



## ***Small Grants Program***

### **2012 Second Call**

for

Neuro-Oncology Research Grant,  
Pain Assessment and Management Grant, or  
Certification, Nursing Education or Outcomes Research

## **APPLICATION INSTRUCTIONS**

***An Online Application system is now being used for  
all aspects of the application submission***

***Please see (<http://www.onsfoundation.org/apply/re/small>)  
for downloadable application forms.***

**Letter of Intent Due: March 26, 2012**

**Online Application Submission Due: April 23, 2012**

**ONCOLOGY NURSING SOCIETY FOUNDATION**  
**SMALL GRANTS PROGRAM 2012 SECOND CALL (RE01)**  
**GENERAL INSTRUCTIONS TO APPLICANTS**

---

**DEADLINE DATES:**

- Letter of Intent Due: March 26, 2012
- ONLINE Grant Application Submission Due: April 23, 2012
- Notification of Funding: June 2012
- Funding available: July 2012

**PURPOSE OF GRANT:**

The purpose of the Oncology Nursing Society Foundation Small Grants Program is to support oncology nursing research. *Research projects may include pilot or feasibility studies or developing a new aspect of a program of research.* Funding preference is given to research that addresses the ONS Research Priorities and the ONS Research Agenda.

Three grants are available which target specific topics of **neuro-oncology nursing research, pain assessment and management or certification, nursing education and/or outcomes research.** These small grant awards are for \$10,000.

**A complete description of the available small research grants can be found on the ONS Foundation Website (<http://www.onsfoundation.org/apply/re/small>).**

**ELIGIBILITY:**

The principal investigator must be actively involved in some aspect of cancer patient care, education, or research. Funding preference is given to projects that involve nurses in the design and conduct of the research activity and that promote theoretically based oncology practice. Membership in ONS is not required for eligibility.

Individuals who have received previous Oncology Nursing Society Foundation research funding and have a delinquent final report are not eligible for funding. Oncology Nursing Society Foundation Board of Trustees members are also not eligible for funding.

**FUNDING PERIOD:**

The maximum funding period is for two years from the receipt of the award.

**GENERAL INSTRUCTIONS:**

- ◆ Applicants who are early in their research career and have not received previous research funding of greater than \$10,000, must have a doctorally-prepared nurse scientist as a co-investigator who has an established track record of independent (extramural) research funding at a minimum of \$25,000 and publications. Junior investigator applicants should work with a consultant to support content areas or methods that are new to the investigator. One of the goals of the ONS Foundation Small Research Grant Program is to develop new researchers as they develop their programs of research and can then go on to submit grant proposals to other funding organizations. The National Institute of Health (NIH) and other funding organizations are increasingly emphasizing the importance of an interdisciplinary research team. The ONS Foundation Small Grant provides the opportunity to start building a research team. The ONS Foundation Research Department can provide assistance in finding a co-investigator or consultant.

**A LETTER OF INTENT is due 1 month prior to the application submission date. For instructions and a form go to: (<http://www.onsfoundation.org/apply/re/small>)**

- **APPLICATION FEE:** A non-refundable fee of \$25.00 is required at the time the application is submitted. This fee is used to offset the costs of processing the applications. **The application fee is to be paid through ONS E-Source at (<http://esource.ons.org/ProductDetails.aspx?sku=04GNAPPSRG>).**

The application fee can be paid by credit card (Visa, M/C, Amex, or Discover). Upon receipt of payment, an email will be sent to the applicant with a, "Confirmation Number." **This Confirmation Number will be requested during the online application submission process and must be entered in order to complete the submission.**

- ◆ **FOR GRANT RE-SUBMISSIONS:** A previously non-funded proposal may only be resubmitted two times to the Oncology Nursing Society Foundation for consideration for funding. A cover letter is required if this application is a resubmission from any previous Oncology Nursing Society Foundation grant cycle (small grants, major grants, and fellowship programs). The resubmission cover letter form can be downloaded from the forms area at the bottom of the following ONS Foundation Website at (<http://www.onsfoundation.org/apply/re/small>).

The letter is limited to three pages and must be uploaded as part of your grant application. The letter must identify the type of previous award the investigator applied for, year of application, the weaknesses described in the critique provided by the previous reviewers, and a description of how the current application was modified to address these weaknesses. All modifications to the study must be italicized within the body of the proposal.

- ◆ **Receipt of the application will be confirmed via e-mail.** If no response has been received within two days after the application deadline, contact the ONS Foundation Research Department at: Phone: 412/859-6298 or Email: [research@onsfoundation.org](mailto:research@onsfoundation.org)
- ◆ **Applications that are incomplete or not prepared according to the instructions will not be reviewed.**

## **INSTRUCTIONS FOR COMPLETION OF THE APPLICATION:**

### **ONLINE SUBMISSION INFORMATION:**

- **ONLINE APPLICATION SUBMISSION WEBSITE:**  
<https://www.closerware.com/intake/bo/grant/ApplicationEdit.do?ownerKey=onsf&intakeFormId=2&opportunityId=2910>

### **Enter the following information as requested in the online submission.**

- **Application Fee Confirmation Number.** A fee of \$25.00 is required at the time the application is submitted. The application fee is to be paid through ONS E-Source at: (<http://esource.ons.org/ProductDetails.aspx?sku=04GNAPPSRG>). A confirmation number will be emailed to you by ONS upon receipt of payment. **The Confirmation Number will need to be entered as part of your online submission.**
- **Special Grants.** Neuro-oncology Nursing Research Grant, Pain Assessment and Management Grant or Certification, Nursing Education and/or Outcomes Research Grant.
- **Grant Re-Submission.** Check the box indicating that this is a resubmission and type in the year of the previous submission and the type of grant for which you applied. Follow the instructions for uploading the resubmission cover letter.
- **Title of Project.** Limit to 65 characters.
- **Principal Investigator (PI).** Name the one individual who is primarily responsible for implementing this proposal and for reporting to the Oncology Nursing Society Foundation. Enter your position and institutional address. Also enter the home, work and fax phone numbers. The preferred mailing address and email address will be used for all future communications.

