



# ASPMN® Research Grant Program Guidelines

All applicants for project/research support should submit a proposal following the process outlined which is based on merit review principles. To identify which projects to support ASPMN® relies on a merit review process that incorporates consideration of both the technical aspects of a proposal and its potential to contribute more broadly to the mission of ASPMN®: “To advance and promote optimal nursing care for people affected by pain by promoting best nursing practices.” The applicant and the institution are required to affirm that satisfactory ethical precautions will be taken with regard to projects involving human subjects as described in this guideline. All applications will be reviewed by the ASPMN® Grant Review Committee of the Research Committee of the ASPMN®. A description of merit review criteria is described below. Research grant applications must be submitted by the established deadline to be considered for funding. Research grant applications shall be reviewed by the Research Grant Committee of the Research Committee, according to established criteria (below). Recommendations for approval of funding shall be presented to the ASPMN® Board of Directors by the Grant Review Committee. The Board shall render the final decision regarding the level of funding (partial or complete).

## I. Specific Policies Governing ASPMN® Research Grants

### A. Principal Investigator

- The principal investigator (PI) must be a member of ASPMN® in good standing for a minimum of one year prior to the award of any funds.
- The PI with a doctoral degree is preferred. For the PI with a Master's degree or lower, a named mentor or co-investigator who holds a doctoral degree on the grant must be provided.
- The PI has scientific responsibilities for the conduct of the proposed project/research and assumes responsibility for supervising such assistants as may be required. The PI along with the institution's fiscal officer (when indicated) is also responsible for the expenditure and proper reporting of awarded funds.

### B. Application

- The project/research must be in the field of pain management nursing.
- Only one proposal can be submitted by the PI for each year of the grant.
- All applications for the ASPMN® Research Grant must include the following:
  - Proposal cover form (enclosed)
  - A detailed research proposal (no more than **5 pages**), including:
    - a. Purpose and clinical significance of the proposed research
    - b. Objectives/specific aims and/or research questions or hypotheses addressed
    - c. Literature Review/theoretical foundation
    - d. Methods
      - Design
      - Participant or sample selection (i.e., study setting, how recruitment and consent of participants will take place, inclusion criteria for participants, sample size)
      - Description of intervention (if applicable)
      - Data collection plan (i.e., procedure, instrument(s) used)

- Data analysis plan (how will data be analyzed)
- e. Impact: Identifies significance to nursing pain management practice and/or patient outcomes
- Detailed project budget indicating total amount needed to complete project/research, additional sources of income already obtained for the project/research, additional funding sources to which application is being made or is pending, an indication of how these additional funds will be used in relation to the total budget, and a plan for project completion in the event of additional funding becoming unavailable.
- CVs limited to 3 pages for all investigators.
- A letter of support from the PI's institution or employer expressing support for the project. Letters of support from participating agencies should also be attached.
- Submit approval documents from Institutional Review Board and/or Nursing Review Board (or equivalent body) of the PI's institution or documentation that it is pending or plans to submit if proposal is funded.

### **C. Terms of the Award**

- In accordance with the needs of the project/research, the budget submitted for approval may cover the following:
  - a. Salaries: Special services from individuals may be requested, provided the costs and circumstances are fully described in the application. The PI is not permitted to receive personal salaries from grant funds; however, reasonable payments to cover short, non-reimbursed absences or offset from work related duties shall be considered.
  - b. Participant remuneration (if applicable) should be described in the budget accompanying the grant application.
  - c. Expenses related to the purchase of computer software and hardware may be budgeted.
  - d. Expenses related to presentation at ASPMN<sup>®</sup> Annual Meeting (not to exceed \$1000.00).
- Areas Inappropriate for Support by Grant Funding
  - a. Indirect expenses including operating costs.
  - b. Tuition costs and laboratory fees for work leading to an academic degree. Subscriptions, book purchases, or organizational dues.
  - c. Payment of malpractice insurance premiums or other professional requirements (e.g., licensure or national certification).
- Research grants will be awarded at the Membership Meeting during the Annual Meeting.
  - a. Project/Research grant recipients will sign an agreement accepting the terms and conditions of the funding.
  - b. Project/Research grant recipients are required to submit a report to the ASPMN<sup>®</sup> National Office every six months for the duration of the project.
  - c. Project/Research grant recipients shall submit a final report upon completion of the project/research.
  - d. The final report shall contain a budget reconciliation that accounts for the expenditure of grant funds.
  - e. Failure to comply with the terms of the research grant agreement is cause for revocation of the grant and a call for the repayment of grant funds.

