

# ONS Foundation Small Grant

## Online Application Submission Overview

# REGISTERING

- Log on to the Application Submission Website through the link found on the ONS Foundation Website at:

<http://www.onsfoundation.org/apply/re/small>.

*(If the login page does not immediately appear upon navigating to the site, it can be reached by clicking the “Login” link in the upper right hand corner of the site.)*

- Click on the green box “**Register Now**” in the “New Users” area  
*(see next page for example)*
- Enter your email address (this will be your username)
- Enter your first and last name and click “save”

***An email will immediately be sent to the email address you entered with your Temporary Password.***

# REGISTRATION SCREEN

Click on “Register Now” under “New Users”



Registered Users:

◀ or ▶

New Users:

**Sign In:**

Username

Password

Remember Me

Login

**Forgot your username or password?**


[Click here to recover your username](#)

[Click here to reset your password](#)

*Are you new to this site? If so, please fill out an on-line registration form.*

✓ **Register Now**

## Logging In with the Temporary Password Provided

 THE HENDRICK  
FOUNDATION

[Login](#)

**Login**

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This is the text that will go above the log in form. Please contact [support@closerware.com](mailto:support@closerware.com) to update this content.


Username

Password

Remember Me

[Forgot your password?](#) | [Change My Password](#)

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bringing you  closer to your goals

- Log on to the [Application Submission Website](http://www.onsfoundation.org/apply/re/small) through the link found on the ONS Foundation Website at:  
<http://www.onsfoundation.org/apply/re/small>.
- Enter your username (email address)
- Enter the password provided in the email
- Click “Login”

# Creating Your Own Password

## GrantMaker Application Intake



## Plus Center Login

For security reasons, the System Administrator has requested that you change your password. **Please provide a new password below.** Your password may contain letters, numbers, and punctuation. Choose a password that you will be able to remember, but will be hard for others to guess. Avoid using common dictionary words, including foreign languages. Mixing-in capitalized letters as well as numbers, makes for a good password choice.

\* *New Password*

\* *Repeat New Password*

Submit

- For security reasons, you will be asked to change your password
- Your new password must contain at least 8 characters
- Enter a new password in both of the designated areas on the screen and click “Submit”

# Saving Your Application

- Your application can be completed all at once or you may save your application at any time by clicking the “Save” or “Save and Return” button at the bottom of your screen. You can return as many times as needed until the application submission is completed.
- The “Submit” button will not be functional until all of the required data fields in the application have been completed and the application has been “validated.”
- Once “Submitted”, you will not be able to access the application again.

# Begin Application Entry

- Please print a copy of the application instructions and online submission instructions
- Have them with you, as references to assist you as you are submitting your application.
- Proceed with entering the information as requested in the application.
- As you work through the various fields of the submission, you can close a section that is completed or not needed at the time by using the [-] icon on the right side of each section of the application. This will make saving and returning to a particular section much easier. The [+] icon will reopen the section for viewing.
- Be sure you “Save” your entries periodically, as well as before logging off.

# Logging Back In

Any time you wish to log back in, to add additional information to your submission, follow the steps below.

- Log on to the Application Submission Website through the link found on the ONS Foundation Website at: <http://www.onsfoundation.org/apply/re/small>.
- Enter your username (email address)
- Enter the password you created
- Click “Log In”
- Your application should automatically appear

## Research Team Entry

- Enter the name, credentials, institution and role for each of the members of your research team
- If you have members that will be determined at a later date, simply enter TBD in the name, credentials and institution areas and enter the “Role” that person will be filling on your team in the appropriate area.

# Special Grants

## Special Grants

- Certification, Nursing Education and/or Outcomes Research Grant
- Trish Greene Pain Assessment & Management Grant
- Neuro-Oncology Nursing Research Grant
- Rehabilitation Nursing Research Grant
- ONS/Sigma Theta Tau International Foundation for Nursing Grant

- If you are applying for one of the ONS Foundation special grants, simply indicate which one.
- If you select the ONS/STTI grant, please indicate if you are a member of STTI
- Selecting one of the special grants does not prevent your application from being considered for the other ONS Foundation grants available.

