



The World Federation of
WFNN | **Neuroscience Nurses**



Agnes Marshall Research Grant Award (AMRGA)

GUIDELINES FOR AGNES MARSHALL RESEARCH GRANT AWARD

I. Policies of the Agnes Marshall Research Grant Award

A. Purpose

The World Federation of Neuroscience Nurses (WFNN) is dedicated to fostering neuroscience nursing research and advancing the scientific base of neuroscience nursing.

B. Research Funding

The WFNN has set aside monies for the support of qualified nurses engaged in neuroscience nursing research. The WFNN Scientific Committee reviews applications and makes recommendations to the WFNN Executive Committee on all proposals received.

II. General Instructions for Applications

A. Applications must be received no later than **Dec 19, 2008** .

B. Applications must meet the following criteria:

1. The principal investigator must be a registered nurse and current member of the WFNN.
2. The research project must be pertinent to neuroscience nursing.
3. The application must be submitted prior to initiation of data collection.
4. The principal investigator must agree to sign an agreement with the WFNN (Appendix E).
5. The principal investigator must assume responsibility for the conduct of the research.

C. Award Allocation:

1. The total amount of monies given to all applicants for the 2009 Agnes Marshall Research Grant Award will be a maximum of US\$4,000, regardless of the number of awardees.
2. Allocation of monies to individual applicants will be based on the quality of the proposed research as determined by the WFNN Scientific Committee. Criteria by which applications will be assessed include originality, methodological soundness, expected significance, and overall scientific quality.
3. A favorable decision by a majority of the members of the WFNN Scientific Committee is necessary before a recommendation for funding can be made.
4. If none of the applications are considered of high enough quality, no funds will

be allocated.

5. Award decisions made by the WFNN Scientific Committee and Executive Committee are final.

D. Procedure:

1. Submit one (1) original and eight (8) copies of the following materials to the Chair, WFNN Scientific Committee:
 - a) Application Form (Appendix A)
 - b) Biographical Information (Appendix B)
 - c) Proposal (Appendix C)
 - d) Letter of approval from the appropriate Research Ethics Committee (applicants from non-English speaking countries should also submit a translation of the letter of approval, with accuracy of translation guaranteed by the signature of the applicant's scientific supervisor or head of the Department)
 - e) Budget (Appendix D)
 - f) Signed Agreement Form (Appendix E)
 - g) Copy of nursing license or RN certificate (non-English documentations should also be supplemented by a translation, with accuracy of translation guaranteed by the signature of the applicant's scientific supervisor or head of the Department)
 - h) Proof of WFNN membership, e.g., copy of valid membership card or a letter from an Executive of the member organization certifying the applicant's membership (non-English documentations should also be supplemented by a translation, with accuracy of translation guaranteed by the signature of the applicant's scientific supervisor or head of the Department)
2. All applications will be reviewed by the WFNN Scientific Committee. The Committee may seek external review at its discretion.
3. Notification of results will be made to the applicants prior to the WFNN Congress.
4. The award will be presented at the WFNN Congress – **May 23-28, 2009** in Toronto, Canada. If attending the Congress, the recipient should be prepared to deliver a brief presentation on the proposed study.
5. The recipient is expected to present the findings of the study at the next WFNN Quadrennial Congress (i.e., in 2013).
6. A final report must be submitted to the Chair of the WFNN Scientific Committee plus a summary suitable for publication in *International Brain Waves* before the next WFNN Quadrennial Congress (i.e., in 2013). The researcher is expected to publish the findings in international peer-reviewed scientific journal(s). The WFNN should be acknowledged as providing funds in all publications and presentations.
7. Ten percent (10%) of the total award will be held by WFNN until receipt of the final report and a statement of account.

III. WFNN Scientific Committee

A. Policy:

Members of the WFNN Scientific Committee may not submit an application for funding nor may they be members of a group requesting award monies. The WFNN Executive Committee may apply for funding, but they must not take part in any decision making re the awarding of funds.

