



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 via [Common Grant Application](#). You must register with Common Grant to submit an application.**

**Letters of Intent are due on March 6, 2022, by 11:59 pm Central Time.**

**Grant Applications are due on May 10, 2022, by 11:59 pm Central Time.**

8735 W. Higgins Rd., Suite 300, Chicago, IL 60631 | 855.202.9760 (US Residents) • 847.375.4724 • Fax 847.375.6478

[www.aphon.org](http://www.aphon.org) | Questions: [EBP/Research Grant Program Inquiry Form](#)

# APHON

# Grant Opportunities

## Suggested Areas of Project Interest

The following are areas of EBP/research interest to APHON membership, including but 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.

- **APHON Evidence-Based Practice Grant**

Two \$2,500 grants\* for evidence-based practice (EBP) projects that address the clinical practice of pediatric hematology/oncology nursing. **Special consideration** will be given to a project which supports a hematology-related initiative.

- **APHON Nursing Research Grant**

Two \$10,000 grants for nursing research projects that advance pediatric hematology/oncology nursing practice. One grant is reserved for a project which addresses a hematology initiative.

Letters of Intent (LOIs) are due in [Common Grant Application](#).

\*APHON thanks the Oncology Nursing Certification Corporation (ONCC) for sponsoring one \$2,500 EBP grant.

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# Introduction

Association of Pediatric Hematology/Oncology Nurses  
8735 W. Higgins Rd., Suite 300  
Chicago, IL 60631  
855.202.9760 (US Residents Only) | 847.375.4724  
Questions: [EBP/Research Grant Program Inquiry Form](#)

**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.

## **Mission**

To support and advance nurses in optimizing outcomes for children, adolescents, and young adults and their families throughout the continuum of care for their blood disorders and cancers.

## **Vision**

Pediatric hematology and oncology nurses are setting, advocating for, and achieving the highest standards of care for children, adolescents, and young adults 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

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

The Letter of Intent (LOI) application requires the following information, with a character limit of 5,000 (approximately 750 words) total for items 2–7.

1. **Title:** Title of your project
2. **Background:** Brief description of the problem
3. **Relevance:** Relevance to pediatric hematology/oncology nursing
4. **Purpose:** Specific project aims
5. **PICO(T) question:** Population; Intervention/Issue; Comparison; Outcome expected; Type of studies/Time for achieving outcome
6. **Summary of literature:** Summary of preliminary data or available literature
7. **Design:** Description of the plan for implementation and data evaluation and analysis

In addition, the application must include the following:

8. **References**
9. **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.”
10. **Project team names and roles:** 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. List the agency or organization administrative approver.

## Format specifications for items 8–10, submitted as supporting PDF documents

- **Font:** Double-spaced, 12-point
- **Paper size:** 8 ½” x 11”
- **Margins:** At least ½” margins (top, bottom, left, and right)
- **APA 7<sup>th</sup> Edition for citations, references, and formatting is required**

**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/Research) 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/Research Committee will be communicated to the candidates no later than April 4, 2022, and those who are invited to submit a full proposal will need to do so by May 10, 2022, at 11:59 pm Central Time.

APHON will fund a grant based on the stated scope of work in the LOI and application. Two \$10,000 research grants and two \$2,500 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 while completing the project, 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 7, 2022.

## Submission

Letters of Intent must be submitted in Common Grant Application, no later than 11:59 pm Central Time on March 6, 2022. Please submit electronically as web forms and supporting PDF files through the [APHON page on Common Grant Application](#).

