

**University of Washington  
School of Nursing**

**Manual for RIFP Submission**

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## **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, the 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 (RIFC) consists of faculty members from each department in 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 proposal review is an abbreviated version of what often

occurs for any federal or philanthropic grant review process. After each proposal is reviewed and discussed by the RIFC, each member assigns an overall impact score based on the scientific merit of the proposed research. The average overall impact ratings 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 the 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 Finance and Administration, 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 Finance and Administration 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.

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 and research scientists
- Seattle campus clinical assistant, associate or full professors
- Seattle campus postdoctoral scholars who have accepted faculty positions within a SON department and who have identified a faculty mentor

\*No applications accepted from anyone with an ACTIVE RIFP. All previously awarded RIFP grants must be completed and the 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.

All faculty submitting RIFP proposals need to discuss their intent to apply for RIFP funding with their Department Chair prior to submission. 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 that funding is received. This should be done both for proposals that require new space and for proposals that extend the 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 Finance and Administration maintains a checking account for the Intramural Funds for payment of Research Subjects. Check requests to OFM 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 Finance and Administration 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 Finance and Administration 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. OFM will maintain the payment information in a locked file cabinet.

The Office for Finance and Administration 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 a Request for Waiver for consideration by the Office for Finance and Administration.

## **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- 6851525 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 Process – RIFP and Other SON**

### **RIFP**

- Applications for Research and Intramural Funding are submitted according to the RIFP schedule included in this manual.
- Applications 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 Finance and Administration.

### **Other SON**

- Applications for School of Nursing Funding from other sources that may be announced as part of the Call for RIFP Proposals also are submitted according to the RIFP schedule posted
- Applications are reviewed for scientific merit by the Research and Intramural Funding Program Review Committee.
- Funding decisions and management of the grants are the responsibility of the Center or Department providing the funds.

### **Purpose, Eligibility and Award Amount May Differ**

The purpose, eligibility, and award amount of RIFP grants and other SON grants may differ. Please refer to the specific requirements for each funding type announced in the Call for RIFP Proposals.

### **Application Process is the same**

The application process for RIFP grants and other SON grants announced in the Call for RIFP Proposals is the same with regard to application dates and location, elements, formatting, and copies required. For complete instruction please refer to the following:

- Application Content & Format Document
- Application Deadline & Copies Document
- Templates (for Cover, Budget, and each category of the application)

### **Review Process is the same**

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 Program Review Committee (RIFC) consists of faculty members from each department in 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 RIFC 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 RIFC regarding their reviews, and reviewers may not contact investigators about their applications prior to or after the review process.

### **The Critiques**

The information for the scientific review is an abbreviated version of information required for NIH reviews. RIFC members use these guidelines when scoring each of the individual criteria below and writing their critiques:

**Overall Impact:** Considering all of the review criteria, what is the overall impact of the project in terms of its likelihood to enable the faculty's research program (e.g., result in a viable extramural proposal). What are the major strengths and weaknesses of the application that affect its impact? The overall impact is based on all review criteria, but the application does not need to be strong in all categories to be judged likely to have a high overall impact.

**Significance:** Does the project address an important problem or critical barrier to progress in the field? Assuming that the aims of the project are achieved, how will the project contribute to scientific knowledge, technical capability, nursing theory, and/or improvements in health care and nursing practice? Does the proposal address ways in which the project will contribute to significant change in conceptualization, methodology, technology, intervention or treatment within the field of research?

**Investigator(s):** Are the PIs, collaborators, and other researchers well suited to carry out the proposed project? If investigators are in the early stages of independent research careers, do they have appropriate experience and training? If established, have they demonstrated an ongoing record of accomplishments that have advanced their field(s) of study? If the project is collaborative or multi-PI, do the PIs have complementary and integrated expertise?

**Innovation:** Does the application challenge or seek to shift research or clinical practice paradigms by utilizing novel theoretical concepts/frameworks, approaches or methodologies, instrumentation, or interventions? Does the proposed research offer refinements and/or advantages over existing approaches, methodologies, measurement or interventions?

