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**EVIDENCE-BASED PRACTICE GRANT**

**General Requirements**

1. General Information
	1. Completed applications are due by November 1st
	2. The purpose of this grant is to award money for small projects that directly benefit critical care patients and/or families
	3. The proposed project may be used to meet the requirement(s) of an academic degree
	4. The proposed project may be in progress
	5. The topic must have relevance to critical care nursing practice and should address one of AACN’s research priorities:
		1. Effective and appropriate use of technology to achieve optimal patient assessment, management, and/or outcomes
		2. Creating a healing, humane environment
		3. Processes and systems that foster the optimal contribution of critical care nurses
		4. Effective approaches to symptom management
		5. Prevention and management of complications
	6. If the evidence-based project is not completed, funding must be returned to the SePA Chapter; additionally, all unspent funds must be returned to the SePA Chapter
2. Guidelines for Writing Proposal:
	1. Proposals must be typed, doubled-spaced with 1” margins, using Times New Roman, size 12 font
	2. Body of the proposal must not exceed 15 double-spaced pages in length
	3. Identifying information should **only** appear on the Grant Application Cover Sheet, which applies to the name of the investigator(s) and involved institution(s)
	4. Submit one copy of all required materials (Grant Application Cover Sheet, Budget Sheet, Curriculum Vitae, Abstract, Proposal, References, and Appendices) to the Research Committee Chairperson(s) at: separesearch@sepa-aacn.org
3. Potentially Available Grant Money
	1. The recipient will receive up to $1,000 for the grant based on submitted budget
	2. Funds are awarded for support of project expenses which may include, but are not limited to: secretarial support, equipment and supplies, and consultative assistance (e.g. research design, statistical analysis)
4. Application Materials
	1. Grant Application Cover Sheet: Complete the entire form as requested
	2. Grant Application Budget Sheet: Complete the entire form as requested
		1. Specify the following costs for the study as appropriate: personnel (statistician, consultant, etc.) and services and supplies (equipment, supplies, data entry/analysis, etc.) - please justify each expense in the space provided
	3. Curriculum Vitae: Include the vitae of each person listed on the Grant Application Cover Sheet
	4. Abstract
	5. Proposal including references and appendices
5. Conditions of Receiving Grant Funding from the SePA Chapter of AACN
	1. The principle investigator/project leader **MUST** acknowledge receipt of financial support from the SePA Chapter of AACN in all publications and presentations. For example:

**“This project was funded in part by a grant from the Southeastern Pennsylvania Chapter of the American Association of Critical Care Nurses.”**

* 1. The principle investigator/project leader will be asked to present their results as a poster presentation or educational session for the chapter.
	2. Opportunities for poster presentations are available at the annual Research Dinner Program and the TRENDS in Critical Care Nursing conference

**Specific Proposal Requirements**

1. **ABSTRACT:** (Not to exceed 200 words)
	1. Identify the current practice and describe the proposed change.
	2. Discuss the importance of the proposed practice change to critical care nursing.
	3. Summarize the strategies planned to translate the research findings into practice.
	4. Include a description of the unit, department, agency, etc. involved in the practice change.
	5. Briefly describe methods to evaluate outcomes of the proposed practice change.
2. **BODY OF THE PROPOSAL:** (Not to exceed 15 pages excluding references and appendices)
	1. **Current Practice:**

Briefly describe the current practice regarding your proposed project. Identify the geographical boundaries of the practice you are describing: unit, institution, region, etc. Explain why practice should be changed or modified.

* 1. **Proposed Change in Practice:**

Clearly describe, in detail, the proposed research-based practice change or modification. Discuss how this proposed practice change is important to critical care nursing.

* 1. **Review of the Research Literature:**

Clearly summarize the research on which the proposed change in practice is based.

* 1. **Resource Requirements:**

Include a description of the availability and cost of equipment and supplies, changes in personnel-departmental role functions, key personnel, staffing limitations, etc. that would be integral to this proposed practice change.

* 1. **Implementation Strategies/Timetable:**

Clearly outline the strategy you propose to use to translate the research findings into practice. Include geographic boundaries of the proposed change. Provide realistic time frames for each phase of implementation. Identify potential limitations and difficulties, stating alternative strategies that might be used.

* 1. **Evaluation:**

Describe how you propose to evaluate the outcome(s) of your project. If appropriate, include descriptions of the pre- and post-implementation measurement tools. Copies of the tools should be included in the Appendices.

* 1. **Budget:**

Describe the financial requirements of the study, which realistically reflects the scope of the study. Justify the budget requirements.

* 1. **Human Subjects Approval:**

Provide a statement of the human’s rights and risks, as well as the procedure for obtaining informed consent, if required for the study. Include a copy of the approval letter from the Institutional Review Board (IRB) and a copy of the Informed Consent form, if applicable, in Appendices. If the study did not require IRB approval and Informed Consent was not required, please state this clearly.

* 1. **Facilities/Resources:**

Describe the facilities and other physical resources available for this study (e.g. laboratories, clinical resources, etc.).

* 1. **Collaborative Arrangements:**

If the proposed project requires collaboration with other agencies, departments, units, etc., describe the nature of the collaboration. Copies of letter(s) of support from these agencies, departments, units, etc. should be included in the Appendices.

* 1. **References (not included in 15-page limit):**

List the references cited in the body of the proposal using APA format. Please ensure that references are current.

* 1. **Sample Appendices (not included in 15-page limit):**
		1. Copies of data collection instruments (including copyright permission, if applicable)
		2. Letter of approval from Institutional Review Board
		3. Copy of informed consent, if applicable
		4. Letters of support (from participating agencies, etc.)
		5. Copies of evaluation tools