

FY-2020 Ruth Perkins Kuehn Research Award

**The University of Pittsburgh School of Nursing
announces the FY-2020 Ruth Perkins Kuehn
Research Award to alumni as well as faculty
members of the School of Nursing.**

Ruth Perkins Kuehn, PhD, RN was founder and the Dean of the University of Pittsburgh School of Nursing for over 20 years. In honor of her dedication to research and education, an endowment was established in her name by alumni and friends, which has resulted in the provision of annual supports to promising nurse researchers. For fiscal year 2020, this endowment has made possible a clinical research grant to be \$33,293.

The purpose of the award is to encourage the research career development of University of Pittsburgh School of Nursing alumni and faculty through support of research conducted by nurses. The award will be given to fund *clinical research*. A clear application providing support for the practice of nursing must be evident. Priority for funding is based upon the scientific merit of the proposal with consideration given to the investigator's ability to conduct the study.

Deadline for submission is 4:00 pm EST, Monday, July 8, 2019. The award recipient will be announced at the School of Nursing's Scholarship and Awards Luncheon in the fall.

Correspondence should be addressed to:
Ruth Perkins Kuehn Research Award Application Committee
c/o Kathleen Kennedy
Center for Research and Evaluation
University of Pittsburgh, School of Nursing
3500 Victoria Street, Room 360, Pittsburgh, PA 15261
(412) 624-4854, E-mail: kke100@pitt.edu

ELIGIBILITY CRITERIA

1. Applicants must be graduates of the University of Pittsburgh School of Nursing and/or current full-time or part-time faculty members of the School of Nursing.
2. Principal investigators must be U.S. licensed registered nurses with a minimum of a baccalaureate degree. Co-investigators may be non-nurses, as long as the proposal is a nursing research project.
3. Beginning nurse researchers, as well as experienced nurse researchers, are encouraged to apply.
4. Kuehn grant recipients are eligible to apply again after three years.
5. Applications for master's theses, capstone projects, or doctoral dissertations will not be accepted.
6. Principal Investigators are limited to submitting one application per year.
7. Applicants must be the Principal Investigators for their own work, which must be clearly identified as theirs. Applicants must delineate the portion of a larger research project that is the researcher's responsibility.
8. Applicants are required to notify and return unused funds to the University of Pittsburgh School of Nursing if funding is received from other sources.

APPLICATION REQUIREMENTS

1. **The application deadline is 4:00 pm EST, Monday, July 8, 2019.** All proposals must be received at the University of Pittsburgh School of Nursing by this date and time. No extensions for submission will be granted.
2. Applications with requests for funds in excess of \$33,293 will not be reviewed.
3. Paper-and-pencil instruments proposed for use in the study should be included in the appendix.
4. Submit the proposal **electronically as a PDF to:**

Ruth Perkins Kuehn Research Award Application Committee
C/o Kathleen Kennedy
Center for Research and Evaluation
University of Pittsburgh School of Nursing
3500 Victoria Street, Room 360
Pittsburgh, PA 15261
Telephone: 412-624-4854
Fax: 412-624-1201
E-mail: kke100@pitt.edu

APPLICATION GUIDELINES

Ruth Perkins Kuehn Research Award

Items 2 through 7 should not exceed **ten (10)** single-spaced, single-sided, typewritten or computer-generated pages. Print size should not be less than 11 characters per inch (cpi).

1. **Title page:** Include title of the study, name of the investigator, name of the institution, complete address, telephone number and e-mail address.
2. **Abstract:** 300 word or 1 page Compose a brief statement justifying the proposed project and assessing the project's clinical importance.
3. **Aims:** List the specific aims of the project.
4. **Significance:** Detail the clinical significance and innovation of the aims relative to the criteria for the award.
5. **Hypothesis/Research Question:** State the hypotheses and/or research questions.
6. **Background of Literature:** Summarize the current relevant research literature.
7. **Design and Methodology:** Include the following addressing the design and methodology of the project: overview of the design, setting and sample, justification of the sample size, instruments/measures, procedures for recruitment and data collection, and data analysis. Suggested length is 3-4 pages.
8. **Time Schedule:** Provide a time schedule for completion of the project.
9. **BIBLIOGRAPHY**
10. **Human and/or Animal Subjects:** Describe consent procedures and indicate Internal Review Board (IRB) status.
11. **Budget:** Calculate a proposed budget and justification for a maximum amount of \$33,293, with general categories of expenses listed, not to exceed two pages. Designate in-kind services provided.
12. **Biosketch:** Include a four-page NIH-formatted biosketch of the principal investigator, highlighting education, research and relevant publications and presentations.
13. **Project Site:** Describe project site.
14. **Organizational Capability:** Include only for applicants working outside of the University of Pittsburgh School of Nursing.
15. **Appendix:** Include instruments to be used in the study.

