The purpose of the Mennonite College of Nursing Internal Grant Program (MCN-IG) is to support faculty research as pilot and small projects to facilitate the development of fundable external grants.

**Eligibility**

1. MCN Pilot Funds

Eligibility – Assistant Professors

Funds – Up to $4000 per grant

2. MCN Research/Scholarship Grants

Eligibility – Full-time Faculty

Funds – Up to $3000 per 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 Associate Dean for Research 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 November 15th of the academic year. Funds will be available immediately.

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 Office of Research, Scholarship, and Innovation. The names of funded researchers will be released to the faculty of MCN.

**Submission Deadlines**

MCN-IGs are awarded annually and funded by mid-October of the calendar year. Grant proposals are due to the Chair of the College Research Committee by 5:00 p.m. the first week of October. Specific due date will be announced with the call for proposals from the College Research Committee chair.

**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 MCN-IG funds are intended for new researchers and that senior faculty members will have the expertise to obtain external funding for research. Appropriations will be awarded based primarily on the strength of the proposal*.* Priority for funding will be given to junior faculty in the College. Applications for continued funding will be considered and based on review of the study’s progress and accomplishments. The maximum budget request for MCN Pilot Funds is $4000. The maximum budget request for MCN Research/Scholarship Grants is $3000. **Funding for salary will not be approved.**

**Grant Recipient Responsibilities**

* 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.
* Any unexpended funds should be returned following completion of the project.
* Grant recipients must acknowledge the financial support from the MCN-IG in all publications and/or presentations about the research project.
* Grant recipients are expected to present the results of their work at the MCN Scholar Day no later than one year after the work is completed.
* Faculty members who will not be returning to the University in the fall following the grant award must resign their grant.

**Evaluation Criteria**

Eligible proposals will be evaluated using the following criteria:

* *Project Description*: See research proposal requirements elsewhere in this document).
* *Proposal 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 significant project, one which constitutes a long-range research agenda.
* *Funding Potential*: The likelihood that the proposed project will lead to a significant external proposal or contribute in a major way to an externally funded program. It is highly preferred that all applications identify a potential external funder as part of this section.
* *Past Record of Scholarly Productivity*: The applicant’s scholarly record as determined by professional publications, creative works, presentations, and external funding.

## Proposals will be scored using the following point system:

##### Project Descriptions 30

Proposal Outcomes 20

Importance to Discipline 20

Relationship to Long-Term Research Agenda 10

Past Record of Scholarly Productivity 10

Funding Potential 10

 100 (total possible points)

**Proposal Format Requirements**

* All proposals should be submitted using the APA (6th ed.)format and include 12-character/inch font, with one inch margins. A separate heading should be used for each component of the proposal.

##### 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 (See attached form)

2. Proposal

3. References

4. Budget and Justification (See attached budget form)

5. Appendices (questionnaires, tables, etc.)

6. Professional Outcomes Form (See attached form)

* All pages, including appendices should be numbered consecutively
* One electronic 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 Requirements**

1. 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.

1. 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.

1. Purpose and Hypothesis

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

1. Theory/Conceptual Framework
2. Literature Review

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

1. Importance to the Discipline

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

1. Methodology

Include a description of the research design, study sample with power analysis (if quantitative), sampling frame, research setting, ethical protection of participants, and instruments to be used

1. 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.

1. Timeline

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

1. Budget (See attached form)

**For MCN Pilot Funds the maximum budget request is $4,000. For MCN Research/Scholarship Grants the maximum budget request is $3000.** The budget should be carefully developed. Contact the .Associate Director for Business and Finance, or the Associate Dean for Research for guidance as needed.

1. References
2. 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

List all URG and MCN-IG Research Grant proposals submitted during the past five years, indicating which were funded.

* External Funding

Provide a list of external proposals submitted during the past five years, indicating which were funded and those which were not.

* Scholarship

List publications and scholarly accomplishments from the past five years. List the following separately:

1. Peer-reviewed scholarly publications (research articles, reviews, books and monographs)
2. Other publications
3. Presentations and/or other scholarly works
4. 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

1. Professional Outcome(s) Form (See attached form)
* The Professional Outcome(s) Form is required by the Mennonite College of Nursing Research, Scholarship, and Innovations Office. It clearly defines the product(s) that will be generated by this project. It is expected that 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.
* At 2 points, following the receipt of an award, PIs are required to submit to the College the **accomplished professional outcomes of their grant and verify completion of the project described in the intended** Professional Outcome Form which accompanied the original proposal.
	+ The first is due at the end of the 1st year in which funding was received.
	+ The second is due at the end of the 2nd year in which funding was received.

