ None

Research Setting:
☐ Multisite
☐ NCI
☐ Cooperative Group
☐ Single Site

Scope:
☐ International
☐ Local
☐ National
☐ None

Subject:
☐ Animal
☐ Cancer Patient
☐ Cancer Survivor
☐ Family/Caregiver
☐ Nurses
☐ Other Healthcare Provider
☐ Other
☐ None Quantitative

Ethnicity Focus:
☐ American Indian/Alaskan Native
☐ Asian
☐ Black or African American
☐ Hispanic or Latino

☐	Native Hawaiian or Other Pacific Islander
☐	White

Research Design:

☐	Descriptive
☐	Health Services
☐	Interventional
☐	Program Evaluation
☐	Research Utilization/Evidence-Based Practice
☐	None

2013 ONS Research Priorities:

☐	Develop and evaluate intervention: Adherence
☐	Persistent and late effects: Neurocognitive
☐	Screening research minorities
☐	Symptom management: Self-management symptom control
☐	Screening early detection: Underserved or underinsured
☐	Survivorship: Survivorship care plan
☐	Persistent and late effects: Cardiovascular
☐	Descriptive research factors: Adherence
☐	Interventions symptom clusters
☐	Interventions risk reductions patients and survivors: Diet
☐	Survivorship: Psychological adjustment
☐	Persistent ant late effects: Pulmonary
☐	Intervention research to improve adherence to risk reduction for cancer patients and families: Tobacco
☐	Intervention research to improve adherence to risk reduction for populations at risk: Tobacco
☐	Medication errors: Prevention
☐	Risk reduction cancer patients and survivors: Stress management
☐	CLABSI prevention
☐	Use of technology: Symptoms
☐	Symptom management interventions
☐	Risk reductions patients and survivors: Physical activity and exercise
☐	None

ONS Research Agenda Priority Topics (2014-2018):

☐	**Symptoms**	
	☐	Evaluating interventions integrating symptom management into systems of care
	☐	Examining underlying bio-behavioral mechanisms for individual and co-occurring symptoms
	☐	Determining factors associated with racial/ethnic disparities in symptom severity and developing interventions
☐	**Late Effects of Cancer Treatment and Survivorship Care**	
	☐	Developing/testing interventions to prevent adverse outcomes of long term/late effects
	☐	Examining/testing underlying bio-behavioral mechanisms for individual/co-occurring symptoms
☐	**Palliative and End of Life Care**	
	☐	Exploring/evaluating research to enhance communication and shared decision-making
	☐	Diversity in palliative/EOL care
	☐	Exploring/testing models of palliative care delivery
	☐	Exploring use of electronic health records to identify unmet palliative care needs
	☐	Researching how to support/evaluate professional education/development models for improving palliative/EOL care
☐	**Self-Management**	
	☐	Developing/testing measures of self-management outcomes
	☐	Developing/testing models of care in self-management
	☐	Developing/testing self-management interventions for individuals/family caregivers
	☐	Developing/testing interventions to improve adherence with prescribed/recommended plans of care
☐	**Aging**	
	☐	Carrying out descriptive work to obtain information needed to fill knowledge gaps
	☐	Developing/testing interventions to improve the care of older patients

	☐ Evaluating factors associated with the delivery of care

ONS Research Agenda Priority Topics: (*Continued)*

☐	**Family and Caregivers**
	☐ Identifying impact of caregiver outcomes on patient outcomes
	☐ Determining impact of the stress of providing care on the caregiver's physiologic health
	☐ Exploring the extent of economic burden and its impact on families of persons with cancer

☐	**Improving Health Care Systems**
	☐ Expanding the knowledge of patient-centered cancer nursing care
	☐ Evaluating the effect of nursing care on promoting and maintaining treatment quality and safety

☐	**Risk Reduction**
	☐ Developing/testing interventions to sustain cancer screening behavior beyond one-time screening
	☐ Developing/testing innovative/cost-effective interventions to change health behaviors in populations that can reduce/prevent cancer
	☐ Developing/testing dissemination and implementation of evidence-based interventions in cancer screening

ONCOLOGY NURSING SOCIETY FOUNDATION

Research Grants Program

FORMS NEEDED

- ***Biographical Sketch Form***
- ***Budget Worksheet***
- ***Resubmission Cover Letter***
  (only if proposal is being resubmitted)

Principal Investigator/Program Director (Last, First, Middle):

BIOGRAPHICAL SKETCH

Provide the following information for the senior/key personnel and other significant contributors in the order listed on Form Page 2.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME

eRA Commons User Name (credetialn, e.g., agency login):

POSITION TITLE

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)

INSTITUTION AND LOCATION	DEGREE *(if applicable)*	Completion Date MM/YYYY	FIELD OF STUDY

NOTE: The Biographical Sketch may not exceed five pages.

