

Guidelines for Chapter Research Grants

I. Purpose of the Fund

The purpose of the fund is to encourage research by qualified nurses and/or nursing students who are learning to conduct research to advance knowledge in the area of nursing science.

II. Fund Sources

- A. Private donations, without restrictions to Sigma Theta Tau policies.
- B. General chapter funds as approved in the budget
- C. Unused monies from previous grant recipients or research programs.

III. Processing the Funds

- A. The Finance Committee
 1. Recommends funds in budget from the general fund or designated research fund for awarding research grants.
 2. The budget is approved and administered by the chapter Executive Committee.
 3. The Treasurer forwards checks from the research fund to the grant recipients.
- B. The Research Committee*
 1. Reviews the proposals;
 2. Recommends the awards of grants and allocation of funds according to the policies of the chapter as they correspond to the bylaws of Sigma Theta Tau;
 3. Monitors fund usage by grant recipients;
 4. Secures reports of research findings for public distribution;
 5. Maintains a five-year record of all recipients of monetary grants or awards. Information on recipients should include name and address, amount of award, abstract of project, how person was selected, and criteria utilized.
- C. Board of Directors*
 1. Announces the Research Award Program and the criteria.
 2. Approves the recommendations of the Research Committee and may allocate additional funds for research on the basis of availability.

IV. Criteria for Awarding Grants

- A. Applicant Criteria
 1. Hold formal preparation in the conduct of nursing research and a baccalaureate or higher degree in nursing, or nursing students enrolled in a higher degree program in nursing with direct supervision of a qualified teacher meeting above criteria. (Applicant should submit supervisor's CV.)
- B. Application
 1. Submit application and a written research proposal according to the guidelines. (Data collection may be in process.)
 2. Submit a signed formal agreement for money usage and public report findings.
- C. Preference will be given to Sigma Theta Tau members, other attributes being equal*
- D. Competitive Basis for Fund Allocation
 1. Quality of written proposal.
 2. Contribution of the research proposed to nursing science and public benefit, or research that aids the scientific education of nursing students.
 3. Research proposal budget.
 4. Research fund budget and number of proposals submitted.

V. Grant Allocation

The amount of a grant will be determined by the amount of funds requested, the number of requests, and the available monies in the chapter research fund. The maximum amount to be awarded each applicant is _____.

VI. Research Committee*

The Research Committee consists of three appointed or elected chapter members who have experience in conducting nursing research. It is preferred that some members hold earned doctorates. One officer should be designated as ex-officio.

VII. Publicity

1. The criteria for awarding grants and selection process are publicized widely.
2. Grant recipients are publicized.

3. Final reports are made available at chapter meetings.
4. Abstracts may be reported in chapter newsletters.
5. Completion of the studies is announced in chapter newsletters.

VIII. Grant Application Deadlines

The chapter should state in its policies and procedures how many times each year grants are awarded and what the deadline for application is.

**No member of the awards, scholarship, research committees or Board of Directors is eligible for funding while in office.*

Sigma Theta Tau International Research Proposal Guidelines

1. Title and Abstract

A title page and 100-word abstract are to accompany the proposal. The abstract should include the hypothesis, the specific variables and their measurements, the population and sample description and a statement of the design and analysis.

2. Proposal Outline

The following areas are to be included in a proposal. American Psychological Association style of documentation is preferred.

Empirical Research Proposal

Part I. The Problem

- a. Statement of the problem or research question
- b. Hypotheses
- c. Definition of variables – theoretical and operational definitions (instruments)
- d. Theoretical framework and population
- e. Significance to nursing science

Part II. Methodology

- a. Design
- b. Instrument reliability and validity
- c. Data collection procedure including official human subject reviews if conducted and a consent form
- d. Sample, size and sampling procedure
- e. Method of analysis

Part III. Bibliography and Appendixes

- a. Bibliography or reference list
- b. Include letters, forms and instruments in the appendixes
- c. Investigator(s) curriculum vitae

Part IV. Budget – Detail the Amount Requested

- a. Personnel
- b. Supplies
- c. Equipment
- d. Travel
- e. Computer
- f. Other

Historical Research Proposal

I. Author's Competency

- a. Has formal preparation in historical research? (Especially important to ensure checks of validity and reliability of data)
- b. Has knowledge about the time period(s) involved in the proposed study?
- c. Has knowledge about pertinent field related to the proposed study? (e.g., economics, philosophy, anthropology)

II. Subject To Be Studied

- a. Is it unique or is it an outgrowth of history already written?
- b. Is there justification for the study?
- c. Is the planned scope of the subject precise and clearly defined in the title? (There is generally no problem statement developed for a historical research study.)
- d. Is there a possibility that it will serve as a foundation for further study?
- e. Is it of reasonable, manageable scope?