The accomplished Professional Outcomes are summarized by the Associate Dean for Research, who uses this information to make a recommendation to the College Research Committee for future funding. All discussions of these recommendations will remain confidential with the Committee.

**Budget Page Instructions**

Accuracy in selecting the correct budget line is very important. If you have questions, please contact the Associate Director for Business and Finance or the Associate Dean for Research.

1. **Personnel Services**
2. *Faculty Salary.* Salary will not be approved.
3. *Student Help.* The University has a several level pay scale. Please contact the Student Employment Office (8-2237) for further details.
4. *Graduate Assistants.* Monthly stipends vary among departments. Please check with the Assoc. Director for Business and Finance for the current stipend for Mennonite College of Nursing.
5. *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 Human Resources for details at 8-8311.
6. **Operations**
7. 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 Old Main, the investigator should complete a printing services form, and obtain budget number and signature from Diane Folken, or if 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.*

1. Postal Services

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

1. 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).

1. Travel

Travel includes transportation, food, lodging and other costs in connection with official business. Please check for the current reimbursement rate for mileage for private cars and meals. Also included are charges for use of University fleet cars. Use the lowest possible air and rail fare. Use of travel funds is governed by State regulations. For details, see <https://travel.illinoisstate.edu/> or the Director, MCN Business and Finances’ Administrative Aide.

1. 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

1. 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 MCN-IG funds become the property of MCN, and it will normally remain at MCN 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:

1. Proposals submitted by more than one person should not exceed the $4,000 budget limit for single authored proposals for MCN Pilot Funds or $3000 for MCN Research/Scholarship Grants.

2. 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.)

3. 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.)

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

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

## Professional Outcomes 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, but must include presentation at MCN Scholars Day. Possibilities include: conference presentations, research articles, research books, chapters or articles in books, external grants, research lectures, or other appropriate professional outcomes. “The professional outcomes must be consistent with the highest academic standards for scholarly productivity in nursing.”

4. When selecting intended professional outcomes for the Professional Outcome Form, the time frame for the MCN-IG project should be kept in mind including the deadline for reporting accomplished outcomes.

5. Complete signature section.

## Mennonite College of Nursing – Internal Grant Application

1. Name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Office Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What grant are you applying for?

MCN Pilot Funds\_\_\_\_\_\_

MCN Research/Scholarship Grants\_\_\_\_\_\_

1. Are you a full-time faculty member? Yes\_\_\_\_ No\_\_\_\_ *Years at MCN \_\_\_\_\_\_\_*
2. What is your title?

IAP\_\_\_ Assistant Professor\_\_\_ Associate Professor\_\_\_ Professor\_\_\_

1. Previously funded URG or MCN-IG recipient? Yes\_\_\_\_ No\_\_\_\_
	1. If yes, list date and amount received for each grant awarded.
2. Project Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Proposal Category:

*Research Development\_\_\_\_*

*Grant Development \_\_\_\_*

1. Does this project involve the use of humans as subjects for research? Yes\_\_\_ No\_\_\_
2. **Total amount** requested from MCN-IG program funds

 (total from budget page)……………………………………………….$\_\_\_\_\_\_\_\_\_\_\_

1. Signatures: required on one copy only

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

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

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

**Mennonite College of Nursing – Internal Grant Budget**

A. **Personnel Services** Amount

 Civil Service—Extra Help..# hours\_\_\_\_\_X rate of pay\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Graduate Assistants……...# months\_\_\_\_X stipend\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Help…………….# hours\_\_\_\_\_\_X rate of pay\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_Regular \_\_\_Work Study\*

**B. Operations**

Contractual Services……………… ……………………..$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Computer software \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Photocopying (off campus) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 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 $4,000)…...………………….. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*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 – INTERNAL GRANT PROGRAM

**Professional Outcome Form**

(See instructions on following page)

|  |  |
| --- | --- |
| 1. Check appropriate boxes.

 Type of Outcome: □ Intended Professional Outcomes (Submit with MCN-IG proposal) □ Accomplished Professional OutcomesPrincipal Investigator(s) (Please Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Faculty Status: □ Instructional Assistant Professors □ Tenured □ Tenure TrackUniversity Research Grant Category: □ *Research Development*  *□ Grant Development* |
| Title of Proposal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Briefly describe the MCN-IG project (3-5 lines).
2. List the intended outcome(s) (i.e., product/work/result) of this MCN-IG briefly and clearly, including presentation at MCN Scholars Day. Be specific regarding the number of items in each category listed.
3. Signatures:

P.I. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P.I. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Associate Dean for Research\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_