THE UNIVERSITY OF TEXAS AT TYLER  
College of Nursing & Health Sciences  
INTRAMURAL GRANT PROGRAM (2014-2015)

Pre-proposals due: November 20, 2014, 5:00 pm  
Notification of invited full proposals: December 5, 2014  
Full proposals due: January 30, 2015  
Notification of awards: February 6, 2015  
Maximum award amount: $5,000.00  
Completion date for expenditure of funds: August 15, 2015  
Final Report to Research Committee due: October 1, 2015

Program Purpose: The purpose of this program is to provide funds for conducting or extending pilot studies that will culminate in the submission of larger grant proposals.

Eligibility: All tenured or tenure-track faculty in the College of Nursing & Health Sciences (CNHS) may apply individually or in teams. A faculty member may submit only one proposal per year as the principal investigator. Only one funded award will be provided to a faculty member during an academic year. Faculty may reapply for funding for a different project or if developing a new area of interest.

Priorities for funding will be in the following order:

1. New applicants (no previous CNHS funding)  
2. Tenure-track faculty  
3. Tenure-track (junior) and Tenured (senior) faculty as co-PIs

Submission Process: Pre-Proposal Letter of Intent

Faculty must first submit a pre-proposal letter of intent to Dr. David Criswell, Chair of the CNHS Research Committee (dcriswell@uttyler.edu). The CNHS Research Committee will use these letters to screen for potentially fundable proposals. Principal investigators who submit potentially fundable proposals will be invited to submit a full proposal for CNHS intramural funding. Letters of intent should be written according to the following guidelines:

1. Maximum 2 pages, single-spaced, 12 font, Arial style, 1” margins, correct spelling, grammar, APA 6th edition format  
2. Written in narrative style with the following sub-headings:  
   a. Problem Statement and brief background
b. Significance
c. Research questions/hypotheses
d. Theoretical Framework or if qualitative, philosophical underpinnings
e. Research design
f. Target population and recruitment methods
g. Data collection, including instruments
h. Data analysis procedures
i. References

Submission Process: Invited Grant Proposals

Proposals not adhering to page/font/margins will not be reviewed. Proposal content should reflect the generally accepted format for qualitative, mixed methods, or quantitative proposals. The outline provided below is the MINIMUM content necessary to review the proposal. Maximum 5 pages, single-spaced, 12 font, Arial style, 1” margins, correct spelling, grammar, APA 6th edition format, single-spaced with double-spacing between paragraphs

1. 5-page limit excludes cover page, references, time line, budget page, and appendices)
2. Cover page
3. Written in narrative style with the following sub-headings:
   a. Introduction, problem statement and specific aims  
   b. Background & Significance (ensure clarity of why this research is vital and how it fills scientific gaps) 
   c. Research questions/hypotheses 
   d. Theoretical Framework or if qualitative, philosophical underpinnings 
   e. Research design 
   f. Target population and recruitment methods 
   g. Human subjects protection (must have approval before funding is awarded) 
   h. Data collection, including instruments 
   i. Data analysis procedures 
   j. Potential for use of these findings for extramural funding 
      i. One paragraph description; include kinds of award sought, sponsoring agency, any specific program announcements, and approximate submission deadlines 
   k. References 
   l. Timeline(include dates for IRB/IACUC proposal approval process, data collection, analysis, dissemination of results, etc.)  
   m. Budget (funding excludes faculty salary, but can include equipment, RA salary, mileage, consultant fees, participant incentives, printing)
n. Appendices (required: Instruments: electronic copies of all paper and electronic instruments, e.g., surveys, screening questionnaires, to be employed in the project

4. Biosketch consistent with NIH 424 form sample biosketch format (4 page max.) for all investigators

5. Letters of cooperation: If the project depends on collaboration or cooperation of others, a letter of cooperation should be included. However, general letters of support from chairs or colleagues are not to be included in the application.

6. Responses to the reviewers’ critique (if applicable) If the grant proposal submission is a resubmission, provide itemized responses using a table format (example can be provided by the CNHS Office of Research) to each of the reviewers’ critiques of your previous submission.

Submit an electronic copy to Dr. David Criswell, Chair of the CNHS Research Committee (dcriswell@uttyler.edu). The Research Committee will conduct review process according to the criteria below (under Post Submission Process). Constructive critiques will be done and forwarded to the PI(s) of the proposals by the notification date.

Post Submission Process

1. Review Process: The CNHS Research Committee will review proposals, rank them in order of merit and funding, and make recommendations to the Associate Dean for Research and to the Dean of the CNHS for funding.

2. Review Criteria: The primary criteria for review of applications will include:
   a. The intrinsic scientific or scholarly merit of the proposed project or work. The applicant should be very specific in demonstrating the originality of the proposed work.
   b. Significance of the project
   c. Soundness of the specific aims
   d. Clarity of hypothesis or research questions
   e. Quality of project design - appropriate methods and measures used to accomplish the project’s specific aims
   f. Logical congruency: concepts in aims and problem statement are congruent with variables in research questions, theoretical framework, hypotheses, and methods
   g. Feasibility of the project and realistic time line for the project
   h. Potential for external funding for the project (this will be judged in the context of the applicant’s academic discipline)
   i. Budget justification
j. Qualifications of the investigators

3. Reporting Requirements: A final report summarizing grant activities are due to the Associate Dean for Research at the times indicated above. Recipients of this award will be invited to present their findings to faculty at a Research Forum.

NOTE: Once awarded, funds will be handled through the CNHS Office of Research. The IRB or IACUC approval must be submitted to the Research Office prior to starting the study. No funds can be used until the project has been approved by the IRB or IACUC.

Any unencumbered / unspent funds will default to the College of Nursing & Health Sciences the day after the completion date for expenditure of funds for that grant award.
CNHS Intramural Grant Program Proposal

Cover Page

Date:

Faculty Name/Rank:

Proposal Title:

Department/School: Previous intramural funding (limit to past 5 years): For each previous intramural grant received, indicate project outcomes: publications, paper or poster presentation, external grant submitted, or other project result.

Check applicable box below:

☐ Pilot study or supplemental data collection for pilot work in progress (briefly explain):

☐ External grant application preparation (briefly explain):

Faculty Signature: _____________________

Chair Signature: _______________________

Budget and Budget Justification Page

*Personnel (faculty release time):

*Personnel: RAs, Consultants

Supplies:

Equipment:

Travel (local):

Supplies (individual items that cost less than $5,000 each):

Equipment (individual items that cost $5,000 or more each):
Total:

* For the cost of course release time, please contact your unit's chair or the CNHS Research Office. For assistance with other personnel, contact the CNHS Research Office.

**Final Report Form** (write the report in outline form; no narrative paragraphs unless a manuscript reflecting this study is submitted in lieu of this report)

**Date:**

**Project Title:**

**Faculty:**

**Number of participants recruited** (if applicable) _____ of ____ Total number targeted

**Report Of Proposal Activities:** (if the purpose of the grant was to develop a larger grant proposal or conduct a pilot study that resulted in a manuscript sent for publication, that may be submitted in lieu of a report; if obstacles were encountered during the course of the project, indicate how they were overcome or how the project was redirected)

**Budget Expenditures:**

**Presentations, Abstracts, or publications under review specifically from this project.**

Please list below using sample formats below

**Sample formats:**

1. Manuscript under review

   Polovich, M., & Clark, PC (2011). Nurses' use of hazardous drug safe handling precautions. Manuscript submitted for review to *Oncology Nursing Forum*

2. Published abstract

3. Presentation