



Small Grants Research Program

Mentored Planning Grant Application

An Online Application system is now being used for
all aspects of the application submission

Please see

(<http://www.ons.org/Awards/FoundationAwards/MentoredPlanning>)

for downloadable application forms.

Online Application Due: November 15, 2010

ONCOLOGY NURSING SOCIETY FOUNDATION
ONS Research Team

SMALL GRANTS PROGRAM

MENTORED PLANNING GRANT (RE01A)

GENERAL INSTRUCTIONS TO APPLICANTS

DEADLINE DATES:

- ◆ **ONLINE Grant Application Submission Due: November 15, 2010**
- ◆ **Notification of Funding: December 2010**
- ◆ **Funding Available: January 2011**

PURPOSE OF GRANT

The purpose of the Oncology Nursing Society Foundation Mentored Planning Small Grant Award is to provide development support for new scientists. Funding supports a new investigator to work closely with an established researcher mentor to develop a research proposal. To be selected for this award, the investigator submits an online application for the first phase of funding which provides \$2,500 for proposal development from January 1 –October1. At the end of the funding period, an ONS Foundation Small Grant Application is to be submitted online on October 1 for consideration for a \$10,000 small grant award. If Oncology Nursing Society Foundation Small Grant funding is received, the investigator and mentor must work together to implement the research study.

ELIGIBILITY

The principal investigator must be actively involved in some aspect of cancer patient care, education, or research. Funding preference is given to projects that involve 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. Both Master's prepared and doctorally-prepared investigators may apply for this award; doctoral students are not eligible.

Individuals who have received previous Oncology Nursing Society Foundation research funding and have a delinquent final report are not eligible for funding. Oncology Nursing Society Foundation Board of Trustees members are also not eligible for funding.

FUNDING PERIOD:

Funding period is from January 1 – October 1.

GENERAL INSTRUCTIONS:

- The online application is due **November 15**. Applications must be submitted no later than midnight on or **before November 15**. No extensions for submission will be granted. If November 15 is a Saturday or Sunday, applications are due on the following business day.
- Receipt of the application will be confirmed via e-mail. If no response from ONS has been received within two days after the application deadline, contact the ONS Research Team at: Phone: 412/859-6298 or Email: research@ons.org

INSTRUCTIONS FOR COMPLETION OF THE APPLICATION:

ONLINE SUBMISSION INFORMATION:

Enter the following information as requested in the online submission.

- **Title of Project.** Limit to 65 characters.
- **Principal Investigator (PI).** Name the one individual who is primarily responsible for developing and implementing this proposal and for reporting to the Oncology Nursing Society 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 communication.
- **Total Budget Requested (U.S. Currency).** Budget requested should not exceed \$2,500. See the section entitled "Line Item Budget and Budget Justification."
- **Dates of Project.** The project should be confined to a maximum of 9 months.
- **Mentor.** Provide the name, credentials, institution, role of the mentor, and their preferred mailing address. An email is needed from the mentor confirming their agreement in assisting with the proposal development. Upload the email message as instructed in the online submission process.
- **Immediate Supervisor/Chairperson.** This should be the Principal investigator's immediate supervisor either in the clinical or academic setting. An email is needed from this person confirming approval of the proposal development for this study. Upload the email message as instructed in the online submission process.
- **Institutional Official.** This is usually the person in the organization's sponsored research office 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.

PROJECT NARRATIVE:

The concept paper is not to exceed 2 single-spaced typewritten pages using a 12-point font (preferably Times New Roman, Arial, or Courier), ½ inch margins top/bottom, right, and a left margin of ¾ inch on a laser quality printer. 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 INFORMATION IN THE FOLLOWING ORDER:

- ◆ Purpose of the study and aims
- ◆ Proposed study population
- ◆ Proposed methodology
- ◆ Significance of the proposed research to oncology nursing
- ◆ Proposal development activities with mentor

APPENDICES (Not included as part of the 2-page narrative)

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

Reference List. The reference list should follow the format chosen for the concept letter (APA, AMA, Chicago, etc).

Timetable for Accomplishing the Work. The timetable should reflect a realistic work schedule so proposal development activities can be completed within the funding period. Timetable should include IRB submission, if applicable.

Letters of Support. Letters of support are needed from the mentor and the applicant's immediate supervisor. The mentor's letter of support should identify how he/she will work with the applicant to develop and implement the proposal in addition to a description of the mentor's areas of research expertise. If requesting salary support for the PI, the letter of support from the applicant's immediate supervisor should give assurance that release time will be provided from existing job responsibilities. The percentage of release time must reflect the percentage of salary support requested in the budget. If no salary support is requested, the supervisor letter needs to address commitment to the applicant's work on this proposed project. All letters of support should be uploaded in a PDF format.

