



2017

NURSE RESEARCHER FELLOWSHIP APPLICATION GUIDELINES

In this packet you will find:

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Alex's Lemonade Stand Foundation is a unique not-for-profit foundation that has evolved from a young cancer patient's front yard lemonade stand to a national foundation for childhood cancer.

Alex's Lemonade Stand Foundation Nursing Grant Program is designed to encourage nursing research at various levels of practice.

The **Nurse Researcher Fellowship** grant aims to support early career nurse researchers who will be guided in their projects by a mentor and their institution. The fellowship's goal is to train Ph.D. and Master's level nurse researchers to initiate and lead a multi-site research project. With support from an experienced nurse research mentor identified by ALSF, fellowship recipients will develop a team within their own institutions as well as partnerships at other institutions to implement their proposed research study. A formal curriculum focuses on developing multi-site investigator skills as part of the Fellowship. This grant totals \$100,000 over 2 years. Successful completion of the Fellowship should position investigators to apply for the ALSF Nursing Discovery grant or NIH research grants.

APPLICATIONS DUE: Monday, September 25, 2017 at 11:59 PM (Eastern time).

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ALSF Nurse Researcher Fellowship

Description

Alex's Lemonade Stand Foundation (ALSF) recognizes the importance of nursing research because of the direct and immediate impact it can have on children diagnosed with cancer. We are excited offer our second collaborative fellowship program aimed at training both Ph.D. and Master's prepared pediatric oncology RNs in research methods, collaboration techniques and multi-site research management. This program was designed by members of ALSF's Nursing Advisory Board (NAB) who are well versed in the need to train the next generation of childhood cancer research nurses and have played an advisory role in ALSF's Nursing Research Grants since inception, serving as NAB chairs, grant reviewers, and speakers at numerous family and nursing education workshops.

The *Nurse Researcher Fellowship* will use ALSF's existing competitive grant process to select and mentor Ph.D. and Master's prepared nursing teams as they recruit sites and execute multi-site research projects which will enhance the lives of childhood cancer patients. [A formal curriculum](#) will be followed that focuses on multi-site leadership skills. Selected applicants will be paired with a senior nurse research mentor who will help develop and guide the projects throughout the grant period. Fellowship mentors are members of ALSF's Nursing Advisory Board and include:

- Dr. Marilyn Hockenberry (Bessie Baker Professor of Nursing, Duke University School of Nursing, and Children's Oncology Group (COG) Scientific Council member and Co-Chair, COG Nursing Division).
- Dr. Ida (Ki) Moore (Professor and Director Biobehavioral Health Science Division, University of Arizona College of Nursing).
- Additional faculty to be added depending on funded project needs and areas of expertise.

Examples of fundable projects include collecting information to answer a nursing question related to symptom assessment during cancer treatment, applying a specific intervention to decrease pain during invasive procedures, and evaluating the best method for new patient teaching. Applicants should propose a project that would require 2-3 study sites to obtain sufficient enrollment. The additional study sites (other than their own) do not have to be identified at the time of the proposal. Once a project is selected for funding, the ALSF Mentor will work with the PI to choose additional study data collection sites. If you are interested in potentially applying to be a study site, please send an email indicating your interest to Grants@alexlemonade.org. A conference call with interested applicants will be scheduled in the fall.

Principal Investigator Eligibility Criteria

- A Ph.D. prepared nurse must serve as the Principal Investigator.
- The Principal Investigator must have a Ph.D. in Nursing and must not have achieved an academic appointment higher than Assistant Professor. Additionally, the Principal Investigator must:
 - Be within 7 years of completing the Ph.D. at the time the project would begin (i.e. those with a Ph.D. awarded in 2010 or later would be eligible to apply for a 2017 grant).
 - Have at least five years of Pediatric Hematology/Oncology Nursing experience.
 - Not have experience as the lead P.I. of a multi-site study. (Past participation as a site investigator is allowable.)
 - Not hold a current or previous NIH grant. Applicants that have held these types of grants are encouraged to apply for ALSF Nurse Researcher Discovery grants.
 - Not have held a previous ALSF Discovery Grant award. (Previous ALSF Nurse Explorer or Pathfinder Grant recipients are eligible.)
- A Co-Investigator at the primary site is not required, but is allowed if there is a demonstrated need. Any Co-I need not have prior research experience but must provide expertise that is complementary to that of the P.I. and must have:
 - Earned at least a Master's Degree in Nursing.
 - At least five years of Pediatric Hematology/Oncology Nursing experience.

Application Criteria

- A project timeline should be submitted with the application that outlines plans for completion of the project within a 26-month period of the award announcement (includes 2 month start-up).
- The project design should include a multi-site data collection strategy. Sites other than the applicant's institution do not need to be specified in the applications. However, the research design should include the following:
 - Expected sample size
 - # of sites (including your own) needed for data collection (minimum 2, maximum 3)
 - Any characteristics of your sample or data collection needs that need to be considered in the selection of study sites (e.g. leukemia population, access to specimen freezer, etc.)
 - Possible study sites that should be considered for your study and contacts (if known)
- Statistical Support: identify a statistician or Ph.D. qualified to assist with analysis; include a letter of commitment.
- 2 letters of support must accompany the application. One letter must come from an administrator that provides assurance that there is an Office of Research Support at the Institution to provide support for the PI to coordinate 1-2 additional study sites. These study sites will require sub-contracts and thus the need for administrative support at the PI's institution. A second letter should be included from the person providing statistical support for the project.

