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## **Maurice and Edna Marie Minton Endowment Fund for Cancer Nursing Research 2020 Program Guidelines**

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**DEADLINE: May 1, 2020 @ 3:00 p.m. (MST)**

### **Direct questions to:**

Research & Funding Support Coordinator  
ECHA 5-166  
Ph: 780-248-1653  
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 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**

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

### ***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 *Minton Endowment Fund for Cancer Nursing Research: Student Bursary* 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, 2020 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**

### ***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.

***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 - 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](mailto: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**

### ***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**

### ***Student Education Bursary***

Expenditures are not applicable for the bursary application.

## **REPORTING REQUIREMENTS AND OTHER OBLIGATIONS**

### ***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*.