

School Nurse Organization of Minnesota

TO: School Nurse Researchers
FROM: SNOM Research Committee
RE: School Nursing Research Grant

This is sent in response to your inquiry about the research grant given by the School Nurse Organization of Minnesota (SNOM). It is with pleasure that we announce this opportunity for school nurses to apply for grant(s) to fund proposed research.

Grants will focus on:

- Any area of proposed research pertinent to school nursing or that has an impact on student health and well being.

School nursing research supports the following SNOM goals established in the Strategic Planning process. These are to:

- advance school nursing knowledge and skills through professional development and research
- disseminate research and best practice information that impacts school nursing practice

The grant(s) will be made through a competitive basis. Please review the qualifications and instructions closely. To be eligible for review all application instructions must be followed. All qualified applications will be read and rated by the Research Review Committee. Directions and scoring criteria are enclosed for your reference. Individual grant amounts will be up to \$900. A total amount less than this may be awarded depending upon budget requests and quality of grant applicants. The results of your application's review will be made known to you within 60 days of receipt of your application.

Attachments: Form 2 - Qualifications & Specifications for Applications
Form 3 - Description of Terms & Components of the Research Grant Application
Form 4 - Research Grant Application Form
Form 6 - Letter of Commitment
Form 7 - Research Grant Scoring Criteria
Form 10 - Research Grant Checklist for Applicant's Use

QUALIFICATIONS AND SPECIFICATIONS FOR APPLICATIONS FOR RESEARCH GRANT(S)

Applicant Qualifications (If a team is submitting the application, a minimum of one team member must meet these qualifications.)

1. Must be a qualified professional school nurse engaged in one of the following:
 - a. Practice of school nursing
 - b. Education of school nurses
 - c. Study of school nursing (graduate student) or be retired from school nursing
2. A current member of SNOM.
3. Grant applicants must sign letter of commitment and complete application.

Application Instructions

- One signed original and two (2) copies. FAXED copies of the application are not accepted. Research project must be delivered or mailed to:

SCHOOL NURSE ORGANIZATION OF MINNESOTA
C/O CYNTHIA HILTZ
4060 149TH AVE NW
ANDOVER, MN 55304
- Applicant must meet qualifications and follow specified format to be eligible for review.

Specified format:

- Applications must be single sided, double spaced, and submitted on 8 1/2 by 11 white paper. Borders can be no less than one (1) inch.
- Font size restricted to 12 point.
- Project narrative and budget pages must be numbered and include title of the project.
- Project narrative cannot exceed 4 pages, excluding budget, budget narrative, or attachments. Applications not meeting these criteria will not be reviewed.
- Each application packet should be stapled together. DO NOT use binders, covers, etc.

**DESCRIPTION OF THE TERMS AND COMPONENTS OF THE RESEARCH
GRANT APPLICATION FOR THE SCHOOL NURSE ORGANIZATION OF
MINNESOTA**

BUDGET

LETTER OF AGREEMENT/COMMITMENT

PROJECT NARRATIVE

TITLE PAGE/COVER SHEET

Title of project, name(s) and address(es) of applicant(s), name and address of applicant's agency/organization, inclusive dates of project, and date of submission.

RESEARCH QUESTION/PURPOSE

State the question/purpose of the proposed research.

STUDY AIM/HYPOTHESIS

State what the research described is intended to accomplish, what hypothesis (if applicable) will be tested, state the intended objectives of the proposed study and identify needs, problems and goals.

BACKGROUND/REVIEW OF LITERATURE/THEORETICAL DISCUSSION

Review significant previous work and current status of research in the field related to the problem or issue under investigation.

METHODOLOGY

Description of how the objectives will be met or the hypotheses or specific aims tested. Describe details about design, sample, setting, procedures, data collection, data analysis, instruments and timeline.

SIGNIFICANCE TO SCHOOL NURSING

Describe potential significance of the proposed research and relevance to school nursing and/or impact on student health.

QUALIFICATIONS OF THE RESEARCHER AND/OR MEMBERS OF THE
RESEARCH TEAM

Include faculty (if applicable), team members, facility and resources available to carry out the project at your proposed institution.

INSTITUTIONAL REVIEW BOARD (IRB)

The research protocol and informed consent form must be approved by appropriate institutions' Institutional Review Boards (IRB) or, in their absence, their appropriate administrative bodies.

**SNOM RESEARCH GRANT APPLICATION
FORM FOR FUNDING OF PROPOSED RESEARCH**

Application for SNOM Research Grant to fund:

1. Any area of proposed research pertinent to school nursing or that has an impact on student health and well being.

Title of Project: _____

Amount of funding requested: \$ _____ (Funding amount is up to \$900.00)

Research Applicant Name: _____

Professional Credentials: _____

Address: _____

Telephone: (Home) _____

(Work) _____

Fax: _____

Email: _____

Employer Name: _____

Employer Address: _____

Educational Facility Name: _____

Educational Facility Address: _____

Current Membership in SNOM: yes _____ no _____

Name and Address of Collaborating Agency if applicable: _____

Submit original with identifying information and two (2) copies of the application proposal . The decision of the Committee is final and not open to appeal.