- **Total Budget Requested (U.S. Currency).** Budget requested should not exceed \$10,000. See the section entitled “Line Item Budget and Budget Justification.”
- **Dates of Project.** The project should be confined to a maximum of two years.
- **Research on Human/Animal Subjects.** The principal investigator must obtain approval from an Institutional Review Board (IRB) or Animal Welfare Committee if the proposed project pertains to human or animal research. The IRB must be registered with the office for Human Research Protections, DHHS and the assurance identification number must be provided as instructed in the application submission process. If approval has been received, list the approval date and upload the approval letter. If approval is pending, indicate this in the appropriate place in the submission process and upload proof of submission to the IRB. The application may be submitted with only IRB approval from the PI’s institution for multi-institutional projects. However, confirmation of IRB approval at all sites is required before initiating any data collection activities. The PI should submit the appropriate letters of approval from all sites to the ONS Foundation Research Department as received.

If the PI’s institution does not permit IRB submission until notification of funding is received, indicate this by checking the appropriate box in the submission process.

*No funds will be released until IRB approval has been confirmed.*

- **Research Team.** Provide the names, credentials, institutions and role on the team, i.e., co-investigator, consultant, research assistant, statistician, for all members of the research team. Please enter this information as instructed for the online submission. *(A biosketch will be needed for each person on the research team)*
- **Immediate Supervisor/Chairperson.** This should be the Principal investigator’s immediate supervisor either in the clinical or academic setting. An email is needed from this person confirming approval of the proposed study. Upload the email message as instructed for the online submission.

For graduate students, this would be the advisor or chair of their thesis/dissertation committee. If this application is for a thesis or dissertation project, the faculty chairperson must also complete the Thesis and Dissertation Projects form, which can be downloaded from the forms area at the bottom of the following website (<http://www.onsfoundation.org/apply/re/small>). The signed form should then be uploaded with the application indicating that the proposal has been approved by the committee prior to the application due date.

- **Institutional Official.** This is usually the person in the organization’s sponsored research office. Please include their name, credentials, address and contact information as instructed in the submission process.
- **Acceptance of Terms and Responsibilities.** The applicant must read the research award agreement and type in their name as proof of acceptance of the terms and responsibilities included in that section of the application submission.

**ABSTRACT:** *(To be uploaded as a PDF document)*

At the top of the abstract page, list the title of the project; name of the applicant(s); name of mentor or advisor if applicable; institutional affiliation for each person identified; and if project is a thesis, dissertation, 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, Main Research Variable(s), Design, Setting, Sample, Methods, and Implications for Practice. Limit the abstract to one page (500 words), 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):** *(To be uploaded as a PDF document)*

The narrative (Purpose through Data Analysis) is not to exceed 6 single-spaced typewritten pages using a 12-point font (preferably Times New Roman, Arial, or Courier) with ½ inch margins. The consistent use of one format (APA, AMA, etc.) 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.

**Significance, Framework, and Review of Literature.**

- ◆ Explain the significance to oncology nursing. Animal studies must address how the research will contribute to the understanding of human responses and to advances in nursing science or clinical practice. Describe what will be the effect of this study on the concepts, methods, technologies, treatment, services or preventative interventions that drive oncology nursing.
- ◆ Describe how this project addresses the ONS research priorities and agenda.
- ◆ Identify and describe the conceptual or theoretical framework for the study.
- ◆ Present a succinct, focused, and critical review and synthesis of the literature.
- ◆ Identify how the study will address a knowledge 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 study. Some reasons for conducting a pilot study include:
  - ◆ To determine the feasibility of a larger study
  - To develop or refine a nursing intervention
  - To develop a protocol or set of procedures for implementing an intervention
  - To identify design and methodologic problems
  - To determine if the sample is representative of a larger population or whether the sampling technique is effective
  - To test the reliability and validity of instruments and refine instruments or data collection procedures
  - To try out and refine data analysis techniques
- ◆ **Sample and Settings.** For qualitative and quantitative studies, describe the number and type of participants and all sampling 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. 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.**
- **Experimental Variables (experimental and quasi-experimental designs).** Describe the independent and dependent variables in sufficient detail to allow evaluation of its clinical soundness and operational definition. A more complete description of the intervention or experimental manipulation may be appended for further clarification.

- **Instruments.** List and describe all instruments and include a discussion of the validity and reliability of each. If qualitative research, include information on the instrument's rigor. Describe scoring procedures. *Append a copy of all instruments and any permission letters.*
  - **Data Collection Schedule and Procedures.** Describe how and when data will be collected and any procedures for standardizing data collection.
  - **Data Analysis and Interpretation.** Describe the statistical or analytic techniques that will be used to answer each research question of the project.
- 

**OTHER COMPONENTS OF THE PROPOSAL SUBMISSION PROCESS:** *(Not part of the 6-page narrative)*

**(You will be asked to provide 1-2 paragraphs addressing each of the following areas: (This information is to be uploaded in a PDF format))**

- **Protection of Human Subjects or Animals Used for Research.** Describe how informed consent will be obtained and steps taken to protect participants' rights or the welfare of animals. Identify any potential risks associated with participation in the project.
  - **Women and Minority Inclusion in Clinical Research.** The inclusion of women and minorities 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 the 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 and racial/ethnic group 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.
  - **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.
  - **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 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.*
- 

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

***(The following items will all need to be uploaded as separate PDF documents. Follow the online submission instructions for each area.)***

- **Reference List.** The reference list should follow the format chosen for the project narrative (APA, AMA, Chicago, etc).