## Payment Code (Confirmation Number)

Application Fee Payment Code \* 

- The Confirmation Number is a required entry for Submission
- Upon payment of the application fee through ONS eSource at <http://esource.ons.org/ProductDetails.aspx?sku=04GNAPPSRG> , an email will be sent to you with a “Confirmation Number.”
- Enter the Confirmation Number in the designated area

# Resubmissions

Is this application a re-submission from a previous ONS Foundation research grant cycle? \*

- Yes  
 No

Original submission year? (For Resubmission only)

Type of previous grant? (For Resubmission only)

Resubmission Cover Letter Form

Browse

Clear

- If you are resubmitting a previously non-funded ONS Foundation proposal, click “Yes.”
- Enter the year it was previously submitted
- Enter the type of grant you applied for (example: Small Grant, Fellowship, Breast Cancer Grant, Lung Cancer Grant, etc. ).
- Upload the completed resubmission cover letter form in a Word or PDF format

# Thesis and Dissertation Projects

Is this a Thesis and Dissertation Project?

- No  
 Yes

Thesis /Dissertation Form

- If your proposal is your thesis and dissertation project, click “yes”
- Upload the signed thesis and dissertation form in a PDF format
- The proposed study must have been approved and signed off by all members of the committee prior to your application submission

# Budget Amount

Budget Requested (U.S. Currency)

- Enter the budget amount you are requesting in U.S. Currency without dollar signs, commas or decimals  
(example: 10000 or 999.99)
- \$10,000 is the maximum amount that can be requested

# Funding Period

Dates of Entire Project Period: Start

Dates of Entire Project Period: Finish

- Enter the proposed funding period  
Start: 01/15/11  
Finish: 01/15/13
- You can use the calendar or enter the text in a variety of different numerical formats
- Do not use alphabetical characters as they will not be accepted

# IRB Submission Approval Pending

Human Subjects? \*

- No
- Pending Approval
- Yes

Animal Subjects? \*

- No
- Pending Approval
- Yes

Human/Animal Subjects: IRB  
Proof of Approval or Institution  
Policy for Submission Post  
Notification

Browse

Clear

- Every study must be submitted for IRB approval prior to the application submission
- Indicate whether the study includes human or animal subjects and whether the approval is pending
- Upload proof of IRB submission in a PDF format

# IRB Submission

## Submission after Notification of Funding

IRB to be submitted upon notification of funding

Yes

Human/Animal Subjects: IRB Proof of Approval or Institution Policy for Submission Post Notification

Browse

Clear

- If your institution does not permit submission for IRB approval until notification of funding is received, click “yes” in the appropriate area
- Upload the institution’s policy regarding IRB submissions in a PDF format

# IRB Submission Approved

Human/Animal Subjects: IRB Approval Date

Human/Animal Subjects: IRB Assurance  
Identification No.

Human/Animal Subjects: IRB Proof of  
Approval or Institution Policy for Submission  
Post Notification

Browse

Clear

- If you have already received IRB approval, enter the IRB approval date and the IRB Assurance ID number
- Upload proof of IRB approval in a PDF format

# Immediate Supervisor

Immediate Supervisor/Chairperson: Name \*

Immediate Supervisor/Chairperson: Title \*

Immediate Supervisor/Chairperson: Address \*

Immediate Supervisor/Chairperson: Email  
Approving Proposed Study \*

Browse

Clear

- This should be the PI's immediate supervisor, either in a clinical or academic setting
- Enter the name, title and address
- An email is needed from this person confirming approval of the proposed study
- Before uploading, save the email in an HTML, Text, Word or PDF format

# Institutional Official

Institutional Official to be Notified of Award: Name \*

Institutional Official to be Notified of Award: Title \*

Institutional Official to be Notified of Award: Address \*

Institutional Official to be Notified of Award: Phone Number \*

Institutional Official to be Notified of Award: E-mail Address \*

- This is the person in your organization's sponsored research office who should be notified of the award
- Enter all of the contact information requested

## Acceptance of Terms & Responsibilities

- The applicant must read the research award agreement and check the box as proof of acceptance of the terms and responsibilities, in the event that funding is awarded

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### **Acceptance of Terms and Responsibilities \***

By checking this box, I certify that the statements herein are true and completed to the best of my knowledge. I agree to, (1) use the grant funds as outlined in the approved budget and return excess funds to the ONS Foundation, (2) submit all progress and final expenditure and scientific reports, including requested information for posting online, (3) publish and present findings, (4) acknowledge the ONS Foundation and name of specific funding source in all reports and publications and (5) participate in follow-up surveys to track dissemination and additional funding activities. I, the undersigned, agree to (1) accept responsibility for the scientific and ethical conduct of the proposed activity, (2) abide by my institution's policies and procedures for dealing with issues of scientific misconduct, and (3) cooperate with the ONS Foundation regarding any inquiries of scientific misconduct or reports of adverse effects.