**Approach:** Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific project aims? Are strategies for collecting, analyzing, and interpreting data, as well as potential problems or limitations addressed? Are arrangements for the protection of human subjects or animals appropriate? □

**Environment:** Will the scientific environment in which the work will be done contribute to the probability of success? Are appropriate collaborative arrangements, departmental support, equipment, and other physical resources available and adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?

**Budget:** Is the budget and the requested period of support fully justified and reasonable in relation to the proposed research? *This criterion is not scored.* Written critiques of each application are distributed to committee members before the meeting, and become part of the feedback provided 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. The overall impact of applications is rated numerically by each reviewer from 1 to 9 (no decimals), based on the likelihood that the proposed research will enable the effective implementation and conduct of the faculty's research program (e.g., result in a viable extramural proposal):

Score	Descriptor	Additional Guidance on Strengths/Weaknesses
1	Exceptional	Exceptionally strong with essentially no weaknesses
2	Outstanding	Extremely strong with negligible weaknesses
3	Excellent	Very strong with only some minor weaknesses
4	Very Good	Strong but with numerous minor weaknesses
5	Good	Strong but with at least one moderate weakness
6	Satisfactory	Some strengths but also some moderate weaknesses
7	Fair	Some strengths but with at least one major weakness
8	Marginal	A few strengths and a few major weaknesses
9	Poor	Very few strengths and numerous major weaknesses
<p><b>Minor Weakness:</b> An easily addressable weakness that does not substantially lessen impact  <b>Moderate Weakness:</b> A weakness that lessens impact  <b>Major Weakness:</b> A weakness that severely limits impact</p>		

Following the RIFC meeting, the application's final overall impact score is calculated confidentially by averaging all of the scores from all eligible review panel members (to one decimal point) and multiplying the average by ten. Thus, the final overall impact scores can range from 10-90. This score is provided to the Research and Intramural Funding Program Executive Committees for funding consideration. Impact scoring:

Impact	Score
High Impact	1-3
Moderate Impact	4-6
Low Impact	7-9

## **Application Content & Format**

### **SON Required Application Content**

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

### **Optional Application Content**

1. Instruments
2. Other Materials

### **Format**

- .75 inch Margins on all sides. Biosketch margins may be .5 inches on all sides so investigators do not need to re-format those they use for NIH grant submission.
- Arial 11 point font for all documents. Text in tables may be smaller, but still must be legible for the review committee.
- Avoid paragraph separators.
- Leave Headers blank, page numbers are not required.
- If you have been tracking your changes in word while creating the document, save document with "Changes Accepted" before submitting
- ALL materials must be in ONE pdf file named PI Last Name RIFPYMM. (Ex: DoeRIFP0711)

### **The following content is REQUIRED.**

#### **1. Cover Page (Limit 1 page)**

- Title of Proposal
- Abstract (no more than 13 lines)
- Investigators Names and Credentials
- Complete contact information (Mailing address, email, telephone)
- Signature of Primary Investigator and Department Chair (Allow 2-3 days for chair review and signature)

#### **2. Reapplication (Limit one page)**

- Include summary responding to changes requested in critiques, limit 1 page
- Place as second page of proposal
- Indicate changes in proposal. Indicate changes to proposal with brackets or by changing font style to italic.

