IAFN RESEARCH GRANTS APPLICATION GUIDELINES

PURPOSE

The International Association of Forensic Nurses is committed to responsible forensic nursing research. IAFN research grants encourage exploratory, interventional, and developmental forensic nursing research studies or evidence-based practice projects. Key research focus areas *should explore how forensic nursing interventions impact health outcomes, trauma recovery trajectories, healthcare utilization patterns, and economic burden across various violence types while identifying best practices for integrating forensic services into comprehensive care models.* 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.

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, requesting grant funds of $10,000 or less. According to Patricia Benner's theory (2000), a novice is a nurse who has no prior experience in the situations they are expected to perform. Applicants requesting a funding amount over $10,000 should demonstrate previous research experience. A grant will only be awarded once in three years to the same investigator. Members of the IAFN Board are not eligible to apply for grants during their tenure. Current Research Task Force members are not eligible to be the primary investigator for any proposals submitted for review.

SUPPORT

The total project period may not exceed one year. The organization's goal is to fund at least one research proposal and one evidence-based project proposal annually. Applicants for both categories are eligible to apply for a range of $1,500-45,000. 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 all awards.

If the recipient's funding is not spent within one year, the awardee(s) must notify the organization via email, research@iafn.org. All unexpended grant funds must be returned to the organization.

APPLICATION FORMAT

An application for an IAFN grant should include the following documents:
1. Project Proposal
2. Curriculum vitae (CV) of Principal Investigator and Co-Investigators
3. Budget with justification
4. Copies of instruments (if applicable)
5. Letter(s) of support
6. Proof of IRB approval

Research Proposals: The following format should be used

I. **Purpose– maximum length: up to 500 words**

Make a concise statement of: 1.) aim(s) of the proposed research, 2.) summarize the expected outcome(s), including the impact that the results of the proposed research will exert on forensic nursing science, and 3.) State research questions or hypotheses that will be addressed to achieve each aim.

II. **Background – maximum length up to 750 words.**
   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.

   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.

   4) Identified IAFN key focus areas listed in the call for funding.

   B. Review of relevant 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: up to 2,000 words**
   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 (if applicable). IRB approval must already be obtained. Copy of IRB approval included in the appendix.

IV. Facilities & Other Resources

The proposal should identify the facilities to be used (laboratory, 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.

V. 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:

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

   a. Capital equipment more than $1,500 if applying for $5,000 or more in grant monies.

e. 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.

VI. Appendices

a. Research instruments, if applicable

   i. Questionnaires
   ii. Instruments
   iii. Scoring instructions
   iv. Copyright Release/Permission
   v. Copies of paper/pencil instrument(s)
   vi. Interview format or other instruments
   vii. Human subject consent form (IRB approval)

        viii.   References cited in the text are required to be formatted in accordance with the Publication Manual of the American Psychological Association (APA).

        ix.   A chart/graph/table/etc that will help to illustrate and explain your proposal. When referring to the item in the proposal, be sure to mention that the item can be found in the appendix section.

        x.   Other (please specify).

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

Evidence-Based Project/QI Proposals: Purpose—maximum length: up to 250 words
    a. Make a concise statement of the aim(s) of the proposed EBP/QI project and summarize the practice problem being addressed and the impact that the results may have on practice.

VII.   Background—maximum length: up to 500 words
    a. Significance
        i.   Explain the importance of the practice change or other problem in local/unit/community/system forensic nursing.
        ii.   Explain how the proposed project will improve clinical practice, educational processes, or other practical needs in forensic nursing.
        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. Review of relevant 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).

VIII.   Methods—up to 1500 words
    a. **Design:** The design should clearly and correctly identify, with appropriate justification/rationale, how it addresses the study aim/goals.
      i Populations of interest: Incorporate the preferences of the population of interest, and how barriers will be addressed.
    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 addressing low numbers should be indicated.
    d. **Outcomes & Measures:** A clear description of each measure is provided. If this includes a scoring tool/s, it should include a number of items and how they are scored, as well as appropriate validity if applicable. If other tools are used (e.g., a survey), they should include at minimum an outline of what is to be addressed.

Copies of instruments should be included in the appendix. Include how outcomes will be evaluated. (see rubric for outcome analysis).

e. **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.

f. **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.

g. **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. Include in the appendix IRB exemption or approval.

APPLICATION SUBMISSION

Applications should be submitted electronically through the online submission system. Applications emailed, faxed or mailed to the home office will not be considered.

APPLICATION DEADLINE
Proposals will be accepted between the first Monday of June and the first Monday of August annually. Applications should be submitted via the online submission system no later than 11:59 PM Eastern Standard Time on the first Monday of August. Applications received after this time will not be accepted, and no extensions will be granted.

REVIEW PROCESS/EVALUATION OF PROPOSALS
1. Reviewers will be IAFN Research Task Force members appointed by the Research Task Force Chair.

2. Reviewers will maintain strict confidentiality on any material or applicants' information in the funding applications.

3. Reviewers will not hold any conflict of interest with the proposed research project(s) or applicants.

4. Reviewers will consider the criteria outlined in the Grant Proposal Score Sheet when scoring.

5. The task force will submit its proposed recommendations for funded projects to the board. The board will ultimately decide which projects will receive funding.

AWARD REQUIRMENTS

Awardees 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.

Awardees must submit their manuscript to the Journal of Forensic Nursing (JFN) for peer review if publication is determined to be an appropriate method of dissemination. If the manuscript passes the peer review process, awardees will publish their article in the JFN.
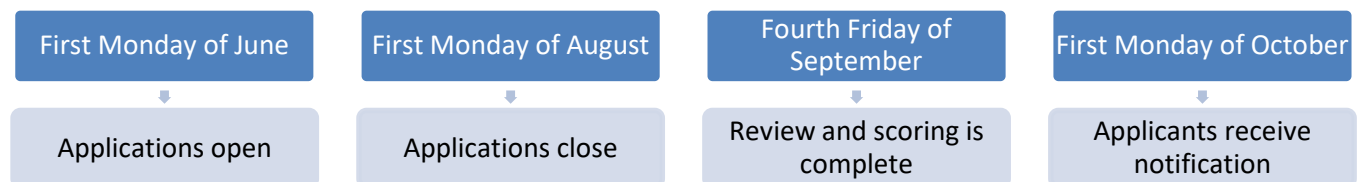

REPORTING REQUIREMENTS
Awardees are required to submit a comprehensive grant report six months after the effective date and within sixty days following the conclusion of the grant term. These reports must be submitted via an online platform and should include both a narrative detailing the project's activities and a financial report.

Research Agreement
A signed research agreement is required before the start of the project. Please review the research agreement for further details.

TIMELINE

First Monday of June	First Monday of August	Fourth Friday of September	First Monday of October
Applications open	Applications close	Review and scoring is complete	Applicants receive notification

Glossary

Novice
    According to Patricia Benner's theory, a novice is a nurse who has no prior experience in the situations they are expected to perform.

References

Benner, P. (2000). *From novice to expert*. Pearson.