**Dissertation Research Grant**

Eligibility

All doctoral students who have passed their comprehensive exam, are in good academic standing and advanced to candidacy are eligible to apply.

Grant Review and Administration

Applications are reviewed by the College Research Committee. In the event of a conflict of interest, reviewers will be selected from the ranks of MCN tenured/tenure track faculty. The College Research Committee along with the Director of Graduate Programs will make final determinations regarding funding.

Grant proposals are treated as confidential communication and will be shared only with members of the College Research Committee. Copies of funded proposals are kept in the Office of Research and Scholarly Activities. The names of funded researchers will be released to the faculty of MCN and to the ISU Office of Research and Sponsored Programs.

Submission Deadlines

DRGs are awarded fall, spring and summer, with deadlines for application submission on the first day of class for each semester. Grant applications are due to the Chair of the College Research Committee by 5:00 p.m.

Funding

Funds will be appropriated annually dependent on college resources and the number of grant applications funded will vary in each year. Grants will be awarded based primarily on the strength of the proposal. The maximum budget request is $1000.00.

Grant Recipient Responsibilities

Grant recipients must acknowledge the financial support from the MCN DRG in all publications and/or presentations about the research project.

Evaluation Criteria:

Eligible proposals will be evaluated using the following criteria:

##### Project Description 50

Importance to Discipline 50

 100 (total possible points)

Format

* Proposals should be submitted using the most current APA format using size 12 font, with one inch margins. A separate heading should be used for each component of the proposal.

##### Proposals must not exceed five single-spaced pages, excluding references, budget justification and appendices

* The proposal should be written in such a manner that is understandable, recognizing that members of the review committee may not be experts in your field.

##### Applications should be organized in the following manner

1. Cover Page (provided in this packet)
2. Proposal Elements
3. References
4. Curriculum Vitae
5. Budget Justification
6. Appendices (questionnaires, tables, etc.)
* All pages, including appendices should be numbered consecutively
* One electronic and one hard copy of the grant proposal that includes a complete set of materials should be submitted to the chair of the research committee by the application deadline. Late materials will not be reviewed.

Research Proposal Elements

* Abstract

The abstract may not exceed 250 words in length. It should clearly describe the research problem, the methodology to be used, and the expected outcome from the proposed project.

* Problem Statement/Purpose/Aims
* Research Questions and/or Hypotheses
* Theory/Conceptual Framework
* Literature Review
* Importance to the Discipline
* Methods
* Timeline
* Budget **The maximum budget request is $1000.00.**
* References
* Curriculum Vitae
* Appendices
1. Instrument(s)
2. Institutional letter(s) of support
3. IRB approval (if complete) with Informed Consent and HIPAA documents
4. Any other supporting documents

Budget Page Instructions

Accuracy in selecting the correct budget line is very important. Students should work with their advisor to prepare the budget. Only operational costs are allowable. Students may not request salary for themselves or others. Each budget item must be clearly and completely justified. Itemize and detail all operating costs. Examples of budget lines that are commonly used follow.

Operations

Contractual Services

* + Professional and artistic services and consulting
	+ Purchase of computer software
	+ Software and computer programming
	+ Photographic services
	+ Copying
	+ Subscriptions to journals
	+ Electrical supplies
	+ Statistical and tabulation services, including computer services when performed by other than ISU computer center
	+ Subscriptions and information services
	+ Rentals—real and personal property

Postal Services

Includes postage charges through the University Mail Service. Contact the Mail Service for information.

Commodities

* Educational and instructional materials
* Office supplies
* DVD’s and CD’s for computers
* Food supplies
* Nursing, medical, scientific and laboratory supplies
* Art materials – items costing under $100
* Participant incentives

Travel

* Use of travel funds is governed by State regulations. Copies of these regulations are available on ISU website.

Printing

* Paper for typing, duplicating and printing
* Printed forms, reports, pamphlets, booklets and fliers
* Charges for copying or duplicating (on campus)
* Envelopes—printed and with return postage
* Venda card for copying at Milner library

Equipment

* Includes items of a durable nature costing $100 or more. Equipment items costing less than $100 are purchased from Commodities.
* It should be understood that equipment purchased with University Research funds becomes the property of the University, and it will normally remain in the investigator’s department for instructional or research operations.

## Dissertation Research Grant Program: Mennonite College of Nursing

**Application**

1. Name Click here to enter text.
2. UID# Click here to enter text.
3. Phone# Click here to enter text.
4. Project Title Click here to enter text.
5. Does this project involve the use of humans as subjects for research? Yes [ ]  No[ ]
6. Abstract
7. **Total amount** requested from Mennonite College of Nursing Grant program funds

 (total from budget page)……………………………………………….$Click here to enter text.

1. Signatures (required on one copy only).

Type to sign:

Applicant(s) Click or tap here to enter text. Date Click or tap to enter a date.

Faculty Advisor(s) Click or tap here to enter text. Date Click here to enter a date.

***Electronic Signature***

*If you are under the age of 18 or have not elected to participate in electronic signature at the University, please call 309-438-7400 to request a hard copy of the form be emailed to you for submission. If you are under the age of 18, a parent must sign the hard copy .pdf version of the form.*

*By typing my name in the indicated fields, I hereby acknowledge that I consent to sign Dissertation Research Grant form. I also acknowledge that I have had sufficient time to review and seek explanation of the terms and conditions contained above, have carefully read them, understand them fully, and agree to be legally bound by them. I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form, and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement.*

Please submit one (1) electronic copy and one paper copy of your complete proposal to the Chair of the Mennonite College of Nursing Research Committee by the designated deadline.

Budget Page

**Operations**

Total Contractual Services………………………………………………..$

(Itemize each and the associated cost and use)

Total Postal Service……………………………………...………………..$

(Itemize each and the associated cost and use)

Total Commodities……….……………………………………………….$

(Itemize each and the associated cost and use)

Total Travel………………………………………………...……….…….$

(Itemize each and the associated cost and use)

Total Printing……………...………………………………………………$

(Itemize each and the associated cost and use)

Total Equipment…………….…………………………………………….$

(Itemize each and the associated cost and use)

**Total budget request** (not to exceed $1,000)…...……………………….. $