- **Timetable for Accomplishing the Work.** The timetable should reflect a realistic work schedule so the project can be completed within the funding period.
- **Human Protection Education** It is an expectation of the Oncology Nursing Society Foundation that the researcher will incorporate, into the study proposal, key ethical principles and federal regulations to protect human participants or animals throughout the research process. The PI is required to include, in the appendices, a current certificate of completion from either the NIH Human Participant Protections Education for Research Course or a similar course available at a university. The NIH course is available at < <http://ohsr.od.nih.gov>>. If animal subjects are involved, documentation of animal participant protections education must be submitted. Documentation of human or animal participant protections 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.
- **Letters of Support.** Include letters of support from key administrators, agency personnel, and consultants, as necessary. Letters of support should document access to performance sites and research participants, institutional resources committed to the project, and matching funds, if any. Consultants should describe their role and involvement with the research project. All letters of support should be uploaded in a PDF format.
- **Mandatory Letters of Support:**
  - **Salary Support or in-kind Personnel.** If requesting salary support for the PI or Co-PI, submit a letter from the individual's immediate supervisor that gives assurance that release time will be provided from existing job responsibilities. The percentage of release time must reflect and discuss the percentage of salary support requested in the budget and/or in-kind personnel contributions.
  - **ONS sponsored projects** must include a letter(s) of support from the project team leader or SIG chairperson.
  - **ONS Chapter President** must provide a letter of support if the chapter is submitting a grant.
  - **Thesis and dissertation projects** must include a letter of support from the faculty chairperson stating that the thesis or dissertation committee has approved the project. A signature from the faculty chairperson is also required on a separate form (see appendix for instructions) in addition to the signed University Proposal Approval Form.
- **Biographical Sketches. (INVESTIGATORS)** Use the PHS Form 398 (6/09) biographical sketch form or download a biosketch form from the forms area at the bottom of the following ONS Foundation Website at (<http://www.onsfoundation.org/apply/re/small>). Submit a biosketch for the PI and any key participants, e.g., all co-investigator(s), consultant(s), clinician collaborators and mentors. *Each biosketch is limited to 2-4 pages. Note that the biosketch personnel statement needs to include the contributions of that person to the grant proposal.* All biosketches must be uploaded.
- **Instrument(s).** Include all instruments or interview schedules that will be used to collect data. Include any letters of permission to use a copyrighted instrument.
- **Consent Form.** Include a copy of the consent form that will be presented to potential subjects for their signature.
- **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.

---

## **BUDGET ISSUES:**

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

### **The Oncology Nursing Society Foundation Does Not Fund the Following:**

- Projects that have begun data collection or that are nearly completed
- Payment of tuition
- Institutional indirect costs
- Travel for conference attendance or presentation
- Printing of theses or dissertations
- Salary support for program staff

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

- ◆ **Personnel:** All research project personnel, consultants, & clerical support on a personnel sheet or USPHS Form 398. Include the name, position, % time devoted to project, fringe benefit percent and amount, total fringe requested, and total salary requested. If in-kind contributions of personnel are relevant, please include percentage of time and role.
- **Supplies:** Supplies are defined as items with a unit cost of \$500 or less. Examples include: photocopying, telephone, postage, computer time, paper, envelopes, transcription machines, cassette tapes, floppy disks, etc.
- **Equipment:** Equipment is defined as items with a unit cost greater than \$500.
- **Software:** Include the name, version number, and unit cost.
- **Other Expenses:** Do not list as miscellaneous. These must be listed very specifically, i.e., lab fees or supplies, lab assays, standardized testing, or reimbursement of 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 a justification 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.** A description of the activities and role of each person involved in the research project including the principal investigator, co-investigators, consultants, research assistants, secretaries, data collection and data management staff, statistician, curriculum development personnel, etc. Include the percentage of time devoted to the project by each person.
- **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, and (4) list the expected depreciation of the item over a 2 year period and the estimated value of the item 2 years after purchase. Ownership of the item at the completion of the study will be individually assessed.

- ◆ **Travel.** Only reasonable travel for data collection will be considered. Specify the purpose, personnel involved, distance, number of trips, mode of travel, and cost of travel.
- **Software.** Request software only if the institution 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 funded unless it is convincingly explained how the present award is designed to support a portion of the project that is not covered by the overlapping funds.
- **Pending Funding.** If there is other pending funding for the proposed project, identify the amount, agency, and date the funding is expected to be initiated, if awarded. Explain how the present award will be adjusted if funding is received from more than one pending source, e.g., one of the awards will be turned down, more performance sites will be added, the sample size will be increased, additional staff will be hired, etc. Please notify the ONS Foundation Research Department of any additional funding that is awarded after the submission deadline. If no additional funding is available or pending for the project, write “Not Applicable” in this section of the narrative. The USPHS Form 398 Page entitled, “Other Support” may be submitted.