# Research Project Proposal

## Letter of Intent (LOI) Guidelines

The Letter of Intent (LOI) requires the following information, with a character limit of 5,000 (approximately 750 words) total for items 2–7:

1. **Title:** Title of your project
2. **Background:** Brief description of the problem
3. **Relevance:** Relevance to pediatric hematology/oncology nursing
4. **Purpose:** Specific study aim(s)
5. **Research question/hypotheses:** Research question or hypotheses to be test
6. **Summary of literature:** Summary of preliminary data or available literature, if any
7. **Design and methods:** Study design, summary of methods or procedures, and plan for data analysis, including power analysis (if applicable)

In addition, the application must include the following:

8. **References**
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. An [NIH formatted biosketch](#) should accompany the Letter of Intent for both the research study PI and any co-investigators.
11. Please **indicate the agency or organization administrative approver.**

### Format specifications for items 8–11, submitted as supporting PDF documents

- **Font:** Double-spaced, 12-point
- **Paper size:** 8 ½” x 11”
- **Margins:** At least ½” margins (top, bottom, left, and right)
- **APA 7<sup>th</sup> Edition for citations, references, and formatting is required**

**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/Research) 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/Research Committee will be communicated to the candidates no later than April 4, 2022, and those who are invited to submit a full proposal will need to do so by May 10, 2022, at 11:59 pm Central Time.

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## Submission

Letters of Intent must be submitted in Common Grant Application, no later than 11:59 pm Central Time on March 6, 2022. Please submit electronically as web forms and supporting PDF files through the [APHON page on Common Grant Application](#).

# Questions

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

# 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 and maintain membership through the completion of the project
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 two years of initial funding;
2. Submission of a progress report to the APHON EBP/Research Committee every six months until the EBP project is completed;
3. Employment at an academic institution, children's hospital, or independent pediatric oncology practice;
4. Submission of a publishable manuscript to the *Journal of Pediatric Hematology/Oncology Nursing* or another appropriate refereed journal and submission of an abstract proposal to present a concurrent session, paper, or poster pertaining to the EBP project at an APHON educational conference within three 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; and

5. Acknowledgement in any publication, paper, or poster that the EBP project was supported by the Association of Pediatric Hematology/Oncology Nurses.

## Required Information

Prepare the application which will be submitted as online web forms, along with supporting PDF documents. Document portions are to be typed, 8 ½" x 11" pages. Use 12-point type and at least ½" margins (top, bottom, left, and right) for all documents included in the application.

All applicants must complete each required field (marked with \*) in order to submit their application. APA 7<sup>th</sup> Edition for citations/references and formatting is required for all web forms and supporting PDF documents.

1. All applicants must complete the **Summary Data Form**.
2. All applicants must complete the **Grant Contact Form** regarding the contact person for the grant funding agreement and disbursement of funds should the application be selected.
3. Use the space provided to complete the **Abstract form**. Abstracts are to be no more than 1,800 characters and include the clinical issue to be addressed, the significance of the EBP project, and plans for implementation and evaluation.
4. All applicants must complete the **Statement of the Practice Change**. This section includes the PICO(T) question and a description of the current practice and why change is needed: **Clearly state that the proposed change in practice is evidence-based and a critical review of the current evidence in the literature concerning the practice issue.**
5. All applicants must complete the **Implementation and Evaluation**. This section describes the plans for implementation and evaluation of the change. Include details about

the population and recruitment plan. Include a description of the outcomes you intend to measure and the plan for measuring them, including instrument validity/reliability. Include a plan for statistical analysis of results. Include a thorough description of the implementation strategies. Include a brief discussion about the limitations of the project and plans for sustainability if expected outcomes are achieved.

6. All applicants must specify the **Personnel** who will be completing the project. 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.

#### 7. **Project Budget**

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.

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.

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.

Academic tuition may not be included in the budget.

Travel and registration for an educational conference may be included in the project budget but may not exceed 20% of the total budget.

8. All applicants must provide a completed **Administrative Approval Form** for the institution or agency named in the proposal, to indicate acknowledgement and approval of the EBP project.
9. All applicants must provide **References**. This document includes bibliographic information in APA 7<sup>th</sup> Edition formatting of only those sources cited in the proposal.
10. Applicants may provide **Appendices**, which are citations of supportive information and data collection tools. Include any or all of the following in the Appendices:

- **Appendix A:** Measurement Instrument/Tools
- **Appendix B:** Human Subjects or Institutional Review Board (IRB) Approval (if required by your institution for EBP projects)

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

- **Appendix C:** Curriculum vitae and Other Supporting Documents

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

# Guidelines for Research Projects

## 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 meet the following eligibility criteria:

1. Be an active member of APHON and maintain membership through the completion of the project
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 doctoral degree or be a doctoral degree student completing a dissertation project. Students **MUST** have a PhD-prepared co-investigator as part of their study team

**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.

## Principal Investigator (PI) Responsibilities

Responsibilities include:

1. Completion of the Nursing Research project within two years of initial funding;
2. Submission of a progress report to the APHON EBP/Research Committee every six months until the Nursing Research project is completed;
3. Submissions of a publishable manuscript to the *Journal of Pediatric Hematology/Oncology Nursing* or another appropriate refereed journal *and* submission of an abstract proposal to present a concurrent session, paper, or poster pertaining to the research project at an APHON educational conference within three 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, complimentary registration will be provided for the PI; and

4. Acknowledgement in any publication, paper, or poster that the Research project was supported by the Association of Pediatric Hematology/Oncology Nurses.

## Required Information

Prepare the application which will be submitted as online web forms, along with supporting PDF documents. Document portions are to be typed, 8 ½" x 11" pages. Use 12-point type and at least ½" margins (top, bottom, left, and right) for all documents included in the application.

All applicants must complete each required field (marked with \*) in order to submit their application. APA 7<sup>th</sup> Edition for citations/references and formatting is required for all web forms and supporting PDF documents.

1. All applicants must complete the **Summary Data Form**.
2. All applicants must complete the **Grant Contact Form** regarding the contact person for the grant funding agreement and disbursement of funds should the application be selected.
3. Use the space provided on the **Abstract form**. Abstracts are to be no more than 1,800 characters and include the clinical question to be addressed, the significance of the research project, the research methodology, and analytical plan.
4. All applicants must complete the **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.
5. All applicants must include the **Methodology**. This section describes information about the data to be collected and a plan for measuring them, including the instrument validity and reliability. Include details about the population and recruitment plan. Include study design and a power analysis to determine study enrollment, as well as research procedures and plans for statistical 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 two years is required.

6. All applicants must specify the **Personnel** who will be completing the project. 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.

#### 7. **Project Budget**

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.

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.

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.

Academic tuition may not be included in the budget.

Travel and registration for an educational conference may be included in the project budget but may not exceed 20% of the total budget.

8. All applicants must provide a completed **Administrative Approval Form** for the institution or agency named in the proposal, to indicate acknowledgement and approval of the research project.
9. All applicants must provide **References**. This document includes bibliographic information in APA 7<sup>th</sup> Edition formatting of only those sources cited in the proposal.
10. Applicants must provide **Appendices**, which are citations of supportive information and data collection tools. Include the following in the Appendices:

- **Appendix A:** Measurement Instruments
- **Appendix B:** Human Subjects and/or Institutional Review Board (IRB) Approval Agreement(s)

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

- **Appendix C:** Consent Forms
- **Appendix D:** NIH Biosketch and Other Supporting Documents

Forms for appendices will be provided to the principal investigator after committee reviews all LOIs.

# Submission Guidelines

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

**Proposals must be submitted in Common Grant Application by 11:59 pm Central Time on May 10, 2022.** Proposals received after this date will not be considered.

An e-mail confirmation will be sent within 48 hours of receiving your proposal. Exceptions or extensions will not be granted due to a failure to submit a complete application by the designated deadline.

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

## Requirements

1. Submit the proposal electronically through the [online grant application portal](#) as [web forms and supporting PDF documents](#). No hard copies will be accepted.
2. Complete all proposed materials. Incomplete proposals will not be considered.

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# Evaluation Procedures

Proposals will be reviewed by the EBP/Research Committee and an independent peer review panel. Outside content experts may be asked to assist in the review of all applications. The EBP/Research Committee will use predetermined weighted criteria to inform the funding decisions.

All PIs and project leaders will be notified of the disposition of their proposals after action by the EBP/Research Committee. 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 7, 2022.** 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.

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.

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# Questions

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