



Association of Pediatric  
Hematology/Oncology Nurses

## GRANT PROGRAM

- APHON Evidence Based Practice Grant
- APHON Nursing Research Grant

**Grant applications are required to be submitted electronically in one PDF document.**

**Letters of Intent due on March 23, 2018**

**Grant Applications due date of May 18, 2018**

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[www.aphon.org](http://www.aphon.org) | E-mail: [grantapplications@aphon.org](mailto:grantapplications@aphon.org)

# APHON

# Grant Opportunities

- **Evidence Based Practice Grant**  
Two \$2,500 grants for Evidence-Based Practice (EBP) projects that address the clinical practice of pediatric hematology/oncology nursing.
- **APHON Nursing Research Grant\***  
One \$10,000 Grant for a nursing research project that advances pediatric hematology/oncology nursing practice.

Letters of Intent (LOIs) are due to APHON on March 23, 2018, and if accepted, applications are due May 18, 2018.

## Questions

Investigators who have specific questions or concerns not addressed in this packet or would like a mentor to assist you in the development of an LOI or full grant proposal should contact the [APHON Evidence-Based Practice and Research Committee](#).

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# Introduction

Association of Pediatric Hematology/Oncology Nurses  
8735 W. Higgins Rd. Suite 300  
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855.202.9760 (US Residents Only) 847.375.4724  
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**Association of Pediatric Hematology/Oncology Nurses (APHON)** is the professional organization for pediatric hematology/oncology nurses and other pediatric hematology/oncology healthcare professionals. Its members are dedicated to promoting optimal nursing care for children, adolescents, and young adults with cancer and blood disorders, and their families. APHON provides the leadership and expertise to pediatric hematology/oncology nurses by defining and promoting the highest standards of practice and care to the pediatric, adolescent, and young adult communities.

## **Core Purpose**

To support and advance nurses and their practice in order to optimize outcomes for children, adolescents, and young adults with cancer and blood disorders and their families.

## **Core Organizational Values**

- Visionary leadership embracing innovation
- Committed to professional and organizational excellence
- Pride in the profession
- Collaboration as an effective strategy
- Absolute integrity and high ethical standards
- Gratifying experience through involvement
- Continuous professional development through life-long learning

## **Suggested Areas of Project Interest**

The following are areas of EBP/research interest to APHON membership, including but are not limited to:

1. AYA Transition
2. Staffing Ratios
3. Nurses' Self Care
4. Central Line Care
5. Fever and Neutropenia Precautions
6. Ethical Issues
7. Survivorship
8. Functioning with chronic physical/emotional/mental conditions
9. Oral Care
10. Oral Chemotherapy Adherence
11. Palliative and End-of-Life Care

**Added consideration** will be given to applicants who submit projects that address the above areas of interest.

# Evidence-Based Practice Project Letter of Intent (LOI) Guidelines

The Letter of Intent (LOI) must be no more than a total of 4 pages in length for items 1-8 below and include the following information in this order:

1. The overall objective
2. The relevance to pediatric hematology/oncology nursing
3. PICOT question and purpose statement
4. Summary of preliminary data or available literature, if any
5. Specific study/project aims
6. Describe the plan for implementation and data evaluation and analysis
7. References

In addition, the application must include the following:

8. Current financial support: list each funded grant or contract for the conduct of these projects and any potential overlap with the current proposal. If there are no other grants state "NONE".
9. List the names and project roles for the project leader and team members. Describe the project leader's previous EBP project experience. Include a copy of the curriculum vitae for each project member.

## Format Specifications

- Font: Double-spaced, 12 point or larger
- Paper size: 8 ½" x 11"
- Margins: At least ½" margins (top, bottom, left, and right)

**STRICT ADHERENCE TO THE INSTRUCTIONS ABOVE IS NECESSARY OR THE PROPOSAL WILL NOT BE REVIEWED.**

Letters of Intent will be evaluated by the APHON Evidence Based Practice/Research (EBP/R) Committee and additional ad hoc panel members as needed, and submission of full applications will be invited for eligible projects. The decision of the APHON EBP/R Committee will be communicated to the candidates no later than April 6, 2018, and those who are invited to submit a full proposal will need to do so by May 18, 2018.

APHON will fund the grant based on the stated scope of work in the LOI and application. One \$10,000 research grant and two, \$2500 EBP grants are available. The grant will cover direct costs only; no indirect fees/charges will be covered. The principal investigator or project leader must be an active APHON member, and the **12-24 month project** must advance hematology/oncology nursing practice. Applicants will be informed of the decisions regarding their applications as soon as they have been made by July 20, 2018.

## Questions

Investigators who have specific questions or concerns not addressed in this packet or would like a mentor to assist you in the development of an LOI or full grant proposal should contact the [APHON Evidence-Based Practice and Research Committee](mailto:grantapplications@aphon.org).

## Submission

Letters of Intent must be received by e-mail to the committee, no later than 11:59 pm Central Time March 23, 2018. Please submit electronically as a single PDF file to [grantapplications@aphon.org](mailto:grantapplications@aphon.org)

# Research Grant Proposal Letter of Intent (LOI) Guidelines

The Letter of Intent (LOI) must be no more than a total of 4 pages in length for items 1-8 below and include the following information in this order:

1. The overall objective
2. The relevance to pediatric hematology/oncology nursing
3. The hypothesis or hypotheses to be tested
4. Summary of preliminary data or available literature, if any
5. Specific study/project aims
6. A summary of the methods or procedures
7. Experimental design and plan for statistical analysis, including power analysis
8. References

In addition, the application must include the following:

9. Current research financial support: list each funded grant or contract for the conduct of these projects and any potential overlap with the current proposal. If there are no other grants state "NONE".
10. A NIH formatted biosketch (<http://grants.nih.gov/grants/forms/biosketch.htm>) should accompany the Letter of Intent for both the research study PI and any co-investigators.

## Format Specifications

- Font: Double-spaced, 12 point or larger
- Paper size: 8 1/2" x 11"
- Margins: At least 1/2" margins (top, bottom, left, and right)

**STRICT ADHERENCE TO THE INSTRUCTIONS ABOVE IS NECESSARY OR THE PROPOSAL WILL NOT BE REVIEWED.**

Letters of Intent will be evaluated by the APHON Evidence Based Practice/Research (EBP/R) Committee and additional ad hoc panel members as needed, and submission of full applications will be invited for eligible projects. The decision of the APHON EBP/R Committee will be communicated to the candidates no later than April 6, 2018, and those who are invited to submit a full proposal will need to do so by May 18, 2018

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## Questions

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## Submission

Letters of Intent must be received by e-mail to the committee, no later than 11:59 pm Central Time March 23, 2018. Please submit electronically as a single PDF file to [grantapplications@aphon.org](mailto:grantapplications@aphon.org).

# Guidelines for Evidence-Based Practice Projects

## Focus Areas

Evidence-Based Practice (EBP) project proposals that address clinical practice, educational, or administrative dimensions of pediatric hematology/oncology nursing.

## Eligible Applicants

The project leader for the EBP grant must meet the following eligibility criteria:

1. Be an active member of APHON
2. Be a registered nurse who is active in pediatric hematology/oncology and who demonstrates interest in making significant contributions to pediatric hematology/oncology nursing.
3. Have a minimum of a BSN, and must be enrolled in a master's or doctoral program. If the project leader does not yet have a master's degree, it is expected that they will have a co-leader with EBP experience who has a master's degree or higher.

**Note:** Members of the APHON Board of Directors or persons serving on the APHON EBP/Research Committee are not eligible to apply for this grant.

## Project Leader Responsibilities

Responsibilities include:

1. Completion of the EBP project within 2 years of initial funding;
2. Submission of a progress report to the APHON EBP/Research Committee every 6 months until EBP project is completed;
3. Submission of a publishable manuscript to the Journal of Pediatric Oncology Nursing or another appropriate refereed journal *and/or* submission of an abstract proposal to present a paper or poster pertaining to the EBP project at an APHON educational conference within 2 years of initial funding. **Acceptance of abstract for publication or presentation is not guaranteed.**

If the paper or poster abstract is accepted for presentation at an APHON educational conference, a complimentary registration will be provided for the project leader. Funding to attend the annual conference may not be included in the EBP project budget.

4. Acknowledgment in any publication, paper, or poster that the EBP project was supported by the Association of Pediatric Hematology/Oncology Nurses;
5. EBP project leader(s) may be invited to serve as future mentors for novice EBP project leaders.

## Required Information

Prepare the application which is not to exceed 10 double-spaced, typed, 8 ½" x 11" pages exclusive of the project budget, appendices, and references. Use 12-point type and at least ½" margins (top, bottom, right, left) for all documents included in the application.

1. All applicants must complete the **EBP Grant Checklist** to verify inclusion of all required materials and include it as part of the application.
2. All applicants must complete the **Summary Data Form** included in the packet.
3. All applicants must complete the **EBP Grant Contact Form** regarding the contact person for the grant funding agreement and disbursement of funds should application be selected.
4. The institution or agency named in the proposal must complete the **Administrative Approval Form** to indicate acknowledgment and approval of the EBP project. **PLEASE NOTE: Pending approval will not disqualify a proposal for review, but final administrative approval must be given before funding is awarded.**
5. Use the space on the **Abstract Form** for a typed, 300 word abstract defining the clinical issue, stating the significance of the EBP project, and presenting the EBP project implementation and evaluation plans.

