The International Association of Forensic Nursing (IAFN) solicits applications annually for the IAFN Research Awards. Application deadline is the first Monday of April annually. Evaluation of grant applications will be peer-reviewed by an internal review panel through IAFN Research Committee and notifications on funding will be made by the first Monday of June each year.

Grant Application Period: Opens on the first Monday of February annually and closes on the first Monday of April annually.

Purpose: The IAFN is committed to responsible forensic nursing research. IAFN grants are intended to encourage exploratory, interventional, developmental forensic nursing research studies or evidence-based practice projects. Key focus areas for IAFN include research and scholarship exploring health outcomes, including the cost of care for individuals experiencing violence when forensic nurses are involved in their care and research to guide the care of those affected by violence. Funding may be used as seed money for a pilot study, completion of a full study or project, or to augment existing funding on an established 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, and
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. Novice forensic nursing researchers are particularly encouraged to apply for the $5,000 grant. Applicants for the $25,000 grant should demonstrate previous research experience. 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. Members of the IAFN Board are not eligible to apply for grants during their tenure.

SUPPORT
The total project period may not exceed one year. Two funding ranges are available with applicants indicating which range they choose in their application. Funding to support small research and Quality Improvement/Evidence-based Practice (QI/EBP) proposals will range from $1,500 to $5,000. One research grant will be awarded for an amount up to $25,000. 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 $50,000 for awards. (If the recipient's 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
An application for an IAFN grant should include the following documents:
1. Proposal
2. Curriculum vitae (CV) of Principal Investigator and Co-Investigators
3. Budget with justification
4. Copies of instruments (if applicable)
5. Letter of support from study site (for $25,000 applicants)

The proposal outlined below specifies the information that should be included with maximum page limits allowable by funding amount. 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 for $5,000 applicants and 8 pages in length for $25,000. Elements not included in the page limitations include CVs, budget/budget justification, letter(s) of support, copies of the instruments (if applicable), and reference list.

Research Proposals: The following format should be used

I. **Specific Aim(s) -– maximum length: one-half (1/2) page for $5,000 awards; 1 page for $25,000 awards**

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.

II. **Background – maximum length: 2 pages for $5,000 awards; 2.5 pages for $25,000 awards**

A. **Significance**

1) Explain the importance of the problem or critical barrier to progress in forensic nursing that the proposed project addresses.

2) Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in forensic nursing and/or other fields.

3) 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. **Empirical Literature**

1) Concise review and critique of current relevant empirical literature.

2) Includes how variables relate within a conceptual framework, as applicable.

3) Extent to which preliminary data/previous work relates to proposed study (if applicable)

III. **Methods – maximum length: 3 pages $5,000; 4 pages $25,000**

1) **Design:** The design should clearly and correctly identify with appropriate justification/rationale how it addresses the study aim.

2) **Sample:** The proposal should clearly state inclusion/exclusion criteria with justification of desired sample size and how eligible participants will be identified.

3) **Setting:** The recruitment site should be clearly identified with support that desired sample can be recruited in the specified time frame.

4) **Measures:** A clear description of each measure is provided, including number of items, how scored, reliability/validity or sensitivity/specificity, as appropriate. Copies of instruments should be included in the appendix.

5) **Procedures:** The protocol is clearly explained including specifics of how recruitment will occur, how and when data will be collected, and how well threats to study validity will be controlled.

6) **Data Plan:** A clear plan is presented for storing, managing & protecting data, including how data will be analyzed to address each research question/ hypothesis. A plan that assures statistical support is identified.

7) **Timeline:** A timeframe is clearly described for all research activities over the funding period, including start-up, recruitment, data collection and analysis, and dissemination through presentations/publications.

8) **Human Subjects:** The proposal identifies, summarizes, and addresses potential risks to participants. A clearly outlined plan for IRB approval from appropriate institution is presented, including how study personnel will obtain federally-required Training in the Responsible Conduct of Research.

IV. **IAFN Key Focus Areas**
Identified IAFN key focus areas will be listed in the call for funding. If the funding application addresses an IAFN key focus area, additional points in the scoring of the application will be given (see Scoring Rubric).

V. **Facilities & Other Resources**

The proposal should identify the facilities to be used (laboratory, animal, computer, office, clinical and other) along with a description of resources that are directly applicable to the proposed work. Any resource sharing plans that are applicable should also be described.

