

# **University of Washington School of Nursing**

## **Manual for CISSM Pilot Project Submissions**

Updated 10/2017

## Table of Contents

Purpose and Information about CISSM grants ..... 3 (Awards, Dates, Preparation, Review, Funding, Announcements, Assistance)	3
CISSM Eligibility, Funding & Award..... 5 (Who May Apply for CISSM Funds, Funding Considerations and Priorities, Maximum Award, Salary and Benefit Restrictions, Other Budget Restrictions)	5
Preplanning Your Application ..... 6 (Department Time, Space, and Equipment, Consultation Assistance, Human/Animal Subjects, Payment of Research Subjects)	6
Preparing Your Reapplication ..... 7	7
Application & Review Process..... 8 (CISSM and Other SON Funding Opportunities, Reviewers, Critiques, RIFC meeting, Impact Scores)	8
Application Content & Format ..... 11 (Format, Required Content, Optional Content)	11
Application Address ..... 13 (Copies & Deadline, Electronic Copy)	13
Checklist of Requirement for CISSM Applications ..... 14	14

## CISSM Funds

The Center for Innovation in Sleep Self-Management (CISSM) has funds for support of faculty research through a grant from NINR. One of the objectives of the CISSM is to provide resources to assist new and early career stage investigators to develop expertise in designing, testing, and disseminating self-management interventions that integrate technology to improve sleep those with chronic illnesses.

### Awards

Two-year awards of up to \$80,000 (\$40,000 per year) may be made to support:

1. Pilot research that can be expected to lead to extramural support
2. Studies by new investigators or investigators new to the field of sleep research

### Dates

The timeline for the application process is:

- Letter of intent due: October 16, 2017
- Applications due: November 15, 2017
- Notification of awards: February 15, 2018
- Project start date: June 1, 2018

### Preparation

Early on in the application development, you should:

- Discuss project goals and feasibility with pilot core directors.
- Determine equipment and space needs, human/animal subjects, and investigator time commitment and discuss with your Department Chair.
- Consult about actigraphy with Jim Rothermel ([polska@uw.edu](mailto:polska@uw.edu)).
- Discuss lab service needs with the ONR Lab Manager, Ernie Tolentino ([etolenti@uw.edu](mailto:etolenti@uw.edu)).

### Review

The CISSM Review Committee will carry out a competitive review of all proposals received. The proposal review is an abbreviated version of what often occurs for any federal or philanthropic grant review process. After the review and discussion of each proposal, each member assigns an overall impact score based on the scientific merit of the proposed research.

### Funding

The CISSM Review Committee make funding decisions based on the priority rankings from the reviews for scientific merit and University policies that govern the allocation of such funds in a meeting chaired by the Associate Dean for Research.

**Announcement**

The pilot core directors will notify each applicant of decisions made by the CISSM Review Committee in a letter sent by February 15, 2018. The reviewers' comments are included with the letter. If a proposal is not selected for funding, suggestions are offered for revision for possible reapplication. If a proposal is funded, information is provided regarding funded amount, important reporting dates, and assistance available for fiscal management of the grant.

**Assistance**

- The CISSM project manager manages budgets for CISSM funds by preparing monthly account statements for individual grants and providing assistance for purchasing, subject payments, and other fiscal needs.
- Progress Reports are due to the National Institute for Nursing Research at required reporting times. Reports will be reviewed by pilot core directors and CISSM Executive Team before submission the NINR.

## CISSM Eligibility, Funding & Award

CISSM funds are available only to faculty

Please refer to the specific requirements for each funding type as announced in the Call for Proposals.

### **WHO may apply for CISSM Funds\*?**

- Doctorally-prepared Registered Nurses
  - New or early stage investigator in sleep research
  - Investigators who are newly working in the field of sleep research will also be considered.
- \*No applications accepted from anyone with an ACTIVE pilot project and only one award will be awarded per PI per grant cycle.

### **WHAT is considered?**

Projects must have aims aligned with Center goals of:

- Designing and testing innovative and tailored self-management interventions to assist people across the lifespan to sleep better and simultaneously improve health, well-being, and quality of life
- Engaging population(s) with chronic illness
- Integrating the CISSM logic model
- Providing data that will be used for a larger extramural study.

### **FUNDING decisions are based on:**

- Priority rating from scientific review
- Resources available

### **Maximum Award**

- \$80,000.00 per research project - \$40,000/year for 2 years

### **Other Budget Restrictions**

- The Office of Sponsored Programs does not allow subcontracts on internal funding. Please check with your departmental fiscal staff to determine the best way to pay for outside services that would normally use a subcontract.
- Food and beverages are not allowed. Please check with your department to see if discretionary funds are available to cover these costs.
- Fiscal/clerical support is not allowed. The CISSM provides budget management.

