

General Information Regarding Internal Review and Routing of Grant Applications

Internal review of grant applications is a critical step in the development of successful faculty research programs. Although the School and University level review and routing are not required prior to submitting School of Nursing intramural grant applications (e.g. CNR Small Grants Program, School of Nursing E. Louise Grant Faculty Scholar Award), it is helpful to obtain assistance from the Senior Scientist, Center for Nursing Research, and a critique from a departmental or research group colleague.

The MCG Office of Grants and Contracts offers a number of proposal development services including assistance with the budget and consultation on grantsmanship. Having a draft of a grant reviewed can save time during the formal routing procedure. The CNR Senior Scientist can also provide proposal development assistance.

In general, drafts of external grant proposals (except MCGRI applications) to be submitted by faculty are to be reviewed by the CNR Advisory Committee prior to School of Nursing routing. Exceptions can be made by the Senior Scientist based on deadline and other considerations. The Committee is composed of three faculty members appointed by the Dean. Ad hoc members may be appointed by the Senior Scientist depending on the content of a particular proposal. The Senior Scientist convenes the committee and summarizes the comments of the reviewers. Please contact the Senior Scientist to plan for a timely submission of a draft during the development of the proposal.

If a grant involves resources, such as statistics and computing time, the grant may need to be routed to the Office of Biostatistics. The Office of Grants and Contracts staff can review a draft of the grant and confirm estimates of projected cost for resources such as computing, medical illustration, etc. Having the draft of a grant reviewed can save time during the formal routing procedure.

Any grant involving nursing graduate or undergraduate resources should be discussed with the Associate Dean for Academic Programs in the School of Nursing during the development process. The Associate Dean can advise you about routing it to the School of Graduate Studies and to the Provost.

During the routing process, any grant involving faculty from various Schools within MCG must be signed by the respective Deans of each School involved. This will require at least an extra week for routing.

General information concerning MCG resources such as the library, hospital, computer facilities, may be found in the CNR and at www.oiri.mcg.edu/. Staff in the CNR try to keep updated biosketches on School of Nursing faculty. You can also obtain grant guidelines and packets in the CNR.

Any research grant involving human subjects requires Human Assurance approval. Human Assurance Materials should be developed concurrently with the grant. It is very helpful to have your HAC materials reviewed prior to submission. Contact the Senior Scientist for assistance or the name of HAC members. Research proposals which are not exempt from full HAC review must be submitted by 4:00 pm of the first Monday of the month in order to be reviewed. Proposals are reviewed on the fourth Monday of the month. Human Assurance guidelines and forms are found at www.mcg.edu/Research.htm.

Grant Routing Procedures

School of Nursing Routing

All external grant proposals for students and faculty must be routed through the School of Nursing prior to being sent to the MCG Office of Grants and Contracts. The SON routing sheet is peach colored and can be obtained from the Center of Nursing Research (1-3162). Please allow a minimum of one week for SON routing and an additional week for routing through the Office of Grants and Contracts.

Medical College of Georgia Research Institute Inc. Grants Program (MCGRI)

The Medical College of Georgia Research Institute Inc. (MCGRI) has established a grants program to provide: 1) interim support for faculty members whose grant applications to major funding agencies have been approved but not funded and 2) support for new full-time MCG faculty (3 years or less) to establish pilot studies required for the development of a grant application to a major funding agency.

To accomplish these goals, the MCGRI Executive committee has appointed a committee to review and make recommendations as to funding request from faculty. The MCGRI will make awards normally not exceeding \$10,000 in support of proposals in the above categories. (Larger budgets may be requested, and may be approved by the MCGRI Executive Committee.) Applications to this program will be accepted March 15, July 15, and November 15. Notification of awards will be approximately three months after submission; June, October, and February respectively.

All proposals for submission to MCGRI must be routed through the School of Nursing (peach form). Please allow at least one week for School of Nursing routing. In addition all MCGRI proposals must also be routed using the gray form entitled .Checklist and Routing Sheet for Intramural Grant Proposals.. This routing form may be obtained from the CNR or the Office of Grants and contracts. The gray routing form can be completed simultaneously with the SON routing sheet.

External Grants Involving Educational Programs

Any grant involving educational programs must be routed within the School of Nursing, to the Dean of the School of Graduate Studies (if it involves graduate programs), and to the Office of Grants and Contracts. The Provost also needs to be informed about grants involving academic programs. Please allow at least four weeks for the entire routing process.