Budget

A maximum of \$50,000 to cover direct costs will be awarded to applicants annually. Budget items may include salary support or release time for the principal investigator and co-investigators, fringe, travel, supplies, mailings and such items not directly funded by the institution. The budget must include funding for the additional study sites; this does not need to be discussed in detail since the sites are chosen after the P.I. is awarded the Fellowship. However, the budget should consider the number of sites needed and include some funding for their involvement. For example, depending on the scope of work, the P.I. might have 2 additional study sites budgeted at \$5,000-\$10,000 each/year. A portion of the budget may be used for costs for travel to a national meeting to present findings. A detailed budget and justification is required using the form provided on the ALSF website. A maximum of two years of funding may be requested. Funds from ALSF does not pay indirect costs.

Restrictions

- ALSF grants do not cover indirect costs or funding for dissertation research.
- Must not have other funding for this project (overlap).
- Projects may not have been previously funded by ALSF.
- Applications must be aligned with ALSF's mission.
- Applications received after the due date will not be considered.
- Applications that do not follow the guidelines or submission process will not be considered.

Evaluation Criteria

Overall Impact- An overall score will take into consideration relevance to and elucidation of current issues in pediatric oncology research as well as the project's potential impact on childhood cancer patients and their families.

Core Review Criteria- Reviewers will consider each of the criteria below to assess the specific merits of the proposal.

- *Significance*- The research question must be important to the field of pediatric oncology nursing. Successful accomplishment of the aims will 1) impact the care of children undergoing cancer treatment, and/or 2) improve the quality of life for children with cancer. The applicant must also address how this Fellowship will enhance their research skills and what they hope to gain during the period of study.
- *Impact on Patient Outcomes*- Describe how this study will impact care of children with cancer.

- *Investigator*- Experience and skills of the Principal Investigator is appropriate for the level of the grant sought. The P.I. demonstrates commitment to pediatric oncology nursing and has basic experience conducting pediatric oncology research.
- *Environment*- The environment must be appropriate to support the project including physical and human resources, institutional support, release time etc.
- *Approach*- Research design, methods, sampling procedures (target sample and selection process, population access, treatment and diagnosis information), measurement tools (if applicable) – reliability and validity information and proposed statistical analysis are appropriate for the research question, timeline. Discussion of the need for a multi-site approach should be included.
- *Feasibility*- The project as proposed can be accomplished within the funded period. The objectives and rationale are supported by the scientific approach. Potential challenges have been addressed.
- *Mission*- The project is consistent with ALSF's mission to bring new treatments to and improve care for children with cancer.
 - Read more about ALSF's mission [here](#).
- *Budget*- The amount requested is appropriate to accomplish the proposed study and justification has been provided.
- *Human Subjects*- Protection of the welfare of human subjects involved in the study has been considered and discussed. Institutional approval is required before funds are dispersed if awarded, but is not required for the proposal submission. The assigned mentor will provide guidance if needed for the IRB approval process in the initial months of the project.

Progress and Required Reporting

- Conference Calls: Fellowship recipients will be expected to participate in regular discussion calls with the mentor and research site representatives. [A formal curriculum](#) has been designed to guide the teams through the 26 months of the Fellowship.
- Workshop: Fellows will be expected to participate in a research workshop at the fall COG Nursing meeting once during the course of the fellowship and thus should include meeting travel costs in the project budget.
- Progress Report: A second year of funding is contingent upon a non-competitive review of a report which must demonstrate satisfactory progress toward proposed research objectives and appropriate budget expenditures.
- Final Report: A final progress report and budget is required at the conclusion of funding.
- Investigators are encouraged to present findings in a formal poster or oral presentation at a national meeting or publish their findings in a peer reviewed journal. Publications and presentations should be documented in progress reports and copies sent to ALSF.

Nursing Review Board

Applications, progress reports, final reports and respective budgets will be reviewed by ALSF's Nursing Advisory and Review Boards. Learn more about our Advisory and Review Boards [here](#).

Grant Application

All applications must be submitted using ALSF's 2 part online submission process. Applicants must first complete the online form then upload the application in one PDF (max 10 MB). Applicants can request a password and start an application by clicking the "*Information for Grant Applicants*" button on this webpage: ALSFgrants.org.

I. Online Form

A. Contact information

Applicant will be asked for basic contact information for themselves, their mentor (if applicable), and their institution. In addition, applicants should submit a payable contact, should the project be funded.

B. Project Overview and Layman's Summary

Enter project title, request amount, type of childhood cancer the project is focused on as well as a 250 word summary of the research project in lay terms. (You will be asked to release this summary for use at ALSF's discretion should proposal be funded.) You may copy and paste information from other documents into this section.

II. Application Outline

Below is an outline for the *Nurse Researcher Fellowship* Application.

- All sections should be combined into one PDF (max 10 MB).
- All guidelines and form templates can be found on ALSFgrants.org under "*Information for Grant Applicants*."
- Each page of the application should be numbered and the names of the Principal Investigator and Co-Investigator (if applicable) should appear in the upper right-hand corner.
- Please follow NIH font guidelines: Arial, Helvetica, Palatino Linotype, or Georgia fonts with a font size of 11 points or larger and minimum of ½ inch margins.
- The order of the application should be outlined below, adhering to the maximum number of pages allowed for each subsection indicated in parentheses.

A. Cover Page Use the document provided on the ALSF website at ALSFgrants.org.

B. Table of Contents (1 page) Please provide a Table of Contents with page numbers to the corresponding sections.

C. Project Information

a. Need for the Fellowship (1/2 page)

What do you expect to gain by completing this Fellowship?

b. Impact Statement (1/2 page)

How will this project impact pediatric cancer patients? *Describe specific outcomes that can impact care of the child with cancer and their families in the future. Emphasize how this study could change practice resulting in improved care.*

c. Scientific Abstract (1/2 page)

Summarize the research objectives and rationale.

d. Budget and Justification

Use the budget template. No indirect costs will be paid.

e. Biographical Sketch(es)

Use the NIH biographical sketch format for the applicant, co-investigator if included, statistical support person and any key personnel.

f. Research Project Details

i. Specific Aims (1 page)

Briefly describe the research problem, state the specific aims and include the research questions or hypotheses to be tested.

ii. Background (1 page)

Review the relevant evidence related to the research project.

iii. Preliminary Studies (1 page)

Applicant's studies pertinent to the proposed project.

iv. Experimental Approach and Research Design (4 pages)

Describe how research will be realistically accomplished within the proposed funding period and the experimental approach to the study including:

- Research design and methods, including expected sample size, number of sites needed (2-3 including the primary site of the P.I.)
- Sample characteristics to be considered in the additional site selection - target sample and selection process, population access, treatment and diagnosis information, etc.
- Measurement tools (if applicable) - include reliability and validity information
- Proposed statistical analysis
- Timeline
- Possible sites that should be considered for your study and contacts (optional)

v. Human Subjects (1/2 page)

Describe the role that human subjects have in the proposed project. (The IRB approval letter must be obtained before funding is distributed but does not need to be obtained before this application's submission.)

vi. Plans for Dissemination of Findings (1/4 page)

Describe specific plans to disseminate findings after the study is completed. Include specific outcomes that are expected. We encourage you to think broadly about dissemination and include plans to translate findings into improvements in patient care.

vii. Literature Cited

A maximum of 40 references are allowed. Please use APA format.

viii. Resubmissions (2 pages)

If this proposal was submitted previously and did not receive funding, please describe any changes to the application, i.e. change in experimental design or new data, in response to recruiter critique.

ix. Letters of Support

Two letters of support attesting to the feasibility and applicability of the project:

- One letter must be from an administrator indicating institutional support for the project and researcher.
- A second letter from the person who will provide statistical support for the project.

x. Appendix

Include copies of the measurement tool(s) here. Appendices should be vital to the understanding of the application. Excessive appendices will disqualify an application.

APPLICATION PROCEDURES AND GRANT ADMINISTRATION

**All applications must be submitted online by Monday, September 25, 2017 at 11:59 PM (EST)
We cannot accept late applications.**

Grant Cycle Dates

Application Due Date	September 25, 2017 (11:59 PM eastern standard time)
Award Notification Date	November 2017
Project Start/End Dates	February 1, 2018/January 31, 2020 (preliminary work with mentor will begin in December 2017 and January 2018)
Progress Report	January 15, 2019 (estimate expenses through report period end)
Final Report	March 1, 2020 (actual expenses through end of grant)

Submitting Your Application

All requests must be submitted using ALSF's online application.

1. Go to ALSFgrants.org and click the "Information for Grant Applicants" button.
2. Under "Resources for Applicants," download the Cover Page and Budget forms.
3. **To start** an online application, under "**Get Started/Start a New Application**" click the drop down arrow and select the *Nurse Researcher Fellowship* application link.
 - Returning users- login with your email address and password
 - New users- click New Applicant link to set up an account with email address and password
4. **Complete** the online form with contact and project information
 - Upload application as one PDF (maximum of 10 MB) – see format guidelines on previous pages
 - Review & Submit or Save your application and return at a later time to continue working
5. **To continue** your saved application, go to ALSFgrants.org and click the "Information for Grant Applicants" button
 - Under "**Get Started/ Continue a saved application or manage applications**", click the orange LOGIN button
 - Click the name of the application on the "In Progress" list
 - Complete the form and upload the PDF
 - Review & Submit will send the application to ALSF
6. After your application has been successfully submitted an *email confirmation will be sent to your user account login email address*. You will not be able to amend the application.

Please contact Patty Ohlott at 610-649-3034 if you have any questions about your grant application and submission, or email questions to Grants@AlexsLemonade.org.