



## Guidelines for Submission of a Research Grant Application

In keeping with the vision of Sigma Theta Tau International, Theta Kappa Chapter invites members to submit applications for research grants. General information and the format for submission are included below.

### General Information

- Grants are awarded to Theta Kappa members only. Membership must be current at the time of the application and at the time of selection. An application for membership may accompany the proposal. If there are multiple investigators, the primary investigator must be a member of Theta Kappa.
- The principle investigator may submit only one proposal application per funding cycle.
- The principle investigator must agree to the following:
  - to present the findings of the research at a Theta Kappa Meeting, either through poster or oral presentation.
  - to submit progress reports every six months to the Theta Kappa Research Committee until the study is completed (see Progress Report Form).
  - to acknowledge Theta Kappa Chapter as a funding source in all publications or presentations of the research.
- Research funding will not be released until documentation of IRB approval is received.

### Format:

Proposals submitted for consideration **must include** the following (in the order presented below). APA format is required. Length of proposal **is limited to 5 pages, not including appendices or references**. Note: Excess pages will result in your proposal being returned for editing.

1. Proposal Cover Form
2. The abstract should include significant background information, research design, methods (including sample, data collection and data analysis) and relevance of the study.
3. Narrative addressing the following:
  - a. Problem statement
  - b. Background and significance
    - i. Critical statement of existing knowledge and identification of the gaps which this research will address. State the significance.
  - c. Research design and methods
    - i. Describe the research design

- ii. Sample, size and sampling procedure
  - iii. Procedures to be used to accomplish the specific aims of the research.
  - iv. Describe instruments to be used, their reliability and validity.
  - v. Explain how the data will be collected, analyzed and interpreted.
4. Budget and budget justification – be detailed and specific. For example, identified personnel, supplies, equipment, travel, and other.
  5. Timeframe
  6. Key references – not included in the page count.
  7. Appendices (including research instruments, letters of support from agency and faculty sponsor if appropriate, IRB approval or letter indicating IRB submission or intent to submit (not included in the page count).
  8. Short biographical sketch of the principal investigator (limited to no more than 2 pages) – Not included in the page count.

**Selection:**

Research grant applications will be reviewed by the Research Committee. Recommendations for approval of funding will be presented to the Theta Kappa Executive Board. The Board will render final approval. Once approved by the Board, the applicants will be notified by the Research Committee.