

Attachment G
NLN: NERAC
Nursing Education Research Grants
Q&A

EDUCATIONAL GRANT OPPORTUNITIES. PRIORITIES AND DATES:

Question: I was wondering if you had any information about future grant opportunities?

Answer: The NLN supports three grant programs, supporting different aspects of educational research. Each program has different due dates. Information about each of these programs can be found at <http://www.nln.org/research/index.htm> .

Question: I have checked your web site and it still focuses on the 2009 priorities. When might I expect new information related to 2010?

Answer: The NLN nursing education research priorities were first established several years ago. These priorities, which guide all of the NLN educational research programs, undergo a formal review process every two years. The current list of priorities posted on the web site were last reviewed and approved by the NLN Board of Governors in 2009.

Question: What are the key dates related to the NLN Educational Research Grants Program.

Answer: The NLN Educational Research Grants are awarded annually. The grant applications information is posted on the NLN web site by the first Monday in October. The grant applications are due the third Tuesday in February by 4:00 PM EST. Letters of notification are sent to grant applicants by July 1. The recipients of the Nursing Education Research Grants are announced at the Educational Summit.

ELIGIBILITY TO APPLY FOR A GRANT:

Question: I am a member of a NLN advisory committee. Am I eligible to apply for a NLN Educational Research Grant?

Answer: It is considered a conflict of interest for a member of a NLN advisory board to be considered for a NLN Educational Research Grant. Therefore, the answer to your question is NO.

Question: I am a member of a NLN task group. Am I eligible to apply for a NLN Educational Research Grant?

Answer: Yes

Question: I am an NLN member and US citizen. I will be working in Canada in the coming year. Can I still submit a grant application?

Answer: Yes

Question: My hospital has an Associate NLN membership. This level of NLN membership includes two individual memberships. Myself as the chief nursing officer and my colleague as the chief educational officer hold these individual memberships. Are we eligible to apply for a grant?

Answer: Yes

Question: In the request for proposals, the possibility of involving novice researchers is mentioned. What are the minimum educational qualifications for a novice researcher? Could they be someone working on a graduate nursing degree, or do they need to have the degree in hand?

Answer: A novice researcher is one who has no or very limited experience as a PI on a grant. Such a person may have assisted with research in the past but not been the primary person responsible for that research. They may be working on a graduate degree or may have already achieved a graduate degree.

Question: May I submit a proposal that is research for my dissertation?

Answer: Yes

Question: If I submit a proposal that is research for my dissertation will you need documents from my dissertation chair, and if so what documents?

Answer: A letter of support in the appendix explaining the role of the chair in the completion of your research would be helpful. When you submit the second file for blind review explain your research is a dissertation, leave the dissertation chair's credentials but delete his or her name.

Question: If I submit a proposal that is research for my dissertation, does my dissertation chair need to serve as the PI or Co-PI?

Answer: No – you would serve as PI of your research.

Question: I am a graduate student and would like to submit an application for this grant. I am not listed as the PI on the IRB forms. My dissertation chair is the PI on these form, however it is my project. Do I submit an application like the IRB with her as the PI or can I submit with me as the PI?

Answer: These are many universities who use this approach with IRB forms. You would submit the NLN proposal with you as the PI. Put a note on your IRB approval form stating it is the policy of your University that the Dissertation Chair to be listed as the PI on the IRB approval form.

Question: If I submit a proposal that is research for my dissertation, should I have a letter of support from my dissertation chair?

Answer: Yes

Question: Do I need to include a letter of support from the dean (or chairperson) with my proposal. This person is also a co-investigator on my research.

Answer: Yes include a letter of support from the dean (or chairperson). This will demonstrate that your institution is supporting your research and a reviewer may not realize that your dean (or chairperson) is also your co-investigator.

REQUIRED NLN MEMBERSHIP NUMBERS:

Question: My school of nursing is a member of the NLN. Can I use their membership number on the grant application?

