MENNONITE COLLEGE OF NURSING
New Investigator Award (NIA)

Introduction:

The purpose of the Mennonite College of Nursing (MCN) New Investigator award is to support new investigators in the establishment of a program of research. Research is defined as:

“A formal procedure, which contributes to the expansion of basic knowledge or applies such knowledge to the solution of problems in society or exemplifies creative expression in a specific field of study. The results of research to be recognized by this program must be communicated to professionals outside the university through a peer review process in a manner appropriate to the discipline."

Funding Categories: (Two types of grant activities are supported.)

Research Project Grants are designed to support quality scholarly undertakings of the faculty, such as, pilot, small-scale studies or evidenced-based practice projects that may or may not provide a basis for pursuing external support.

Grant Development Projects are intended to provide faculty with funds to develop research grant applications for submission for external funding and/or to complement awards obtained from an external agency.

Eligibility:

New investigators are tenure track and instructional assistant professor MCN faculty, who have not received post-doctoral fellowship funding (with preference given to those who have not received substantial external funding) for their research. Faculty may collaborate on grant applications; however, the principal investigator must be a new investigator. All faculty members, including full-time and part-time, tenure-line and instructional assistant professors are eligible to apply.

If awarded a grant, faculty members who will not be returning to the University in the fall following the grant award must resign their grant.

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 the graduate programs will make final determinations regarding funding. Applicants will receive notification of funding status along with a written critique of the grant application on or before April 1st of the academic year.

Grant proposals are treated as confidential communication and will be shared only with members of the College Research Committee. Copies of funded proposals will be 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:

NIA’s are awarded annually and funded on or before July 1st of the calendar year. Grant proposals are due to the chair of the college research committee by 5:00 p.m. on the Monday following spring break.

Funding:

Funds will be appropriated annually dependent on funding availability and the number of grant applications in each category. Appropriations will be guided by the philosophy that NIA funds are intended for new researchers. Appropriations will be awarded based primarily on the strength of the proposal. Applications for continued funding will be considered and based on review of the study’s progress and accomplishments.

Grant Recipient Responsibilities:

1. A comprehensive final report must be submitted to the College Research Committee within 60 days of completion of the grant or no later than August 31st of the year following initial funding.
2. Any unexpended funds should be returned following completion of the project.
3. Grant recipients must acknowledge the financial support from the MCN NIA in all publications and/or presentations about the research project.
4. Grant recipients are expected to present the results of their work to the MCN faculty in a brownbag forum no later than one year after the work is completed.
5. Faculty members who will not be returning to the University in the fall following the grant award must resign their grant.

Evaluation Criteria: (Eligible investigators are to be evaluated by the following criteria)

Project Description: The project must clearly define the research problem (hypotheses/questions/goals) and describe the methodology that will be used to address the problem. The objectives must be clearly stated.

Professional Outcomes: The product/work/results are appropriate, realistic, achievable, and can be presented in the Professional Outcome Form.

Importance to Discipline: The proposed research must define activities that will make a significant impact on the field of study (e.g., new approach, creative solution, improved strategy).

Relationship to Long-Term Research Agenda: The proposed research should be part of a long-range research agenda.
For grant development projects, the applicant should explain how this proposal will lead to the development of an external proposal and acquisition of external funding. The applicant should list in specific terms the steps anticipated in seeking external funding, including a list of funding sources where the proposal will be submitted.

**Proposals will be ranked based on the following point system:**

**Research Project Grants**

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Descriptions</td>
<td>55</td>
</tr>
<tr>
<td>Proposal Outcomes</td>
<td>25</td>
</tr>
<tr>
<td>Importance to Discipline</td>
<td>10</td>
</tr>
<tr>
<td>Relationship to Long-term Research Agenda</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

**Grant Development Projects**

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Description</td>
<td>40</td>
</tr>
<tr>
<td>Proposal Outcomes</td>
<td>25</td>
</tr>
<tr>
<td>Importance to Discipline</td>
<td>10</td>
</tr>
<tr>
<td>Relationship to Long-term Research Agenda</td>
<td>10</td>
</tr>
<tr>
<td>Funding Potential</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

**Research Proposal Format Requirements:**

All proposals should be submitted using the most current APA format and include 11- or 12-character/inch font, with one inch margins. A separate heading should be used for each component of the proposal. 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.

