



## UBC SCHOOL OF NURSING – RESEARCH COMPETITION

### APPLICATION INSTRUCTIONS

The UBC School of Nursing coordinates a bi-annual internal research competition to support graduate student, post-doctoral fellow, and faculty research. Competitions are held in April and November each year.

### ELIGIBILITY

Faculty members are encouraged to use this funding as strategic seed funding for pilot and feasibility studies to support larger research proposals. It is recommended that adjunct faculty who are considering applying partner with tenure track faculty to support the application process. Graduate students are required to have their supervisor's approval on their applications as well as committee approval of their thesis project prior to application.

### APPLICATION PACKAGE

#### A. Application cover page

This fillable PDF form is designed to be completed using Adobe Acrobat or Adobe Reader. [Download the free Adobe Reader](#). It is recommended to save the form and complete from your desktop rather than completing them within a browser window.

For Mac users: The default program opening PDF files on a Mac is Preview. We strongly recommend against using Preview to complete the form as it may not preserve data you have entered into the forms when saving. To complete and save the forms properly, please use Adobe Acrobat or Reader.

1. Award: Select the award fund(s) that is *best* matched to your proposal topic. The School of Nursing reserves the right to change the fund at the discretion of the Associate Director of Research. See the website for a full description of the focus of each fund: [www.nursing.ubc.ca/Research/InternalResearchGrants.aspx](http://www.nursing.ubc.ca/Research/InternalResearchGrants.aspx)
2. Title: The title of your project must match your ethics application title.
3. Principal Investigator(s): Name of individual(s) who is/are primarily responsible for this proposal.
4. Co-investigator(s): In the case of graduate students and postdocs, name the supervisor as co-investigator.
5. Mail and email address: Ensure the email address is one checked regularly as this is how ONRTS will correspond with you regarding the application.



6. **Lay Abstract:** Provide a concise, non-technical description of the proposed research. The summary may be used for School of Nursing reports, newsletters, media releases, and/or on the School of Nursing website. DO NOT EXCEED 150 WORDS.
  - If this project is part of your masters or doctoral program, you must confirm (checkbox) committee approval of the project prior to the application deadline.
7. **Research on Human Subjects:** Check whether human ethics approval will be applied for or has been received. If the grant application is funded, a copy of the Ethics Approval Certificate must be submitted to [ONRTS@nursing.ubc.ca](mailto:ONRTS@nursing.ubc.ca) before funds are released.
8. **Project Period:** Research projects are limited to one year duration. If necessary, extensions are available with the submission of a letter of request to [ONRTS@nursing.ubc.ca](mailto:ONRTS@nursing.ubc.ca) outlining the extenuating circumstances.
9. **Total Budget Requested:** Students and postdocs will be awarded an internal School of Nursing research account and faculty will be awarded a research grant. DO NOT EXCEED THE MAXIMUM FUNDING ALLOWANCE.
10. **Signatures:** Signatures are required by the principal investigator and supervisor (when applicable).

*Note: For B and C below, the pages are to be single-spaced, with a minimum of 2 cm margins, and 12 point Times New Roman or Calibri font.*

## **B. PROPOSAL**

**Provide a description of the proposed research (max. 5 pages plus references) including:**

1. Research problem and background information
2. Theoretical framework/underpinnings
3. Purpose (including hypotheses or research questions)
4. Method – design, sample, data collection, analysis and rigor/validity/reliability of results
5. Description of project timeline
6. Ethical considerations
7. Study limitations
8. Relevance to Nursing
9. Dissemination plans for research results
10. References

*Note: If this application is for partial funding of a larger project, the proposal must briefly describe the entire project, not just the portion to be supported by this funding, to enable the reviewers to assess the proposal.*



### C. BUDGET (up to 2 pages)

Provide a detailed budget and justification for the proposed research. Eligible expenses that will be considered for funding are for those incurred in the direct process of completing a research project. Examples of eligible expenses include: Analytical software (check whether there are reduced cost UBC licenses or student licenses available), supplies to conduct the study, printing of surveys or outreach posters, honoraria for participants, costs of data collection, data entry or transcription costs. *Any equipment over \$300 becomes the property of the UBC School of Nursing at the end of the funding period.*

Examples of ineligible expenses are: textbooks, computers, office furniture, consulting fees, salaries for investigators, catering for thesis committee meetings, open access publication fees, or conference attendance (conference fees, travel and accommodation). Payroll charges for research assistants are ineligible expenses for graduate students (except for justified transcription costs).

