



## NLN Research Award Submission Guidelines

This document provides specific directions for submitting a proposal for NLN's research awards, including

- Edmund J.Y. Pajarillo Health Informatics and Innovation Research Award (\$2,500)
- Mary Anne Rizzolo Simulation Doctoral Research Award (\$2,500)
- Emerging Investigator in Nursing Education Award (up to \$5,000)
- The Eastern Nursing Research Society/NLN Doctoral Research Award (\$2,500)
- The Southern Nursing Research Society/NLN Doctoral Research Award (\$5,000)
- The Sigma Foundation for Nursing/NLN Research Award (\$5,000)
- The Western Institute of Nursing/NLN Research Award (\$5,000)

The document includes an overview of the proposal requirements followed by specific directions for each required item.

### Overview of Required Materials and Files

The research proposal must be submitted as a blind review file. **The file must be uploaded as a PDF file.** All proposal-related documents, such as support letters, must be converted into PDF (visit [this Microsoft Support page](#) for help to save/convert to PDF). Continue reading for more details on what the file should include.

### Proposal Formatting

- The proposal narrative must not exceed 15 pages and be double spaced with one-inch margins on all sides
- The narrative font should be Garamond and no smaller than 12 point.
- References must be formatted using the APA 7th edition (American Psychological Association) citation style
- All files must be uploaded in PDF format (visit [this Microsoft Support page](#) for help to save/convert to PDF)

Proposals not conforming to these formatting guidelines will be returned without review.

### Blind Review File

All NLN research proposals are submitted for blind review conducted by selected experts in nursing education research. This file is the file that is sent to these experts. **The file name of this file must be labeled: title of your proposal\_blind review.** For example, the file name would be: **"The Impact of Neuroscience Based Learning Strategies on Nursing Students\_blind review"**. Please be sure that **NO IDENTIFYING INFORMATION** appears in the proposal file or file name. Throughout this document, this file is referred to as the blind review file.

The order and formatting of the materials included in the Blind Review File should be as follows:

- Title page with researcher's name and affiliation removed.
- Proposal Narrative (15-page limit, double spaced, includes abstract) with all identifying of individual applicant information **removed**.
- References cited (are not part of the 15-page limit) – If you are citing your own work within the narrative, for example, (Anonymous, 2022), then you should blind the publication in the reference list as well.
- Appendices **without identifying information** (are not part of the 15-page limit) - DO NOT include random attachments, your proposal should reference items included. Examples may include: theoretical framework, data tables, survey questionnaires, project timelines, sample curriculum materials, or any other information that supports your proposal but might be too extensive for the narrative.

#### Uploaded Separately

- Budget (**only required for Emerging Investigator in Nursing Education Award and NLN/WIN Award**)- you **must** use the NLN Grants Budget Template. A copy of the template can be downloaded from the NLN website.
- Supporting documents (IRB Documentation, Letters of Support) and can retain identifying information of individual applicant.
  - Documentation IRB approval has been requested and/or obtained.
  - If applying as doctoral student, an appendix **MUST** include documentation of successful completion of proposal defense (Applicants may send copies of documents on official letterhead with the name of the school visible; signatures can also be visible to demonstrate that the proposal received appropriate approval).

The application **WILL BE DISQUALIFIED** if the NLN is notified by a blind reviewer that the Blind Review File contains identifying information.

All grant applications must be submitted by the date and time included on the call for proposals.

#### **Specific Requirements of Submitted Materials**

**Title page:** The title page for the Blind Review File should include the title of the study, the NLN Research Priorities in Nursing Education most relevant to the study, and date anticipated for completion of the research.



**Proposal Narrative:** The proposal should include the following sections (limited to 15 pages; must be typed in double space, Garamond font and no smaller than 12-point type with one-inch margins on all sides):