**APPLICATION SUBMISSION COMPONENTS:**

<b><u>Submission includes the following:</u></b>
<ul style="list-style-type: none"> <li>• <u>\$25.00 Application Fee Confirmation Number:</u> Upon receipt of payment, an email will be received with a confirmation number. This number must be entered during the online submission process.</li> </ul> <p><b>Note:</b> You will not be able to complete your submission until this number has been entered.</p>
<ul style="list-style-type: none"> <li>• <u>Research Team:</u> Enter the name, credentials, institution and role of each member of your research team. <i>(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 in the appropriate area.)</i></li> </ul>
<ul style="list-style-type: none"> <li>• <u>Resubmission Cover Letter</u> (only if this application is a resubmission)</li> </ul>
<ul style="list-style-type: none"> <li>• <u>Signed Thesis and Dissertation Project form</u> (only if the proposed study is a thesis and dissertation project)</li> </ul>
<ul style="list-style-type: none"> <li>• <u>IRB or animal welfare committee approval letter, proof of submission to IRB:</u> (If IRB is to be submitted upon notification of funding, you will be able to indicate this during the submission process and will need to upload your institutions IRB submission policy).</li> </ul>
<ul style="list-style-type: none"> <li>• <u>Email from immediate Supervisor/Chairperson:</u> (confirming approval of the proposed study) This email will need to be uploaded during the submission process.</li> </ul>
<ul style="list-style-type: none"> <li>• <u>Abstract</u> (1-page, 500 words) <i>(To be Uploaded in a PDF format)</i></li> </ul>
<ul style="list-style-type: none"> <li>• <u>Project Narrative:</u> 6 typewritten, single-spaced and numbered pages <i>(To be uploaded in a PDF format)</i></li> </ul>

**As part of the online submission process, you will be asked to upload a PDF with 1-2 paragraphs of text on the following areas:** (See page 7 for details on the following areas)

**NOTE: The following areas are all part of the evaluation criteria for the reviewers.**

- Protection of Human Subjects or Animals Used for Research: Provide 1-2 paragraphs on informed consent and participants' rights.
- Women and Minority Inclusion in Clinical Research: Provide 1-2 paragraphs with information on the population composition.
- Innovation: Provide 1-2 paragraphs on how the project challenges existing paradigms or clinical practice.
- Facilities and Resources (Environment): Provide 1-2 paragraphs on the available facilities and resources.
- Implications for Practice and Research: Provide 1-2 paragraphs on the implications for oncology nursing practice.

**The following documents will need to be Uploaded in a PDF format.**

- Reference List:
- Timetable:
- Certificate of completion of a human participants protection education course: (All certificates are to be uploaded in a PDF format. If multiple certificates need to be submitted, combine and scan them into ONE PDF document prior to uploading. More than one document cannot be uploaded in this section.) *SKIP THIS ENTRY if no human or animal subjects will be included in your study.*
- Support letters: (All letters are to be uploaded in a PDF format. If letters of support for more than one person will be submitted, combine and scan them into ONE PDF document prior to uploading. More than one document cannot be uploaded in this section.)
- Biographical sketches: One will be needed for each member of the research team (Use a PHS Form 398) or download form from the forms area of the following ONS Foundation Website (<http://www.onsfoundation.org/apply/re/small>). (If biosketches for more than one person will be submitted, combine and scan them into ONE PDF document prior to uploading. More than one document cannot be uploaded in this section.)
- Instrument(s): (If you will be submitting more than one instrument, combine and scan them into ONE PDF document prior to uploading. More than one document cannot be uploaded in this section.)
- Consent Form(s): (If you will be submitting more than one consent form, combine and scan them into ONE PDF document prior to uploading. More than one document cannot be uploaded in this section.)
- Miscellaneous: Upload any other documents needed in a PDF format. (If you will be submitting more than one document, combine and scan them into ONE PDF document prior to uploading. More than one document cannot be uploaded in this section.)
- Itemized Budget: (Use attached Budget Worksheet or download from forms area of the following ONS Foundation Website (<http://www.onsfoundation.org/apply/re/small>))
- Itemized Budget: (Use attached Budget Worksheet or download from forms area of the following ONS Foundation Website (<http://www.onsfoundation.org/apply/re/small>))
- Budget Justification:

**Research Classification Categories:** Review the categories on the following page and be prepared to indicate the appropriate areas that pertain to your study during the submission process.

### **SUBMISSION INSTRUCTIONS:**

**All application submissions must be finalized by 11:59 p.m. on April 23, 2012.**

**NOTE:** Investigators are encouraged to review all materials submitted for completeness and accuracy **PRIOR** to hitting "Submit" as **no** editing will be allowed once the application submission is completed.

---

### **EXPECTATIONS FOR RECIPIENTS:**

- **PROGRESS AND FINAL REPORTS:** For all funded projects, annual progress reports are required. A final report of expenditures and a final scientific report must be submitted 60 days following the original or amended project funding period. Guidelines for submitting these reports will be provided to all grant recipients. Unexpended funds revert to the Oncology Nursing Society Foundation.

Please note, the final report guidelines request a summary of results and abstract suitable for posting online to promote dissemination of findings to practicing nurses and the lay public.

Recipients also agree to complete a follow-up survey at one, three, and five years after the completion of the funding project. The purpose of the survey is to track dissemination activities and additional funding which have occurred related to the Oncology Nursing Society Foundation funded project.

