



THE UNIVERSITY of TEXAS
SCHOOL OF NURSING AT HOUSTON
A part of The University of Texas Health Science Center at Houston

Elizabeth W. Quinn Oncology Research Award Application Guidelines

DUE DATES:

Letter of Intent: **October 1***
Application: **November 1***

***or the first working day thereafter if the above listed dates fall on a weekend or holiday**

PURPOSE:

- To provide seed money for projects in oncology research that will lead to development of grant proposals to be submitted for major extramural funding.
- To provide additional funds for expansion of ongoing oncology research projects.

ELIGIBILITY:

The University of Texas Health Science Center at Houston School of Nursing faculty or students who are conducting cancer research are eligible to apply. Eligibility for subsequent awards will be considered based on success with dissemination and extramural funding from previous awards.

LEVEL OF SUPPORT:

- **Duration:** Support is available for 1 to 2 years.
- **Level of Funding:** Varies from \$500 to \$2,500.

CRITERIA FOR REVIEW: (Note: Review will be blinded)

Proposals will be reviewed for:

1. Scientific merit
2. Feasibility
3. Potential for future major extramural funding. Approval of the Committee for Protection of Human Subjects or Animal Welfare Committee is not required before submission but must be provided to the Center for Nursing Research before an award is made.

APPLICATION:

Three (3) copies of the proposal should be sent to: Office of the Associate Dean for Research, SONSCC Room 592. Names and identifiers must be removed from two (2) copies. **Applications must be received by 5:00 pm November 1 (or the first working day thereafter if November 1 falls on a weekend or holiday).**

Awardee(s) will be notified as soon as the review process is completed.

Copies of the application form may be obtained from the Center for Nursing Research (CNR) and are also available on the CNR website under Grant Information/ Intramural Funding.

Specific Instructions for Application

- **APPLICATION (excluding Appendices) SHOULD NOT EXCEED TWO PAGES**
- **Specific Aim(s)** – Make a concise statement of the aims of the proposed research and relate these to long-term research goals.
- **Background and Significance** – Give a brief background of the problem which will enable reviewers to place the proposal within the context of the present state of knowledge about the study area. Cite published works of others. Briefly explain why this study should be done.
- **Methods** – Explain how the study will be conducted. Describe the design, methods, and procedures for data collection and management that you will use to achieve the specific aims. A timetable of activities may be included in this section, if applicable.
- **Data Analysis Plan** – Discuss the data analysis approach and specific techniques that will be used to address hypotheses/research question(s).
- **Dissemination Plan** – State how and where the project results will be disseminated.
- **Budget** – Include a detailed, itemized budget. Be specific. Items already available, such as office space, should not be included. Briefly justify each item.
- **Appendices** – Append research instruments, if applicable.

POST-AWARD PROCEDURES:

Before an award is made, the investigator must submit approval of her/his proposal from the Committee for the Protection of Human Subjects or Animal Welfare Committee to the Center for Nursing Research. It is expected that projects will be completed in 1 to 2 years. Brief reports are required at the end of the first year, and a final report is required at the end of the second year (or at the completion of the project, if less than 2 years). Reports are submitted to the SON Associate Dean for Research.

REVIEW PROCESS:

1. The Associate Dean for Research (ADR) will appoint an Intramural Scientific Review panel. Criteria for reviewers include: (a) doctoral preparation, and (b) faculty appointment (or related appointment).
2. The ADR or designated person will act as coordinator of the Review Panel.
3. The reviewers will assign a rating score to each assigned proposal. In the case of widely disparate reviewer scores, a third review will be obtained.
4. The Panel will document and forward recommendations for funding to the Associate Dean for Research.
5. In cases of a conflict of interest, assigned panel reviewers should exempt themselves from the review process.
6. The final recommendations for funding will be announced by the ADR.

Priority scores will be assigned based on how well the following criteria are addressed:

1. Problem statement/specific aims	15%
2. Background and significance (literature review)	15%
3. Proposed methods	30%
4. Data analysis plan	20%
5. Dissemination plan	10%
6. Justified budget	10%