



HOSPICE AND PALLIATIVE NURSES FOUNDATION (HPNF) CERTIFICATION RESEARCH GRANT

The purpose of the HPNF Certification Research Grant is to help build a better understanding of the impact of palliative nursing certification on patient outcomes. Previous research has demonstrated that certified nurses, non-certified nurses and nurse managers value certification. Most recent research has begun to examine the impact of certification on patient outcomes. Studies done in the acute care setting suggest that care environments with a higher proportion of certified nurses have better patient outcomes. Replicating this research in the hospice or palliative care environment would advance our understanding of the value of palliative nursing certification.

The HPNF Certification Research Grant is intended to provide investigators with a financial resource to conduct exploratory, pilot or feasibility studies that ultimately measure the impact of certification on patient outcomes. Examples include collecting preliminary data about the distribution of certification qualifications among staff of different types of organizations or examining datasets from health care systems for patterns of staffing and outcomes.

One grant of up to \$15,000 will be awarded annually. Proposals are due on or before July 1. The funding date is September 1 of the same year. Funds for this grant do not cover expenses incurred prior to the funding date.

The Certification Research Grant is competitive and the awardee is selected from the applicant pool by the Certification Research Grant Review Committee consisting of HPNF Board members and HPNA members with research expertise.

General Grant Information

- Proposals may be re-submitted one time to HPNF.
- The funding period is for 12 months from the receipt of the award.
- Grant funds may not be used for investigator salary.
- A final report of expenditures and final scientific report must be submitted to HPNF 90 days following the original or amended project funding period.
- The application abstract and final report will be posted on the HPNF website.
- Publication of research findings in peer-reviewed scientific or professional journals such as *Journal of Hospice and Palliative Nursing* is expected.

To be eligible for the grant, the Principal Investigator must

- Be actively involved in some aspect of hospice and palliative care practice, education, or research.
- Hold a master's or doctoral degree or be enrolled in a doctoral program.
- Have a project that is consistent with the purpose of the research grant, stated above, and is ready for implementation when funding is received.
- Complete projects within one (1) year of funding.
- Preference will be given to HPNA members.

To apply

- Use this application packet for submission.
- All applications must be submitted via email to Hospice and Palliative Nurses Foundation. Faxed or mailed applications will no longer be accepted. The email address is info@hpnf.org. An acknowledgment of receipt will be emailed on the next business day upon receipt of a proposal.
- Proposals must be received on or before **July 1** of the respective year. Submission deadline is strictly enforced.
- HPNF Certification Research Grant Review Committee takes into account applicant's adherence to submission guidelines, completeness of proposal, and quality of described research project when reviewing submissions and selecting awardee.

Review Criteria

- Clear, original and consistent specific aims
- Potential to lead to improved palliative nursing care
- Well-articulated conceptual framework
- Clear and relevant synthesis of current literature
- Appropriate and rigorous design
- Well-described analytic plan
- Evidence of adequate physical resources and expert support
- Evidence of human protections
- Access to data collection site
- Adequate and justified budget
- Evidence that project can be completed within 12 months
- Priority will be given to HPNA members

Research Funding

Funds for this grant are provided by HPNF through a restricted gift from the Hospice and Palliative Credentialing Center.

Grant Proposal Re-submissions

A proposal may be re-submitted only once to HPNF. Please submit a cover letter with the re-submission. The letter should be limited to two pages and identify the type of previous award the applicant applied for and the year of the previous application. If available, please address the reviewer critiques and the modifications made to them.

Final Report

A final report of expenditures and final scientific report must be submitted to HPNF 90 days following end of the original or amended project funding period. Unexpended funds must be returned to HPNF. Please prepare the final report in a format that is suitable for posting online to promote dissemination of findings to practicing nursing professionals and the lay public. The final report is limited to five pages (single spaced) and includes the information provided on the title page of the application as well as description of the research, major findings, discussion with reference to related literature, and implications for practice, research and education.

Acknowledgement of Funding

Research recipients must acknowledge that this research was *funded by HPNF through a restricted gift from the Hospice and Palliative Credentialing Center* in all publications and presentations regarding their research.