Proposals must not exceed five (5) single-spaced pages, excluding references, budget justification and appendices.

Applications should be organized in the following manner:

1. Cover Page (Page 10 of this packet)
2. Research Grant Application (Page 9 of this packet)
3. Proposal Elements
4. References
5. Budget and Justification
6. Appendices (questionnaires, tables, etc.)
7. Biosketch
Proposal Elements

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

Problem Statement/Purpose/Aims
Describe the problem or purpose addressed by the proposed research. The description should be written in such a manner that is understandable, recognizing that members of the review committee may not be experts in your field.

Purpose and Hypothesis
Clearly state the goals and objectives of the study. Avoid overly technical terms and define other terms carefully.

Theory/Conceptual Framework (not required for evidence-based project)

Literature Review
Provide a critical synthesis of the literature relative to the subject at hand.

Importance to the Discipline
Describe how this proposed research will make a significant contribution to the field of study.

Methodology
Include a description of the research design, study sample, sampling frame, research setting, ethical protection of participants, and instruments to be used.

Statistical Tests/Data Analysis
Provide a specific plan for the statistical tests needed for quantitative projects and/or the proposed methodology for data analysis if qualitative projects.

Timeline
The proposal should project a chronologic schedule of proposed research and scholarly activities. The timeline may be included as an appendix.

References

Budget Page
The maximum budget request is $1,000.00. The budget should be carefully developed. Contact the Mennonite College of Nursing Associate Director of Business and Finance, Diane Folken (438-2247) with questions.

Appendices (questionnaires, tables, etc.)
Professional Outcomes Form

Biosketch:
Include a biosketch for all members of the research team, including any consultants and/or mentors. The biosketch must include the following information:
- Internal Funding and a list all URG and MCN Research Grant proposals submitted during the past five years, indicating which were funded.

**Professional Outcome(s) Form**

The Professional Outcome(s) Form is required by the University Research Office. It clearly defines the product(s) that will be generated by this project. Each year the University Research Committee will examine the success of the PIs in satisfying the professional outcomes as submitted with the original proposal on the Professional Outcome Form. The University Research Committee expects the professional outcomes of each faculty member will be products that are consistent with the highest academic standards for scholarly productivity in their particular discipline, such as grant proposal, creative work, publication/manuscript submission, professional conference presentation.

PI's are required to submit 1 Professional Outcome Form which is due at the end of the 1st year in which funding was received.

**Importance to the Discipline**

Describe how this proposed research will make a significant contribution to the field of study. This section may not exceed half of a single-spaced page.

*For Grant Development Projects: Funding Potential of the Project*

The applicant should explain how this proposal will lead to the development of an external proposal and acquisition of external funding. The applicant should list in specific terms the steps anticipated in seeking external funding, including a list of funding sources where the proposal will be submitted.
Budget Page Instructions
MCN Grant Program

Accuracy in selecting the correct budget line is very important. If you have questions, please contact Diane Folken (Diane or Sara)(438-2247)

1. Replace with URG Budget Page Instructions?

Personnel Services

Faculty Salary. Grants are limited to a total of $1,000, with the salary component limited to an amount equivalent to one month’s salary at the time of the awards or $1,000, whichever is less.

Student Help

Graduate Assistants. Monthly stipend varies with department, but must not be less than $850 per month for a full time graduate assistant (maximum of 20 hours per week).

Civil Service—Extra Help. The hourly wage for Extra Help corresponds to the position level. There is now a 900 hour limit for Extra Help employees. Check with the Personnel Office (8-8311) for details.

2. Operations

Contractual Services

Includes:

- professional and artistic services
- purchase of computer software
- software and computer programming
- photographic services
- *off-campus Xeroxing
- subscriptions to journals
- electrical supplies
- mechanical supplies (repair and maintenance items)
- parts and fittings for furniture and office equipment (repair parts)
- structural and maintenance materials and repair parts
- statistical and tabulation services, including computer services
- when performed by other than ISU Computer Center
- subscriptions and information services
- rentals—real and personal property

*If the copying is to be done on campus using the services at Rapid Print in DeGarmo Hall, using the investigator’s department auditron, or copying materials at Milner with a Venda Card, the line item to be used is printing. These methods can be charged to the investigator’s account. If the copying is to be done off campus, with reimbursement to the investigator or to the place of business, the line item to be used in Contractual.