Answer: While one of the benefits of school membership is an individual membership for all faculty, grant applicants must use their individual membership number. If you do not know your membership number you can search for this information at <http://www.nln.org/membership/index.htm>. If you are not listed as a member please let your school know your name is missing. The school can update the membership list online at <http://www.nln.org/membership/index.htm>

Question: I am not a member of the NLN and my school is not a member of the NLN. Can I apply for a NLN Educational Research Grant?

Answer: Only NLN members are eligible for a NLN Educational Research Grant? However, you can join as an individual member. Additional information on membership is located at <http://www.nln.org/membership/index.htm>

Question: Must the co-investigators also be NLN members? Or is it adequate if only the PI listed on the grant proposal is a NLN member?

Answer: The PI must be a NLN member but there is no requirement that other members of the research team be NLN members.

PROCESS FOR SUBMISSION OF A GRANT:

Question: Can I contact NERAC members for consultation, advice and/or direction on a grant I am planning to submit to the NLN?

Answer: All questions related to grants should be directed to research@nln.org. However, neither the NLN nor NERAC provides technical assistance for PIs who are preparing grants.

Question: As stated on the NLN web page all grant applications must be submitted electronically. Are there any file format restrictions when submitting these grants electronically?

Answer: Applicants must submit two files and only two files. The files must be in MSWord format (doc or docx). The first file includes all application materials including the biosketch for

the PI, letters of support and the full proposal. The file name on this file must include the PI's last name and the word *comprehensive*.

When a file is in MSWord format there is a procedure that can be used to insert PDF files and a procedure that can be used to paste Excel files into the MSWord document. This procedure is useful if your support letters are in PDF format and if your work plan or budget is in Excel format.

The second file is sent for blind review. The file name for this file must include the PI's last name and the phase *blind review*. It must include the title page, proposal, appendix and budget only with NO identifying information. **If the NLN is notified by a blind reviewer that the file contains identifying information the grant application is disqualified.** This file can list the fact that letters of support have been provided or IRB approval, for example, has been obtained but it would not include these types of documents since they would provide the blind reviewer with identifying information.

Question: Since all files are submitted electronically it is possible for a file to become corrupted or damaged in some way. How will the NLN handle such an application?

Answer: If an electronic file is corrupted and has been submitted on or before the due date the applicant will be notified and asked to resubmit the file.

Question: Are there any circumstances where the NLN would provide an extension for the Educational Research Grant due date?

Answer: If there was a technical problem that prevented ALL applicants from submitting their applications by the announced due date or if there has been some natural disaster in a given region of the country an extension would be granted to all affected applicants? No extensions will be granted for individual circumstances.

Question: Once I have submitted a grant who will read or review my grant? How are decisions made to fund a grant application?

Answer: All grant applicants first receive three independent reviews using a blind review process. In other words, these reviewers receive no identifying information. All grants are then reviewed by a NERAC Committee. The NERAC Committee has access to all information submitted by the applicant and the blind review results. After reviewing all grant applications submitted that year this Committee will make the final funding recommendation.

BUDGET ISSUES AND QUESTIONS:

Question: Your guidelines states that you do not allow salary for the PI or Co-Investigator. We would like to include in our budget a \$2,500 stipend for the PI. However, the only way we can pay the PI for this stipend (due to the way our financial system is set up) is through salary. Is that allowable?

Answer: The stipend is not to be used as a replacement for any part of the PI's salary at the

institution. It can be processed in your financial system as salary but the researcher must receive the full stipend in addition to their university salary. In addition, many university financial systems require that fringe benefits be paid on ALL compensation. If that is the case the fringe benefits incurred as a result of the stipend can be paid from the stipend. On your budget submitted to the NLN \$2500 should be listed as a stipend and the amount paid as fringe benefits should be noted.

Question: The guidelines state that a PI stipend is allowable up to \$2,500. Is this same level of support (\$2,500) allowable for each of two Co-PIs as well?