There is a separate competition for open-access peer-reviewed journal publication fees. For details: <https://nursing.ubc.ca/research/internal-grant-opportunities/open-access-award>

Grant funds cover expenses incurred from the application deadline forward up to 12 months following award notification, with an automatic one-year extension upon request. Expenses requested for reimbursement must be included in the original approved grant application budget; should the grantee need to make significant changes from the original budget of awarded funds, permission for approval of the new proposed expenses should be requested of the Associate Director of Research prior to spending funds.

If this application is for partial funding of a larger project, the portion of the budget that is to be funded by this competition should be separate and fully supported with the rationale for proposed expenses. If other funds are required to complete the project as proposed, a statement should indicate where the balance has or will be obtained and a contingency plan if matching funding sources cannot be secured.

**New requirements:** If funded, awardees are asked to submit transcription invoices to the UBC School of Nursing finance staff to pay the transcription services directly, rather than pay transcription fees themselves and be reimbursed.

Recipients of research honoraria (also termed “participant payments”) must sign that they received funds/gift cards, as this is part of the financial audit requirements required at UBC for research projects. Template signature pages are available upon request.

### D. ADDITIONAL ATTACHMENTS

1. *Principal Investigator’s CV:* The Principal Investigator must append an abbreviated (2-4-page) CV including education, related publications, and recent funding (in the past five years). CVs for co-investigators and/or supervisors are allowed, but not required.



2. *Graduate Students/Postdocs*: The supervisor must submit a letter indicating they have read and are in support of the application. If this project is part of the student's graduate thesis, this letter must also indicate that the student's committee has approved the project.
3. *Appendices*: Additional research materials may be added to support the proposed research application. E.g questionnaires, consent forms, focus group questions, etc.
4. *Complementary Funding Sources*: If applicable, list other funding applied for or already granted for this project. Append the budget pages for each source of funding clearly indicating how each funding source fits with the current application.

## SUBMISSION

Submit one single merged .PDF file via email by the deadline to: [ONRTS@NURSING.UBC.CA](mailto:ONRTS@NURSING.UBC.CA)

**For questions or support in developing an application, contact Merrilee Hughes:**

Room T192, 3<sup>rd</sup> floor of the UBC Hospital  
Office of Nursing Research & Teaching Scholarship  
School of Nursing, University of British Columbia  
T201 - 2211 Wesbrook Mall  
Vancouver, BC V6T 2B5

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## SAMPLE GRANTS

Limited samples of successful grants are available to view upon request. This includes proposal and budgets. Contact [ONRTS@nursing.ubc.ca](mailto:ONRTS@nursing.ubc.ca) to book time to review grants.

## REVIEW CRITERIA

Each proposal will be evaluated by members of a review panel. The description of the proposed research must provide a clear rationale for why the research is being conducted, how it is being conducted, the expected outcomes, and anticipated impacts of this research. Reviewers are required to consider the following criteria in order to produce a final score for the proposal.

### Background

- Is the problem statement/background clear, concise and logical?
- Is the significance for nursing identified?
- Is the question or purpose of the project clear and clearly stated?
- Is the literature review relevant and current?
- Does it seem to be a good synthesis pertinent to the research question(s)?
- Are the theoretical underpinnings of the study well-articulated?
- Are relevant definitions provided?



### Methods

- Is the design clearly articulated and suitable to the problem and/or theoretical perspective?
- Are sample and setting specified and suitable?
- Are issues of validity and reliability or credibility addressed as appropriate?
- Are necessary procedures explained?
- Is the proposed plan for analysis appropriate and adequate?

### Overall Plan

- Have ethical issues (protection of human rights) been adequately addressed?
- Are there obvious limitations to the study? Has the investigator addressed these?
- Is the application well organized and clearly written?
- Is the budget realistic and sufficiently justified?

### Overall Numeric Rating (1-5)

4.5 - 4.9	Outstanding
4.0 - 4.4	Excellent
3.5 - 3.9	Very good
3.0- 3.4	Resubmission recommended
0 - 2.9	Needs major revisions