B. Committee Composition:

1. The WFNN Scientific Committee consists of a Chairperson (the Vice President of the WFNN) and at least two (2) additional members. At least one member of the committee, must hold a PhD in the Neuroscience field.
2. Members of the Committee must be members of the WFNN and should represent a minimum of two (2) countries.

Applications for the 2009 Agnes Marshall Research Grant Award should be submitted to:

Vicki Evans (Roach)
Vice President: WFNN
C/- 26 Robertson Street
Greenwich NSW 2065
AUSTRALIA
Email vevans@nsccaahs.health.nsw.gov.au

APPENDIX A

Agnes Marshall Research Grant Award Application Form

Date: _____

1. Title of Project _____

2.a. Name of Principal Investigator _____

Credentials (e.g., RN, MSc, PhD) _____

Home Address _____

City/State/Province _____

Country _____ Postal/Zip Code _____

Phone (include country & area code) _____

Fax (include country & area code) _____

Email _____

Place of Employment _____

Position _____

Specialty Area _____

Registered in State/Country _____

2.b. Name of Co-investigator (if applicable) _____

Credentials (e.g., RN, MSc, PhD) _____

Home Address _____

City/State/Province _____

Country _____ Postal/Zip Code _____

Phone (include country & area code) _____

Fax (include country & area code) _____

Email _____

Place of Employment _____

Position _____

(Add additional page if additional co-investigators involved)

3.a. Have you applied for, or are you receiving, support for this research elsewhere?

Yes _____ No _____

3.b. If yes, please identify agency and amount requested.

Agency _____ Amount _____

Amount Approved _____ Pending _____

Agency _____ Amount _____

Amount Approved _____ Pending _____

Agency _____ Amount _____

Amount Approved _____ Pending _____

4. Will you be able to complete the project if you do not receive funds other than from WFNN?

Yes _____ No _____

5. a) Are human subjects involved? Yes _____ No _____

b) Are experimental animals involved? Yes _____ No _____

If yes, please attach documentation verifying approval by the appropriate Research Ethics Board. (applicants from non-English speaking countries should also submit a translation of the letter of approval, with accuracy of translation guaranteed by the signature of the applicant's scientific supervisor or head of the Department)

6. Proposed starting date _____

Proposed completion date _____

7. Who will be doing the accounting for the funds awarded?

(e.g., university or hospital accounting department)

Date

Signature of Principal Investigator

Date

Signature from Agency Responsible for Accounting

APPENDIX B

Biographical Information

(include a separate sheet for each investigator)

1. Name _____

2. Education

Institute	Diploma/Degree	Date	Major

3. Professional Experience (start with present position and continue in reverse order)

Title of Position	Name & Address of Employer	Inclusive Dates

4. Publications or papers presented: Yes _____ No____

If yes, provide a separate list of publications/papers organized under the following subheadings: (i) Original Research Articles (published in peer-reviewed scientific journals); (ii) Review Articles, Book Chapters, etc.; and (iii) Abstracts (posters and oral presentations at scientific meetings).

5. Previous research experience: Yes_____ No____

If yes, provide a separate list of studies you have been involved in. For each study, please provide: title of project, year(s) conducted, your role (e.g., principal investigator, co-investigator, data collector), site/location, and source(s) of financial support.

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APPENDIX C

Outline for Preparation of Research Proposal

ABSTRACT (maximum 500 words, single-spaced, Times New Roman, 12 pt)

On a separate page, outline background, objectives, methods (subjects, setting, research design, data gathering procedure and analyses) and significance using the subheadings - Background, Objectives, Methods and Significance.

PROPOSAL (maximum 5 pages single-spaced, not counting references and appendices, Times New Roman, 12 pt; **NB:** If application exceeds 5 pages, only the first 5 pages will be considered in the review process)

Specific Aims

State concisely and realistically what the research is intended to accomplish. Provide a clear statement of the research objectives, question(s), or hypotheses.