Center for Nursing Research Small Grant Program

Proposal Guidelines

1. **Introduction (1-2 pages):** A brief introduction to the project should be presented, followed by the purpose and/or specific aims and hypotheses (as appropriate). The investigator should clearly outline the role of this project in his/her program of study and a projected time frame for external funding.
2. **Background and Significance of Proposed Study (1-2 pages):** Briefly discuss the background of the problem to be investigated. Provide the reviewer with a discussion of the current perspectives, previous study of the problem, and how this study proposes to extend and improve previous work.
3. **Methods (3-5 pages):** Describe the study design, proposed sample, including sample size, procedures, measurement methods, and anticipated analysis procedures. Include copies of instruments in the appendix (if appropriate).
4. **Dissemination (1 page):** Describe planned/anticipated dissemination activities.
5. **Itemized Budget and Explanation/Justification (1 page):** Specify the amounts requested by category (personnel, equipment, supplies, travel, etc). Please indicate the percent of your budget for each year. For example, the investigator may designate 30% of budget from FY 2000 and 70% from FY 2001. Explain the basis for each budget item (i.e. relate it to specific aims and/or procedures/activities of the study).
6. **Appendices:** 1) HAC approval or anticipated application date; 2) letters of agreement for access from agencies, and 3) copy of study instruments and a copy of the letter of consent for use, etc.

Center for Nursing Research Summer Scientist Criteria

Background

The development and maintenance of a .research culture. in a school of Nursing is critically important for the maintenance of a graduate program. A research culture includes an environment that encourages, expects, facilitates, and rewards faculty productivity in research and publication (Creswell, 1986). The Center for Nursing Research (CNR) provides faculty with supportive resources for their programs of research.

Purpose

The purpose of the Summer Scientist appointment is to provide a concentrated period of time in which selected faculty can prepare a proposal for an externally funded research grant.

Eligibility Criteria

There are three criteria to be met to be eligible for the Summer Scientist grant program. They are:

1. The Summer Scientist(s) must be full-time faculty and possess an earned doctorate.
2. The Summer Scientist(s) must be tenured/tenure track faculty in the School of Nursing.
3. The Summer Scientist(s) must demonstrate a consistent record of involvement in research and publication and/or a record of extramural funding.

Proposal Guidelines

The proposal should include the following sections:

1. Introduction and Specific Aims (1-2 pages): This section should include the goals of the appointment as well as specific aims of the research/proposed activities. Describe plans for extramural applications and how the Summer Scientist application relates to those plans.
2. Background and Significance (1-2 pages): This section should include a critical assessment of the most recent and significant literature relevant to the area of study. In addition, the applicant's experience relevant to the proposed studies/activities and any preliminary data should be described.
3. Methods (3-4 pages): This section should address the proposed activities, including a detailed description of the program of research. The description should address the following areas:
 - a. Research design
 - b. Collection and analysis of data
 - c. Potential problems/limitations
 - d. Schedule of project activities by goal

An abstract (1 page), biographical sketch, and letter of support from the faculty member's department Chairperson should accompany the proposal. In addition, please send two copies of the abstract and proposal for blind review.

Selection Process

Following receipt of applications, the Associate Dean for Research and research will distribute copies of the proposals to the faculty review committee. The proposals will be rank ordered by the committee. The Associate Dean and the review committee will then meet to select the

awardee(s). The Associate Dean will inform the Dean and the Administrative Council of the committee's decision.

Appointment Guidelines

Selected faculty will devote the equivalent of one month to their research grantsmanship efforts during a period of 3 months in the summer. The responsibility for initiating the proposal for an appointment is with the individual nurse researcher. The proposal should include a description of activities to be pursued during the appointment period with a clear description of the outcome to be expected, including the external grant agency being targeted. Proposals are to be sent to the Associate Dean for Research by February 1st.

Reporting Responsibilities

The awardee(s) will submit an interim report to the Senior Scientist by August 15th outlining the activities of the summer. A final report is to be submitted to the Senior Scientist by May 1 of the following year, detailing the organization to which the grant was submitted and the funding disposition.

Guidelines for Employment and Utilization of Research Assistants (RAs) and Teaching Assistants (TAs)

1. All requests to employ an RA or TA are to come from the Chairperson of the specific department.
2. Each request is then forwarded to the Office of Business Affairs who will obtain approval from the Associate Dean for Academic Programs. The approval depends upon the funds available and the need for additional personnel. Time sheets will be turned into the Office of Business Affairs in a timely fashion.
3. To be hired as an RA or TA, the person must be a student enrolled in a school within the University System of Georgia.
4. Any registered nurse employed by the School of Nursing who engages in classroom and/or simulated or actual clinical learning activities (TA) shall hold a baccalaureate or higher degree in nursing* and shall be directly supervised by a regular faculty member.
5. No student may occupy both an RA or TA position in the same semester.