III. Sources

- a. Has a preliminary bibliography been included?
- b. Have repositories of data been listed?
- c. Is there evidence that the researcher will have access to additional potential repositories of data?
- d. Are sources balanced? (e.g., primary vs. secondary, government vs. private, professional vs. lay)
- e. If oral history is to be conducted, is a sample legal release to establish right to handle, disseminate and publish interview material included?

IV. Approach

- a. Is tentative outline organized so that it develops according to recognizable plan/framework/design?
- b. Are questions posed which will elicit the essential elements of the subject? (e.g., ones that ask what, when how, why, where and what of it?)
- c. Will topic be developed within a sufficiently full context? (e.g., cultural, social and temporal milieu)

Historical Research References

- Christy, T. "The Methodology of Historical Research." **Nursing Research**, May-June, 1975, 189-192.
- Editorial. "The Case for Historical Research in Nursing." **Nursing Research**, November-December, 1972, 483.
- Moss, W. **Oral History Program Manual**. New York: Praeger, 1974.
- Newton, M. "The Case for Historical Research." **Nursing Research**, Winter, 1965, 20-6.

Prepared by Heritage Committee
Sigma Theta Tau International
Approved July, 1981.

V. Writing Style

- a. Does it demonstrate a clear, exact and interesting style?
- b. Does it demonstrate ability to organize and logically articulate ideas?

VI. Funding Request

- a. Are the terms of funding consistent with scholarly integrity?
- b. Is the allocation of funds consistent with the goals of the research?

**Sigma Theta Tau International
Chapter Research Grant
Agreement Form**

If my proposal is approved for funding, I agree to:

1. Accept responsibility for the scientific conduct of this study.
2. Expend the funds as described in the proposal, and return unused funds to the treasurer of the _____ chapter.
3. Submit a progress report (semi-annually) until the study is complete.
4. Send a written final copy of the research and one abstract to the secretary of the chapter.
5. Acknowledge the grant support of _____ Chapter of Sigma Theta Tau International in the publication or presentation of the research findings.
6. Publish or present the findings of the research in a program sponsored by _____ Chapter, if invited to do so.

Title of Study: _____

Date signed: _____ Expected date of final report: _____

Principal Investigator signature: _____

Address: _____
City State/Province ZIP/Postal Code

Office Phone: _____ Home Phone: _____

Co-investigator signature(s): _____

Addresses: Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Data collection dates: _____

**Sigma Theta Tau International
Chapter Research Grant
Application Form**

1. Date: _____ 2. Title: _____

3. Name of Principal Investigator: _____

Home address: _____

City: _____ State: _____ ZIP/Postal Code _____

Home Phone: _____ Work Phone: _____

4. Registered nurse in state(s) of: _____ License #: _____

a. Sigma Theta Tau member: Yes No Chapter: _____

5. Previous Sigma Theta Tau International Research Awards:

None:

Chapter:

International:

6. Have you applied for or are you now receiving support for this research? Yes No

If yes, list agency: _____ Amount requested/received: _____

If other support is received, please notify _____ Chapter Research Committee Chair.

7. Human subjects review? Yes No Consent form included in proposal? Yes No

8. Co-investigator? Yes No If yes, CV attached

Name: _____ Name: _____

Address: _____ Address: _____

Phone: (H) _____ (B) _____ Phone: (H) _____ (B) _____

9. Information completed by student(s)

Degree sought: _____ Expected date: _____

Specify the amount of the program completed to date: _____

Courses completed are listed in Part III-C of the proposal _____

University: _____ College: _____

Department: _____ Major: _____

Minor(s) (if applicable): _____

Name of Research Advisor, academic credentials (attach CV) and qualifications: _____

Letter from advisor is included in Part III of the proposal:

**Sigma Theta Tau International
Chapter Research Grant
Application Form – Page 2**

10. Total amount of budget requested in US dollars: \$ _____

11. Please check the materials accompanying this application:

- Research Grant Agreement
- Research Grant Proposal
- Other _____

This section below is to be completed by the Chapter.

A. Approval date: _____

B. Award granted: \$ _____

Chapter Research Committee Chair Signature: _____

C. Progress Reports:

Date: _____

Date: _____

Date: _____

Date: _____

Study completed (date): _____

Monies used: _____

Monies returned: _____

Final report date: _____