Background

Critically evaluate existing knowledge by submitting a brief literature review. Provide appropriate references. Specifically identify the gaps which the project is intended to fill.

Design and Methods

Describe setting, facilities available for the study (e.g., laboratories, clinical resources, etc.) and sample including a description of the target population and characteristics of the subjects. Include the number of subjects and rationale for sample size (i.e., power estimations or similar considerations). Describe recruitment and selection of subjects. Provide details on patient care if clinical interventions are involved. Discuss the research design and the procedure/protocol to be used to accomplish the specific aims and the tentative sequence of investigation. If applicable, specify the primary and secondary outcomes and how these will be measured. Describe how data will be collected. Discuss potential limitations of the procedures you propose. Include a section on ethical considerations including how you will obtain consent and maintain confidentiality. Provide appropriate methodological references.

Measures

Report on the specific characteristics of any measures to be used, including evidence for reliability and validity. Provide appropriate references. Specify the purpose of any data collection tools, including which ones will be used to measure the primary and secondary outcomes. Describe how the tool(s) will be used. The measurement tool itself (e.g., questionnaires or rating scales) should be attached in an appendix.

Appendix C

Outline for Preparation of Research Proposal (continued)

Tentative Plan for Data Analysis

Describe the means by which the data will be analyzed and/or interpreted. Provide appropriate references.

Time Framework for Completion of the Study

Submit a timeline showing the schedule for the completion of the study.

Significance

State concisely the importance of the research by relating the specific aims to longer term objectives. Make clear the implications of the study to neuroscience nursing practice and/or knowledge, or the potential for leading to further research or theory development.

Budget

Provide a budget for the expected costs of the proposed study, including explanations to support major costs (e.g., usual rates for research assistants in your area) (see Appendix D).

Collaborative Arrangements

If the proposed research involves collaboration with other institutions, describe the nature of collaboration and provide evidence (e.g., copies of agreements, letters or emails) that those institutions are willing to cooperate.

References

List the references cited in the text using an internationally accepted reference style (eg: Vancouver, APA).

Appendices

Include copies of the written patient information, consent form and any measurement tool (e.g., questionnaires, rating scales), interview guides or other forms to be used as part of the study.

APPENDIX D

Budget

Name _____

Dates: from _____ through _____

EXPENSES	AMOUNT (US\$)
Personnel (type of personnel, estimated time required, hour rate)	
Supplies (include only if not supplied by institution)	
Equipment	
Travel (related only to conduct of the research study)	
Computer Costs (include only when not supplied by the institution)	
Other Expenses (please specify)	
TOTAL	

APPENDIX E

Agnes Marshall Research Grant Awards Agreement

If my proposal is approved by the World Federation of Neuroscience Nurses (WFNN) Scientific Committee, I agree to:

1. Use the research grant award monies as described in the application and return any excess funds to the Treasurer of the WFNN.
2. Accept responsibility for the scientific conduct of the project.
3. Complete the project by the next WFNN Quadrennial Congress (i.e., in 2013).
4. Submit a progress report if the project is not finished on projected completion date (under certain circumstances extensions may be obtained from the Chairperson of the WFNN Scientific Committee).
5. Provide a final report plus a summary suitable for publication in *International Brain Waves* to the Chair of the WFNN Scientific Committee and the Secretary of the WFNN before the next WFNN Quadrennial Congress (i.e., in 2013).
6. Acknowledge the assistance of the World Federation of Neuroscience Nurses in all presentations and publications arising from the research project.
7. Present the findings of the research at the next WFNN Quadrennial Congress (i.e., in 2013).
8. Publish the results in an international peer-reviewed scientific journal.
9. Submit a full statement of how the money was spent by the completion of the study.

Date

Signature of Principal Investigator

Date

Chairperson, WFNN Scientific Committee

Date

Treasurer, WFNN