



Maurice and Edna Marie Minton Endowment Fund for Cancer Nursing Research 2019 Program Guidelines

DEADLINE: May 1, 2019 @ 3:00 p.m. (MST)

Direct questions to:

Research & Funding Support Coordinator
ECHA 5-168
Ph: 780.492.6832
nursing.research@ualberta.ca

PURPOSE

Through a generous donation from the late Mr. Maurice C. Minton, the establishment of *The Maurice and Edna Marie Minton Endowment Fund for Cancer Nursing Research (Minton Endowment Fund)* was made possible. The intent of the endowment is to enhance the quality and quantity of cancer nursing research for the purpose of improving cancer nursing practice and patient care. This can be achieved by increasing the number of nursing research projects directly related to cancer nursing practice through the funding of research projects, feasibility projects or student bursaries.

Endowment Fund priorities:

- Enhancing the quality and quantity of cancer nursing research
- Improving cancer nursing practice and patient care
- Funded individuals who have not previously been awarded an endowment

VALUE OF THE AWARD

There are two categories to which you may apply for funding:

Research Projects: Maximum 1 award of up to \$10,000 or 2 awards of up to \$5,000

To assist researchers in conducting original investigations, replication studies, or studies using existing data which apply to the solution or management of problems pertaining to cancer nursing practice. Priority will be given to investigations designed with the ultimate goal of improving clinical efficacy.

Student Education Bursary (PhD Nursing or MN student): Maximum 1 award of up to \$10,000 or 2 awards of up to \$5,000

To offer motivated students with exceptional academic records the opportunity to study advanced practices in oncology nursing.

ELIGIBILITY

A maximum of one grant will be awarded per applicant per fiscal year.

The following are *not* eligible for funding:

- Incomplete applications
- Undergraduate students
- Projects expected to require ongoing funding (i.e., each project will only be funded once)
- Teaching release time
- Persons who have terminated their association with the University of Alberta; in such cases, the award will be forfeited and the recipient will not be entitled to payment of the award beyond the date of termination

Research Project

All University of Alberta Faculty of Nursing tenure track faculty members under the Faculty Agreement are eligible to apply for the Endowment fund under the “Research Project” category.

The nominated principal applicant for the research project must:

- Hold an appointment in, or have an affiliation with, a health care agency, education institution, or other nursing organization in Alberta, and
- Be a Registered Nurse.

Student Education Bursary

Any student who wishes to apply for the education bursary must be a full-time registered Masters or Doctoral student in the Faculty of Nursing, University of Alberta.

APPLICATION PROCEDURE

How to Apply

A link to the application form is available on the Faculty of Nursing’s Research Funding Opportunities webpage. Applications are to be completed via Google Forms.

Complete the appropriate *Minton Endowment Fund* application form. The applicant is responsible for obtaining approval from any University of Alberta co-applicants (as applicable) before including their names in the application.

Incomplete applications will not be considered. Applications received incomplete or non-compliant with the program guidelines and/or application instructions will be returned to the applicant; they will not be forwarded to the adjudication committee. Supplementary material will not be accepted after the application has been submitted, unless requested by administration.

Application Deadline

Applications must be received by:

May 1, 2019 at 3:00pm (MST)

It is the applicant's responsibility to ensure applications are received by the deadline. If the deadline falls on a non-working day, applications are due the following business day.

APPLICATION REQUIREMENTS

Research Project

Each tenure track faculty member may submit only one application per competition.

Description of the research project/proposal is to be a maximum of 20,000 characters for the Research Project application. Applicants should provide a clear, concise description of the research project/proposal, consistent with the purposes and priorities of the *Minton Endowment Fund*.

Observe the character limits; additional attachments may not be added unless specified. Where additional pages are allowed, use 12 point font, six lines per inch, minimum margin of 2 cm ($\frac{3}{4}$ ") around the page. For each allowable page appended, place your name and title of the project at the top of the page and clearly indicate the page number at the bottom of the page, (e.g. 3a, 3b, etc...).

Maximum character count does not include references, tables, charts, figures or photographs.

No attachments, other than those specified in the application form, will be accepted.

This is an internal competition and therefore a preliminary review of the application will not be conducted.

Student Education Bursary

Description of the research project/proposal is to be a maximum of 8,000 characters for the Student Bursary application. Applicants should provide a clear, concise description of the research project/proposal, consistent with the purposes and priorities of the *Minton Endowment Fund*.

Observe the page limits; additional pages may not be added unless specified. Where allowed, use 12 point font, six lines per inch, minimum margin of 2 cm ($\frac{3}{4}$ ") around the page. For each allowable page appended, place your name and title of the research project at the top of the page and clearly indicate the page number at the bottom of the page, (e.g. 3a, 4a, etc...).

Applicants must attach:

- One up-to-date copy of the candidate's official University transcripts.
- One signed letter of support/reference from the supervisor.

No attachments, other than those specified in the application form, will be accepted.

