4.13 IAFN RESEARCH GRANTS POLICY

PURPOSE

The IAFN is committed to responsible forensic nursing research. IAFN research grants are intended to encourage exploratory, interventional or developmental forensic nursing research studies or evidence-based practice projects. Key research focus areas for IAFN include research exploring health outcomes, including cost of care, of victims of violence when forensic nurses are involved in their care and research to guide clinical care of patients affected by violence. Funding can be used as seed money for a pilot study, completion of a full study or project, or augment existing funding to an established research project. The policy and procedural guidelines contained in this document are designed to:

1. Identify eligible applicants;
2. Outline the level of grant support that may be given;
3. Define the format for applications;
4. Describe the review and approval process for awarding IAFN Research grants.

ELIGIBILITY

IAFN members are eligible to apply. Research conducted to fulfill requirements for a degree is eligible. New forensic nursing researchers are particularly encouraged. A grant will only be awarded once in a three-year period to the same investigator. International applications are encouraged, but applications must be submitted in English.

SUPPORT

The total project period may not exceed one year, with funding ranging from $1,500 to $5,000. The number of grants awarded per year will vary but will be at least five grant awards per year. The total amount of annual IAFN Research Grant funding will be determined during the budgeting process for the organization. Total annual grants will not exceed $25,000 for 2020 awards. (If the funding is not spent within one year, the awardee(s) must write a brief statement explaining the need to extend the funding past one year and email to the home office, research@iafn.org.)

APPLICATION FORMAT

The outline below specifies the information that should be included in the proposal including maximum page limits allowable. All documents should be in Times New Roman 12 pt. font with one-inch margins and single spacing. Failure to adhere to these guidelines will cause the application to be taken out of consideration. Proposals may be no more than 6 pages in length, not including curriculum vitae (CV) and copies of the instruments (optional).

    A. Specific Aim(s) - length one-half (1/2) page

Make a concise statement of the aim(s) of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on forensic nursing science. State research questions or hypotheses that will be addressed to achieve each aim.

B. **Research Strategy – length three to four pages**
   a. **Significance – less than 1 page**
      i. Explain the importance of the problem or critical barrier to progress in forensic nursing that the proposed project addresses.
      ii. Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in forensic nursing and/or other fields.
      iii. Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive forensic nursing will be changed if the proposed aims are achieved.
   b. **Innovation – less than 1/3 of a page**
      i. Explain the importance of the problem or critical barrier to progress in forensic nursing that the proposed project addresses.
      ii. Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in forensic nursing and/or other fields.
      iii. Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive forensic nursing will be changed if the proposed aims are achieved.
   c. **Approach – two to two and one-half pages**
      i. Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include the proposed design, setting, underlying theory, sampling plan, sample size, methods of measurement/instruments and methods of data collection. Describe how the data will be analyzed and interpreted. A timetable of activities may be included in this section.
      ii. If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work.
      iii. If applicable, include information on any preliminary studies, data, and experience pertinent to this application.
      iv. Include existing or pending Institutional Review Board (IRB) or Human Subjects Board approval for study.

C. **Budget – length one page**
   a. Include a detailed, itemized budget
   b. List any other research support if applicable – Itemize existing and pending research support (if any). Include source, period, amount, the title and purpose of each project.
   c. Non-Allowable Expenses: PI salary, copy charges, computer support, office supplies, travel, capital equipment (over $1,500), and indirect and administrative costs are not allowed.

      d.   Allowable Expenses: Research assistant, subject incentives, license fees, Redcap or Qualtrics, equipment (less than $1,500), mileage (to/from site), and bioassays.

   D.   Facilities & Other Resources – Identify the facilities to be used (laboratory, animal, computer, office, clinical and other). Describe resources that are directly applicable to the proposed work. Describe any resource sharing plans that are applicable.

   E.   Reference List – at least 3 references required in the body of the proposal, use American Psychological Association (APA) citation format.

   F.   Appendices
      a. Research instruments, if applicable
      b. CV's in PDF format are required of the PI, co-PI, or other research collaborators/mentors

D. IAFN Key Research Focus Areas

Identified IAFN key research focus areas will be listed in the call for funding. If the funding application addresses an IAFN key research focus area, additional points in the scoring rubric (up to 5 out of 100 points) will be given to the funding application.

APPLICATION SUBMISSION

Applications will be submitted to the IAFN Home Office through email only to executiveassistant@iafn.org. Fax and mailed applications will not be considered. All information will be distributed to the Research Committee Chairperson who will further coordinate with the Committee for review. Committee Chair will notify IAFN Home Office through staff liaison of grant winners no later than March 25th.

REVIEW PROCESS/EVALUATION OF PROPOSALS

1.   Reviewers will be IAFN research committee members or appointed designees by the Research Committee Chair(s)
2.   Reviewers will maintain strict confidentiality on any material or applicants' information contained in the funding applications.
3.   Reviewers will not hold any conflict of interest with the proposed research project(s) or applicants. It is up to each reviewer to ascertain that they do not have any conflict of interest. If a reviewer believes there is a conflict of interest, then the reviewer will contact the Research Committee chair(s) to recuse their involvement in the grant review process.
4.   Approximately three reviewers will be assigned and independently score each grant application in a blinded peer review format within 2 weeks of grant application closure
5.   The Research Committee Chair(s) will calculate the final scores of the funding application and make decisions with input from the reviewers on the yearly awards within 2 weeks of receiving scores from the reviewers. At this point, the grant applications will not be blinded as CVs of the applicants will be considered to ascertain that the applicants are prepared for this funding opportunity. The home office will be notified of awards.

6. Notification of award status will be emailed from the home office to the applicants no later than April 1st annually.
   All applicants, both funded and non-funded, will receive feedback on their application to help in improving future grant applications.
7. Funded applicants must submit a completed IRS W-9 prior to release of funds.

Reviewers will consider the following criteria below when scoring (see Application Format section for detailed information):
1. Aims
2. Research Strategy: Significance, Innovation, and Approach
3. Budget and rationale
4. IAFN key research focus areas identified in application

APPLICATION DEADLINE
Proposals will be accepted between first Monday of the 2nd week in January[t] and February 15th annually. Applications should be submitted via the IAFN link no later than 8am Eastern Standard Time on February 15th. Applications received after this time will not be accepted. No extensions will be granted. Applications should be submitted in PDF format to research@forensicnurses.org

AWARD REQUIRMENTS
Researchers are required to submit an abstract for either a podium or poster presentation at the annual IAFN International Conference on Forensic Nursing Science and Practice within three years of their award date, allowing awardees two years after their grant funding to prepare a presentation on their research. Related conference materials must state that the research or project was supported through IAFN research grant funding.

REQUEST FOR GRANT FUNDS RE-ALLOCATION
Awardees can request re-allocation of grant funds by completing the "Request for Grant Funds Re-allocation" for two reasons: 1) extension of grant funds for an additional year to complete research study 2) re-allocation of grant funds if research is complete with residual grant monies. If grant funds remain after completion of research study, then the awardee can request that grant funds be applied for dissemination of findings to IAFN annual conference.

REPORTING REQUIREMENTS
Funding awards are received in April of each year. By the following June, two months after the one-year funding award has been completed, awardees are to submit a one-page, single-spaced report to the home office summarizing the research, findings, and application(s) to forensic nursing practice.

AVOIDING CONFLICTS OF INTEREST
All Research Committee members will be expected to complete the IAFN online conflict of interest training prior to being accepted as a reviewer.

TIMELINE

2nd Monday in January	Feb 15	Mar 25	Apr 1
Applications open	Applications close	Review and scoring is complete	Applicants receive notification