### **D. Amount of the Award**

Research proposals considered will be funded at a maximum of \$5,000.00.

## **II. Ethics in Human Subject Research**

There is an ethical obligation to protect all human subjects participating in research. Circumspection in ethical areas is important for the investigator and for the scientific community as a whole and will protect

the investigator and the institution from unwarranted legal action.

- The PI may supply evidence of submission of the research proposal (conceptual approval) to the Institutional Review Board (IRB) of the institution responsible for research oversight where the study will be conducted. Final approval from the IRB must be submitted before research grant funds will be dispersed.
- Research involving animals must conform to the “Guiding Principles in the Care and Use of Animals” approved by the Council of the American Physiological Society and with Federal laws and regulations. Evidence of submission for institutional approval for animal studies must accompany the grant application and final approval must be submitted before research grant funds will be dispersed.

### III. Publication/Presentation Policy

Any manuscript resulting from a project funded through ASPMN<sup>®</sup> Research Grant funds must acknowledge the Society’s grant support. Recipients will also be expected to present their research at the ASPMN<sup>®</sup> Annual Meeting the year following completion of the study and/or publish in Pain Management Nursing, ASPMN<sup>®</sup>’s official journal.

### IV. Patent Policy

Discoveries from a project/research carried out under the ASPMN<sup>®</sup> Research Grant shall be subject to current ASPMN<sup>®</sup> patent policies. Awardees shall not apply for patents without prior consultation with the ASPMN<sup>®</sup> or its designated representative.

### V. Merit Review Criteria

ASPMN<sup>®</sup> Research Grant Award recipients are selected through a peer review process using the following criteria:

1. Significance to pain management nursing
2. Innovation
3. Appropriateness of methodology given the research question
4. Qualifications of the investigator (research team) to conduct study
5. Appropriate environment, budget, and time frame

The proposals will be reviewed using an NIH scoring system (score 1-9). Lower scores indicate greater likelihood of funding. Notification will be in writing from the ASPMN<sup>®</sup> President or Research Committee Chair.

Score	Descriptor	Additional Guidance on Strengths/Weaknesses
1	Exceptional	Exceptionally strong with essentially no weaknesses
2	Outstanding	Extremely strong with negligible weaknesses
3	Excellent	Very strong with only some minor weaknesses
4	Very Good	Strong but with numerous minor weaknesses
5	Good	Strong but with at least one moderate weakness
6	Satisfactory	Some strengths but also some moderate weaknesses
7	Fair	Some strengths but with at least one major weakness
8	Marginal	A few strengths and a few major weaknesses
9	Poor	Very few strengths and numerous major weaknesses
Minor Weakness: An easily addressable weakness that does not substantially lessen impact		
Moderate Weakness: A weakness that lessens impact		
Major Weakness: A weakness that severely limits impact		

Application packets should be returned to the ASPMN<sup>®</sup> Executive Office no later than **June 30, 2020**.

American Society for Pain Management Nursing®

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## Research Grant Cover Form

Please type or print clearly: Date: \_\_\_\_\_

### I. Principal Investigator (PC/PI):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### II. Co-investigator(s)/Consultant(s):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**III. Research Application Checklist: (please include one original copy of the following:**

- Proposal Cover Sheet
- Proposal (Please refer to criteria; no more than 5 pages)
- Budget
- CVs for all investigators
- Letters of Support
- Project Approval Documents (Institutional Review Board/Committee and/or Nursing Review Board)

**IV. Acknowledgment of Terms:**

By signing below I acknowledge the following:

- I am familiar with the terms and policies governing this award.
- I have informed all co-investigators of the terms of this award.
- I acknowledge that any variance from the terms of this award will result in a request from ASPMN® for a return of all awarded funds.

Signature \_\_\_\_\_

Date \_\_\_\_\_