

The sections below correspond directly to the sections of the
**CLPNA – Advancing Knowledge in Practical Nursing Research Grant
Online Application Form**

Application Deadline: Friday, September 21, 2018 at 3:00 pm (MST)

GENERAL INSTRUCTIONS

- The deadline date for receipt of the *Advancing Knowledge in Practical Nursing Research Grant* application for this competition is **Friday, September 21, 2018 at 3:00 pm**. **Please note** that specific institutional internal deadline(s) may also apply, contact your institution regarding this matter.
- It is the applicant's responsibility to ensure that the application is complete and submitted by the deadline date. No supplemental information may be provided after the deadline date. Incomplete applications will not be considered. **Failure to comply with the above instructions may deem a proposal ineligible.**
- Applicants will have to create an account within the AI online portal in order to access the application form (if they have not already done so for other funding opportunities).
- Applicants are required to use the space provided for each item of information. Attachments may be appended where indicated.
- Please consult the [Program Guide](#) for information on eligibility and focus area.
- Within the online application form, to see entered data and attach documents (where applicable), click **"Save Draft"**.

CREATING AN ACCOUNT

- To apply, you must first register at the AI online [application portal](#).
- Once all fields are completed, an email will be sent to you with your login information and instructions to access the portal.

CREATING AN APPLICATION

Personal Information

Personal information is populated from your profile that was used to register the account. Once the draft is saved, the primary contact field will populate with your information. To update any personal information, please click on your name at the top right-hand corner of the "applicant" homepage under *Personal Profile*.

Project Identification

Please list the title of the research proposal. If using acronyms, be sure to list the full title of the proposal first followed by the acronym. Subsequent use of the acronym does not need the full title preceding it.

Collaborative Member(s)

List all Collaborative Member(s) along with their institution/organization, position title, and role (Research, Knowledge/End-user, Other) in the proposed research. Knowledge/end-users are people who can use or move the evidence resulting from the research into use. Knowledge/end-users can include healthcare professionals, community leaders, and individuals who develop policy. We encourage active and meaningful partnerships between research teams based in institutions (including universities, hospitals, and affiliated research institutions) and those in practice-, policy-, private sector- or community-based knowledge/end-user groups. The roles of knowledge/end-users should be formally agreed upon to ensure equity and mutual benefit from the partnership.

Public summary

Summarize the research proposal in language suitable for a general public audience. Make sure you describe why the research is important and how it can benefit LPN practice. Use analogies, simplifications and generalizations rather than scientific and technical terms. **Please Note:** This section may be used for external communications purposes or other activities intended for a public audience.

Research Abstract

Please provide a brief summary to help scientific readers understand your research proposal. Clearly state the topic and research question or hypothesis of your proposal, include the methods you will use and expected results. **Please Note:** This section is used for internal administrative purposes including reviewer selection. For successful applications, the research abstract will be accessible to external stakeholders.

Detailed Description of Proposal

Attach a clear and concise description of the project using the headings outlined below. Up to three pages can be submitted for this section (does not include references). You can attach up to two more pages to include figures, charts, tables, graphs or surveys/questionnaires. Figure legends are limited to five lines.

Objectives: What do you want to achieve with this project (e.g. generating knowledge, generating awareness, changing practice, changing policy, product development)? What need(s) does the project address? Are the objective(s) realistic?

Audiences: How will you involve and/or engage with the CLPNA and other stakeholders in your research or project (please define by *sector or role*, e.g. policy decision-maker, health service provider, researcher, public, investors)? What role will the knowledge users have in the research project (e.g. identifying knowledge needs, generating knowledge, knowledge implementation, evaluating impact)? What would prevent you from or help you engage with your target audience(s)?

Methodology: What methodology will you use? How does this methodology support the objectives of the research or initiative? How will the outcomes be achieved? How does the methodology fit with the intended audiences? Does the project require ethics approval? ([ARECCI](#))

NOTE: *ARECCI helps practitioners assess and mitigate the ethical risks of projects that are not research (e.g., quality improvement, program evaluation, knowledge translation, health innovations and needs assessment). There are two decision-support tools that practitioners use to determine whether a project is research or not, the ethical risks in that project, and the appropriate level of ethical review.”*

Project Work Plan

Attach two pages outlining the work plan which should include:

- a clear timeline indicating project start and end date;
- details on activities including team member responsibilities, and deadlines;
- approaches to address challenges;
- a description of any individuals, including roles and responsibilities, who are not part of this application but who are required in the research project.
- A detailed plan for knowledge mobilization to inform LPNs.

Two more pages may be attached (includes any references, figures, charts, tables, graphs or surveys/questionnaires). Figure legends are limited to five lines.

Budget

A) Funds Requested. Save the draft version of the application prior to completing the Budget tab. Provide a detailed budget (using the table provided in the application) that includes estimated amounts for each of the following categories: direct investigator support, trainee support, research associate(s)/technicians, management/administration, other personnel, general supplies and minor equipment, communications/networking, knowledge dissemination and any other expenses.

B) Detailed Budget Justification. In addition to the budget table, please attach a detailed justification as follows:

- For each position, state: role, hourly wage, work hours per week and number of weeks to be worked. Use salary/hour rates that are current and appropriate to the work proposed;
- Provide details of any contracts or arrangement for professional and technical services;
- Attach cost estimates for all equipment valued at \$2,000 or more, quoted in Canadian dollars, and include applicable taxes, shipping costs, and any other costs that are part of the purchase; and
- Provide relevant details about any items listed as “other.”

Supporting documentation, including cost quotations for equipment or service contracts, is to be attached immediately following the budget justification.

C) Funding from Other Source(s). If applicable, please list other sources of funding for this project including the agency, amount, period of support and funding status.

D) Funding Partners. If applicable, please describe any partnerships and other contributions you (including Co-Principal Applicant(s) and Collaborative Member(s)) have developed to complete the proposed research activities including funding and in-kind support. A maximum of one page may be used.

Biographical Sketches

A **signed** biographical sketch must be submitted for each Principal Applicant, Co-Principal Applicant(s) and Collaborative Member(s) using the [Biographical Sketch Information Form](#) along with a maximum of four (4) appended pages in a combined PDF file. AI will accept electronically scanned, facsimile or original signatures.

Signatures

Clicking submit will send the application to AI where the information will be verified and then emailed back to the applicant for signature within two weeks of the competition deadline. Once the applicant signs the application, it will be emailed to the appropriate institution for signature. **The application is only considered complete once all signatures have been received.**

Information deemed additional to the application may be removed without notification to applicant(s) and/or affiliated organization(s).