## Planning Your Application

### Department Time and Space

Since research proposals require some commitment of time and department space by the investigator, you should discuss plans with your Department Chair early on in the application process. The Chair needs to know about new proposals in order to handle administrative clearances and teaching responsibilities in the Department and the School.

When notifying the Department Chair of your intent to apply, you must include an estimate of percent effort and the length of time needed to complete the project. Please note that the Chair's signature is required on the cover page of the proposal.

### Research Space, Equipment, and Laboratory Services

It is the investigator's responsibility to check in advance for the availability of space and equipment in the event that funding is awarded. For consultation about actigraphy, contact Jim Rothermel ([polska@uw.edu](mailto:polska@uw.edu)). Ernie Tolentino ([etolenti@uw.edu](mailto:etolenti@uw.edu)), Lab Manager, must be consulted for availability and pricing of lab services needed. Bob Burr, Research Professor, [bobburr@uw.edu](mailto:bobburr@uw.edu) is available for statistical analyses related to sleep.

### Consultation Assistance

The CISSM offers consultation services for investigators planning to request funding. To schedule consultations with methodologists use the ONR appointment system. You may also call the Office for Nursing Research @ 206- 221-7322 or email [onrhelp@uw.edu](mailto:onrhelp@uw.edu) for:

- Statistical and design consultation
- Proposal design
- Application preparation advice
- Technology (actiwatch) assistance

The pilot core directors are available for consultation and guidance from the initial planning phase through preparation for final submission.

### Human/Animal Subjects

If human subjects are part of the research design, determine type of human subjects review required and submit an application to the UW Human Subjects Division. If the proposed research involves the use of laboratory animals, submit an application to the UW Animal Care Committee.

The submission of a Human/Animal Subject application is not required at the time of your CISSM application submission. However, the anticipated submission date and approval of the Human/Animal Subjects application must be explicit in the application timetable and will be required prior to funding by NINR if project selected. These dates need to be consistent with the dates provided for data collection.

### Payment of Human Subjects

NOTE: If you intend to pay Research Subjects with funds from your project, you should answer YES to Item G, Confidentiality of Research Data, Question 1, in the HUMAN SUBJECTS APPLICATION form. Use the following information to explain why it is necessary, and to plan your process for subject recruitment and payment.

Please contact the CISSM Project Manager for assistance with purchasing gift cards or order Tango Cards through e-Procurement. More information about payments to research subjects can be found at <https://finance.uw.edu/ps/how-pay/research-subjects>.

The PI is responsible for tracking human subject payments.

## Preparing Your Reapplication

Meet with the pilot core directors to discuss reviewer comments regarding your original application. They are available to provide feedback about the critiques and guidance in making changes based on those critiques. There are resources within the CISSM to assist you if you need further technical assistance in addressing design or methodology changes suggested by the committee.

As part of your reapplication package, include a summary cover letter that responds to the changes requested in the critiques. The letter should be the second page of your proposal. Indicate changes in the body of the application by change bars or font style.

## Application & Review Process

*Overall Impact:* Considering all of the review criteria, what is the overall impact of the project in terms of its likelihood to enable the faculty's research program (e.g., result in a viable extramural proposal). What are the major strengths and weaknesses of the application that affect its impact? The overall impact is based on all review criteria, but the application does not need to be strong in all categories to be judged likely to have a high overall impact.

*Significance:* Does the project address an important problem or critical barrier to progress in the field? Assuming that the aims of the project are achieved, how will the project contribute to scientific knowledge, technical capability, nursing theory, and/or improvements in health care and nursing practice? Does the proposal address ways in which the project will contribute to significant change in conceptualization, methodology, technology, intervention or treatment within the field of sleep self-management research?

*Investigator(s):* Are the PIs, collaborators, and other researchers well suited to carry out the proposed project? If investigators are in the early stages of independent research careers, do they have appropriate experience and training? If established, have they demonstrated an ongoing record of accomplishments that have advanced their field(s) of study and how sleep is a new area of investigation for them? If the project is collaborative or multi-PI, do the PIs have complementary and integrated expertise?

*Innovation:* Does the application challenge or seek to shift research or clinical practice paradigms by utilizing the CISSM theoretical concepts/frameworks, and innovative approaches or methodologies, instrumentation, or interventions? Does the proposed research offer refinements and/or advantages over existing approaches, methodologies, measurement or interventions?

*Approach:* Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific project aims? Are strategies for collecting, analyzing, and interpreting data, as well as potential problems or limitations addressed? Are arrangements for the protection of human subjects or animals appropriate? Does the application incorporate CISSM CDEs, actigraphy and use of technology as required?