A. Personal Statement. Briefly describe why you are well-suited for your role in the project described in this application. The relevant factors may include aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and your past performance in this or related fields (you may mention specific contributions to science that are not included in Section C). Also, you may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project. If you wish to explain impediments to your past productivity, you may include a description of factors such as family care responsibilities, illness, disability, and active duty military service.

B. Positions and Honors. List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.

C. Contribution to Science. Briefly describe up to five of your most significant contributions to science. For each contribution, indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work. For each of these contributions, reference up to four peer-reviewed publications or other non-publication research products (can include audio or video products; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware) that are relevant to the described contribution. The description of each contribution should be no longer than one half page including figures and citations. Also provide a URL to a full list of your published work as found in a publicly available digital database such as SciENcv or My Bibliography, which are maintained by the US National Library of Medicine.

D. Research Support. List both selected ongoing and completed research projects for the past three years (Federal or non-Federally-supported). *Begin with the projects that are most relevant to the research proposed in the application.* Briefly indicate the overall goals of the projects and responsibilities of the key person identified on the Biographical Sketch. Do not include number of person months. *DO INCLUDE RESEARCH FUNDING AMOUNTS FOR EACH FUNDED PROJECT.*

Principal Investigator/Program Director (Last, First, Middle):

Grant Title:

Grant Submission Date: (xx/xx/xxxx): Budget revision date:

ONS FOUNDATION RESEARCH GRANT
BUDGET WORKSHEET

	Year 1 *(Cannot exceed 75% of total budget)*					Year 2* *(Should reflect remaining grant funds - Final 10% will be released upon receipt of FINAL report)*					Total Grant
	Salary		Fringe		Year 1 Total	Salary		Fringe		Year 2 Total	
	% Effort	$	%	$		% Effort	$	%	$		
Personnel					0					0	0
					0					0	0
					0					0	0
					0					0	0
					0					0	0
					0					0	0
	Personnel Year 1 Total				0	Year 2 Total				0	0
Supplies					0					0	0
					0					0	0
					0					0	0
					0					0	0
	Supplies Year 1 Total				0	Year 2 Total				0	0
Equipment					0					0	0
					0					0	0
					0					0	0
	Equipment Year 1 Total				0	Year 2 Total				0	0
Travel (Travel to conferences for presentations cannot be incorporated into this grant)					0					0	0
					0					0	0
					0					0	0
	Travel Year 1 Total				0	Year 2 Total				0	0
Software					0					0	0
					0					0	0
	Software Year 1 Total				0	Year 2 Total				0	0
Other Expenses					0					0	0
					0					0	0
					0					0	0
					0					0	0
	Other Year 1 Total				0	Year 2 Total				0	0
TOTAL *(Year-1 Total = Cannot exceed 75% of the total budget requested, per distribution guidelines below)*					**0**	***(Year-2* Total = SEE INSTRUCTIONS BELOW)***				**0**	**0**

DISTRIBUTION OF FUNDS (based on the following criteria):

- Year-1 - Up to 75% of the total grant or the amount shown in the Year-1 Budget Column, if less than 75%
- Year-2* - the remaining grant funds minus 10% of the total will be released upon receipt and approval of year 1 annual report
- Final 10% of total will be released up receipt of final report (due 60 days after funding period ends)

***Year-2 Totals** - Should include the entire remaining grant funds, including the 10% that will be withheld pending receipt of the final report. Although the final 10% will not be released until after the final report is received, the year-2 expenditures should include this amount, so that all proposed expenditures are documented in the budget.

ONS Foundation Research Grants Program

GRANT RE-SUBMISSION COVER LETTER

Grant Resubmission Instructions: A previously non-funded proposal may only be resubmitted 2 times to the ONS Foundation for consideration for funding. A cover letter is required if this application is a resubmission from any previous ONS Foundation research grant cycle. **The letter is limited to 3 pages** and must be uploaded with the online application submission in a Word or PDF format. All modifications to the study must be *ITALICIZED* within the body of the proposal.

Year of Previous Application: _____

Type of Award Applied for: _____

List the weaknesses described in the critique provided by the previous reviewers and how you have modified the proposal to address these weaknesses: