Email completed applications to [researchgrants@ncsbn.org](mailto:researchgrants@ncsbn.org) with subject line indicated as “Grant Application.”

**Section 1: Grant Request**

Complete all requested fields in the space provided. Please note that all fields are required within this section and the application will not be considered complete if there is a missing portion.

|  |  |  |
| --- | --- | --- |
|  | **Principal Investigator:** | **Official from Investigator’s Organization (to notify if awarded):** |
| Name: |  |  |
| Title: |  |  |
| Organization: |  |  |
| Address: |  |  |
| E-mail: |  |  |

|  |  |
| --- | --- |
| Project Title: |  |
| Requested Amount: |  |
| Project Period: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Is this application a resubmission? |  | Yes, Project #: |  |
|  | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| All funded research projects require IRB approval or exemption. Mark the appropriate status of your application and list the applicable date. | IRB Status: | | Date: |
|  | Approved |  |
|  | Exempt |  |
|  | Submitted |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Has the primary investigator previously received a research grant from NCSBN? |  | Yes, Project Year: |  |
|  | No |  |

**Section 2. Project Details**

All parts within this section must be typed in 12 pt Times New Roman Font and be double spaced with the exception to any survey instrument(s) included which may be formatted to match the actual survey.

**Project Summary**

**Purpose, Problem Statement, or Research Question(s)**

**Contribution to Nursing Regulation**

**Literature Review**

**Methodology**

**Method of Data Analysis** (include any and all survey instruments being utilized as well as any alternate study materials that would be utilized)

**Limitations**

**Additional References**

**Section 3. Timeframe**

**Project Timetable**

Enter the planned start and end date of the project within the provided fields below. If the application is approved for funding, these may be altered if necessary.

|  |  |
| --- | --- |
| Start Date: |  |
| End Date: |  |

**Project Timeline**

Create a timeline for the project with major project steps and when the team will be working on the listed tasks.

**Section 4. Budget**

Include requested expenses in the sections below. Include all personnel who will be substantially contributing to the project within the staffing table below even if they are employed by a separate entity than the Principal Investigator’s organization.

**Staffing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role on Project** | **% Effort** | **Total Funding Requested** |
|  |  | % | $ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Additional Costs**

|  |  |
| --- | --- |
| Consultant (not to exceed $250/day) | $ |
| Travel Related to Dissemination of Results (Limit $1,500) | $ |
| Data Collection, Processing, Statistical Analysis | $ |
| Reproduction/Distribution of Surveys or Other Tools | $ |
| Other Expenses Directly Related to the Research Process | $ |

**Total Amount Requested**

|  |  |
| --- | --- |
| **Detailed Staffing Costs:** | $ |
| **Additional Costs:** | $ |
| **Total:** | $ |

**Budget Justification**

Explain the salaries requested for the personnel including time allotted per year to work on the project and how the fringe benefits were calculated. For all other sections, explain what the funds will be used for and provide an explanation as to the request.

**Personnel**

**Consultants**

**Travel**

**Data Collection, Processing, Statistical Analysis**

**Reproduction/Distribution of Surveys or Other Tools**

**Other Expenses Directly Related to the Research Process**

**Additional Funding Sources**

If receiving funding from other organizations, list them below with the name of the organization and amount they are contributing to the project.

**Section 5. Curriculum Vita/Resumes**

Attach condensed Curriculum Vitae/resumes (limit 5 pages per person) for all individuals who will be substantially contributing to the project including but not limited to those who would be receiving funding for this project.