Questions may be directed to Kathleen Kennedy, Center for Research and Evaluation, 412-624-4854 or e-mail to: kke100@pitt.edu.

RUTH PERKINS KUEHN RESEARCH AWARD REVIEW CRITERIA

REVIEW

1. The Research Review Committee is comprised of the Dean (or her designee), the Director of the Center for Research and Evaluation, President of Sigma Theta Tau, a faculty member and an appointed alumnus. Collateral reviewers, also doctorally-prepared experienced nurse researchers, are used when the subject of a proposal falls outside the areas of expertise represented on the committee. The Director of the Center for Research and Evaluation will serve as the Chair of the Research Review Committee.
2. After recipient of the award is notified, all principal investigators will be notified of the disposition of their application. Written comments from the reviewers will be available upon request.
3. Applications are treated as privileged communication and are restricted to members of the Research Review Committee, University of Pittsburgh School of Nursing staff, collateral reviewers, and if outside funded, the funding agency.

FUNDING

1. Grants are awarded **September 1** and are funded for one year. Under no circumstances will more than the estimated specified maximum (\$33,293) funding be awarded.
2. Priority for funding is based upon the scientific merit of the proposal with consideration given to the investigator's ability to conduct the study. The project's potential for leading to further research, methodology development or theory development and its contribution to nursing knowledge or knowledge in other fields will be considered.
3. Proposals for research involving any human population, including students and chart review, must be reviewed by a human subjects review committee (institutional review board) which operates under officially accepted assurances from the Department of Health and Human Services. **No funds will be awarded until the documentation is received by the University of Pittsburgh School of Nursing.**
4. Proposals for research involving any animal population must include documentation that the laboratory where research is to be conducted is an accredited animal research laboratory. **No funds will be awarded until the documentation is received by the University of Pittsburgh School of Nursing.**
5. All outstanding documentation and conditions must be received within 60 days of the award notification to maintain eligibility for the award. No funds will be disbursed until all conditions of the grant are fulfilled. Requests for extensions to satisfy funding requirements will be considered only under exceptional conditions. Awards which fail to satisfy the requirements within the 60-day period will be declared ineligible.

6. Extensions: All deadline extension requests must be in writing addressed to the Director of the Center for Research and Evaluation at the University of Pittsburgh School of Nursing. Requests should include specific extension time frames and a rationale for the request. Requests for extensions must be received before the end of the existing grant period.

All extension requests will be responded to in writing giving specific dates that constitute the new deadlines. Extension requests in excess of one year from the original reporting dates for either the narrative or the financial report will be considered only under exceptional circumstances.

7. Expense reimbursement: Applicants may select one of two payment options:

Option A. Expense vouchers with supporting receipts are sent to the University of Pittsburgh School of Nursing by the grantee for direct payment by the University's Payment Processing via the University of Pittsburgh School of Nursing for approved expenses up to the amount of the award. Approved expenses must be submitted in \$100 minimum quantities.

Option B. The grant funds are administered by an affiliated institution. The University of Pittsburgh School of Nursing makes a lump sum payment to the institution in the amount of the award.

If funding is handled through an applicant's institutional affiliation, that institution must be a public organization or 501(c)(3) institution as defined by the Internal Revenue Service, and the institution must furnish satisfactory assurances that funds granted will be expended solely for the purposes for which the grant is made. No funds will be awarded until the documentation is received by the University of Pittsburgh School of Nursing.

The affiliated institution is encouraged to administer the grant without charging indirect costs against the grant. However, an institution may charge no more than 10 percent of the grant as an indirect cost and this must be included in the total amount of funding requested.

8. The distribution and expenditure of funds on the part of the institutional affiliation and the foundation shall be in accordance with standard accounting procedures.
9. The University of Pittsburgh School of Nursing will not consider requests or assume responsibility for any costs incurred prior to the award date.
10. Expenses must be incurred within the one-year grant period or approved extension deadline.
11. Unexpended funds will be retained by The University of Pittsburgh School of Nursing (Option A grants) or returned to the University of Pittsburgh School of Nursing (Option B grants) when the funding period terminates.