Postal Services

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

Commodities

Includes:

- educational and instructional materials
- office and library supplies
- video cassettes, films and tapes costing under $100
- floppy disks for computers
- food supplies
- industrial and shop materials
- nursing, medical, scientific and laboratory supplies
- art materials – items costing under $100
- participant incentives
Do not request funds for books and journals available through the library unless you provide a strong justification.

If the cost is under $100, the following are also classified as commodities: office and furniture equipment (under $100); all tools (under $100); nursing, medical, scientific and laboratory equipment (under $100); household, laundry and cleaning equipment (under $100); equipment parts and fittings (minor accessories for equipment purchases) (under $100); parts and fittings for furniture and office equipment (minor accessories) (under $100).

Travel

Use of travel funds is governed by regulations of the Board of Regents. Copies of these regulations are usually available in department offices and in the Comptroller’s Office. Travel includes transportation, food, lodging and other costs in connection with official business. Also included are charges for use of University fleet cars. Use the lowest possible air and rail fare.

The reimbursement rate for mileage for private cars is 30 cents per mile. Reimbursement per diem for meals is $28. For University cars, allow $33 per day. Rates are higher for vans. Please check with Barb Curtis in the purchasing office (8-7918) for details about travel costs.

Printing

Includes:

- paper for typing, duplicating and printing
- printed forms, reports, pamphlets, booklets and fliers
- charges for *xeroxing or duplicating (on campus)
- envelopes—printed and with return postage
- Venda Card for xeroxing at Milner Library

*see “a” Contractual Services

Equipment

Includes items of a durable nature costing $100 or more. Equipment items costing less than $100 are purchased from Commodities.

If the cost is over $100, the following is considered Equipment:

- office furniture and accessories (over $100)
- household equipment and furniture (over $100)
- machinery and major tools (over $100)
- scientific instruments and apparatus (over $100)
- video cassettes and films (over $100)
- reference book sets (over $100)
- equipment not elsewhere classified (over $100)
- art materials (items over $100)

Do not request funds to duplicate equipment already available in the University unless you provide a very strong justification.

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.

Please prepare your budget carefully. It is very difficult to make changes between budget lines after the grant is awarded.
**Budget Justification Instructions**

Each budget item must be clearly and completely justified. Special attention should be given to the following:

If salary is requested, describe the activities to be accomplished as well as the exact dates for the time period in which remuneration is requested. This is necessary and very important because a contract is required. The designated time period for receiving salary must be specific dated within the fiscal year (July 1-June 30). The designated time period cannot be changed without the approval of the Dean of the College.

For salary requests in proposals with multiple authors explain the roles and responsibilities of each researcher. This information will be used to evaluate breadth and depth of such proposals. For single authored proposals, provide any appropriate explanation of the author’s activities that may not be clear in the narrative.

Proposals submitted by more than one person should not exceed the $4,000 budget limit for single authored proposals.

For Regular and Work-Study student help, describe duties and number of hours and hourly rate in each category. (Please be sure the student that you want to hire is enrolled in classes for the semester you wish to employ them.)

For Graduate Assistants, describe duties, the number of months or semesters to be employed and the monthly stipend. (Please be sure the student that you want to hire is enrolled in classes for the semester you wish to employ them.)

Describe work to be done by Civil Service Extra-Help and number of hours of anticipated use.