VI. Budget and Budget Justification

    a. Include a detailed, itemized budget. A clear justification must be presented for each budget item.

    b. List any other research support if applicable. Itemize existing and pending research support (if any), including source, period, amount, and title and purpose of each project.

    c. Non-Allowable Expenses:

        a. PI or co-investigator salaries, copy charges, computer support, office supplies, travel, and indirect and administrative costs.

        b. Capital equipment more than $1,500 if applying for $5,000 grant and equipment more than $5,000 if applying for $25,000 grant.

    d. Allowable Expenses:

        a. Research assistant, consultants, subject incentives, software license fees, Redcap or Qualtrics, mileage (to/from site), and bioassays.

        b. Capital equipment less than $1,500 if applying for $5,000 grant and equipment up to $5,000 if applying for $25,000 grant.

VII. Reference List

Comprehensive list of all literature cited including key publications related to topic. Use current American Psychological Association (APA) citation format.

VIII. Appendices

    a. Research instruments, if applicable

    b. CV's in PDF format are required of the PI, co-PI, or other research collaborators/mentors

Evidence Based Practice/QI Proposals: The following format should be used for $5000 EBP/QI proposals

I. Specific Aims—maximum length: one half (1/2) page

    a. Make a concise statement of the aim(s) of the proposed EBP/QI project and summarize the practice problem that is being addressed and the impact that the results may have on practice.

II. Background—maximum length of 2 pages

a. Significance
   i. Explain the importance of the practice change or other problem in local/unit/community/system forensic nursing or other similar practice
   ii. Explain how the proposed project will improve clinical practice, educational processes, or other practical needs in forensic nursing and/or other related fields
   iii. Describe how the concepts, methods, tools, practice changes or interventions that drive forensic nursing will be changed if the proposed aims are achieved.
b. Empirical literature
   i. Concise review and critique of current relevant empirical literature.
   ii. Includes how variables relate within a conceptual framework, as applicable.
   iii. Extent to which preliminary data/previous work relates to proposed study (if applicable)

III. Methods—maximum length 3 pages
   a. **Design:** The design should clearly and correctly identify with appropriate justification/rationale how it addresses the study aim/goals.
   b. **Sample:** The proposal should clearly state inclusion/exclusion criteria with justification of desired sample size and how eligible participants will be identified.
   c. **Setting:** The project site should be clearly identified with support that desired sample can be recruited in the specified time frame
      i. If the project addresses a variable/unpredictable population, a plan for extension of time or addressing low n should be indicated
   d. **Measures:** A clear description of each measure is provided. If this includes a scoring tool/s, should including number of items and how scored, as well as appropriate validity if applicable. If other tools are used (e.g. survey), should include at minimum an outline of what is to be addressed. Copies of instruments should be included in the appendix.
   e. **Procedures:** The protocol is clearly explained including specifics of how recruitment to participate will occur, how and when data will be collected, and how well threats to study validity will be controlled.
   f. **Data Plan:** A clear plan is presented for storing, managing & protecting data, including how data will be analyzed to address each practice problem. A plan that assures support in data collection and evaluation is important.
   g. **Timeline:** A timeframe is clearly described for all research activities over the funding period, including start-up, recruitment, data collection and analysis, and dissemination through presentations/publications.

h. **Human Subjects:** The proposal identifies, summarizes, and addresses potential risks to participants. Though EBP/QI often does not require IRB, projects should still be reviewed by a local IRB. Submission of either rationale for exemption or a plan for IRB approval from appropriate institution is presented, including how study personnel will obtain federally-required Training in the Responsible Conduct of Research.

APPLICATION SUBMISSION

Applications should be submitted to the IAFN Home Office through email only to research@forensicnurses.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 the fourth Friday of May.

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 within 2 weeks of grant application closure.

5. The Research Committee Chair(s) or designee 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. 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 the first Monday of June 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 criteria outlined in the Grant Proposal Score Sheet when scoring.

APPLICATION DEADLINE
Proposals will be accepted between the first Monday of February and the first Monday of April annually. Applications should be submitted via the IAFN link no later than 11:59 PM Eastern Standard Time on the first Monday of April. 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 study. Related conference materials must state that the research or QI/EBP 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, 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

First Monday of February	First Monday of April	Fourth Friday of May	First Monday of June
Applications open	Applications close	Review and scoring is complete	Applicants receive notification