12. Permission may be granted to move funds from one budget category to another as long as no additional expense to the University of Pittsburgh School of Nursing is involved. A written request should be directed to the Research Review Committee Chairperson.
13. Adjustments of line item expenses to purchase equipment in the latter stages of the grant period will *not* be permitted.
14. The University of Pittsburgh School of Nursing may grant permission to transfer funds to a different institution in the event of a change in the investigator's institutional affiliation. A written request should be directed to the Review Committee Chairperson.
15. Only expenses essential to the conduct of the proposed research will be considered for funding.
16. PROHIBITED EXPENSES:
 - Principal and co-investigators' salaries
 - Educational assistance such as tuition, textbooks, or dissertation/thesis preparation
 - Investigator traveling to meet with his/her thesis or dissertation committee
 - Presentation of papers or conference attendance
 - Purchase of equipment in latter stages of the grant, unless to promote the dissemination of research findings
 - Purchase of computers or office equipment for **personal** use.
17. Requests to purchase equipment with a unit cost of more than \$500: The ownership of such equipment at the end of the grant period will be individually assessed.

FINAL REPORTS

1. Principal investigators are responsible for producing a 5-10 page final report in the format specified in the Publication Manual of the American Psychological Association, Sixth Edition, 2009. An abstract (approximately 250 words) of your results must be submitted with the final narrative. Since the abstract will be used to report the study to a general audience, the abstract must be written for the lay reader.
2. Reporting time frame - Financial:

Option A grants - It is the responsibility of the principal investigator to submit a **final financial report no later than 60 days after the expiration of the grant.**

Option B grants - It is the responsibility of the institution to submit a **final financial report no later than 60 days after the expiration of the grant.**

3. Reporting time frames - Narratives:

For both Option A and B, principal investigators are responsible for the **final narrative reports due 90 days following expiration of the original or amended project funding period.**

4. **Failure to comply with deadlines for final reports will disqualify the researcher from receiving University of Pittsburgh School of Nursing grants in the future. The researcher's file may be closed if no communication is received within 30 days of the expired deadline.**

PUBLICATIONS

1. Publications resulting from the grant must acknowledge the support from the University of Pittsburgh School of Nursing through the Ruth Perkins Kuehn Research Award as described in the award letter.
2. The investigator will provide the University of Pittsburgh School of Nursing with a reprint of any publication resulting from the research.
3. The University of Pittsburgh School of Nursing may wish to publish portions of any or all reports; documents and materials developed in the course of research and will do so only with the permission of the investigator.

COPYRIGHT

Any and all reports, documents, and materials developed in the course of the research may be copyrighted and published in the name of the investigator, provided:

1. If the University of Pittsburgh School of Nursing funds are used in whole or in part to meet costs of publication, the costs will be a first charge upon any royalties and will be refunded to the University of Pittsburgh School of Nursing out of the first royalties received, before any royalties are retained by the investigator or the sponsoring institution.
2. Any publication will contain a notice that the research was supported in whole or in part by a grant from the University of Pittsburgh School of Nursing.
3. University of Pittsburgh School of Nursing is granted a royalty-free, non-exclusive, irrevocable license to reproduce or purchase any reports, documents, or materials and to translate them, or publish them, either directly or through assignees or sublicenses.

PATENTS

In the event that any inventions are developed in the course of the research, the investigator may file patent applications, provided:

Exceptional situations not specifically addressed in these policies will be directed to the Dean of the University of Pittsburgh School of Nursing for final determination.

1. The inventions are promptly reported to the University of Pittsburgh School of Nursing.
2. The patent application shall include a statement in the first paragraph of the specification that the invention was made in the course of research supported in whole or in part by a grant from the University of Pittsburgh School of Nursing.
3. The University of Pittsburgh School of Nursing is granted a royalty-free, non-exclusive, irrevocable license to use the inventions for purposes of further research, either directly or through assignees or sublicenses, but not for the purposes of commercial development or exploitation.

Questions may be directed to Kathleen Kennedy, Center for Research and Evaluation, University of Pittsburgh School of Nursing, 3500 Victoria Street, 360 Victoria Building, Pittsburgh, PA 15261, 412-624-4854 or e-mail to kke100@pitt.edu.