*Environment:* Will the scientific environment in which the work will be done contribute to the probability of success? Are appropriate collaborative arrangements, departmental support, equipment, and other physical resources available and adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?

*Budget:* Is the budget and the requested period of support fully justified and reasonable in relation to the proposed research? This criterion is not scored. Written critiques of each application are distributed to committee members before the meeting, and become part of the feedback provided to the applicant.

### Review Meeting

Prior to the meeting, the pilot core directors randomly assign a review order. During the meeting, the primary and secondary reviewers state initial scores and present an oral summary of their written critiques. A Biostatistician will then provide additional review before opening the floor for Committee discussion. Other Committee members follow with their oral critiques

and comments. Once the discussion portion is over, reviewers revise scoring as necessary and voting commences. All paper ballots are returned to the Biostatistician for tallying after the meeting. The Pilot core directors then review the budget and note any concerns to include with the reviewer's comments. The Committee repeats this process with the next application until all proposal reviews are complete.

### Impact Scores

The Associate Dean and a Biostatistician from the Office for Nursing Research attend these meetings and, if requested, may provide clarification on the proposal. Neither the Associate Dean nor the Biostatistician participates in the decision-making process or the vote. Each reviewer rates the overall impact of applications numerically from 1 to 9 (no decimals), based on the likelihood that the proposed research will enable the effective implementation and conduct of the faculty's research program (e.g., result in a viable extramural proposal):

Score	Descriptor	Additional Guidance on Strengths/Weaknesses
1	Exceptional	Exceptionally strong with essentially no weaknesses
2	Outstanding	Extremely strong with negligible weaknesses
3	Excellent	Very Strong with only some minor weaknesses
4	Very good	Strong but with numerous minor weaknesses
5	Good	Strong but with at least one moderate weakness
6	Satisfactory	Some strengths but also some moderate weaknesses
7	Fair	Some strengths but with at least one major weakness
8	Marginal	A few strengths and a few major weaknesses
9	Poor	Very few strengths and numerous major weaknesses
<p><b>Minor Weakness:</b> An easily addressable weakness that does not substantially lessen impact</p> <p><b>Moderate Weakness:</b> A weakness that lessens impact</p> <p><b>Major Weakness:</b> A weakness that severely limits impact</p>		

Following the meeting, reviewers will make any revisions necessary to their reviews and provide their final reviews (whether revised or not) to the Pilot core directors.

The Biostatistician calculates a confidential final overall impact score for each application by averaging all of the scores from all eligible review panel members (to one decimal point) and multiplying the average by ten. Thus, the final overall impact scores can range from 10-

**Impact Scoring:**

	<b>Score</b>
High Impact	1 – 3
Moderate Impact	4 – 6
Low Impact	7 – 9

## Application Content & Format

### Required Application Content (see below for additional details)

1. Cover Page
2. Reapplication Cover Letter (if applicable)
3. Specific Aims and Research Strategy
4. Timetable
5. Budget and Budget Justification
6. References
7. Five-page NIH biosketches for PI and all Co-investigators

### Optional Application Content

1. Instruments
2. Other Materials, such as short letters of support (e.g., recruitment sties) are encouraged

### Format

- 0.75 inch Margins on all sides. Biosketches may use 0.5 inches margins on all sides to remain consistent with NIH grant submissions.
- Font Style: Arial, 11-points or larger. Smaller text in tables is acceptable, as long as it is legible when the page is viewed at 100%.
- Avoid paragraph separators.
- Leave Headers blank, page numbers are not required.
- If you have been tracking your changes in word while creating the document, save document with "Changes Accepted" before submitting
- Submit as one document saved as a PDF using the following naming convention:
  - o PI Last Name CISSMYMM. (Ex: DoeCISSM0711)

### REQUIRED Content

1. **Cover Page** (Limit 1 page)
  - Title of Proposal
  - Abstract (no more than 13 lines)
  - Brief explanation of how proposed aligned with the CISSM and your future plans, i.e., how the pilot funding will be used to support future extramural funding and the potential of this.
  - Investigator Names and Credentials
  - Complete contact information (Mailing address, email, telephone)
  - Signature of Primary Investigator and Department Chair (Allow 2-3 days for chair review and signature)
2. **Reapplication** (Limit one page)
  - Include summary responding to changes requested in critiques
  - Place as second page of proposal
  - Indicate changes in proposal using brackets or by changing font style to italic.

