

Pilgrim Fund Seed Grant Application Instructions AY 2024-2025

University of Massachusetts Dartmouth
College of Nursing and Health Sciences
Pilgrim Fund Seed Grants Program
Funding Year 1/Academic Year 2024-2025

Application:

Proposal Cover Page

Title:

Project Director (name of PI):

Project Collaborators (name/affiliation, add as needed)

- 1.
- 2.
- 3.
- 4.

Brief Description of Project (maximum 50-75 words):

Total Budget Requested:

Project Period:

Contact Information for Project Director:

Campus Address:

Email:

Telephone:

Fax:

Pilgrim Fund Seed Grant Application Instructions AY 2024-25

University of Massachusetts Dartmouth
College of Nursing and Health Sciences
Pilgrim Fund Seed Grants Program

The College of Nursing and Health Sciences (CNHS) is pleased to announce the Academic Year 2024-25 Pilgrim Fund Seed Grants Program. The goal of this program is to provide seed funding for research projects that: (a) advance chronic illness management, (b) build a research team, (c) advance the strategic plan of CNHS and University, and (d) have the potential to attract significant external funding.

Proposals submitted by untenured faculty members who are striving to advance their programs of research and build a team composed of other faculty and/or students are particularly encouraged. The seed funding is a one-time award to facilitate faculty research programs concerning chronic illness and to assist faculty members to further their programs of research and obtain external funding.

Deadline Dates:

- Online Grant Application Submission Due: 5 pm, Friday, **April 19, 2024**
- Notification of Funding: Anticipated by Friday, May 24, 2024
- Funding available: As specified in the award notice.

Purpose of Grant:

The purpose of the CNHS Pilgrim Fund Seed Grants Program is to support nursing faculty research in areas related to any aspect of chronic illness. Research projects may include investigator-initiated research, pilot or feasibility studies, supplements to currently funded projects, or development of a new focus of a program of research. Funding preference is given to research that addresses the College and University Strategic Priorities. The College anticipates awarding approximately \$16,000 - \$20,000/annual cycle and funding approximately 2 proposals that:

- (a) Advance research concerning chronic illness/conditions re: prevention, health promotion, and/or condition management
- (b) Utilize a team approach (when appropriate) to achieving the research outcomes
- (c) Advance the strategic plan of the College of Nursing and Health Sciences, and University
- (d) Have an innovative research focus
- (e) Have a definitive plan for attracting external funding

Eligibility:

All College of Nursing full-time tenure track/tenured and clinical track faculty are eligible. Faculty who do not have a research doctorate, i.e., PhD, must collaborate with another PhD prepared faculty member as a co-investigator to ensure scientific rigor of the proposed research plan. Please note that doctoral student work is not eligible for funding. Please contact the Associate Dean for Graduate Studies and Research if you have questions.

Award Amounts:

The total budget request for an individual grant may not exceed \$12,000. However, typical awards are anticipated to be in the \$8,000-\$10,000 range. Proposals that seek less funding will also be considered. Please see specific budget guidelines.

The Project Period: Funding Cycle AY 24-25

Obligations of Award Recipients:

Each principal investigator will be expected to:

1. Begin research on or around June 1, 2024. Funds will not be released until human subjects' approval documentation, as applicable, is provided to the CNHS. Faculty should plan carefully to ensure that the proposed activities can be completed within the specified period of time. No-cost extensions are not automatic and must be approved by the Dean. Funds remaining at the end of the funding period will be returned to the Pilgrim Found Seed Grants Program in CNHS.
2. Submit a final Research Report of Expenditures and a final Research Scientific Report/Summary to the Office of the Dean of the College of Nursing and Associate Dean (AD) for Research within 30 days following the end of the funding period as

specified in the award notice. Guidelines for submitting these reports will be provided to all grant recipients on request prior to the due date. Please contact the AD in advance to discuss. Unexpended funds revert to the Pilgrim Fund Seed Grants Program. Please note, the final report guidelines request a summary of results and an abstract suitable for posting online to promote dissemination of findings to practicing nurses and the lay public.

Recipients also agree to provide an update on dissemination activities related to presentations, publications, and further grant proposals and funding outcomes related to the Pilgrim Foundation funded project.

Of note: The follow-up reports/paperwork are the responsibility of the funded recipient and must be submitted on time or the funded recipient forfeits all forms of College financial support until the reporting obligations are satisfactorily met.

3. Disseminate research findings to support translation to practice and improve quality of life for clients, families, and populations with chronic illness. A summary of results and final abstract may be posted online and shared with the UMass D Foundation and Marketing Divisions to promote dissemination of results from Pilgrim Fund supported projects. Research grant recipients are expected to present the project's results in a forum on UMass D campus based on timely opportunities.

Grant recipients are also expected to disseminate project findings through submission to peer reviewed professional journals.

4. Acknowledge the support of CNHS when submitting manuscripts for publication and presenting papers/posters at conferences as a result of this award. The following statement should be used: ***"This research was supported by the Pilgrim Fund Seed Research Funding Program from the College of Nursing and Health Sciences at the University of Massachusetts, Dartmouth, Dartmouth MA, USA."***

5. Consult the CNHS AD and Office of the Vice Chancellor for Research and Innovation if the proposed project includes collaboration with any institution other than UMass Dartmouth and/or prior to discussing any potential intellectual property with a company and/or outside entity.

PART 1 - The following items in Part 1 need to be uploaded as separate PDF documents. See Submission Instructions.

Applications that are incomplete or not prepared according to instructions or submitted after the deadline will be reviewed at the discretion of the Dean/Assoc. Dean for Research.

Proposal Format:

- I. Title of Project: Limit to 100 characters
- II. Principle Investigator and email address
- III. Abstract.

At the top of the abstract page, list the title of the project; name of the applicant(s); co-investigator(s) institutional affiliation for each person identified; and if the project is a pilot, or full study. The body of the abstract should contain the following headings: Purpose/Specific Aims, Rationale/Significance of Study, Conceptual or Theoretical

Framework (as appropriate), Main Research Variable(s), Design, Setting, Sample, Methods, and Implications for Practice.

Limit the abstract to one page (500 word limit), using a 1 inch or ½ inch margin, and indicate the number of words in the abstract at the bottom of the page.

Project Narrative (Approach):

The narrative (Purpose through Data Analysis) is not to exceed 6 single-spaced type written pages using a 12-point font in Times New Roman, Arial, or Calibri, and 1 inch margins all around. Consistent use of APA format for the text, citations, and reference list is required.

Please **number** all pages of the narrative.

Present The Project Narrative Information in the Following Order:

Purpose and Specific Aims:

Clearly state the purpose of the study and list specific aims in numerical sequence. (One page maximum.)

Significance, Framework, and Review of Literature:

- Explain the significance to advancing knowledge of chronic illness (prevention and/or management). Describe what will be the effect of this study on the concepts, methods, technologies, treatment, services or preventative interventions that drive nursing's contributions to chronic illness management. Demonstrate the significance of the problem focus and discuss how this project can make a significant impact (now and/or potential in the future with follow-up).
- Identify and describe the conceptual or theoretical framework, including variables, for the study, as appropriate. For qualitative studies, describe the phenomenon of interest.
- Present a succinct, focused, and critical review and synthesis of the literature.
- Identify how the study will address a knowledge or practice gap.

Preliminary Work: Describe any previous research on the topic that has been done by the PI or research team and provide preliminary findings, if any.

Methods and Design: Use the following subheadings:

- **Design.** Identify the research design. Indicate if the project is a pilot or feasibility study and, if so, why a pilot or feasibility study is appropriate.
- **Sample and Settings.** For qualitative and quantitative studies, describe the setting and sample (i.e., the anticipated number and type of participants) and all sampling, recruitment, and assignment procedures. Indicate the rationale for the sampling process and sample size determination. If a power analysis was conducted to justify the sample size, include the results of this analysis. If not, provide a rationale for the proposed sample, including target size. Describe the process for recruitment of participants. Identify potential problem areas and include alternative strategies. Provide a rationale for the use of the selected setting(s). This is especially important if the proposed study is a multi-site project.
- **Intervention/Independent Variables.** Clearly describe the intervention, if this is an intervention study.
- **Instruments.** List and describe all study instruments and include a brief discussion of the validity and reliability of each; include access for use. Describe scoring procedures.

If qualitative research, include information on the plan's rigor. Include a copy of all instruments and any permission letters in Part 3 Appendices. (If purchase of instruments is required, explain and provide descriptive information about the instrument and requirements for use.)