# Abstract

Abstract \* 

Browse / Clear

- The abstract is limited to 500 words and should include the following:
  - Purpose/specific aims
  - Rationale/significance
  - Conceptual or theoretical framework
  - Main Research Variable(s)
  - Design
  - Setting
  - Sample
  - Methods
  - Implications for Practice
- Upload in a PDF format

# Project Narrative (Approach)

Project Narrative \* 

Browse / Clear

- The project narrative cannot exceed 6 single-spaced typewritten pages or it will be disqualified immediately upon administrative review
- The narrative should include:
  - Purpose and specific aims
  - Significance, framework, review of literature
  - Preliminary work
  - Methods and design
  - Sample and settings
  - Experimental variables
  - Instruments
  - Data collection schedule and procedures
  - Data analysis and interpretation
- Upload in a PDF Format

# Reference List / Timetable

Reference List \* 

Browse / Clear

Timetable for Accomplishing the Work \* 

Browse / Clear

- Reference list should follow the format chosen for the project narrative (APA, AMA, Chicago, etc.) and should be uploaded in a PDF format
- Timetable should reflect a realistic work schedule to complete the project within the funding period

## Human Protections Education Certificate of Completion

Human Protection Education  
Certificate of Completion \* 

Browse / Clear

- If your study includes human or animal subjects and certificates for more than one person will be submitted, you will need to combine and scan them into ONE PDF document prior to uploading. (*The submission system will not accept more than one document in this area*)
- Upload in a PDF format
- If your study does not include human or animal subjects, skip this response


# Letters of Support

Support Letters \* 

Browse / Clear

- If letters of support for more than one person will be submitted, you will need to combine and scan them into ONE PDF document prior to uploading. (*The submission system will not accept more than one document in this area*)
- Upload in a PDF format

# Biosketches

Biographical Sketches \* 

Browse / Clear

- If biosketches for more than one person will be submitted, you will need to combine and scan them into ONE PDF document prior to uploading. (*The submission system will not accept more than one document in this area*)
- Upload in a PDF format


# Instruments / Consent Forms / Miscellaneous Materials

Instruments 

Browse / Clear

Consent Form 

Browse / Clear

Miscellaneous Materials 

Browse / Clear

- If you will be submitting more than one document in any of these sections, you will need to combine and scan them into ONE PDF document prior to uploading. (*The submission system will not accept more than one document in this area*)
- Upload in a PDF format

# Budget Worksheet & Justification

Itemized Budget \* 


Browse / Clear

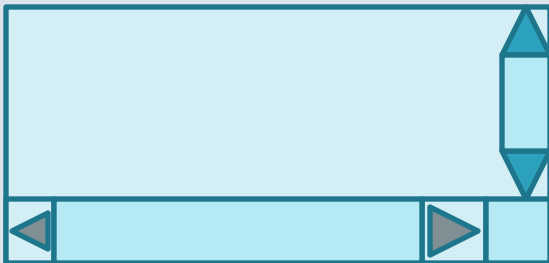
Budget Justification \* 

Browse / Clear

- The budget should not exceed \$10,000, unless other sources of support are available (*see online application instructions for including “other support”*)
- Upload the completed Budget Worksheet and Budget Justification in a PDF format


# Protection of Human Subjects or Animals Used for Research

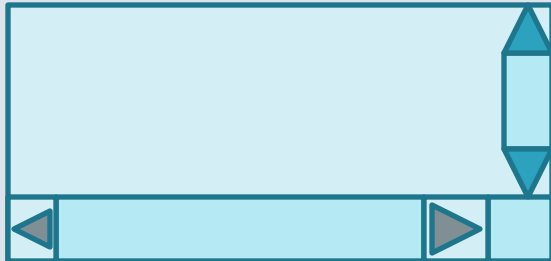
Protection of Human Subjects or Animals  
Used for Research \* 



- For this area you will need to upload a PDF document with 1-2 paragraphs describing the following:
  - How informed consent will be obtained
  - Steps taken to protect participant's rights or the welfare of animals
  - Potential risks associated with participation in the project
- If your study does NOT include human subjects or animals, simply enter "N/A"