Itemize and detail all other operations that will be used: Contractual Services, Postal Services, Travel, Commodities, Printing, Equipment, Computer Services, and Telephone Services

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**Application for Grant Development Project or Research Project Grants**  
**Proposed Project Budget (July 1 - June 30)**

<table>
<thead>
<tr>
<th>A. PERSONNEL SERVICES</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Salary</td>
<td></td>
</tr>
<tr>
<td>(Salary component is limited to an amount equivalent one month’s salary at the time of the award or $1,000, whichever is less.)</td>
<td></td>
</tr>
<tr>
<td>Civil Service—Extra Help.# hours X rate of pay</td>
<td>$</td>
</tr>
</tbody>
</table>
___ Regular  ___ Work Study*

**B. OPERATIONS**

Contractual Services..............................................................$________

- Computer software
- Photocopying (off campus) __________
- Other __________
- Other __________

Postal Service.................................................................$________

Travel..........................................................$________

(give approximate date(s) of Travel Mo. __ Yr. __)

- Private Car _______  University Car _______
- Air or Rail _______  Other __________

Commodities.................................................................$________

Printing...........................................................$________

- Printing, duplicating
- Photocopying (on campus)
- Paper, envelopes, etc.

Equipment..........................................................$________

Computer Services......................................................$________

Telephone..........................................................$________

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

PERSONAL SERVICES AND OPERATIONS…(total)..............$________

*Indicate full payroll amount (100%) needed. Note that if Work-Study money is requested and a regular student worker is employed instead, the money will be reduced by two-thirds in transferring from Work-Study to Regular. If transferring from Regular to Work-Study, the money will be increased by two-thirds.
Mennonite College of Nursing
New Investigator Award Application

COVER PAGE

Name(s) ____________ S.S. # ____________

Office Phone ____________

Are you a full-time faculty member? Yes ___ No ___

Project Title: ________________________________

Proposal Category:
Grant Development ___
Research Development ___

Does this project involve the use of humans as subjects for research? Yes ___ No ___

Total amount requested from Mennonite College of Nursing Grant program funds
(Total from budget page) .......................................................... $ ___

Signatures: required on one copy only)

Applicant(s) ________________________________ Date ____________

Applicant(s) ________________________________ Date ____________

Please deliver four (4) copies of your complete proposal to the Mennonite College of Nursing,
College Research Coordinator

Completed and Signed Cover Page
Abstract
Project Description (no more than 5, single-spaced pages excluding references)
Research Problem
Methodology
Timeline
References
Importance to the Discipline
Relationship to Long-Term Research Agenda
Vita
Budget Page & Budget Justification
NEW INVESTIGATOR AWARD PROGRAM
Professional Outcome Form
(See instructions on following page)

1. Check appropriate boxes. Research Grant Category:
   - Type of Outcome:
     - □ Intended Professional Outcomes (Submit with proposal)
     - □ Accomplished Professional Outcomes
   - Research Grant Category:
     - □ Grant Development Project
     - □ Research Project Grant

   Principal Investigator(s) (Please Print) ________________ ______
   College/Department(s) ________________________

   Title of Proposal: ______________________

2. Briefly describe the project (3-5 lines).

3. List the intended outcome(s) (i.e., product/work/result) of this RG briefly and clearly. Be specific regarding the number of items in each category listed.

4. Signatures:
   - P.I. ___________________________ Date ________________
   - P.I. ___________________________ Date ________________
   - Associate Dean__________________ Date ________________
   - Dean___________________________ Date ________________
Professional Outcome Form Instructions

1. Complete information in box.
2. Description of the project should be brief and in non-technical language suitable for informed, non-specialist readers. The purpose of this description is to inform the reader of the primary focus of the project and the appropriateness of the intended professional outcomes.
3. Professional outcomes can include a wide range of scholarly activities. Possibilities include: conference presentations, research articles, research books, chapters or articles in books, external grants, exhibitions and performances, research lectures or recitals, or other professional outcomes appropriate to the discipline. “The professional outcomes must be consistent with the highest academic standards for scholarly productivity in your discipline.”
   When selecting intended professional outcomes for the Professional Outcome Form, the time frame for the URG project should be kept in mind including the deadline for reporting accomplished outcomes.
4. Complete signature section.
5. Place at end of proposal materials
6. **NOTE: You will be asked to submit an updated copy of this form outlining what you actually have accomplished as a result of receiving this grant by October 15th after the completion of the funding period.

Professional Outcomes:

Each year the College Research Committee will examine the success of the New Investigator Grant recipients in satisfying the professional outcomes as submitted with the original proposal on the Professional Outcomes Form. Professional outcomes must be consistent with academic standards for scholarly productivity in a given discipline, such as grant proposals, publication/manuscript submission, or presentations at major conferences.