Association of Community Health Nursing Educators
Application for Research Funds

Purpose:
The purpose of the funding is to provide seed money, pilot funding, or total funding for research with promising contributions to build evidence related to:
- teaching strategies and modalities
- clinical teaching and learning partnerships
- environmental health and emergency response
- cultural competence and awareness
- other topics relevant for community/public health nursing education.

The proposal **must** address at least one of the *current ACHNE Research Priorities (https://www.achne.org/aws/ACHNE/pt/sp/research-priorities):*
- *Research conducted using rigorous, high-level design*
- *Contribute to the evidence on faculty development, support and training*
- *Measure impact of community/public health nursing education on students and/or communities, particularly long-term impact*

Eligibility:
Eligibility for the ACHNE Research Grant is limited to active ACHNE membership. The requirement is that the principle investigator is an ACHNE member and holds a master's or doctoral degree or is enrolled in a doctoral program.

Award Guidelines:
Total award amount for a single research project is capped at $5000.00 USD but may be less. Priority consideration will be given to first time applicants and those who meet the initial submission deadline.

Proposals may include requests to support reasonable project-related expenses, including, but not limited to: travel to project sites; implementations supplies; instrumentation and/or software to analyze data, participant incentives; and up to $500.00 USD may be used for travel to the ACHNE Annual Institute to present findings. Honorariums for experts/consultants that add to the quality of the project are accepted with justification.

Funds may not be used to: Support travel or hotel accommodations to conferences (with the exception of ACHNE); pay salary or stipends.

All grant funds are to be used between July 1st of awarding year and June 30th of the subsequent year. Please note that checks will be presented at the Annual Institute. Recipients are strongly encouraged to attend the Annual Institute to accept the award and to be recognized by the membership (Figure 1).
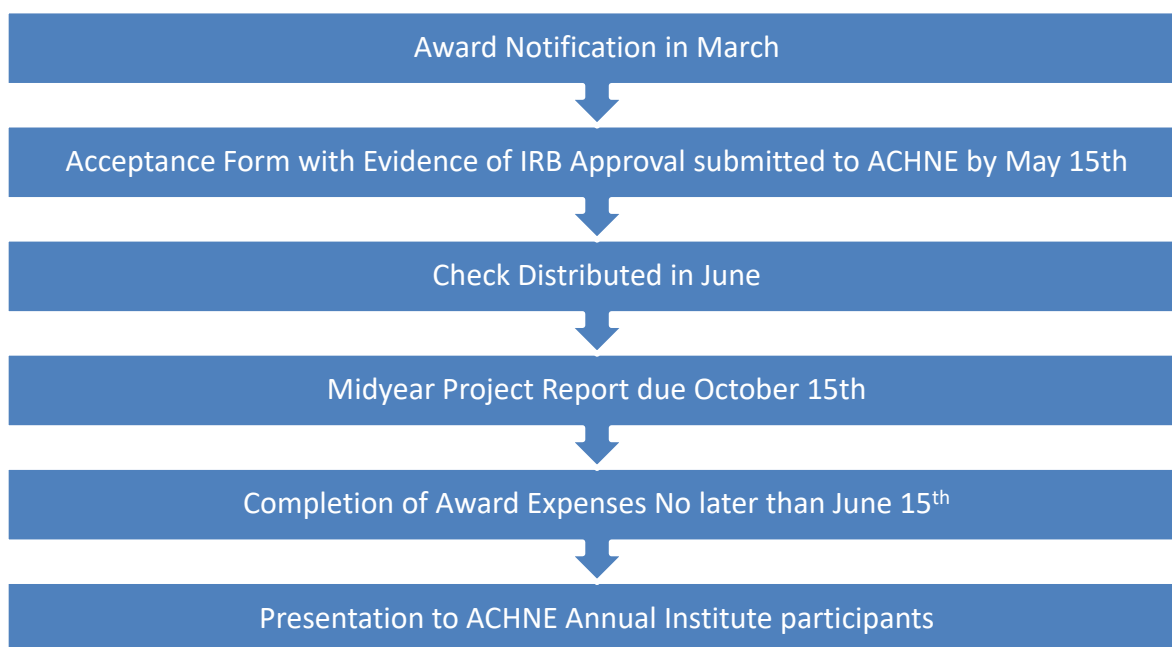
Award Notification in March

Acceptance Form with Evidence of IRB Approval submitted to ACHNE by May 15th

Check Distributed in June

Midyear Project Report due October 15th

Completion of Award Expenses No later than June 15th

Presentation to ACHNE Annual Institute participants

Figure 1. Award Timeline

Proposal Format:

1) **Title of Proposal** – include key words that describe the type of research, population and important variables.

2) **Abstract** – a succinct description of the proposed research that includes the research purpose/objectives, sample, design, measures, procedure and analysis plan. The abstract should be **250 words** or less.

3) **Proposal body**
   a) **Background/Specific Aims** – Briefly describe the background for the proposed research. Include specific aims, research questions or hypotheses.
   b) **ACHNE Research Priorities** - Identify how the aims address at least one of the *current ACHNE Research Priorities*. Describe the importance of the research to community/public health nursing education.
   c) **Conceptual Framework and Review of Literature** – Briefly describe the conceptual framework that will guide the research. Critical evaluation of existing knowledge with identification of the knowledge gaps the proposed research intends to fill. Identify the next research steps/how this research fits into a larger program of research.

   d) **Methods**
      i) **Design** – Describe the research design to be used.
      ii) **Sample** – Describe the target population. Specify sample size, rationale for sample size, sampling technique and sampling procedures. Provide inclusion and exclusion criteria. Address research risks protection of the subjects.
      iii) **Setting** – Describe the setting in which the research will take place. Include evidence of access to setting in appendices.
      iv) **Measures** – Describe variables to be measured and definitions. Report specific

characteristics of the instruments used to measure each variable (reliability, validity, precision, accuracy).

    v) **Procedures** – Specify how data will be collected. Include a timetable of events. Discuss limitations of the research.

    vi) **Data Analysis Plan** – Identify the data analysis methods that will be used to analyze the data and that correspond to the aims/questions/hypotheses.

e) **References** – List of references used in the body of the proposal using APA style.

4) Appendices

1. **Budget & Budget Justification**– Include only expenses essential to the conduct of the proposed research. Funds from ACHNE may not be used to fund salaries for investigators, expenses related to education or indirect costs. Educational expenses not covered by these funds include expenses for preparation of theses and dissertations, travel associated with thesis/dissertation approval, tuition and textbooks.

2. **Documentation of review** by appropriate Institutional Review Board (IRB) or timetable for review. Research funds will not be released until the Research Chairperson receives documentation of approval by the IRB.

3. **Documentation of access** to subjects, letters of support if applicable. Include letters of support from individuals administratively responsible for access to potential subjects and other resources necessary to complete the research.

General Instructions to Applicants for Proposal Submission:

1. Write your proposal using the format cited above. Note, these documents will NOT be submitted but are to help you in organizing the required information. Using a word document for this is recommended as you will be able to copy and paste into the Online Application.
2. The format for the proposal is provided above; please include in-text citations and references in APA format. Include page numbers and a running head for any uploaded files.
3. All correspondence will be addressed to the Application Submitter. It is strongly recommended that the Submitter also be the Project Lead.
4. [Create your online application to the ACHNE Research and EPB Small Grants Awards by clicking here](#).
   NOTE: Before you can begin your application, you will be prompted to log in or set up an account with Oxford Abstracts. If you have previously used Oxford Abstracts for another event, such as the ACHNE Annual Institute, you may use the same username and password, but MUST use the link above to access the ACHNE Small Grants and EBP Awards submission forms.
5. Once the submission is complete, proposers will receive an automated confirmation by email receipt. If you do not receive a confirmation that your submission is complete, and it is not in your spam folder, contact Roxy West at the ACHNE office, info@ACHNE.org or 937-586-3727.

6. Paper copies will not be accepted. Proposals must be submitted by **February 17, 2023, at 5:00 PM EST.**

7. Online applications must be completed to be reviewed and should include the following:

   a. Abstract of the proposed research (250 words or less).
   b. Proposal body and references (see Proposal Format for specific directions).
   c. Biographical sketch of each project team member (Describe your qualifications and experience for your role in the project.)
   d. Appropriate appendices (see Proposal Format for details).

Proposal and Award Questions should be submitted to Research Grant Award Sub-Committee Co-Chairs:
Dr. Katie McElroy, mcelroy@umaryland.edu
Dr. Janice Hobba-Glose, jglose@daemen.edu

Questions regarding the online submission software should be submitted to the ACHNE Office, info@ACHNE.org.

Proposal Evaluation & Review Criteria:
This is a competitive award process. Each proposal will be peer-reviewed by the ACHNE Research
Committee using a double-blind process. Review of proposals will be based on adherence to
proposal format and alignment with goals of this call for proposals.

Critical Dates:
Proposal submission deadline: **February 17, 2023, at** 5:00 pm EST
Announcement of Awards (estimated): **March 31, 2023,** at 5:00 PM
Mid Project Report: **October 15, 2023**
Completion of Award expenses: **May 15, 2023**

Post Award Requirements:
After receiving an award, and to be eligible for future awards, the recipient will be required to:
(1) submit a brief report (no more than one page) that includes the significant outcome resulting
from the research grant to the ACHNE President by the last day of April in the academic year
that follows the year in which the award was made; and,
(2) submit an abstract for presentation at the next ACHNE Annual Institute.

Any presentations and publications as a result of this grant must acknowledge the ACHNE as
the source of funding.

Questions
Questions about proposal preparation or review can be addressed to Dr. Katie
McElroy (mcelroy@umaryland.edu) or Dr. Janice Hobba-Glose
(jglose@daemen.edu), Co-chairs of Research Grant Award Sub-committee.

Ann M. Stalter and Lisa Turner serve as the ACHNE Research Committee Co-Chairs.
Ann can be reached at ann.stalter@wright.edu. Lisa can be reached at
turnerli@berea.edu

Questions regarding the online submission software should be submitted to the ACHNE Office,
info@ACHNE.org.

Updated 11/2022

Association of Community Health Nursing Educators

Application for Research Funds Form

Do NOT Submit this form. It is for your use only.

Name and credentials of Principal Investigator (PI):
Proposal Title:
Address of Principal Investigator: Institution: Street: City, State, Zip Code: Phone: Email: Have you ever received an ACHNE Research Grant? If so, what year?
Are you currently an ACHNE member?   Yes   No
Have you applied for, plan to apply for, or are now receiving support for this research?   Yes   No **If yes, please identify source and amount requested.**   *If other support is received after this application is reviewed or has been funded, please notify the Research Chairperson.*

Are human subjects involved?   Yes   No
 	
   Institutional Review Board action:
 	
   Approval date or submission date (if not approved):

Are there co-investigators for this research?   Yes   No **Please include contact information for each co-investigator:** Name and credentials: Institution: Street Address: City, State, Zip Code: Phone: Email: Have any of the co-investigators ever received an ACHNE Research Grant? If so, what year?
Total amount of budget: $_____ **Budget justification must be attached.**
Anticipated start date: **Anticipated completion date:**

Updated 11/2022