- **Data Collection Schedule and Procedures.** Describe how and when data will be collected and any procedures for standardizing data collection. Provide an interview guide for qualitative studies, as appropriate to the design.
- **Data Analysis Plan and Interpretation.** Describe the statistical or analytic techniques that will be used to answer each research question or test each hypothesis for the project.

PART 2 - The following items in Part 2 will all need to be uploaded as a separate PDF document.

See Submission Instructions.

Other Components of The Proposal Submission Process: (Not part of the 6-page narrative)

You are asked to provide 1-2 paragraphs addressing each of the following areas, if not applicable indicate N/A:

- **College of Nursing and Health Sciences and University Strategic Priorities.** Describe how the project addresses the current College and/or University Strategic Priorities.
- **Protection of Human Subjects Used for Research.** Describe how informed consent will be obtained and steps taken to protect participants' safety and rights. Identify any potential risks associated with participation in the project. Specify the Internal Review Boards(s) (IRBs) that will be needed for approval, e.g., UMass Dartmouth plus any clinical site.
- **Women, Minority and Children Inclusion in Clinical Research.** The inclusion of women, minorities and children must be addressed in developing a research design appropriate to the scientific objectives of the study. Inclusion is required unless a clear and compelling rationale shows that inclusion is inappropriate with respect to the health of the subjects or that inclusion is inappropriate for the purpose of the study. Provide information on the composition of the proposed study population in terms of sex/gender, racial/ethnic groups, and age (re: participants < 18 years of age) and provide a rationale for selection of such subjects in terms of the scientific objectives and proposed study design. The description may include (but is not limited to) information on the population characteristics of the disease or condition under study, national and local demography, knowledge of the racial/ethnic/cultural characteristics of the population, prior experience and collaborations in recruitment and retention of the populations and subpopulations to be studied, and the plans, arrangements and letters of commitment from relevant community groups and organizations for the planned study. ***The inclusions/exclusions need to be specified and justified scientifically.***
- **Innovation.** Describe how the project challenges existing paradigms or clinical practice; addresses an innovative hypothesis, or critical barrier to progress in the field. If applicable, describe how the project develops or employs novel concepts, approaches, methodologies, tools or technologies in the area. Discuss how the project tests a novel idea or intervention.
- **Facilities and Resources (Environment).** Describe the facilities and resources available

to carry out the project at all research sites, e.g., computers, statistical and data management support, office space, equipment, etc.

- Implications for Practice and Research.
- ♣ Describe the anticipated implications for nursing practice.
- ♣ Identify future research that may develop from this project.
- ♣ Describe how this project will provide the groundwork for seeking additional funding in the future.
- ♣ Describe when and how the study findings will be disseminated.

PART 3 - The following items in Part 3 will all need to be uploaded as a separate PDF document.

See Submission Instructions.

Appendices (Not included as part of the 6-page narrative)

- Reference List. The reference list should follow APA format, 7th edition.
- Timetable for Accomplishing the Work. The timetable should reflect a realistic work schedule so the project can be completed within the 18-month funding period. “No cost” extensions will not be permitted without specific approval of the Dean.
- Human Protection Education. It is an expectation of the CNHS and University that in the study proposal the researcher will incorporate key ethical principles and federal regulations to protect human participants throughout the research process. The UMass Dartmouth Office of Research site provides a link for completion of CITI training (required).. Documentation of human participant protection education for all key personnel (all individuals responsible for the design and conduct of the study, including PI, co-investigators and data collectors) must be submitted after the funding notification is received. However, it is encouraged that education documentation for key personnel be submitted with the application.
- **Biographical Sketches.** (Investigators) Use the latest NIH biographical sketch form or download a biosketch form from the university ORA website or Office of Nursing Research website link. Submit a biosketch for the PI and any key participants, e.g., all co-investigator(s), consultant(s), clinician collaborators and mentors. Note that the biosketch personnel statement needs to include the contributions of that person to the grant proposal.

Instrument(s). Include all instruments or interview schedules (or citations) that will be used to collect data. Include any letters of permission to use a copyrighted instrument. These may be uploaded during the online submission process, if applicable. For qualitative studies, a proposed interview schedule or coding format should be included as appropriate for the design.

Letters of Support. If collaboration with outside agencies is involved in the plan, letters of support should be included in this section. Also letters from outside consultants/collaborators should be included.

Miscellaneous. Miscellaneous items include conceptual models, diagrams, a detailed description of an intervention or intricate laboratory procedure, list of performance sites, etc. These documents may be uploaded during the online submission, if applicable.