- **ACKNOWLEDGEMENT OF FUNDING:** Investigators *must* acknowledge that this research was funded by the Oncology Nursing Society Foundation through an unrestricted grant from the supporting donor in all publications and presentations regarding their research.
- **DISSEMINATION OF RESULTS:** The Oncology Nursing Society Foundation is committed to the dissemination of research findings to support practice changes. A summary of results and final abstract will be posted online and shared with the ONS Public Relations Manager to promote dissemination of results from Oncology Nursing Society Foundation funded projects. Small grant recipients are responsible for disseminating the findings of their funded project. Submission of manuscripts to peer reviewed scientific or professional journals is required. Award recipients are encouraged to submit ONS Congress abstracts and to publish their final results in the *Oncology Nursing Forum* or *Clinical Journal of Oncology Nursing*.

### **INCOME TAX CONSIDERATIONS:**

The Oncology Nursing Society Foundation is required by the Internal Revenue Service to report grant awards on Form 1099-Misc. The award recipient's institution will receive an IRS 1099-Misc. form no later than January 31 of the year following each year of funding. If additional compensation is received from the award recipient's employer/institution regarding this award, then it is their responsibility to issue to the recipient a W-2 or Form 1099-Misc. Award recipients will be asked to designate how the funds should be distributed at the time the award is made.

## Oncology Nursing Society Foundation Research Classification Form

**INSTRUCTIONS:** As part of the online submission, you will be asked to check which of the following categories best describe the purpose and aims of your research proposal. This form will be provided online and does not need to be completed in this format. It is simply provided for your information and review, so that you can easily select the appropriate areas during the submission process.

This information is needed by the Oncology Nursing Society Foundation to share with other cancer research funders who classify their research portfolios in the same way. This information is provided to the public on the International Cancer Research Portfolio Website at [www.cancerportfolio.org](http://www.cancerportfolio.org). Funded studies that have been classified using this unified classification system, the Common Scientific Outline, are available on the website. Additional information on this form is needed for the Oncology Nursing Society Foundation's Grants Database.

### **Biology:**

- 1.1 Normal functioning
- 1.2 Cancer initiation: alterations in chromosomes
- 1.3 Cancer initiation: oncogenes & tumor suppressor genes
- 1.4 Cancer progression & metastasis
- 1.5 Resources & infrastructure

### **Etiology:**

- 2.1 Exogenous factors in the origin and cause of cancer
- 2.2 Endogenous factors in the origin and cause of cancer
- 2.3 Interactions of genes and/or genetic polymorphisms with exogenous and/or endogenous factors
- 2.4 Resources & infrastructure related to etiology

### **Prevention:**

- 3.1 Interventions to prevent cancer: personal behaviors that affect cancer risk
- 3.2 Nutritional science in cancer prevention
- 3.3 Chemoprevention
- 3.4 Vaccines
- 3.5 Complementary & alternative prevention approaches
- 3.6 Resources & infrastructure related to prevention

### **Early Detection, Diagnosis & Prognosis:**

- 4.1 Technology development and/or marker discovery
- 4.2 Technology and/or marker testing in a clinical setting
- 4.3 Technology and/or marker evaluation with respect to fundamental parameters of method
- 4.4 Resources & infrastructure related to detection, diagnosis or prognosis

### **Treatment:**

- 5.1 Localized therapies- discovery and development
- 5.2 Localized therapies - clinical applications
- 5.3 Systematic therapies - discovery and development
- 5.4 Systematic therapies - clinical applications
- 5.5 Combinations of localized & systemic therapies
- 5.6 Complementary & alternative treatment approaches
- 5.7 Resources & infrastructure related to treatment

### **Cancer Control, Survivorship & Outcomes Research:**

- 6.1 Patient Care and Survivorship Issues (note: this includes symptom management and quality of life)
- 6.2 Surveillance
- 6.3 Behavior
- 6.4 Cost analyses & health care delivery
- 6.5 Education and communication
- 6.6 End of life care
- 6.7 Ethics & confidentiality in cancer research
- 6.8 Complementary & alternative approaches for supportive care of patients & survivors
- 6.9 Resources & infrastructure related to cancer control, survivorship & outcomes research

## Oncology Nursing Society Foundation Research Classification Form

<b>Scientific Model Systems:</b>	
<input type="checkbox"/>	7.1 Development & characterization of model systems
<input type="checkbox"/>	7.2 Application of model systems
<input type="checkbox"/>	7.3 Resources & infrastructure related to scientific model systems

<b>Other:</b>	
<input type="checkbox"/>	Long-term Morbidity
<input type="checkbox"/>	Quality of Life <sup>5</sup>
<input type="checkbox"/>	Pain Management
<input type="checkbox"/>	Prevention of Treatment Related Toxicities
<input type="checkbox"/>	Psychological Impacts of
<input type="checkbox"/>	Cancer
<input type="checkbox"/>	Reproductive Issues
<input type="checkbox"/>	Rehabilitation
<input type="checkbox"/>	Symptom Management
<input type="checkbox"/>	Survivorship
<input type="checkbox"/>	None

<b>Symptom Management:</b>	
<input type="checkbox"/>	Difficulty Concentrating
<input type="checkbox"/>	Fatigue
<input type="checkbox"/>	Hair Loss
<input type="checkbox"/>	Mucositis
<input type="checkbox"/>	Nausea
<input type="checkbox"/>	Pain
<input type="checkbox"/>	Shortness of Breath
<input type="checkbox"/>	Sleep Disturbances
<input type="checkbox"/>	None
<input type="checkbox"/>	Other

