

Research & Intramural Funding Program



School of Nursing
University of Washington

Office for Nursing Research

T643 Health Sciences Building

206-685-1525

<http://www.son.washington.edu/research/internal/RIFP/RIFP.asp>

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Research & Intramural Funding Program



School of Nursing
University of Washington

Summary of Program

RIFP Funds

The School of Nursing Seattle campus has intramural funds for support of faculty research. The general objectives of the Research and Intramural Funding Program (RIFP) are to strengthen and enhance the research environment of the School of Nursing through the use of funds and local decision making concerning the School's research mission, and to enable effective implementation and conduct of the faculty's research program.

Awards

Awards of up to \$15,000 may be made to support:

1. pilot research that can be expected to lead to extramural support
2. studies by new investigators
3. continuation of research during temporary interruption of grant support.

Up to \$500 may be allocated by the Associate Dean for unexpected faculty research expenses.

Dates

A Call for Proposals is issued three times each year. Deadlines for application are:

- November 15 (*funds available January 1*)
- February 15 (*funds available April 1*)
- May 15 (*funds available July 1*)

If the 15th falls on a weekend or holiday, deadline is the following business day, or date specified in the Call for Proposals. Applications are due on that date no later than 5 PM Pacific Time.

Preparation

- Equipment and space needs, human/animal subjects, and the investigators commitment of time should be considered early and discussed with the Department Chair.
- Consultation services for proposal design, research methodology, budget planning, and application preparation are available in the Office for Nursing Research. Appointment requests or questions about the program may be directed to 206-685-1525.
- Detailed instructions about content, formatting, and submission of applications are on this website.

Review

A competitive review is carried out by the Research and Intramural Funding Program Review Committee. The Research and Intramural Funding Program Review Committee consists of faculty members from the School of Nursing, appointed by the Faculty Council on the basis of expressed interest and expertise. Ex-officio members are the Associate Dean for Research and a statistician from the Office for Nursing Research. The information for the proposal review is an abbreviated version of the information required for any federal or philanthropic grant review process. After each proposal is reviewed and discussed by the Research and Intramural Funding Program Review Committee, each member assigns a priority score based on the scientific merit of the proposed research. The priority rankings are given to the Research and Intramural Funding Program Executive Committee for funding decisions.

Funding

Funding decisions are made by the Research and Intramural Funding Program Executive Committee, in a meeting for that purpose chaired by the Associate Dean for Research, and are based on the priority rankings from the reviews for scientific merit and University policies that govern allocation of such funds. Also, consideration is given to:

1. studies proposed by tenure-track faculty
2. studies that have promise for leading to extramural funding
3. research for which extramural support is temporarily interrupted

Announcement

The Associate Dean for Research notifies each applicant of decisions made by the Research and Intramural Funding Program Executive Committee in a letter sent approximately two weeks before funding availability. The Research and Intramural Funding Program Review Committee reviewers' comments are included with the letter. If a proposal is not selected to be funded, suggestions are offered for revision for possible reapplication. If a proposal is funded, information is provided regarding funded amount and dates, and assistance available for fiscal management of the grant.

Assistance

- Budgets for RIFP intramural funds are managed in the Office for Nursing Research, where monthly account statements are prepared for individual grants and assistance is provided for purchasing, subject payments, and other fiscal needs.
- Final Reports are due in the Office for Nursing Research six months after closing date.

RIFP Eligibility, Funding & Award

- RIFP funds are available only to faculty at the Seattle campus.
- Other SON funding may be available through the RIFP review process to faculty at the Bothell, Seattle and Tacoma campuses and at UW partner institutions such as University of Alaska Anchorage, University of Hawaii Manoa, Washington State University and West Virginia University.

Please refer to the specific requirements for each funding type as announced in the Call for Proposals.

WHO may apply for RIFP Funds*

- Seattle campus faculty with or without tenure
- Seattle campus research faculty
- Seattle campus lecturers, with permission of their department chair
- Seattle campus postdoctoral scholars, in collaboration with faculty

**No applications accepted from anyone with an ACTIVE RIFP. All previously awarded RIFP grants must be completed and Final Report must be on file.*

WHAT is considered

- Research intended for and likely to result in a viable extramural proposal
- Self-contained activities

FUNDING decision based on

- Priority rating from scientific review
- Resources available

Funding Priorities

1. pilot research that can be expected to lead to extramural support of a more extended proposal
2. support of studies by new investigators
3. unexpected research requirements and emergencies
4. continuation of research during temporary interruption of grant support

Maximum Award

- \$15,000.00 per research project
- \$500 may be allocated at the discretion of the Associate Dean for Research for unexpected faculty research expenses

Salary & Benefit Restrictions

- Faculty/Primary Investigator: Salary/benefits allowed summer only, total of one month in 3-year period
- Research Faculty or others not on state salary may use funds for salary/benefits at any time

Time Period for Award

- Spending Period: One-year from Grant Begin Date
- Extension: email Associate Dean, specifying additional time needed and reporting progress to date
- Final Report: Due 6 months from Grant End Date

Preplanning Your Application

Department Time and Space

Since any research proposal requires some commitment of time and department space by the investigator, plans should be discussed early with the Department Chair. The Chair needs to know about new proposals in order to handle administrative clearances and teaching responsibilities in the Department and the School.

In addition, investigators should indicate to their Chair the percent and length of time estimated to complete the project (usually one year). Please note that the Chair's signature is required on the cover page of the proposal.

Research Space and Equipment

If the resources being requested involve the use of space outside the department or special equipment, contact the Associate Dean for Research who coordinates all such matters for the School of Nursing.

It is the investigator's responsibility to check in advance for the availability of space and equipment in the event funding is received. This should be done both for proposals that require new space and for proposals that extend use of space currently being occupied.

Consultation Assistance

The Office for Nursing Research offers consultation services for investigators planning to request intramural funding. Call the Office for Nursing Research @ 206- 685-1525 or stop by T643 to make an appointment for

- statistical and design consultation
- budget planning assistance
- application preparation advice

The Associate Dean for Research is available for consultation and guidance to investigators from the initial planning phase through preparation for final submission.

Human/Animal Subjects

If human subjects are part of the research design, submit a UW 13-11 form to your Department's Human Subjects Committee and then to the UW Human Subjects Division. Expect the application review process to take approximately two months.

If the proposed research involves the use of laboratory animals, submit an application to the UW Animal Care Committee.

The submission of a Human/Animal Subject application is **not** required at the time an RIFP application is submitted. The date for submission and approval of a Human/Animal Subjects application **must be made explicit in the timetable** of an RIFP application. These dates need to be consistent with the dates provided for data collection.

The release of funds will not occur until a copy of an **approved** Human/Animal Subjects application is submitted to the Office for Nursing Research.

Human/Animal Subjects Office provides an objective rigorous review of human/animal subjects applications and maintains high standards for safeguarding the rights of subjects. Thus, the Research and Intramural Program Review Committee may defer this critique function to the review mechanism set up by the Human/Animal Subjects Office.

Payment of Research Subjects

NOTE: If you intend to pay Research Subjects with funds from your Intramural Grant, you should answer YES to Item G, Confidentiality of Research Data, Question 1, in the HUMAN SUBJECTS APPLICATION form. Use the following information to explain why it is necessary, and to plan your process for subject recruitment and payment.

The Office for Nursing Research maintains a checking account for the Intramural Funds for payment of Research Subjects. Check requests to ONR must state the subjects name, address, Social Security number, and amount to be paid. Allow at least three days for your request to be processed.

The Office for Nursing Research does not maintain petty cash for the purposes of paying Research Subjects from the Intramural Funds. **No reimbursement for Subject Payment will be made to faculty who pay subjects directly.**

The Office for Nursing Research is required to maintain a list of Research Subjects receiving compensation from the Intramural Funds, including their names, addresses, Social Security numbers and amounts paid. This information must be kept on file for audit purposes. Payments may need to remain confidential, and a coding system may be devised to prevent disclosure of direct identifiers. ONR will maintain the payment information in a locked file cabinet.

The Office for Nursing Research has the responsibility of tracking total amounts paid to a subject from the Intramural Funds. Research Subjects receiving \$600.00 or more in a calendar year from the University of Washington must be reported to the UW Financial Services Tax Desk by January 10th each year. These payments are reportable to the Internal Revenue Service. Failure to report this information may subject the University to a fine by the Internal Revenue Service.

If your ability to recruit Research Subjects would be seriously hindered by the requirement to collect Social Security numbers, addresses, or other direct identifiers, you may submit the following Request for Waiver for consideration by the Office for Nursing Research.

Request for Waiver to Collect Social Security # for Human Subjects

I understand that the Internal Revenue Service and the University of Washington require that I obtain a Social Security # and address for all subjects that receive compensation for participating in my research, and that such compensation be reported to IRS if the total exceeds \$600 in a calendar year.

However, the requirement to obtain this information would seriously hinder my ability to recruit subjects for my research project,

_____ (Name of Study)

because:

I hereby request a waiver of that requirement.

Signature of PI _____ Date: _____

It is determined that the value of this research and the success of this study are paramount to the compliance requirement to collect Social Security #'s and Addresses, and a waiver of such is hereby approved.