Dissemination of Results

HPNF is committed to advancing expert care in serious illness. Therefore, it will post the research grant final report on its website. In addition, the report may be submitted for publication in the *Journal of Hospice and Palliative Nursing*. Publication of research findings in peer-reviewed scientific or professional journals is expected.

Income Tax Considerations

HPNF is required by law to report grant awards to the Internal Revenue Service on a Form 1099. Therefore, the award recipient or his/her designated employer/institution will receive from HPNF an IRS 1099-Misc. form no later than January 31 indicating the research grant funds received the previous year. If additional compensation is received by the award recipient and/or his/her employer/institution regarding this project, it is that funder's responsibility to issue to the recipient a W-2 or Form 1099. Research recipients will be asked to designate to whom the funds should be distributed at the time the HPNF award is made for the purpose of the Form 1099-Misc.

Questions

Please contact the HPNF Director of Development at 412-787-9301 or email info@hpnf.org with any questions.

Hospice and Palliative Nurses Foundation (HPNF) Certification Research Grant Submission Guidelines

Deadline for submission: July 1. Award will be effective September 1 of the same year.

Name of Applicant:

Title of Grant Award:

General Instructions for Applicants

1. All applications must be submitted via mail or email on or before July 1 of the respective year. All information must be in English. Applications not received by July 1 will not be reviewed or considered for funding. We recommend that applicants allow ample time in developing their research project and preparing this application (i.e. provide time for letters of support to be completed prior to the deadline).
2. Failure to follow the guidelines for preparation of grant proposal negates funding. Therefore,
 - a. Follow instructions and word limits carefully
 - b. Use current version of the APA format for the in-text citations and reference list
3. When more than one investigator is listed, the first individual named will be the person with whom HPNF will communicate and the investigator who will assume responsibility for conducting the research.
4. Final narrative and financial reports are due 90 days following the end of the one-year funding period. Dissertations or other published products are not accepted as final reports. Instructions for the final report appear in Part VII below.
5. If a grant is awarded, the applicant becomes a grantee and assumes any and all legal and financial accountability for the awarded funds and for the performance of the grant-support activities. Deliberate withholding, falsification, non-documentation of references, or misrepresentation of information in the application could result in administrative actions including, but not limited to, the withdrawal of an application and any awarded funding.
6. If the research project needs to be changed in any manner after it is accepted, a letter of request to change the research grant must be submitted to the CEO of HPNF. The implementation of changes can only be made after written approval from the CEO of HPNF is received.
7. Unless noted below, the application should be double spaced, Times New Roman 10 pt. font, with one inch margins.

Part I – Abstract (300 word limit)

Place the abstract on a separate sheet of paper, single spaced. At the top of the page, list the title of the project; name of the applicant; credentials of the applicant; name of mentor or advisor, if applicable; institutional affiliation for each person identified; and identify if research project is a thesis, dissertation, pilot or full study. Outline objectives and methods. The abstract should include a brief review of the following: Purpose/Specific Aims, Rationale of Study, Conceptual or Theoretical Framework, Main Research Variables, Design, Setting, Sample, Methods, and Implications for Practice. Specify the subject population and describe clearly their importance in the study. The abstract should not exceed 300 words.

Part II – Proposal and Support (20 page limit, include page numbers)

A. Body of Proposal

1. Purpose of the Study:
State clearly the purpose of the study, including how the project makes a unique contribution or finding to certification of nurses in palliative care. Include a list of specific aims in numerical sequence.
2. Significance:
Explain the background problem in your proposal. Critically evaluate existing knowledge. Specify the gaps that the project is intended to fill. State concisely the importance of the research in terms of the contribution to nursing and potential for leading to further research, methodology or theory development.
3. Specific Aims/Hypothesis:
State concisely the hypothesis and describe what the research is intended to accomplish.