<b>Treatment Type:</b>	
<input type="checkbox"/>	Biotherapy
<input type="checkbox"/>	Chemotherapy
<input type="checkbox"/>	Radiation Therapy
<input type="checkbox"/>	Surgery
<input type="checkbox"/>	Transplant
<input type="checkbox"/>	Other
<input type="checkbox"/>	None

<b>Cancer Type:</b>	
<input type="checkbox"/>	Basic Research, not site specific
<input type="checkbox"/>	Bladder Cancer
<input type="checkbox"/>	Brain Tumor
<input type="checkbox"/>	Breast Cancer
<input type="checkbox"/>	Cervical Cancer
<input type="checkbox"/>	Endometrial Cancer
<input type="checkbox"/>	Esophageal Cancer
<input type="checkbox"/>	Gall Bladder Cancer
<input type="checkbox"/>	Hodgkin's Disease
<input type="checkbox"/>	Kaposi's Sarcoma
<input type="checkbox"/>	Kidney Cancer
<input type="checkbox"/>	Laryngeal Cancer
<input type="checkbox"/>	Liver Cancer
<input type="checkbox"/>	Lung Cancer
<input type="checkbox"/>	Nasal Cavity & Paranasal Sinus Cancer
<input type="checkbox"/>	Neuroblastoma
<input type="checkbox"/>	Non-Hodgkin's Lymphoma
<input type="checkbox"/>	Oral Cavity & Lip Cancer

**Oncology Nursing Society Foundation  
Research Classification Form**

<b>Cancer Type (Continued):</b>
<input type="checkbox"/> Ovarian Cancer
<input type="checkbox"/> Pancreatic Cancer
<input type="checkbox"/> Parathyroid Tumor
<input type="checkbox"/> Penile Cancer
<input type="checkbox"/> Pharyngeal Cancer
<input type="checkbox"/> Pituitary Tumor
<input type="checkbox"/> Prostate Cancer
<input type="checkbox"/> Salivary Gland Cancer
<input type="checkbox"/> Small Intestine Cancer
<input type="checkbox"/> Soft Tissue Sarcoma
<input type="checkbox"/> Stomach Cancer
<input type="checkbox"/> Testicular Cancer
<input type="checkbox"/> Thymoma, Malignant
<input type="checkbox"/> Thyroid Cancer
<input type="checkbox"/> Uterine Cancer
<input type="checkbox"/> Vascular Sarcoma
<input type="checkbox"/> Vaginal Cancer
<input type="checkbox"/> Wilm's Tumor
<input type="checkbox"/> None

<b>Age:</b>
<input type="checkbox"/> Adult
<input type="checkbox"/> Children
<input type="checkbox"/> Elderly
<input type="checkbox"/> Combination
<input type="checkbox"/> None

<b>Gender Focus:</b>
<input type="checkbox"/> Male
<input type="checkbox"/> Female
<input type="checkbox"/> Both
<input type="checkbox"/> None

<b>Type of Research:</b>
<input type="checkbox"/> Qualitative
<input type="checkbox"/> Quantitative
<input type="checkbox"/> Both
<input type="checkbox"/> None

<b>Research Setting:</b>
<input type="checkbox"/> Multisite
<input type="checkbox"/> NCI
<input type="checkbox"/> Cooperative Group
<input type="checkbox"/> Single Site

<b>Scope:</b>
<input type="checkbox"/> International
<input type="checkbox"/> Local
<input type="checkbox"/> National
<input type="checkbox"/> None

<b>Subject:</b>
<input type="checkbox"/> Animal
<input type="checkbox"/> Cancer Patient
<input type="checkbox"/> Cancer Survivor
<input type="checkbox"/> Family/Caregiver
<input type="checkbox"/> Nurses
<input type="checkbox"/> Other Healthcare Provider

**Oncology Nursing Society Foundation  
Research Classification Form**

<b>Subject (Continued):</b>
<input type="checkbox"/> Other
<input type="checkbox"/> None Quantitative

<b>Ethnicity Focus:</b>
<input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> Asian
<input type="checkbox"/> Black or African American
<input type="checkbox"/> Hispanic or Latino
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> White

<b>Research Design:</b>
<input type="checkbox"/> Descriptive
<input type="checkbox"/> Health Services
<input type="checkbox"/> Interventional
<input type="checkbox"/> Program Evaluation
<input type="checkbox"/> Research Utilization/Evidence-Based Practice
<input type="checkbox"/> None

<b>2008 ONS Research Priorities:</b>
<input type="checkbox"/> Quality of Life
<input type="checkbox"/> Pain
<input type="checkbox"/> Late effects of treatment
<input type="checkbox"/> Access to care
<input type="checkbox"/> Palliative care
<input type="checkbox"/> Palliative care decision making
<input type="checkbox"/> Neuropathy
<input type="checkbox"/> Coping
<input type="checkbox"/> End of life
<input type="checkbox"/> Stress management
<input type="checkbox"/> Diet/nutrition
<input type="checkbox"/> Screening/early detection
<input type="checkbox"/> Treatment decision making
<input type="checkbox"/> Fatigue
<input type="checkbox"/> Caregiving
<input type="checkbox"/> Cancer recurrence
<input type="checkbox"/> Continuum of care
<input type="checkbox"/> Family adjustment to cancer
<input type="checkbox"/> Functional Impairment
<input type="checkbox"/> Mucositis
<input type="checkbox"/> None