Applicant Signature:

Date: _____

**SCHOOL NURSE ORGANIZATION OF MINNESOTA
RESEARCH GRANT FOR FUNDING OF PROPOSED RESEARCH**

LETTER OF COMMITMENT

I, _____

if offered a Research Grant from SNOM to fund proposed research, agree to the following:

- Complete the research in the time frame established within the proposal. In the case where extenuating circumstances interfere with research completion, I will request an extension in writing in a letter to the current research committee chairperson prior to the specified deadline informing of the need for an extension and providing a specific date when the materials will be submitted.
- Submit to SNOM Research Committee Chairperson a final report of the research findings within one year of the conclusion of the study.
- Submit a one page summary of the research findings within one year of the conclusion of the study and present findings at a Board of Directors meeting.
- Spend appropriated funds as indicated in the proposal unless otherwise negotiated.
- If requested, give a presentation of the research findings at SNOM Annual Conference and write a short review of findings for the SNOMemo.

Signed _____

Date _____

**SCHOOL NURSE ORGANIZATION OF MINNESOTA
RESEARCH GRANT SCORING CRITERIA
FOR FUNDING OF PROPOSED RESEARCH**

A panel of 2 or more readers will score applications. Applications not meeting qualifications or parameters of grant structure will not be read. Readers will score the applications using the following scoring criteria:

I.	Content of Project Narrative	
	RESEARCH QUESTION/PURPOSE	5%
	STUDY AIM/HYPOTHESIS	10%
	BACKGROUND/REVIEW OF LITERATURE/ THEORETICAL DISCUSSION	15%
	METHODOLOGY	35%
	<ul style="list-style-type: none"> ▪ Design, sample, setting, procedure and data collection, data analysis, instruments, timeline. 	
II.	Significance to School Nursing	15%
III.	Quality of Proposal	
	QUALIFICATIONS OF THE RESEARCHER AND/OR MEMBERS OF THE RESEARCH TEAM	15%
	OVERALL QUALITY OF APPLICATION	5%
	<ul style="list-style-type: none"> ▪ Overall quality, appropriate timeline, clearly written and grammatically correct. 	

**SCHOOL NURSE ORGANIZATION OF MINNESOTA
RESEARCH GRANT SCORING CRITERIA/RANKING SHEET
FOR FUNDING OF PROPOSED RESEARCH**

Title of Study: _____

Applicant's Name: _____

Year of Award: _____

Section I: Verified by SNOM; any "No" makes applicant ineligible for grant review.

I. QUALIFICATIONS OF APPLICANT(S) AND OTHER CONSIDERATIONS

Current member of SNOM: _____ Yes _____ No
 Scope of practice: _____ School Nurse _____ Faculty _____ Student
 _____ Retired SN
 Letter of Commitment Signed: _____ Yes _____ No
 Agency/Subject's Consent: _____ Yes _____ No
 Text length does not exceed 4 pages
 (excluding attachments): _____ Yes _____ No

Section II: Completed by individual review of Research Committee and forwarded to Research Committee chairperson.

II. CONTENT AND QUALITY OF THE RESEARCH PROPOSAL

		Unclear/Inappropriate				Clear/Appropriate	
5%	Research Question/Purpose	1	2	3	4	x .05	_____
10%	Study Aim/Hypothesis	1	2	3	4	x .10	_____
15%	Background/Lit. Review/ Theoretical Discussion	1	2	3	4	x .15	_____
35%	Methodology (Design, sample, setting, procedure/data collection, data analysis, instruments, timeline)	1	2	3	4	x .35	_____
15%	Significance to School Nursing	1	2	3	4	x .15	_____
15%	Qualifications of Researcher and/or Members of the Research Team	1	2	3	4	x .15	_____

5% Overall Quality of Application 1 2 3 4 x .05 _____

TOTAL SCORE _____

Reviewer's
Signature: _____ Date _____

Section III: Completed by Research Committee chair.

III. RANKING
Number of ranking in relation to all applicants

Committee Chair's Signature: _____

Date _____

Response to Applicant Date: _____

SNOM treasure instructed to send funds: _____

Research Completion Date: _____

Copies of report Received; _____

Information to SNOM executive board; _____

Request to present at annual conference; _____

SNOM RESEARCH GRANT FOR FUNDING OF PROPOSED RESEARCH

CHECKLIST FOR APPLICANT'S USE

Project Narrative Format

- Single sided
- Double spaced
- 8 ½ x 11 white paper
- 1-inch margins
- 12 pt font
- Pages numbered
- Title of project on each page
- Maximum 4 pages (excluding title page or attachments)

Components of Project Narrative – Be sure to address each of these areas

- Title Page/Cover Sheet
- Research Question/Purpose
- Study Aim/Hypothesis
- Background/Review of Literature/Theoretical Discussion
- Methodology
- Significance to School Nursing
- Qualifications of Researcher and/or Member(s) of the Research Team

Project Narrative Attachments

- Sample of Consent Form
- Copy of approval by Institutional Review Board (IRB) if available at time of application, or to be forwarded to NASN prior to release of monies.

Application Attachments

- SNOM Research Grant Application Form
- Budget
- Signed Letter of Commitment

Submit Application

- One signed original
- Two (2) copies
- Each application package stapled together (Do not use binders, covers, etc.)