



## ***2018 Oncology Nurse Scientist Intensive***

### **ONLINE APPLICATION INSTRUCTIONS**

***An Online Application system is used for all aspects of the application submissions***

***Please see <http://www.onsfoundation.org/apply/re/RE05>  
for downloadable application forms.***

**Online Application Submission Due (by invitation only): April 2, 2018**

**ONCOLOGY NURSING SOCIETY FOUNDATION**  
**Oncology Nurse Scientist Intensive**  
**GENERAL INSTRUCTIONS TO APPLICANTS**

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**DEADLINE DATES:**

- **Grant Application Due: April 2, 2018**
- **APPLICATION SUBMISSION WEBSITE:** Will be made available through the ONS Foundation website to accepted participants

**PURPOSE OF INTENSIVE:** The purpose of the ONS Foundation Oncology Nurse Scientist Intensive is to expand the scientific foundation for oncology nursing practice and improvement of the healthcare of people impacted by cancer through a mentoring and networking opportunity for PhD nurse scientists. Invited participants are required to submit a research grant proposal for review during a mock research study section meeting. 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.

**ELIGIBILITY:** The principal investigator must be a nurse actively involved in some aspect of cancer patient care, education, or research, and be PhD prepared and have completed a PhD in 2008 or later (if you're PhD was conferred in 2007 or earlier you are not eligible).

**GENERAL INSTRUCTIONS:**

- **Research Team composition:**
  - For funding organizations other than the ONS Foundation, use the team requirement specified for that organization. Please note that the National Institute of Health (NIH) and other funding organizations are increasingly emphasizing the importance of a transdisciplinary research team.
  - If submitting to the ONS Foundation, please follow this requirement:  
**ONS Foundation: *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 prepared nurse 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 ONS Foundation Research Grant provides the opportunity to start building a research team.

**Confirmation of submission.** Upon submission of your application, a box will immediately appear indicating successful submission. If you do not receive this notice, your application has not been submitted.

- **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>

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**INSTRUCTIONS FOR COMPLETION OF THE ONLINE APPLICATION:**

**Enter the following information as requested in the online submission.**

- **Title of Project.** Limit to 100 characters.
- **Principal Investigator (PI).** Name the one individual who is primarily responsible for preparing this proposal and attending the Intensive. 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).** Use the funding guidelines for the funding organization that you will be submitting the proposal to. See the section entitled “Line Item Budget and Budget Justification.”
  - **Dates of Project.** Use the funding timeframe for the funding organization that you will be submitting the proposal to.
  - **Institutional Review Board (IRB) or Animal Welfare Committee:** *Submission or approval is not expected for the ONS Foundation Intensive.*
  - **Research Team.** Provide the names, credentials, institutions, area(s) of expertise and role on the team (e.g. co-investigator, consultant, research assistant, statistician) for all *proposed* members of the research team.
  - **Immediate Supervisor/Chairperson.** This should be the Principal Investigator’s immediate supervisor either in the clinical or academic setting. An official supervisor letter is not required for the ONS Foundation Intensive, but a mock letter you (the applicant) drafted for your supervisor must be uploaded with the application. The mock draft letter from the supervisor should confirm approval of the proposed study and indicate the amount of release time that will be permitted if the proposal is funded. Applications with letters (draft for the Intensive) indicating that the applicant’s institution will match the release time covered by the application salary request are likely to be reviewed more positively by reviewers.
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**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) and co-investigator(s); 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.

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**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.*
  - **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.
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**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)**

- **Research Priorities and/or Research Agenda.** Describe how the project addresses the current ONS Research Priorities and/or the current ONS Research Agenda OR the current research agenda for the funding organization you plan to submit your proposal to. (The ONS documents 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 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 draft 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.

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## **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 funding period. Note: no “no cost” extensions are permitted for ONS Foundation funded research projects and they should not be planned for any proposed research funding organization.
- **Human Protection Education.** It is an expectation 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. Documentation of human or animal participant protections education for all key personnel (all individuals responsible for the design and conduct of the study, including PI, co-investigators and data collectors) must be submitted for most research funding organizations after the funding notification is received so these documents are not required for this submission.
- **Letters of Support.** Include mock letters of support drafted by the applicant 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 mock letters should describe their role and involvement with the research project. All draft 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 mock letter from the individual’s immediate supervisor that gives assurance that release time will be provided from existing job responsibilities for 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 draft letters indicating that the applicant’s institution will match the release time covered by the application salary request will be reviewed more positively by research funding organizations.
- **Biographical Sketch. (Principal Investigator Only)** Use the *New NIH* biographical sketch form (OMB No. 0925-0001/0002) which you can download from the ONS Foundation website at: <http://www.onsfoundation.org/apply/re/RE05>. Submit a biosketch for the PI only. The biosketch is limited to 5 pages.
- **Instrument(s).** Include all instruments or interview schedules that will be used to collect data. 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.
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### **BUDGET ISSUES:**

The budget should not exceed the limits of the funding organization that the proposal will be submitted to 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. Review the funding exclusions for the funding organization that the proposal will be submitted to and follow those.

### **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
- Preparation of posters or publications
- Salary support for non-research staff (e.g. program staff)

**Line Item Budget.** Research project-related expenses may be itemized using the budget worksheet found at <http://www.onsfoundation.org/apply/re/RE05> or the budget worksheet of the funding organization that the proposal will be submitted to. 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 ONS Foundation Research Grant 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 \$500 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 \$500.
- **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, travel to collect data 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. Use the guidelines for the funding organization that the proposal will be submitted to or the ONS Foundation budget justification, which must include:

- **Personnel.** A description of the activities, expertise 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.** ONS Foundation guidelines – address the equipment guidelines for the funding organization you will be submitting to. 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, (3) identify where the equipment will be housed during and after the completion of the study, and (4) list the expected depreciation of the item over a 2-year period and the estimated value of the item 2 years after purchase. 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. 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.

**All application submissions must be received by 11:59 p.m. April 2, 2018**

<p><b>NOTE:</b> Investigators are encouraged to <u>review all materials</u> submitted for completeness and accuracy <b>PRIOR</b> to hitting “Submit” as no editing will be allowed once the application submission is completed.</p>
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