<b>ONS Research Agenda Content Areas (2009-2013):</b>
<input type="checkbox"/> <b>Health Promotion</b>
<input type="checkbox"/> Health behavior interventions
<input type="checkbox"/> Health screening interventions
<input type="checkbox"/> <b>Cancer Symptoms and Side Effects</b>
<input type="checkbox"/> Causal pathways, outcomes, measure development, interventions
<input type="checkbox"/> Systems of care that integrate symptom management
<input type="checkbox"/> <b>Late Effects of Treatment &amp; Survivorship</b>
<input type="checkbox"/> Interventions to decrease long-term/late effects of cancer treatment
<input type="checkbox"/> Delivery of high quality care to survivors
<input type="checkbox"/> <b>End of Life Issues</b>
<input type="checkbox"/> Symptom management at end of life
<input type="checkbox"/> QOL at end of life
<input type="checkbox"/> <b>Individual &amp; Family Psychosocial Research</b>
<input type="checkbox"/> Psychosocial Outcomes
<input type="checkbox"/> Impact of high risk for cancer

**Oncology Nursing Society Foundation  
Research Classification Form**

<b>ONS Research Agenda Content Areas (2009-2013) (Continued):</b>	
<input type="checkbox"/>	<b>Nursing-Sensitive Patient Outcomes</b>
<input type="checkbox"/>	Adherence to treatment interventions
<input type="checkbox"/>	Relationship between physical functioning and outcomes (including falls)
<input type="checkbox"/>	<b>Translational Research</b>
<input type="checkbox"/>	Implementation science methods and techniques
<input type="checkbox"/>	Refine interventions with demonstrated effectiveness to targeted interventions

## **ONS FOUNDATION**

### **TIPS FOR GRANT PREPARATION**

- ◆ If you are early in your research career, i.e., this is your first or second grant submission; you must find a doctorally-prepared oncology nurse scientist who is an expert in your content area to work with you as a co-investigator. If you are having trouble finding a co-investigator, the ONS Foundation Research Department can assist you in finding one.
- ◆ If you are a junior investigator, a consultant should be selected to support content areas beyond your expertise. They also can be helpful in providing an objective overall critique of the proposal. If you are having trouble finding a consultant, the ONS Foundation Research Department can assist you in finding one.
- ◆ Use your consultant to help you develop and critique the proposal. Incorporating their suggestions in the final grant can strengthen proposals. Choose a consultant wisely. They should be known, i.e., have publications or presentations in the content area of the grant. A useful strategy is to have them read and critique the proposal in the early, formative stages.
- ◆ Use the grant application and instructions as your road map. Read and follow them carefully--in the beginning, in the middle, and at the very end--to be sure that you have followed the rules and have not forgotten anything that pertains to your particular study.
- ◆ A full-scale study is often proposed when a pilot study would be far more appropriate. A pilot study is useful to determine an effect size; assess the feasibility of a design, instrument, or method; as well as to assess the safety, acceptability, side effects and compliance with an intervention. If you are proposing a pilot study, keep your aims, method, and analysis consistent with the intent of a pilot study. For example, don't propose statistical hypotheses testing when you really are trying to estimate variance and effect size.
- ◆ Be sure to make a compelling case regarding why the study is significant to oncology nursing even if the relevance may seem obvious to you. Animal studies must also address relevancy.
- ◆ Use the biosketches to highlight the expertise of the investigators and consultants. Include those studies and/or publications relevant to the area of the study itself. If there is still room, include oncology related material. Do not exceed the two-page limit by attaching resumes or curriculum vitae.
- ◆ Make your presentation pleasant to look at and to read. Use a clean style font no less than 12 characters per inch. Do not use a dot matrix printer. Use subheadings, tables, figures, and other creative approaches to present your work. Do not disregard the rules and put off the reviewers by adjusting the margins or decreasing the font to squeeze in more content.
- ◆ Write clearly in an organized fashion using active voice and non-sexist language. Use an editor to help you with your writing and punctuation. Typographical errors and misspellings reflect poorly on your attention to detail.
- ◆ Use your appendices to support, not replace, the body of the proposal. Weight does not increase the value of your work, as your reviewer has to carry and read all of the appendices. Be as purposeful in developing your appendices as you are in preparing your narrative.
- ◆ Make sure your support letters are written specifically about your proposal and your work. Be cautious with generic letters that show that the writer has little knowledge of your proposal. Provide support letters that address specific types of support such as release time, space, equipment, statistical support, or access to a patient population.
- ◆ Only request allowable budget expenses. Justify your budget carefully. The reviewer should be able to comprehend why the expenditure is needed and how you reached each calculation.
- ◆ Check your own work looking for fatal flaws such as inadequate sample size, low significance to oncology nursing, or projects with too large of scope. Ask your colleagues to review it and offer constructive feedback. Your proposal must show that your research is significant; "do-able" with the resources, budget, and time frame allowed; as well as scientifically sound.
- ◆ Check the integrity of your proposal for your own purposes. Draw a diagram identifying the purpose, specific aims, concepts and interrelationships, design, sample, variables, instruments, and data analysis plan. Are the various components consistent and appropriate? Are there any holes or gaps in the project that may result in a fatal design flaw? Have you adequately developed a thread(s) to connect each specific aim to the other sections of the proposal? Have you lost anything or have you added something that is unrelated to your aims? Have you justified your choice of methods or measures where alternatives may be available? Stay focused.
- ◆ Make sure you differentiate between ethnicity and culture. Cross-culture research goes beyond the translation of tools. If you are planning a study in which you address such issues, seek consultation.