ADJUDICATION

All completed applications are reviewed by the FoN Research Review Committee, which will rank the applications based on merit and forward a recommendation to the Associate Dean (Research) for decision. Please take time to prepare an application that clearly outlines the merits of your request. It may take up to six weeks to consider and adjudicate the applications following the competition deadline. Applicants will be notified of the Committee's decision in writing and via email from the Research and Funding Support Coordinator on behalf the Associate Dean (Research). Decisions are final and cannot be appealed.

Adjudication Criteria

All complete applications are reviewed based on merit.

Research Project applications will be adjudicated based on the following criteria:

- Research project is consistent with the purposes and priorities of the *Minton Endowment Fund*
- Purpose and feasibility of the research project
- Design, methods, and research resources
- Impact of the research
- Qualifications and experience of the applicant
- Appropriateness of budget and justification of expenditures

Bursary applications will be adjudicated based on the following criteria:

- Candidate's academic record
- Candidate's academic achievements (prizes, honors, awards)
- Candidate's relevant research and work experience
- Candidate's publications
- Feasibility and overall quality of the candidate's research project
- Research project is consistent with the purposes and priorities of the *Minton Endowment Fund*
- Supervisor's support/reference letter
- Candidate's career plans
- Supervisor's training environment

ADMINISTRATION

To Access the Award

Research Project

A speed code will be assigned to the successful applicant. Grant holders are wholly responsible for administering their grant accounts and must comply with all relevant University of Alberta and Faculty of Nursing policies and procedures.

Appropriate **ethics clearance** must be received and forwarded to the Associate Dean (Research) c/o Research and Funding Support Coordinator at nursing.research@ualberta.ca before funds will be released; any projects involving human or animal subjects will require ethics approval.

Ethics clearance must be received within 6 months of the beginning of the award term. If not received within this time period, the award will be forfeited and returned to the Faculty of Nursing.

Student Education Bursary

The successful applicant is required to complete the Faculty of Nursing Hiring Form and submit it to the Nursing Research Portfolio (5-168 ECHA) for processing. The form will be provided with the Notice of Decision.

Appropriate **ethics clearance** must be received and forwarded to the Associate Dean (Research) c/o Research and Funding Support Coordinator at nursing.research@ualberta.ca before funds will be released; any projects involving human or animal subjects will require ethics approval.

Ethics clearance must be received within 6 months of the beginning of the award term. If not received within this time period, the award will be forfeited and returned to the Faculty of Nursing.

Funding Period and Extensions

Research Project

Awards are given for a period of up to one year (e.g., June 1, 2018 to May 31, 2019). Research project applications require a detailed budget for approval. All budget items must be appropriately justified. Funding is intended to cover direct research costs. Eligible expenditures are subject to University of Alberta regulations and procedures. Monitoring of the expenditures is the responsibility of the recipient to whom the funds are granted. Any residual balance at the conclusion of a project's specified term will revert to the *Minton Endowment Fund*.

No extensions will be granted for funding except in exceptional circumstances. Extensions to the award period are to be requested in writing to the Associate Dean (Research), Faculty of Nursing, c/o Research and Funding Support Coordinator at nursing.research@ualberta.ca no less than 30 days prior to the end date. Requests received after this will not be considered. Requests should note the reason for the extension request, balance of funds remaining and a new proposed end date. Extensions shall not extend beyond 12 additional months, unless approved by the Associate Dean (Research). A maximum of one extension will be granted.

Student Education Bursary

The bursary is paid out to the student monthly for the period of up to 1 year. Should the student and/or institution terminate the student's program of study prior to the proposed end date, the bursary amount will not be paid beyond the termination date.

Expenditures

Research Project

The *Minton Endowment Fund* awards are provided for the specific expenditures identified in an applicant's proposal and may not be used for other purposes. In exceptional circumstances, a change in expenditure may be approved. In this case, a written request explaining the need for the change in plans must be submitted by the grant holder to the Associate Dean (Research) c/o Research and Funding Support Coordinator at nursing.research@ualberta.ca.

Unauthorized deviations from the budget will render the applicant ineligible to submit for future *Minton Endowment Fund* competitions and/or other research related programs administered by the Faculty of Nursing.

Student Education Bursary

Expenditures are not applicable for the bursary application.

REPORTING REQUIREMENTS AND OTHER OBLIGATIONS

Research Project AND Student Education Bursary

Successful applicants must submit a brief final report to the Associate Dean (Research) within 3 months following completion of the award. The report template will be forwarded to successful applicants by the Research & Funding Support Coordinator before the term of the award ends.

Individuals are not eligible to submit for future *Minton Endowment Fund* grants and/or other programs administered by the Faculty of Nursing if final reports are not received on time or are outstanding.

If for any reason the research cannot be carried out as planned, or access to subjects or facilities is not granted, the nominated Principal Applicant is expected to return the funds to the Faculty of Nursing with a letter of explanation submitted to the Associate Dean (Research).

ACKNOWLEDGEMENT

All publications and dissemination of information resulting from this award, including presentations at conference proceedings and relevant scientific meetings, must acknowledge the support of the award and *The Maurice and Edna Marie Minton Endowment Fund for Cancer Nursing Research*.