Signature of ONR: _____ Date: _____

Preparing Your Reapplication

Meet with the Associate Dean for Research to discuss the Research and Intramural Funding Program Review Committee reviewers' comments regarding your original application. She is available to provide feedback about the critiques and guidance in making changes based on those critiques.

If you need further assistance in addressing design or methodology changes suggested by the Research and Intramural Funding Program Review Committee, call the Office for Nursing Research @ 206- 685-1525 or stop by T643 to make an appointment.

As part of your reapplication package, include a summary cover letter that responds to the changes requested in the critiques. The letter should be the second page of your proposal.

Indicate changes in the body of the application by change bars or font style.

Application & Review

- Applications for Research and Intramural Funding are managed according to the RIFP schedule posted and are reviewed for scientific merit by the Research and Intramural Funding Program Review Committee.
- Funding decisions are made by the Research and Intramural Funding Program Executive Committee. Management of RIFP grants is provided by the Office for Nursing Research.

The Review

A competitive review of proposals submitted for intramural funding is carried out by the Research and Intramural Funding Program Review Committee.

The Reviewers

The Research and Intramural Funding Review Committee consists of faculty members from the School of Nursing, appointed by the Faculty Council on the basis of expressed interest and expertise. Ex-officio members are the Associate Dean for Research and a statistician from the Office for Nursing Research.

Each application is sent to all members of the Research and Intramural Funding Review Committee for general review. Primary and secondary reviewers are assigned to each proposal by the Research and Intramural Funding Program Review Committee Chair and the Associate Dean for Research, who will make the best possible match of reviewers and proposals based on reviewer expertise. The primary and secondary reviewers will remain anonymous to the applicants.

Applicants are not to contact members of the Research and Intramural Funding Program Review Committee regarding their reviews, and reviewers may not contact investigators prior to or after the review process.

The Critiques

The information for the scientific review is an abbreviated version of the information required for any federal or philanthropic grant review process.

Research and Intramural Funding Program Review Committee members use these guidelines when writing their critiques:

1. Aims
2. Significance for nursing theory development and clinical practice
3. Methods appropriately developed and adequately explained:
 - a. Sampling, measurement, data collection and analysis
 - b. Time table and plans for preparing extramural proposal
4. PI qualifications:
 - a. Developmental potential for the future
 - b. Lists consultants if appropriate
5. Budget realistic and sufficiently justified
6. Summarize the strengths and weaknesses of this proposal so that they may be shared with the Principal Investigator.

Critiques are distributed to all committee members before the meeting, and become part of the feedback to the applicant.

The Meeting

During the meeting, the primary and secondary reviewers present an oral summary of their written critiques. Other Committee members follow with their oral critiques and comments. The Associate Dean and a Biostatistician from the Office for Nursing Research attend these meetings and, if requested, may provide clarification on the proposal. Neither the Associate Dean nor the Biostatistician participates in the decision-making process or the vote.

Following discussion of the proposals, members determine whether or not a proposal is:

1. Approved for funding consideration
2. Approved with Contingencies (the contingencies are written and voted on by committee members, and are clearly stated and approved by the Associate Dean)
3. Not recommended for further consideration.

The latter recommendation is given when the study cannot be conducted as proposed or there is no scientific merit to the proposal. Only those proposals that have been “Approved” or “Approved with Contingencies” are then given a priority rating.

The applications are rated numerically from 1.0 to 5.0 with only one decimal.

Outstanding	1.0 – 1.5
Excellent	1.5 – 2.0
Very Good	2.0 – 2.5
Good	2.5 – 3.5
Acceptable	3.5 – 5.0

The priority rating is based on significance of the proposed research and scientific merit of the proposal. These ratings are totaled and averaged confidentially following the Review Committee meeting and presented to the appropriate Executive Committees for funding consideration.

Application Content & Format

Required Application Content

1. Cover Page
2. Reapplication Cover Letter (if reapplication)
3. Specific Aims, Significance, and Methods
4. Timetable
5. Budget and Budget Justification
6. References
7. Biosketch of PI and Co-investigators

Optional Application Content

1. Instruments
2. Other Materials

Format

Margins .75, Font Arial 11 pt regular for all pages of document. Avoid paragraph separators. Leave Headers blank. Save document with "Changes Accepted" before submitting.

ALL materials must be in ONE FILE, Word or PDF. File name should be: PI Last Name/RIFP/YY/MM. Ex: DoeRIFP0711.

The following content is REQUIRED.

- 1) **Cover Page. Limit 1 Page.**
 - a. *Title of Proposal*
 - b. *Abstract (no more than 13 lines)*
 - c. *Investigators Names and Credentials*
 - d. *Complete contact information (Mailing address, email, telephone)*
 - e. *Signature of Primary Investigator and Department Chair*
- 2) **Reapplication Special Instructions.**

If proposal is a reapplication:

 - a. *Include summary cover letter responding to changes requested in critiques, limit 1 page*
 - b. *Place as second page of proposal*
 - c. *Indicate changes in proposal by change bars or font style*
- 3) **Specific Aims, Significance, and Methods. Limit 5 Pages**
 - a. *Specific Aims. Objectives of the proposed research*
 - b. *Significance. Background or a brief review of the literature. Provide a concise rationale and theoretical background for the proposed study. In addition, include how this study phase fits in with the overall research plan and how it contributes to nursing theory and practice.*
 - c. *Methods. Methods of procedure and analysis of data to be collected in accord with specific aims. This section also should include a statement regarding arrangements for protection of human/animal subjects.*
- 4) **Timetable. Limit 1 Page**

Include a timetable for development of the work into a proposal for extramural funding, or completion of a study without extramural funding.
- 5) **Budget. Limit 1 Page**

Provide a budget page including budget justification.
- 6) **References. Limit 2 Pages**

Provide references of no more than two pages.
- 7) **Biosketch of Principal Investigator/Co-Investigator(s). Limit 4 Pages Each.**

Provide Biosketch for Principal Investigator and each Co-PI, limit of 4 pages each.

The following content is OPTIONAL.

- 1) **Instruments. Must be in Appendix.** *Provide sample, not entire instrument.*
- 2) **Additional material considered vital to the proposal. Must be in Appendix.** *Avoid lengthy appendices. The proposal should stand essentially on its own.*

Application Address, Copies & Deadline

Two copies of your proposal are required -- the original signed paper copy, and an electronic copy.

ORIGINAL SIGNED PAPER COPY

Submit the original signed paper copy to:

Office for Nursing Research, School of Nursing
Attn: RIFP Applications
Room T643 HSB, 1959 NE Pacific St
Box 357265, University of Washington
Seattle, WA 98195

- Original signed paper copy must be received by 5 PM Pacific Time on the deadline date posted in the Call for RIFP Proposals.
- Original signed paper copy should include all required items and all appendices, correctly formatted.

ELECTRONIC COPY IN ONE FILE

Submit an electronic copy **IN ONE FILE** via email attachment to:

RIFPapp@u.washington.edu

- Electronic file must be received by 5 PM Pacific Time on the deadline date posted in the Call for RIFP Proposals.
- Electronic file should include all required items and all appendices in one file, correctly formatted.
- File name should be in this format: PI Last Name/RIFP/YY/MM. Ex: DoeRIFP0711

About Your File

The Office for Nursing Research will not edit, correct, or reformat your application once you have submitted. Please request any assistance you may need @ 206-685-1525 well in advance of the application deadline.

Templates

Please use the templates provided for:

- Cover Page
- Aims, Significance & Methods
- Timetable
- Budget & Budget Justification
- References
- Biosketches
- Appendices

These templates are set with correct margins and font sizes.

WARNING: Do not alter settings. Margins .75, Font Arial 11 pt regular.

Proposals not using these settings will be returned.

SCANNER AVAILABLE

The Office for Nursing Research has a high-speed scanner you may use to scan to file any instruments or other attachments you choose to include with your application.

Checklist of Requirements for RIFP Applications

The following items will be checked when an application is received in the Office for Nursing Research. Any application not meeting these requirements will not be considered for review.