**If questions or concerns arise about the feasibility of the study ideas or the mechanics of preparing the application and budget, the ONS Foundation Research Department can provide assistance or referral.**



## *Small Grants Research Program*

### **FORMS NEEDED**

- ◆ ***Biographical Sketch Form***
- ◆ ***Budget Worksheet***
- ◆ ***Resubmission Cover Letter***  
*(only if proposal is being resubmitted)*
- ◆ ***Thesis and Dissertation Project Form***  
*(only if proposal is thesis and dissertation project)*

**BIOGRAPHICAL SKETCH**

Provide the following information for the senior/key personnel and other significant contributors in the order listed on Form Page 2.  
Follow this format for each person. **DO NOT EXCEED FOUR PAGES.**

---

NAME	POSITION TITLE
------	----------------

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	YEAR(s)	FIELD OF STUDY

**NOTE:** The Biographical Sketch may not exceed four pages. Items A and B (together) may not exceed two of the four-page limit. Follow the formats and instructions on the attached sample.

- A. Personal Statement.** Briefly describe why your experience and qualifications make you particularly well-suited for your role (e.g., PD/PI, mentor) in the project that is the subject of the application.
  
- B. Positions and Honors.** List in chronological order previous positions, concluding with your present position. List any honors. Include present membership on any Federal Government public advisory committee.
  
- C. Peer-reviewed publications or manuscripts in press (in chronological order).** Limit the list of selected peer-reviewed publications or manuscripts in press to no more than 15. Do not include manuscripts submitted or in preparation. The individual may choose to include selected publications based on recency, importance to the field, and/or relevance to the proposed research.
  
- D. Research Support.** List both selected ongoing and completed (during the last three years) research projects (Federal or non-Federal support). Begin with the projects that are most relevant to the research proposed in this application. Briefly indicate the overall goals of the projects and your role in the research project. Do not list award amounts or percent effort in projects..

Principal Investigator/Program Director (Last, First, Middle):

**Oncology Nursing Society Foundation Research Grants Program**

**BUDGET WORKSHEET**

	<b>Year 1</b>				<b>Year 2</b>				<b>Grand Totals</b>		
	<b>Salary</b>		<b>Fringe</b>		<b>Year 1 Total</b>	<b>Salary</b>		<b>Fringe</b>		<b>Year 2 Total</b>	
	<b>% Effort</b>	<b>\$</b>	<b>%</b>	<b>\$</b>		<b>% Effort</b>	<b>\$</b>	<b>%</b>			<b>\$</b>
<b>Personnel</b>											
<b>Supplies</b>											
<b>Equipment</b>											
<b>Travel</b>											
<b>Software</b>											
<b>Other Expenses</b>											
<b>TOTAL</b>											

*(See application instructions for a detailed description of each budget category)*

**Note:** The budget justification must include a justification of all of the above itemized expenses including personnel. Each section of the justification should describe why the items or personnel are essential to the conduct of the study. The lack of institutional resources for particular items should be described.

**Note:** If the study cannot be completed with the funds requested, it is essential to report "Other Support" to demonstrate how the remaining costs will be covered to assure that the study can be done.



**ONS Foundation Research Grants Program**

**GRANT RE-SUBMISSION COVER LETTER**

**Grant Resubmission Instructions:** A previously non-funded proposal may only be resubmitted 2 times to the ONS Foundation for consideration for funding. A cover letter is required if this application is a resubmission from any previous ONS Foundation grant cycle (small grants, major grants, or fellowship award). **The letter is limited to 3 pages** and must be uploaded with the online application submission in a Word or PDF format. All modifications to the study must be *ITALICIZED* within the body of the proposal.

---

**Year of Previous Application:** \_\_\_\_\_

**Type of Award Applied for:** \_\_\_\_\_

---

**List the weaknesses described in the critique provided by the previous reviewers and how you have modified the proposal to address these weaknesses:**



**Thesis and Dissertation Projects  
INSTRUCTIONS AND SIGNATURE FORM**

Name of Principal Investigator: \_\_\_\_\_

**Preliminary Thesis or Dissertation Work.** Graduate students are encouraged to apply for funding that supports work that is considered preliminary in nature or “related” to their thesis or dissertation. Examples of preliminary or “related” work include a study to pilot the data gathering procedures, a feasibility study that is required prior to a subsequent revision of the thesis or dissertation proposal, a study to test the experimental manipulation (intervention), or preliminary work to develop and pre-test a new instrument.

**Is the proposed study considered preliminary work; pilot work that is necessary before obtaining final approval from your thesis or dissertation committee?**

YES  NO .

**Is this proposed study your thesis or dissertation project?**

YES  NO .

**If this study is your thesis or dissertation project, has the proposed study been approved and signed off by all members of the committee?** Approved projects represent the final version of the thesis or dissertation proposal; the version that has been *approved and signed-off* by all of the members of a student’s supervisory committee. The Oncology Nursing Society Foundation will accept applications for master’s theses or doctoral dissertations **ONLY IF THE PROJECT HAS BEEN APPROVED AND SIGNED OFF BY THE PRINCIPAL INVESTIGATOR’S THESIS OR DISSERTATION COMMITTEE.**

**THESIS OR DISSERTATION COMMITTEE CHAIRPERSON’S SIGNATURE REQUIRED:**

Faculty Chairperson (Name, Title, Address, Signature, Date)

*I certify that the submitted grant application represents the final (approved) version of the student’s thesis/dissertation proposal approved by the student’s thesis/dissertation committee. No changes to this proposal will be made. (I have attached the signed University Proposal Approval Form.)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date