4. **Theoretical/Conceptual Framework or Rationale:**
Summarize the theoretical framework or rationale, addressing the relationship among the specific aims, the literature, key concepts, variables and instruments. Identify how the research will address a knowledge gap.
5. **Literature Review:**
Literature may be reviewed as a separate section or as part of background, significance, and/or conceptual framework. Include current literature that is directly pertinent to the project and that assists in clarification of purpose and procedures.
6. **Method:**
Discuss in detail the methodological approach, the research design, and the procedure to be used to accomplish the specific aims. Describe new methodology. Discuss potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.
 - a. **Research Design:**
Describe the design of the research. Indicate if the project is a pilot study.
 - b. **Participants and Setting:**
Describe the target population and characteristics of the participants. Include the number of participants, the rationale for sample size, the sampling frame, the sampling procedure, and the setting for data collection. For qualitative and quantitative research studies, describe the number of and type of participants and all sampling and assignment procedures. Indicate the rationale for the sampling process and sample size determination. Include a power analysis to justify the sample size determination. Describe the process for recruitment of participants. Acknowledge potential problem areas and consider alternative tactics. Provide a rationale for the use of the selected settings. This is especially important if it is a multi-site project.
 - c. **Experimental Variables (for experimental and quasi-experimental designs):**
Describe the independent and dependent variables in sufficient detail to allow evaluation of its clinical soundness and operational definition. A more complete description of the intervention or experimental manipulation may be appended for further clarification.
 - d. **Apparatus and/or Instruments (if appropriate):**
Report the specific characteristics of the instruments, including their reliability, validity, and/or sensitivity. Address how the tool will be used. The instrument(s) (i.e., a questionnaire) should be included in an appendix (and is not considered part of the page restriction).
 - e. **Procedure:**
Describe the design and the procedure to be used for the proposed data collection. Specify the kinds of data you expect to obtain. If human participants are used, provide the specific inclusion/exclusion criteria. If appropriate, discuss potential problems with and/or limitation of the procedure, situation, and/or material. If applicable, include an orientation plan for data collectors.
 - f. **Plan for Data Management/Analysis:**
Describe the means by which the data will be analyzed and/or interpreted.
 - g. **Limitations:**
Describe the limitations of the study including those related to design and methods.
 - h. **Human Subjects:**
Provide a statement of the subject's rights. Include a copy of the Institutional Review Board (IRB) approval and a copy of the consent form. If IRB approval is pending at the time of submission, evidence of submission to the IRB must be provided at the time of the application. If this IRB approval is received prior to July 1, please submit as addendum to your proposal upon receipt.
7. **Time Line:**
Provide a 12 month schedule that specifies the timing of the main steps of the investigation. Justify that the project can be completed within the time frame.

B. Support Information

1. **Facilities/Resources:**
Describe the facilities and other physical resources available for this study (clinical resources, office space, etc.).

2. Collaborative Arrangements:
If the proposed research requires collaboration with other institutions, describe the nature of the collaboration and provide signed agreements for those institutions that have made commitments to collaborate.
3. Consultative Support:
Include a description of availability of adequate consultation to assure refinement and completion of the project.
4. Additional Financial Support for Research:
Describe other sources of funding (if applicable), that you currently have or have applied for to support this research. Identify whether the proposed scope of your project will change if other pending financial support is not received.

Part III – Letters of Support (not included in the page limit)

- A. Letters of support must be included from the following:
 1. At least one research advisor/committee chair, if the proposal is dissertation research;
 2. At least two colleagues who are knowledgeable about this research;
 3. Any collaborating institutions; and
 4. Any consultants.
- B. All letters of support must be submitted with the application materials by the deadline.

Part IV - Biographical Sketches (not included in page limit)

A biographical sketch (contact and biographical information), not to exceed two pages per individual, must be completed for each investigator.

Part V - Budget (not included in page limit)

- A. Expenditures
HPNF does not fund indirect costs or costs related to completing an education program (i.e., tuition). Please include your budget amounts for the following items:
 1. Personnel (Requests for Investigator salaries may not be included)
 2. Secretarial staff
 3. Research Assistants
 4. Consultants (Limit to \$100 per hour)
 5. Supplies
 6. Equipment
 7. Computer costs (software only)
 8. Travel Expenses (data collection only)
 9. Participant Incentives
- B. Justification
Provide a justification for all expenditures listed.