Biographical Sketches. Use the attached PHS Form 398 (6/09) biographical sketch form or download a biosketch form from the ONS Website at (<http://www.ons.org/Awards/FoundationAwards/SmallGrant>). Submit a biosketch for the PI and the mentor. *Each biosketch is limited to 2-4 pages.* Biosketches must be uploaded.

BUDGET ISSUES:

The budget should not exceed \$2,500 unless other sources of support are available. Up to \$1,000 can be included for the mentor as an honorarium.

The Oncology Nursing Society Foundation Does Not Fund The Following:

- ◆ Payment of tuition
- ◆ Institutional indirect costs

Line Item Budget. Project-related expenses may be itemized using the budget worksheet in the appendices, PHS 398 Budget Form, or the budget format from the applicant's institution. Items labeled as miscellaneous will not be funded. The line item budgets may include the following:

- ◆ **Personnel:** Include the name, position, % time devoted to project, fringe benefit percent and amount, total fringe requested, and total salary requested.
- ◆ **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.
- ◆ **Software:** Include the name, version number, and unit cost.
- ◆ **Other Expenses:** Do not list as miscellaneous. These must be listed very specifically.
- ◆ **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 project including the principal investigator. Include the % time devoted to the project by each person.
- ◆ **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.

APPLICATION SUBMISSION COMPONENTS:

<i>Submission includes the following:</i>
◆ <u>Email from immediate Supervisor/Chairperson:</u> (confirming approval of the proposed study)
◆ <u>Email message from Mentor:</u> (confirming agreement to assist with proposal development)
◆ <u>Concept Paper</u> (2-page limit)
◆ <u>Reference List</u>
◆ <u>Timetable</u>
◆ <u>Support Letters</u> (<i>All letters are to be uploaded in a PDF format. If letters of support from more than one person will be submitted, combine and scan into ONE document and save in a PDF format prior to uploading. The system will only accept ONE document in the field.</i>)
◆ <u>Biographical Sketches</u> (2-4 page limit/biosketch) (<i>If biosketches for more than one person will be submitted, combine and scan into ONE document and save in a PDF format prior to uploading. The system will only accept ONE document in the field.</i>)
◆ <u>Itemized Budget</u> (Use budget worksheet from the ONS Website http://www.ons.org/Awards/FoundationAwards/MentoredPlanning)
◆ <u>Budget Justification</u>

SUBMISSION INSTRUCTIONS:

All application submissions must be finalized by 11:59 p.m. on November 15, 2010.

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.

EXPECTATIONS FOR RECIPIENTS:

- **FINAL REPORTS:** For all funded projects, a final report of expenditures must be submitted to the ONS Research Team, respectively 60 days following the original or amended project funding period. Guidelines for submitting this report is provided to all grant recipients. Unexpended funds revert to the Oncology Nursing Society Foundation.

INCOME TAX CONSIDERATIONS:

The Oncology Nursing Society 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 each year of funding. If additional compensation is received from the award recipient's employer/institution regarding this award, then it is their 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.



Small Grants Research Program

Mentored Planning Grant

FORMS NEEDED

- ◆ *Biographical Sketch Form*
- ◆ *Budget Worksheet*

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 FOUR PAGES.**

NAME		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 <i>(if applicable)</i>	YEAR(s)	FIELD OF STUDY

NOTE: The Biographical Sketch may not exceed four pages. Items A and B (together) may not exceed two of the four-page limit. Follow the formats and instructions on the attached sample.

- A. Personal Statement.** Briefly describe why your experience and qualifications make you particularly well-suited for your role (e.g., PD/PI, mentor) in the project that is the subject of the application.

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

- C. Peer-reviewed publications or manuscripts in press (in chronological order).** Limit the list of selected peer-reviewed publications or manuscripts in press to no more than 15. Do not include manuscripts submitted or in preparation. The individual may choose to include selected publications based on recency, importance to the field, and/or relevance to the proposed research.

- D. Research Support.** List both selected ongoing and completed (during the last three years) research projects (Federal or non-Federal support). Begin with the projects that are most relevant to the research proposed in this application. Briefly indicate the overall goals of the projects and your role in the research project. Do not list award amounts or percent effort in projects..

ONCOLOGY NURSING SOCIETY FOUNDATION
Small Grants Program
Mentored Planning Grant
BUDGET WORKSHEET

Itemized Budget

(see application instructions for a detailed description of each budget category)

1. Personnel

Name & position:

% time devoted to project:

fringe benefit %:

2. Supplies

3. Software

4. Other Expenses

Total Funds Requested:

Budget Justification

Note: The justification must include a justification of all of the above itemized expenses including personnel. Each section of the justification should describe why the items or personnel are essential to the development of the proposal. The lack of institutional resources for particular items should be described.