- Abstract (limited to 1500 characters or approximately 250 words)
- **Advancing the Science of Nursing Education** (40% of final score)
  - Purpose of the study with description of direct linkage to NLN Research Priorities in Nursing Education
  - Background to support the need for the study to advance nursing education science
  - Review of relevant literature
  - Significance of the study to nursing education (e.g., innovativeness, outcomes proposed, impact anticipated, potential to improve nursing education, advancing the science)
  - Discussion of theoretical, conceptual, or philosophical basis for the study
- **Methodological Soundness** (50% of final score)
  - Research design
  - Sampling approach: selection, size, recruitment and retention (quantitative, e.g., power analysis; qualitative, e.g., data saturation)
  - Diversity of sample (or lack thereof clearly justified)
  - Data collection protocol
    - Describes plans to maintain consistency amount multiple data collection sites, if appropriate
  - Instrumentation (quantitative, e.g., reliability and validity; qualitative, e.g., researcher as instrument, trustworthiness). If appropriate, a copy of the instruments or a detailed description with sample questions may be inserted in the appendices.
  - Data analysis procedures
    - Appropriateness to study's purpose and research questions
  - Protection of human subjects and plan for seeking IRB approval (or lack thereof clearly justified)
- **Presentation** (10% of final score)
  - Plans for dissemination of results
  - Timetable for all project activities, including feasibility of completing the study in two years or less
  - Other
    - Cohesiveness and coherency
    - Clarity of writing

**Note:** The 15-page proposal narrative limit does NOT include the Title Page, References, and Appendices.

**Budget:** A budget is required for **Emerging Investigator in Nursing Education Award and NLN/WIN Award only**. The budget is NOT part of the 15-page count of the proposal. You must download and use the NLN Research Grant Budget Template available on the NLN website.

- **Allowable Expenses include:**

- Staff to assist with data collection, data processing, and/or data analysis. List the responsibilities for each individual during the project, indicate the total hours to be worked, and note the per-hour rate. If applicable for the university, fringe benefits should be included in the budget.
- *Investigator payment:* The Principal Investigator has the option to either 1) request instructional release time up to a maximum of \$5,000 for one semester OR 2) request a stipend up to a maximum of \$5,000 for the grant period.
  - 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 full university salary. Many financial systems require that fringe benefits be paid on ALL compensation. If that is the case, the fringe benefits incurred because of the stipend must be paid from the stipend. On your submitted budget, the \$5,000 should be listed as a stipend and the amount paid as fringe benefits should be noted and subtracted from the \$5,000 total.
  - The intent of the instructional release monies is to acknowledge the time that is involved in conducting the research as well as some universities policies on stipends.
- Cost of copyright permission for instruments.
- Printing of required documents.
- Travel to data collection sites.
- Dissemination of findings (including registration fees or other costs related to presenting the study findings at an appropriate conference (specify the conference) and/or peer-reviewed open access journal publication (specify the journal).
- Other similar costs associated with the research.
- Indirect Costs - **not applicable for The Sigma Foundation for Nursing/NLN Research Award**

- **Non-allowable expenses include:**

- The NLN research grants are intended to promote and support the development of evidence for nursing education, and not to endorse specific products and/or services. The NLN will not consider grant applications that verify the effectiveness of specific products or promote specific products.
- Durable equipment (e.g., computers, patient simulators). An exception can be made if the budget justification demonstrates that the purchase of durable equipment is the most cost-effective approach to completing the research.
- Salary for the PI
- Office or space rental, utilities, maintenance, taxes, or other similar costs.



**References:** References are not part of the 15-page limit for the body of the proposal. Only list resources cited in the proposal narrative. References must be presented using the APA citation style.

**Appendices:** Appendices should include the following.

- **Documentation of successful proposal defense.** University-specific dissertation/DNP research approved proposal must be documented with an official document. Applicants may send copies of documents on official letterhead with the name of the school visible, as well as signatures.
- **Institutional Review Board (IRB) approval letter:** see details below.

**Institutional Review Board (IRB) Approval:** If the proposed methodology used in the research excludes the need for IRB approval, this should be clearly stated including the reason such approval is not required. Submit IRB letter as an appendix or include plans to obtain IRB approval in the proposal narrative. Some universities and health care centers require that the dissertation chair be listed on the IRB form as the PI. In these cases, it is acceptable for the dissertation chair to be listed on the IRB form as the PI instead of the graduate student. In this situation, submit the IRB letter with a statement that this is university or health care center policy. **If selected for an award, funds will be distributed after receipt of IRB approval documentation.**

**Identifying Information:** The Blind Review File should not include information that could identify the individual applicant. Therefore, the PI should describe, rather than name, specific institutions in the proposal. For example, a proposal might state “the study will take place at a large urban university located in an academic medical center.”

**Dissertation Research:** If the research is a dissertation proposal, the overview or university-specific dissertation approved process must be documented with a letter of support from the dissertation chair. This letter of support should explain the role of the dissertation chair in conducting this research. While the dissertation chair may be listed as the PI on university documents, the doctoral student is listed as the PI on the NLN proposal and related documents.