## Application Headings

Complete proposals must include the following headings:

### *Statement of the Practice Change*

This section includes a description of the current practice and why change is needed; the proposed change in practice; and a concise and critical review of current evidence in the literature concerning the practice issue.

### ***Implementation and Evaluation***

This section describes the plans for implementation and evaluation of the change. Include details about the patient population, if applicable. Include a brief discussion about the limitations of the project and plans for sustainability if expected outcomes are achieved.

A precise timeline illustrating project tasks and objectives to be completed within 2 years is required.

### ***References***

This section includes bibliographic information in APA format of only those sources cited in the proposal.

### ***Project Budget***

1. A budget for the entire project must be submitted. If APHON funds are to be used for only a portion of the budget, identify the specific items for which you seek support. Identify remaining items to be funded from other sources and in-kind contributions. Clearly describe those sources of funding or support in addition to the amount you are seeking from each entity.
2. This section must specify the direct costs associated with the EBP project. Neither the project leader's salary nor the purchase of a computer will be funded unless significant justification is provided in the proposal. Include notation of contributed funds, personnel, or indirect allowances. The budget must represent sufficient funds to complete the project.
3. Because the funds are not distributed in one sum, the project leader should propose a strategy for the receipt and distribution of funds during the length of the project. The strategy should facilitate the conduct of the project and may be done on a semiannual basis, by expense voucher, by task or objective, or by another means. The funding year shall begin in January following the awarding of the grant at the APHON educational conference.

### ***Personnel***

Clearly specify the project leader who will be the grant recipient responsible for the conduct of the project. Indicate the pediatric hematology/oncology nursing activities and contributions of the project leader, as well as previous experience with EBP projects.

If there are co-leaders, consultants, or other key

personnel, fully describe the contributions of each to the project. Include the Curriculum Vitae of the project leader, all co-leaders, and consultants.

### ***Setting Review and Approval***

Obtain written approval from the administrative officer of the institution or agency in which the proposed project will be conducted (Administrative Approval Form).

**PLEASE NOTE:** Pending approval will not disqualify a proposal for review, but final approval must be given before the grant is awarded.

### ***Appendices***

Include citations of supportive information and data collection tools. Include any or all of the following in the Appendices:

Appendix A: Measurement Instruments/Tool

Appendix B: Human Subjects and/or Institutional Approval Letter

Appendix C: Curriculum vitae and Other Supporting Documents

Forms for all appendices will be provided to the principal investigator/project leader after committee review of all LOIs.



# Guidelines for Research Proposals

## Focus Areas

Research project proposals that address clinical practice, educational, or administrative dimensions of pediatric hematology/oncology nursing.

## Eligible Applicants

The principal investigator for the **APHON Nursing Research Grant** must be a registered nurse who is active in pediatric hematology/oncology, a member of APHON, and who demonstrates interest in making significant contributions to pediatric hematology/oncology nursing.

Applicants for the **APHON Nursing Research Grant** must have a doctoral degree or a doctoral degree student completing a dissertation project.

**Note:** Members of the APHON Board of Directors or persons serving on the APHON EBP/Research Committee are not eligible to apply for this grant.

## Responsibilities of Principal Investigator (PI)

Responsibilities include:

1. Completion of the project within 2 years of initial funding;
  - a. Submission of a progress report to the APHON EBP/Research Committee at year one and project completion.

2. Submission of a publishable manuscript to Journal of Pediatric Oncology Nursing or another appropriate refereed journal *and/or* submission of an abstract proposal to present a paper or poster pertaining to the research project at an Association of Pediatric Hematology/Oncology Nurses educational conference within 2 years of initial funding.

A complimentary registration will be provided for the PI if paper or poster abstract is accepted for presentation at an Association of Pediatric Hematology/Oncology Nurses educational conference. Funding to attend the annual conference may not be included in the research project budget. Acceptance of abstract for publication or presentation is not guaranteed.

3. Acknowledgment in any publication, paper, or poster that the Research project was supported by the Association of Pediatric Hematology/Oncology Nurses; and
4. Research PIs may be invited to serve as mentors for novice research investigators.

## Required Information

Prepare the proposal which is not to exceed 10 double-space, typed, 8 ½" x 11" pages exclusive of the project budget, appendices, and references. Use 12-point type for all documents included in the application.

1. All applicants must complete the **Research Project Grant Checklist** to verify inclusion of all required materials and include it as part of the application.
2. All applicants must complete the **Summary Data Form** included in the packet.
3. All applicants must complete the **Research Grant Contact Form** regarding the contact person for the grant funding agreement and disbursement of funds should application be selected.
4. The institution or agency named in the proposal must complete the **Administrative Approval Form** to indicate acknowledgment and approval of the research project. (Pending approval will not disqualify a proposal for review, but final approval must be given before funding is awarded.)

5. Use the space on the **Abstract Form** for a typed, 300 word abstract defining the clinical issue, stating the significance of the research project, and presenting the research project methodology and plan for analysis.