Part 4 - The following items in Part 4 will all need to be uploaded as a separate PDF document.

Budget Matters:

The budget should not exceed \$12,000 unless other sources of support are available. However, typical funding levels are anticipated at the \$8,000-\$10,000 range. Other sources of support must be indicated to assure that funding to support the project's activities, which are in excess of the available grant funding, will be met and will not hinder the completion of the project.

The CNHS Pilgrim Fund Seed Grant **Does Not Fund** the Following:

- ♣ Projects that have begun data collection or that are nearly completed
- ♣ Payment of tuition or educational costs
- ♣ Institutional indirect costs
- ♣ Investigator/faculty or non-research staff salaries or release time
- ♣ Equipment with unit cost greater than \$500.00. The investigator may request an exception with rationale.

In addition, funding for

- ♣ Student (Undergraduate/graduate) team members' stipends may be included but are limited to \$2400 per person up to a total of \$7200 per project
- ♣ Travel for conference attendance or presentations is limited to \$2,000 and must follow CNHS travel approval procedures. Please attend to due dates in relation to the project timeline and anticipated outcomes in proposing travel for conference presentations.
- ♣ Preparation of posters or publications is limited to \$150.

Line Item Budget. Research project-related expenses may be itemized using the budget worksheet provided. One budget line item may be submitted for the entire project or separate budgets are permitted from each performance site. Items labeled as miscellaneous will not be funded. Line item budgets may include the following:

- Personnel: Payment is limited to research assistant (RA)/student (undergraduate or graduate) team members. Include the name or TBA, position, weekly hours devoted to the project, estimated hourly rate, and total stipend requested. Be as detailed as possible. For RAs, specify hours/week and rate of pay/hour with a description of work to be done.
- Supplies: Supplies are defined as items with a unit cost of \$500 or less. Examples include: photocopying, telephone, postage, online access costs, paper, envelopes, transcription, flash drives, etc.
- Equipment: Equipment is defined as items with a unit cost greater than \$500.
- Software: Include the name, version number, and unit cost. Please ensure that UMass Dartmouth does not provide access to this software.
- Travel: Reasonable travel for data collection will be considered. Conference travel money to disseminate findings will be considered in accordance with the study's timeline and abstract submission deadlines and notification timing.
- Other Expenses: Do not list as miscellaneous. These must be listed very specifically, i.e., lab fees or supplies, lab assays, standardized testing, consultation, and/or compensation to study participants.
- Other Support: Identify total amount of other sources of funding for the study. Specify source, amount and funding period.
- Total Funds Requested: _____

Budget Justification. The justification is a description that includes an explanation for all

itemized expenses including personnel. Each section of the justification should: (1) list the specific items or project personnel noted below, (2) describe why the items or personnel are essential to the conduct of the study, and (3) include any cost calculations. The lack of institutional resources for particular items should be described.

- Personnel. Include a description of the role/activities of each research assistant/student team member. Include the effort (i.e., hours and cost/hour) devoted to the project by each person. If a percentage of any person's time is to be supported by the institution/another grant or as "in-kind," indicate and explain in the justification of the budget request for the position. Payment for faculty/investigators' time is not allowed.

- Equipment. Equipment requests should not represent a major portion of the budget or the only budget item. The narrative for equipment requests should: (1) identify the availability of matching funds, if any, or other funds that will contribute to the purchase of the item, (2) explain why the item is absolutely essential to the study, (3) identify where the equipment will be housed during and after the completion of the study. Ownership of the item at the completion of the study will be individually assessed.

- Travel. Reasonable travel for data collection will be considered. Specify the purpose, personnel involved, distance, number of trips, parking, mode of travel, and cost of travel.

Conference travel money to disseminate findings will be considered. Specify anticipated conference, known or anticipated costs associated with conference registration, transportation, housing, and meals. Of note: the grant will cover a maximum of \$2,000 dollars for conference travel. In addition, CNHS travel approval procedures must be followed. (Note: Applicants & Reviewers – Consult with the Dean/AD re: anticipated conference dates.)

- Software. Request software only if the university does not provide it. Software purchases will be considered if the unit price reflects the current discounted or retail rate.

- Other Support. Identify any additional funding that has already been awarded for the proposed study, including any funding obtained by a co-investigator. Explain how the work supported by other sources is different from the present request. Overlaps in funding are generally not supported unless the overlap is convincingly explained.