FORMAT AND CONTENTS

1. If you have received previous Intramural Funding, have you completed your project? Yes ___
2. Have you submitted your FINAL REPORT for all completed intramural grants? Yes ___
3. Do you have a 1-page cover page? Yes ___
4. Does your cover page contain the Title, Abstract, Investigators, Credentials, and contact information? Yes ___
5. Is the Abstract 13 lines or fewer? Yes ___
6. Does your cover page have your signature as PI and the signature of your Department Chair? Yes ___
7. If a Reapplication, does it contain a cover letter responding to the changes requested in the critiques? Yes ___
8. Is your Reapplication Cover Letter limited to 1 page? Yes ___
9. If a Reapplication, are changes in the body of the proposal indicated by change bars or font style? Yes ___
10. Does your proposal contain your Specific Aims, that is, the objectives of your proposed research? Yes ___
11. Do you discuss the Significance of your proposed study? Yes ___
12. Do you give a brief review of the literature and the theoretical background for your proposed study? Yes ___
13. Do you show how this study fits your overall research plan and contributes to nursing theory and practice? Yes ___
14. Do you show the Methods of procedure and plan for analysis of data to be collected? Yes ___
15. Do you include a statement regarding arrangements for protection of human/animal subjects? Yes ___
16. Do your Aims, Significance, and Methods total 5 pages or less? Yes ___
17. Do you include a timetable for development of the work into a proposal for extramural funding, or completion of a study without extramural funding? Yes ___
18. Is your Timetable limited to 1 page? Yes ___
19. Do you include a budget page and budget justification page? Yes ___
20. Are your Budget and Justification limited to 1 page? Yes ___
21. Do you include references? Yes ___
22. Are the References limited to 2 pages? Yes ___
23. Do you include Biosketches (not CV's) of the Principal Investigator and all Co-Investigators? Yes ___
24. Are the Biosketches limited to 4 pages each? Yes ___
25. If you included Instruments in your proposal, did you put them in the Appendix? Yes ___
26. If you included additional material you consider vital to understanding the proposal, did you put it in the Appendix? Yes ___
27. Can your proposal stand without additional materials? Yes ___
28. Is your font Arial 11 pt regular? Yes ___
29. Is your margin .75 on each side, top and bottom? Yes ___
30. Did you use the Template Pages provided? Yes ___
31. Are your pages in this order – Cover Page, Reapplication Cover Letter (if Reapplication), Aims, Significance, Methods, Timetable, Budget & Justification, References, Biosketches, Appendices? Yes ___
32. Will you provide an original signed copy of your proposal and appendices to Office for Nursing Research, T643 HSB, Box 357265, University of Washington, Seattle, WA 98195, before 5 PM Pacific Time (Daylight or Standard, in effect) on the deadline date? Yes ___
33. Will you submit an electronic copy of your proposal and appendices IN ONE FILE via email to RIFPapp@u.washington.edu before 5 PM Pacific Time (Daylight or Standard, in effect) on the deadline date? Yes ___

If you answered Yes to all questions above, you are ready to submit your application.

Templates Section

Templates on the following pages are for review purposes only.
Word templates are available on the main RIFP webpage for use @
<http://www.son.washington.edu/research/internal/RIFP/RIFP.asp>

Research & Intramural Funding Program



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University of Washington

Cover Page

Template for cover page. Do not alter settings. Margins .75, Font Arial 11 pt regular. Begin entering information immediately after the colon on each line. Do not exceed one page. Proposals not using this cover page and these settings will be returned.

Proposal Name:

Abstract (Limit 13 lines, Font Arial 11 pt regular)

Principal Investigator Name:

Title and Credentials:

Department and Department Chair:

Telephone # & Email Address:

Box # and Office #:

(If non-UW)

Street Address:

Institution Name:

City State Zip:

Co-Investigator(s) Name and Department:

Date:

I understand my proposal will be considered for all available funding for which I meet eligibility requirements (as set forth by the funding source) and acceptability standards (as determined by the RIFP Review Committee).

PI Signature

Department Chair Signature

Aims, Significance, and Methods

Do not alter settings. Margins .75, Font Arial 11 pt regular. Limit 5 pages

Specific Aims

Significance

Methods

Timetable

Timetable for development of work. Do not alter settings. Margins .75, Font Arial 11 pt regular. Limit 1 page.

Budget & Budget Justification

Enter subtotal amount in appropriate row, no decimal. Right-click Total Budget \$ field to update total.

01 Salaries Faculty, Staff & Student, % FTE or Hourly	\$
02 Contract Personal Services Research Subjects, Outside Consultants, Individuals Outside Services	\$
03 Other Contractual Services Telephone, Postage/Freight, Membership Dues, Conference Registration, Campus Services (ex: copying, printing), Outside Services	\$
04 Travel Per Diem Lodging/meals/expenses, Air Fare, Mileage, Car Rental	\$
05 Supplies and Materials Books, Tapes, Assays, Office Supplies, Equipment Under \$2,000	\$
06 Equipment Equipment Over \$2,000 (note: equipment/computers purchased with University funds remains the property of the University after completion of study)	\$
07 Benefits Fringe Benefits Based on Payroll Load Rate In Effect	\$
08 Tuition Tuition	\$
Total Budget	\$

Budget Justification

Detail expenses listed above and explain how funds will be used. Margins .75, Font Arial 11 pt regular. Limit 1 page.

References

Margins .75, Font Arial 11 pt regular. Limit 2 pages.

Biosketch

Biosketch of PI & each Co-PI. Margins .75. Limit 4 pages each.

Appendix (Optional)

Instruments and additional materials. Margins .75. Avoid lengthy appendices.
