**Deadline for Submissions**

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All applications and letters of support MUST be received online by 11:59pm (HST) on the submission due date.

**General Instructions for Applicants**

1. All applications must be submitted electronically. Applications sent in by other methods (i.e., mail, fax, etc.) will not be reviewed or considered for funding. **We highly encourage you to begin and complete your submission before the due date.**

2. Failure to follow the guidelines for preparation of grant proposal negates proposal funding.

1. Follow instructions and word limits carefully
2. References are required to be formatted in accordance with the Publication Manual of the American Psychological Association (APA).

3. When more than one investigator is listed, the first individual named will be the person with whom Sigma Theta Tau International Delta Omega will communicate and the investigator who will assume responsibility for conducting the research/project.

 4. Final narrative and financial reports are due 90 days following the end of the one-year funding
period. Complete instructions for the final report appear in Part I - Investigator(s) Contact Information and Biographical Sketches.

 5. If a grant is awarded as the result of this application, the applicant becomes a grantee and
assumes any and all legal and financial accountability for the awarded funds and for the performance of the grant-support activities. Deliberate withholding, falsification, non-documentation of references, or misrepresentation of information in the application could result in administrative actions including, but not limited to, the withdrawal of an application.

 6. Please note: If your IRB/Ethics Committee approval is pending, you are still encouraged to apply.
If you are awarded a grant and you do not attach your IRB/EC approval to your application, proof of IRB/EC approval must be shown before funds are distributed by Sigma Theta Tau International Delta Omega. **IRB/EC approvals must be received by the funding date or no later than 2 months after the funding date, for the grant to be funded.** Any awarded grant missing an IRB or Ethics Committee approval will be forfeited.

**Guidelines for Preparation and Submitting a Grant Proposal**

Before submitting electronically to bruntb1@gmail.com, we recommend that you review the list of required information.

**Part I - Investigator(s) Contact Information and NIH Biographical Sketches**

Contact information and a NIH biographical sketch must be completed for each investigator. *Please note, when more than one investigator is listed, the first individual named will be the person with whom Sigma Theta Tau International Delta Omega will communicate and the investigator who will assume responsibility for conducting the research/project.* Click here to see a sample form.

**Part II - Abstract** (*200 word limit*)

Include an abstract of your proposed research/project. Outline objectives and methods. Specify the subject population and describe the research/project design, instruments, and procedure to clearly reflect their importance in the study. The abstract should NOT exceed 200 words and contain NO pictures, charts, or tables.

The format of the abstract MUST contain five separate paragraphs labeled with these headings:

* Problem and Purpose
* Research/project Design
* Subject Population
* Instrument
* Procedure

**Part III - Proposal & Support** (*6,000 word limit*)

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The project text MUST be 6000 words or less. We recommend that you first compose the proposal in your own word processor (i.e., Microsoft Word, Corel WordPerfect, etc.). Check both spelling and grammar, and utilize the word count function before you save as a PDF and .doc, and electronically submit. The most recent version of APA should be used. **Submit proposal in both PDF and as a .doc file.**

In addition, the inclusion of image(s), chart(s), and/or figure(s) (.jpg or .gif formats) in the Proposal Text section is NOT allowed. Any significant image(s), chart(s), and/or figure(s) that will help to illustrate and explain your proposal should be located in appendices.

**Body of Proposal:**

1. Purpose of the Study: State clearly the purpose of the study, including how the project makes an original contribution to nursing/health care. Justify the purpose of the study.
2. Background and Significance: Provide the background of your proposal. Critically evaluate existing knowledge. Clearly identify gaps in knowledge that the project is intended to fill. State concisely the importance of the research/project in terms of the contribution to nursing and potential for leading to further research/project methodology or theory development.
3. Specific Aims/Hypothesis: State concisely what the research/project is intended to accomplish and/or what hypothesis (es) is (are) to be tested.
4. Theoretical/Conceptual Framework or Rationale: Summarize the theoretical framework or rationale as appropriate, addressing the relationship among the specific aims, the literature, key concepts, variables, and instruments.
5. Literature Review: Literature may be reviewed as a separate section or as part of background, significance, and/or conceptual framework. Include current literature that is directly pertinent to the project and that assists in clarification of purpose and procedures.
6. Method: Discuss in detail the methodological approach, the research/project design, and the procedure to be used to accomplish the specific aims. Describe new methodology. Discuss potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.
7. Research/project Design: Describe the design of the research/project.
8. Subjects and Setting: Describe the target population and characteristics of the subjects. Include the number of subjects, the rationale for sample size, the sampling frame, the sampling procedure, and the setting for data collection.
9. Measures and/or instruments: Report the specific characteristics of the instruments, including their reliability, validity, and/or sensitivity. Address how the tool will be used. The instrument(s) (e.g., a questionnaire) should be included in an appendix.
10. Procedure: Describe the design and the procedure to be used for the proposed data collection. Specify the kinds of data you expect to obtain. Give details of subject/participant selection and intervention, if one is involved. If appropriate, discuss potential problems with and/or limitation of the procedures. Discuss in detail any procedure, situation, and/or material in your proposed research/project that may be hazardous to subjects. Indicate precautions to be exercised. Include an orientation plan for data collectors, if appropriate.
11. Plan for Data Management/Analysis: Describe the means by which the data will be merged, analyzed, and/or interpreted.
12. Limitations: Describe the limitations of the study including those related to design and methods. Discuss how you intend to decrease or address limitations.
13. Human Subjects or Animal Use: Describe subject's rights and risk. Describe the procedure used for animals. Include a copy of the Institutional Review Board (IRB) approval and a copy of the human subject consent form. The approval and consent form are not included in the 6,000 word limit and should be included in appendices. If IRB approval is pending at the time of submission, indicate such. If IRB approval is received prior to proposal submission deadline, add it to your proposal. If it is received after submission deadline, please send a copy of it to: bruntb1@gmail.com