Answer: No, however each co-PI can each receive \$1250.00. In other words, the stipend can be split.

Question: Is the PI stipend of \$2500 per year or per project? In other words, can PI stipend be \$5000 in the proposed budget for a two year grant?

Answer: No

Question: Can consultant costs be included in the budget?

Answer: Yes

Question: I will be submitting an application for a Research in Nursing Education Grant and would like a clarification. Under “Non-allowable Expenses” are the examples of a computer and a patient simulator. In the project that I am proposing, some colleagues and I will be developing video vignettes for instruction. It would be much cheaper to purchase a video camera for \$600, rather than pay a videographer \$90/hour for his services. Is this piece of equipment allowed under this grant’s specifications?

Answer: There are no exceptions to the durable equipment restriction.

Question: Would a PDA (personal digital assistant) be considered to be durable equipment?

Answer: Yes

Question: Can I include software for a PDA in the grant application? I know it says no durable equipment, but what about software?

Answer: Software is not considered durable equipment. However, the software should be specific to your research and not general office or research software.

Question: The guidelines state that travels to disseminate the results is limited to \$1000. Does this limit apply to per person, per year or per grant?

Answer: The total amount that can be allocated pre grant application for travel to disseminate results is \$1000.

AFTER A GRANT IS FUNDED

Question: If I receive funding when would the money be awarded?

Answer: The PI will receive their notification by July 1. Many people start their research then. However the check is presented at the Educational Summit in September (or if the researcher is not attending mailed right after the summit).

Question: Is the check presented at the Summit actually a live check and for the full funding amount? Or is it just symbolically presented to the awardee?

Answer: The actual check is mailed after the Educational Summit. The check is for half (1/2) of the full award if it is a one year grant. A check for the second half of the money is mailed in April when the interim report has been received and reviewed at the NLN. If this is a two year grant the check mailed after the Summit is for one-fourth (1/4) of the funding. Three checks for one-fourth of the full amount funded will be mailed after the interim reports, due at six month intervals; have been received and reviewed at the NLN.

Question: Because of our academic calendar and in turn the available of my sample, my research is scheduled to start in October and continue for the next 18 months. When would my interim reports be due?

Answer: All reports are due at 6 month intervals starting at the time of funding. The due dates are April 1 and September 1. The final report is due in September. Grants that extend more than 12 months from the funding date are considered two year grants. In your example three interim reports would be due on the following dates: April 1, September 1, and April 1. The final report would be due September 1.

Question: I want to confirm that the Start/End Date of the project is purely determined by the PI. I don't see anything in the guidelines asking for NLN determined dates.

Answer: The Start/End Date of the project is determined by the PI however, if one doesn't start right after the grant is awarded, it is hard to finish in the required time. One year grants should be completed by September of the year the grant was funded. Two year grants should be completed by September two years from the funding date.

Question: After I submitted my grant application I learned that my co-investigator has accepted a position at another university and will not be participating in my study. Do I need to notify the NLN of this change?

Answer: If the primary investigator is moving to another setting and planning to conduct the research at a different setting the NLN should be notified. If for some reason the PI will not be able to conduct the research and a new PI is being appointed the NLN should be notified. If there is a need to replace other personnel who are listed in the grant and who would function

under the direction of the PI the NLN does not need to be notified. When a grant is funded the applicant is asked in their acceptance form if any changes have occurred. Personal changes (except for the PI) should be identified at this time.

Question: Can a grant be modified after a grant has been funded.

Answer: There are some circumstances when modification has been permitted. For example, if the research has been temporarily delayed through no fault of the researcher a no cost extension has been approved. However, the NLN only will fund costs specified in the original grant budget directed toward the originally proposed research.

Question: If my grant would not be funded this year can I revise and resubmit next year?

Answer: Grants application can be resubmitted however they will be processed as a new application and not a revision of a previously submitted grant.

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