#### **3. Specific Aims, Research strategy (Limit 5 pages)**

- Specific Aims: Objectives of the proposed research
- Research Strategy (include any information on preliminary studies as part of the Research Strategy, keeping within the three sections listed below):

- i. Significance: Provide a concise rationale and theoretical background for the proposed study that explains the importance of the problem or critical barrier to progress in the field that the proposed project addresses. Explain how the proposed project will contribute to generating new scientific knowledge, technical capability, nursing theory, and/or practice.
- ii. Innovation: Explain how the study challenges or seeks to shift current research or clinical practice. Describe any novel, refined, or improved theoretical concepts, approaches or methodologies, instrumentation, or interventions. Address why this research offers advantages over existing conceptualizations, models, methodologies, instrumentation, and/or interventions.
- iii. Approach: Describe the overall strategy/design, methodology, and analyses to be used to accomplish the specific aims. Include how the data will be collected, analyzed, and interpreted, as well as potential problems, strategies being used to establish feasibility. 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**

- Provide a budget page including budget justification.
- Do not change the size of the budget table.
- Justification is limited to 1 Page)

**6. References** (Limit 2 Pages )

**7. Biosketches of Principal Investigator/Co-Investigator(s)/Consultants** (Limit 4 pages Each.)

- Use the same form that is used for NIH grant submissions – all sections filled out including a personal statement specific to the grant.

**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 essentially stand 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 (PDF) via email attachment to:  
[jennbond@u.washington.edu](mailto:jennbond@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.
- File name should be in this format: PI Last Name/RIFP/YY/MM. Ex: SmithRIFP0711
- The electronic copy does not need to include signatures. To avoid excessively large files, please create your pdf files directly from MS Word (or other word processor) and do not scan the entire application.

### **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 @ 206-6851525 well in advance of the application deadline.

### **Templates**

Please use the templates provided. These templates are set with correct margins and font sizes. Do not alter settings. Margins .75, Font Arial 11 pt regular. Proposals not using these settings will be returned.

## **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**

- Have you completed your project for any previously awarded intramural grants?
- Have you submitted your FINAL REPORT for all completed intramural grants?
- Do you have a 1-page cover page?
  - Does your cover page contain the Title, Abstract, Investigators, Credentials, and contact information?
  - Is the Abstract 13 lines or fewer?
  - Does your cover page have your signature as PI and the signature of your Department Chair?
- If a Reapplication, does it contain a cover letter responding to the changes requested in the critiques?
  - Is your Reapplication Cover Letter limited to 1 page?
  - Are changes in the body of the proposal indicated by change bars or font style?
- Do your Aims and Research Strategy total 5 pages or less?
  - Does your proposal contain your Specific Aims, that is, the objectives of your proposed research?
  - Do you discuss the significance of your proposed study and show that the application addresses a critical issue in the progress of Nursing practice and/or research?
  - Do you present your theoretical background with literature review and discuss how it seeks to change current thought or add to the body of research?
  - Do you show how this study fits your overall research plan and contributes to nursing theory and practice?
  - Do you explain your methods and plan for analysis of data to be collected?
  - Do you include a statement regarding arrangements for protection of human/animal subjects?
- Do you include a timetable for development of the work into a proposal for extramural funding, or completion of a study without extramural funding?
  - Is your Timetable limited to 1 page?
- Do you include a budget page and budget justification page?
  - Are your Budget and Justification limited to 1 page?
- Do you include references?
  - Are the References limited to 2 pages?
- Do you include Biosketches (not CV's) of the Principal Investigator and all Co-Investigators?
  - Are the Biosketches limited to 4 pages each?
- Can your proposal stand without additional appendix materials?

- If you included Instruments in your proposal, did you put them in the Appendix?
- If you included additional material you consider vital to understanding the proposal, did you put it in the Appendix?
- Are your pages in this order – Cover Page, Reapplication Cover Letter (if Reapplication), Aims, Research Strategy (Significance, Innovation, Approach), Timetable, Budget & Justification, References, Biosketches, Appendices?
  - Is your font Arial 11 pt regular?
  - Is your margin .75 on each side, top and bottom?
  - Did you use the Template Pages provided?
- 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?
- Will you submit an electronic copy of your proposal and appendices IN ONE FILE via email to [still@u.washington.edu](mailto:still@u.washington.edu) before 5 PM Pacific Time (Daylight or Standard, in effect) on the deadline date? If you answered yes to all questions above, you are ready to submit your application.