Part VI - Appendices (not included in the page limit)

Please attach the following documents to your project proposal:

- A. Reference List
- B. Certificate of Completion (within the last year) from a Human Participant Protection Education Course
- C. Letters of Support
- D. Biographical Sketches (limit 2 pages per bio-sketch)
- E. Copies of Survey, Instruments Included in Scoring Criteria
- F. Interview Schedule/Script
- G. Reference cited in the text, using APA format
- H. Consent Form
- I. Itemized Budget and Budget Narrative
- J. If applicable, Resubmission Cover Letter
- K. If applicable, Thesis and Dissertation Signature Form and University Proposal

Part VII – Guidelines for Preparing the Grant Final Report

A final report of expenditures and final scientific report must be submitted within 90 days of the end of the funding period. Once the final report is received, the remaining \$500 of the grant will be issued. The report may be submitted as an executive summary or abstract, a manuscript, a research abstract, a publication or journal article related to the funded project. Dissertations are not accepted as final reports. The final report should include the following:

- A. Summary of project aims
- B. Theoretical/conceptual framework
- C. Methods, procedures and sampling
- D. Summary of findings
- E. Recommendations
- F. Financial Report from financial office
- G. Check for any unused funds

Please email the final report, addressed to the HPNF Director of Development at info@hpnf.org. In addition, you must submit your abstract to the Hospice and Palliative Nurses Foundation to be posted on the HPNF website. Recognize that this research was *funded by HPNF through a restricted gift from the Hospice and Palliative Credentialing Center* upon any publication and/or presentation.

Part VIII – Other Forms: Use for recipients only:

- A. Research Grant Application Agreement
- B. Research Award Recipient Agreement
- C. W-9

Application Submission

Submit in the following order:

- A. Title page with all signatures
- B. Research Grant Application Agreement (below)
- C. Project Proposal (20 page limit)
- D. All appendices
 - 1. Reference List
 - 2. Certification of Completion (within the last year) from a Human participant protection education course
 - 3. Letters of Support
 - 4. Biographical Sketches (limit 2 pages per bio-sketch)
 - 5. Copies of survey, instruments included in scoring criteria
 - 6. Interview schedules/script
 - 7. References cited in the text, using APA format
 - 8. Consent Form
 - 9. Itemized budget and budget narrative
 - 10. If applicable, resubmission cover letter
 - 11. If applicable, thesis and dissertation signature form and university proposal



CERTIFICATION RESEARCH GRANT APPLICATION AGREEMENT

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

1. Assume any and all tax liability for research funds that are issued in my name;
2. Assume responsibility for the scientific conduct of this research;
3. Return the remaining funds to the Hospice and Palliative Nurses Foundation (HPNF), if my research is not finished by the projected completion date, unless an extension has been granted by HPNF;
4. Notify the Hospice and Palliative Nurses Foundation if other requested support is received;
5. Submit Final Grant Report within 90 days after funding period ends (or completing my research) to the Director of Development at info@hpnf.org.
6. Publish or present the findings of my research, giving priority to Hospice and Palliative Nurses Association publications;
7. Acknowledge the Hospice and Palliative Nurses Foundation support in all presentations, publications, etc.;
8. That I will not accept duplicate funding;
9. Allow my final research report, in full or abstract form, to be published in HPNF/HPNA publications;
10. I understand the Hospice and Palliative Nurses Foundation will withhold \$500.00 from my research grant until my final report is received within 90 days of completing my research; and
11. Complete the research within one year of funding. I understand that it is my responsibility to notify the Hospice and Palliative Nurses Foundation in writing if I am unable to complete my research within one year of funding.

I understand and agree to adhere to the aforementioned items. I understand that failure to meet these conditions may result in administrative action including, but not limited to, my becoming ineligible to receive further grants or scholarship funds from the Hospice and Palliative Nurses Foundation.

Please indicate your agreement of these terms by printing and signing your name below:

Applicant Name (Printed)

Applicant Signature

Date