

LESLIE A. HOFFMAN ENDOWED ACUTE CARE NURSING RESEARCH FUND 2022-2023

The Leslie A. Hoffman Endowed Acute Care Nursing Research Fund was created to honor Dr. Leslie Hoffman's life-long commitment to nursing research, the advancement of nursing practice, and continued improvements in patient care. Leslie Hoffman, PhD, RN, FAAN, served as a division head and later the Chair of the Department of Acute and Tertiary Care at the University of Pittsburgh School of Nursing from 1992-2010.

The maximum amount available for 2022-2023 is \$11,687 and can be used to support a research project related to acute care at the University of Pittsburgh School of Nursing. Applicant must be a full-time or part-time graduate student enrolled at the University of Pittsburgh School of Nursing or current faculty member of the University of Pittsburgh School of Nursing. Funding will cover research that is conducted starting September 1, 2022 through August 31, 2023.

Deadline for submission is **4:00 pm EST, Thursday, June 30, 2022**. Notification of the award will be made by mail and email. Plans are tentatively being made for the School of Nursing to host its annual Scholarship Luncheon in the fall term. You will receive more information on date and time at a later date.

Please submit your proposal to:

Leslie A. Hoffman 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

ELIGIBILITY CRITERIA

1. Applicant must be a full-time or part-time graduate student enrolled at the University of Pittsburgh School of Nursing or current faculty member of the University of Pittsburgh School of Nursing.
2. Principal investigators (PIs) are limited to submitting one application per year.
3. If the project is part of a larger project, applicants must delineate the portion of the larger research project that is the PI's responsibility.
4. Applicants are required to notify and return unused funds to the University of Pittsburgh School of Nursing if funding is received from other sources.
5. Award may be repeated to a particularly worthy researcher.
6. Preference will be given to projects related to pulmonary and/or critical care nursing.
7. Qualified candidates shall submit a research proposal, including a program budget, related to issues of acute care nursing.

APPLICATION REQUIREMENTS

1. **The application deadline is 4:00 pm Eastern, Thursday, June 30, 2022.** All proposals must be received at the University of Pittsburgh School of Nursing by this date. No extensions for submission will be granted.
2. Proposed projects requiring funds in excess of the award amount will be reviewed; however, actual sources of funding to support a larger amount need to be identified.
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:**

Leslie A. Hoffman Research Award Application Committee
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Center for Research and Evaluation
University of Pittsburgh School of Nursing
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APPLICATION GUIDELINES
Leslie A. Hoffman Endowed 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(s), name of the institution, name of award, complete address, telephone number and e-mail address.
2. **Abstract:** 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:** Describe the 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. **Critique:** Present a concise critique of the literature supporting the proposed project.
7. **Design and Methodology:** Include the following addressing the design and methodology of the project: study design, setting and sample, dependent and independent variables, reliability and validity of instruments, justification of the sample size, procedures for data collection, and data analysis.
8. **Human and/or Animal Subjects:** Describe risk, benefits and measures for minimizing risks and indicate Internal Review Board (IRB) status as per NIH Guidelines.
9. **Budget:** Calculate a proposed budget and justification for a maximum amount of the award amount with general categories of expenses listed, not to exceed two pages.
10. **Biosketch:** Include a four-page biosketch of the principal investigator, using the NIH Format.
11. **Resources and Environment:** Include only for students working outside of the University of Pittsburgh School of Nursing.
12. **Appendix:** Include instruments to be used in the study.

LESLIE A. HOFFMAN ENDOWED RESEARCH AWARD REVIEW CRITERIA

REVIEW

1. The Research Review Committee is determined by the Dean (or her designee) and a Vice Chair for Research from one of the three academic departments in the School of Nursing. The Committee is comprised of at least two doctorally prepared researchers. Additional consultants will be used when the subject of a proposal falls outside the areas of expertise represented on the committee. The Vice Chair for Research will serve as the Chair of the Research Review Committee.
2. For as long as she is willing and able, Dr. Leslie Hoffman may consult with the committee in making the final selection from the qualified candidates presented.
3. 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.
4. Applications are treated as privileged communication and are restricted to members of the Research Review Committee, University of Pittsburgh, School of Nursing staff and consultants.

FUNDING

1. The grant is awarded September 1, 2022 and is funded for one year. Under no circumstances will more than the specified maximum funding be awarded.
2. Priority for funding is based upon the scientific merit, significance and innovation of the proposal with consideration given to the investigator's ability to conduct the study. The project's potential for leading to further research, and its contribution to nursing knowledge or knowledge in other fields will be considered.
3. Proposals for research involving any human population 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 Director of the Center for Research and Evaluation in the University of Pittsburgh School of Nursing. 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.
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 5 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.
13. 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 with approval of the Research Review Committee. A written request should be directed to the Research Review Committee Chairperson.

FINAL REPORTS

1. The principal investigator is responsible for producing a 2-page final report and an abstract (approximately 250 words) summarizing the results of the study that 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:

It is the responsibility of the principal investigator or institution to submit a **final financial report no later than 60 days after the expiration of the funding period.**
3. Reporting time frames - Narratives:

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 Leslie A. Hoffman 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. The 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 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, University of Pittsburgh School of Nursing, 3500 Victoria Street, 360 Victoria Building, Pittsburgh, PA 15261, 412-624-4854 or e-mail at kke100@pitt.edu.