### ***Headings***

Complete proposals must include the following headings:

#### ***Statement of the Problem***

This section includes a description of the problem, as well as a concise and critical review of current literature on what is known, and how this project will fill a gap in the knowledge with a significant contribution.

#### ***Methodology***

This section describes information about the data to be collected. Include details about the patient population, if applicable. Include study design and a power analysis to determine study enrollment, as well as research procedures and plans for data analysis. Include a brief discussion about the limitations of the project and any plans for sustainability if applicable.

A precise timeline illustrating project tasks and objectives to be completed within 2 years is required.

#### ***References***

This section includes bibliographic information of only those sources cited in the proposal.

#### ***Project Budget***

1. A budget for the entire project must be submitted. If APHON funds are to be used for only a portion of the budget, identify the specific items for which you seek support. Identify remaining items to be funded from other sources and in-kind contributions. Clearly describe those sources of funding or support in addition to the amount you are seeking from each entity.
2. This section must specify the direct costs associated with the research project. Indirect costs are not funded by APHON. Neither the PI's salary, nor the purchase of a computer will be funded unless significant justification is provided in the proposal. Include notation of contributed funds, personnel, or indirect allowances. The budget must represent

sufficient funds to complete the project.

3. Because the funds are not distributed in one sum, the principal investigator should propose a strategy for the receipt and distribution of funds during the length of the study. The strategy should facilitate the conduct of the study and may be done on a semiannual basis, by expense voucher, by task or objective, or by another means. The funding year shall begin in January following the awarding of the grant at the APHON educational conference.

#### ***Personnel***

Clearly specify the principal investigator (PI) who will be the grant recipient responsible for the conduct of the project. Indicate the pediatric hematology/oncology nursing activities and contributions of the PI. Describe the functions of all personnel involved with the project.

If there are co-investigators, consultants, or other key personnel, describe fully the contributions of each to the project. Include the NIH Biographical Sketch of the PI, all co-investigators, and consultants. For copies of the NIH Biosketch form, samples and instructions, go to this link: <http://grants.nih.gov/grants/forms/biosketch.htm>

#### ***Setting***

Obtain written approval from the administrative officer of the institution or agency in which the proposed study will be conducted (Administrative Approval Form).

#### ***Review and Approval***

The PI will provide proof of review and approval by his or her institution's Human Subjects Review Board or Institutional Review Board (IRB) and/or approval by the institution where the study will be conducted as soon as it becomes available.

**PLEASE NOTE:** Pending approval will not disqualify a proposal for review, but final approval must be given before the grant is awarded.

#### ***Appendices***

Include citations of supportive information and data collection tools. Include any or all of the following in the Appendices:

Appendix A: Measurement Instruments  
Appendix B: Human Subjects and/or  
Institutional Approval letter(s)  
Appendix C: Consent Forms

Appendix D: NIH Biosketch and Other Supporting Documents

Forms for all appendices will be provided to those principal investigators/project leaders selected to submit a full proposal after committee review of all LOIs.

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# Submission Guidelines

The EBP/Research Committee reviews EBP/Research grant proposals once a year.

**Proposals must be e-mailed by 11:59 pm on May 18, 2018.** Proposals received after this date will not be considered.

An e-mail confirmation will be sent within 48 hours of receiving your proposal. There are no exceptions to the deadline based on failure to receive application materials.

Investigators who have specific questions or concerns not addressed in this packet or would like a mentor to assist you in the development of an LOI or full grant proposal should contact the [APHON Evidence-Based Practice and Research Committee](#).

## Requirements

1. Submit the entire packet electronically in one pdf document. No hard copies will be accepted.
2. Complete all proposal materials. Incomplete proposals will not be considered.
3. E-mail proposals to APHON:  
[grantapplications@aphon.org](mailto:grantapplications@aphon.org)

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# Evaluation Procedures

Proposals will be reviewed by members of the APHON general membership and EBP/Research Committee and rated according to predetermined weighted criteria. Outside content experts may be asked to assist in review of all applications. The committee members and peer review panel will recommend proposals selected to receive funding to the APHON board.

All PIs and project leaders will be notified of the disposition of their proposals after action by the APHON Board of Directors. Principal investigators/project leaders will receive a summary critique of their proposal from the APHON EBP/Research Committee.

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# Notification of Award

**Grant recipients will be notified by July 20, 2018.** Public announcement of the grant recipients will be made by the EBP/Research Chair at the APHON national conference. Recipients are strongly encouraged to attend the conference and expected to present their progress informally to the EBP/Research Committee during one of the concurrent sessions.

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Funds will be awarded to the institution, agency, or investigator or project director at the discretion of the EBP/Research Committee. The strategy for funding proposed by the principal investigators/project directors will be considered in the decision.