# Women and Minority Inclusion

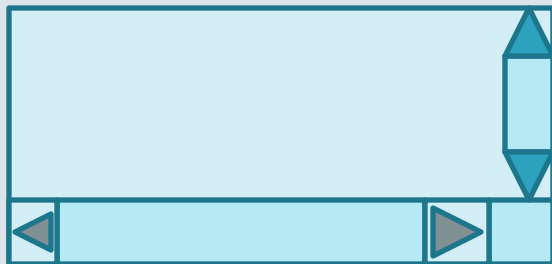
Women and Minority Inclusion in Clinical Research \* 



- For this area you will need to upload a PDF document with 1-2 paragraphs describing the following:
  - Information on the composition of the proposed population in terms of sex/gender and racial/ethnic group
  - Rationale for selection of subjects in terms of scientific objectives and design
- If your study does NOT include human subjects, simply enter “N/A”

# Innovation

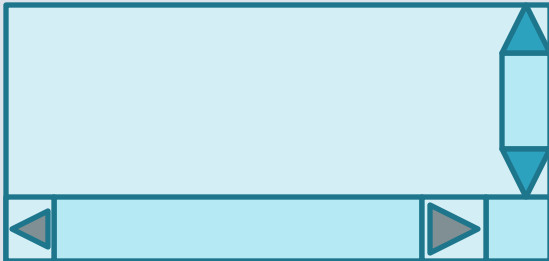
Innovation \* 



- For this area you will need to upload a PDF document with 1-2 paragraphs describing the following:
  - How the project challenges existing paradigms or clinical practice
  - How the project addresses an innovative hypothesis or critical barrier to progress in the field
  - If applicable, how it develops or employs novel concepts, approaches, methodologies, tools or technologies in the area

# Facilities and Resources

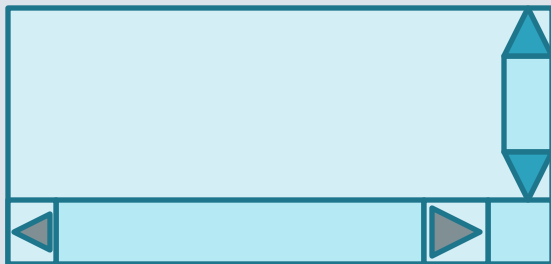
Facilities and Resources (Environment) \* 



- For this area you will need to upload a PDF document with 1-2 paragraphs describing the following:
  - Facilities and resources available to carry out the project at all research sites such as:
    - Computers
    - Statistical and data management support,
    - Office space
    - Equipment, etc.

# Implications for Practice & Research

Implications for Practice and Research \* 



- For this area you will need to upload a PDF document with 1-2 paragraphs describing the following:
  - Implications for oncology 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

# Research Classification Form

- Please review the Research Classification categories, which are included in the Small Grant Online Application Instructions, prior to application submission, so you are prepared to indicate the appropriate areas that pertain to your study during the submission process
- Check all of the boxes that best describe the purpose and aims of your research proposal.
- This information is needed by the ONS Foundation to share with other cancer research funders who classify their research portfolios in the same way as well as for the ONS Foundation Grants Database.

# Review and Validation (1)

- It is your responsibility to review all aspects of your application to be sure you have included all of the requested AND required components and that they appear the way you want them to look (*Note: Only those areas showing a \* are “required” and only these areas will have a red message that information is missing during the validation process*)
- Click “SAVE”
- Then go to the top of the page and Click on “My Apps”



[Home](#)







My Apps




Log Out

## Review and Validation (2)

- A table will appear with your application submission information (*type of application, date created, last update date, application status, and the status date*)
- At the end are 3 icons ( = edit,  = validate,  = submit)  
(Notice the “submit” icon is gray. Once the application validation has been completed this icon will turn green and the application can then be submitted)
- Click the “Validate” icon ( )
- All of the “required” areas that are missing information will appear in **RED**

# Final Validation and Submission

- After you have reviewed all of the application submission areas to be sure they are completed and have entered information in any areas showing a **Red** message, Click “Save”
- When all requirements have been satisfied a new message will appear at the top of the screen showing “**Application Validated**”
- The “Submit” icon () will now be “**Green**”
- Click “Submit” and the application status table will now show the Status as “submitted” and a message will immediately appear at the top of the screen (in blue) showing the submission date and time.
- Once you click *Submit*, you will not be able to make any further changes but will be able to print a copy of the final submission.