7. Time Frame: Provide a 12-month schedule that specifies the timing of the main steps of the

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investigation. Justify that the project can be completed within the time frame.

**Support:**

1. Facilities/Resources: Describe the facilities and other physical resources available for this study (e.g., laboratories, clinical resources, office space, etc.)
2. Collaborative Arrangements: If the proposed research/project requires collaboration with other institutions, describe the nature of collaboration and provide evidence to the reviewers that those institutions are willing to cooperate.
3. Consultative Support: Include a description of availability of adequate consultation to assure refinement and completion of the project.

Letters of support must be provided from the following:

* At least one research/project advisor/committee chair, if the proposal is dissertation research/project
* At least one colleague who are knowledgeable about this research/project
* Any collaborating institutions
* Any consultants
* Persons supporting use of study sites

Include letters in an appendix.

**Part IV - Appendices** (*not included in 6,000 word limit*)

Where applicable, please attach the following documents to your project proposal:

1. References cited in the text using the current APA format
2. Letters of support (sponsor, consultant, access)
3. Rights of human subjects: institutional review board approval/status, consent form
4. Copies of paper/pencil instrument(s)
5. Interview format or other instruments
6. Scoring instructions
7. Name of institutional contact person and address where monies should be sent if funded. Include contact person’s telephone number and email address.

Submit application in PDF - Adobe's Portable Document Format and as a .doc file.

**Part V - Budget** (*not included in 6,000 word limit*)

**Expenditures:** Sigma Theta Tau International Delta Omega does not fund indirect costs or costs related to completing an education program (e.g. tuition). Include your budget amounts for the following items:

* Personnel (Requests for Investigator salaries may be included. Include hourly rate for personnel in justification section.)
* Secretarial staff
* Typing costs (Must be those directly related to the research/project. Typing of dissertations will not be funded.)
* Research/project Assistants
* Consultants (Limit to $50 per hour)
* Supplies
* Equipment
* Computer costs (software only)
* Travel Expenses (data collection only)
* Other

**Justification:** Provide a justification for all expenditures listed.

**Other Financial Support:** If you have applied for other sources of support, how will the conduct of this study be affected, if the other funding is not obtained?

**Part VI - Research/project Agreement.** The following Research/project Agreement must be read and acknowledge via a digital signature:

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If my proposal is approved for funding, I agree to the following:

* Assume any and all tax liability for research/project funds that are issued in my name
* Assume responsibility for the scientific conduct of this research/project
* Return the remaining funds to Sigma Theta Tau International Delta, if my research/project is not finished by the projected completion date, unless an extension has been granted by Sigma Theta Tau International Delta Omega
* Notify Sigma Theta Tau International Delta Omega if other requested support is received
* Send a copy of a report within 90 days after completing my research/project to Sigma Theta Tau International Delta Omega (bruntb1@gmail.com)
* Publish or present the findings of my research/project
* Acknowledge Sigma Theta Tau International Delta Omega's support in all presentations, publications, etc.
* Will not accept duplicate funding
* Allow my final research/project report, in full or abstract form, to be published in Sigma Theta Tau International Delta Omega publications
* Understand Sigma Theta Tau International will withhold $250.00 from my research/project grant until my final report is received
* Complete the research/project within one year of funding. I understand that it is my responsibility to notify Sigma Theta Tau International Delta Omega in writing if I am unable to complete my research/project within one year of funding
* Understand that extension requests will be considered on a case by case basis.

I understand and agree to adhere to the above-mentioned items. I understand that failure to meet these conditions may result in administrative action including, but not limited to, my becoming ineligible to receive further grants or scholarship funds from Sigma Theta Tau International Delta Omega.