

Mennonite College of Nursing  
 Doctoral Student Grant Program  
 Guidelines

### **Introduction**

Doctoral Student Grants (DSG's) support dissertation research or scholarly projects of the highest quality. This grant program is intended to provide doctoral students with operating funds to develop the proposal, complete the research or project, and write the completed project.

### **Eligibility**

All doctoral students who have passed their comprehensive exam or have had their scholarly project proposal accepted and are in good academic standing are eligible to apply. Students are expected to work closely with their advisor/dissertation/project chair in developing the application.

### **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 graduate program coordinator 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 Graduate Programs Office (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**

DSGs are awarded fall, spring and summer, with deadlines for application submission on the 1st of September, February, and May. 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 DSG 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.

### 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/PICO Statement
- Theory/Conceptual Framework
- Literature Review
- Importance to the Discipline
- Methods
- Timeline
- Budget  
**The maximum budget request is \$1000.00.**
- References
- Curriculum Vitae
- Appendices
  - A. Instrument(s)
  - B. Institutional letter(s) of support
  - C. IRB approval (if complete) with Informed Consent and HIPAA documents
  - D. 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

#### 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.

**Doctoral Grant Program: Mennonite College of Nursing  
Application**

1) Name

2) UID

3) Phone

4) Project Title

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).....\$

8) Names

Applicant(s) \_\_\_\_\_

Advisor(s) \_\_\_\_\_

Date\_\_\_\_\_

Please submit one (1) electronic 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)..... \$