3. **Specific Aims, Research strategy** (Limit 5 pages total)

- Specific Aims: Objectives of the proposed research
- Research Strategy (include any information on preliminary studies as part of the Research Strategy, keeping within the three sections listed below):
  - i. Significance: Provide a concise rationale and theoretical background for the proposed study that explains the importance of the problem, scientific premise and any critical barrier to progress in the field that the proposed project addresses. Explain how the proposed project will contribute to generating new scientific knowledge, technical capability, nursing theory, and/or practice.
  - ii. Innovation: Explain how the study challenges or seeks to shift current research or clinical practice. Describe any novel, refined, or improved theoretical concepts, approaches or methodologies, instrumentation, or interventions. Address why this research offers advantages over existing conceptualizations, models, methodologies, instrumentation, and/or interventions.
  - iii. Approach: Describe the overall strategy/design, methodology, and analyses to be used to accomplish the specific aims. Include how the data will be collected, analyzed, and interpreted, the consideration of sex as biological variable, as well as potential problems, strategies being used to establish feasibility. This section should also include a statement regarding arrangements for protection of human/animal subjects.

4. **Timetable** (Limit 1 page)

Include a timetable for development of the work into a proposal for extramural funding, or completion of study without extramural funding

5. **Budget**

- Provide a budget page including budget justification
- Do not change the size of the budget table.
- Justification is limited to 1 page

6. **References** (Limit 2 pages)

7. **Biosketches of Principal Investigator/Co-Investigator(s)/Consultants** (Limit 5 pages each)

Use the same format required for NIH grant submissions – all sections filled out including a personal statement to the grant.

**OPTIONAL Content**

1. Instruments. Must be in Appendix. Provide sample, not entire instrument
2. Additional material considered vital to the proposal must be in Appendix.

**Avoid lengthy appendices.** The proposal should essentially stand on its own.

## Application Address, Copies & Deadline

One electronic copy of your proposal with electronic signatures of the PI and Department Chair on the cover page is required.

The PI may instead submit one (1) unsigned electronic copy (PDF) to [onrhelp@uw.edu](mailto:onrhelp@uw.edu) and one (1) original signed paper cover page to:

Office for Nursing Research, School of Nursing Attn: RIFP Applications Room T652  
HSB, 1959 NE Pacific St Box 357260, University of Washington Seattle, WA 98195

**Applications must be received by 5 PM Pacific Time on the deadline date posted in the Call for CISSM Proposals.**

### **Electronic copies (one file)**

Submit an electronic via email attachment to [onrhelp@uw.edu](mailto:onrhelp@uw.edu).

Electronic file must be received by 5 PM Pacific Time on the deadline date posted in the Call for CISSM Proposals.

Electronic file should include all required items and all appendices in one file.

File name should follow the following naming convention: PI Last Name/CISSM/YY/MM

*Ex: SmithCISSM0711*

To avoid excessively large files, please create your pdf files directly from MS Word (or other word processor) and do not scan the entire application.

### **About your file**

The review committee will not edit, correct, or reformat your application once you have submitted. Please request any assistance you may need @ 206-685-7322 or [onrhelp@uw.edu](mailto:onrhelp@uw.edu) well in advance of the application deadline.

### **Templates**

Please use the templates provided. These templates are set with correct margins and font sizes. Do not alter settings. Margins .75, Font Arial 11 pt. regular Proposals not using these settings will be returned.

## Checklist of Requirements for CISSM Applications

The following items will be checked when an application is received in the Office for Nursing Research. Any application not meeting these requirements will not be considered for review.

### Format and Contents

- Do you have a 1-page cover page?
  - Does your cover page contain the Title, Abstract, Investigators, Credentials, and contact information?
  - Is the Abstract 13 lines or fewer?
  - Did you include a brief explanation on how the proposed aligned with the CISSM and your future plans, i.e., how the pilot funding will be used to support future extramural funding and the potential of this.
  - Does your cover page have your signature as PI and the signature of your Department Chair?
- If a Reapplication, did you include a cover letter responding to the changes requested in the critiques?
  - Is your Reapplication Cover Letter limited to 1 page?
  - Are changes in the body of the proposal indicated by change bars or font style?
- Do your Aims and Research Strategy total 5 pages or less?
- Does your proposal contain/do the following things?
  - Specific Aims (objectives of your proposed research)
  - Significance of your proposed study and show that the application addresses a critical issue in the progress of Nursing practice and/or research
  - Present your theoretical background with literature review and discuss how it seeks to change current thought, the scientific premise and add to the body of research
  - Explain how this study fits your overall research plan and contributes to nursing theory and practice
  - Integrate the CISSM Conceptual model
  - Design and test innovative and tailored self-management interventions to assist individuals to sleep better and simultaneously improve health, well-being, and quality of life
  - Engage population(s) with chronic illness
  - Integrate technology in the application
  - Incorporate NINR Common Data Elements
  - Incorporate CISSM CDEs
  - Provide data that will be used for a larger extramural study
  - Explanation of your methods and plan for analysis of data to be collected
  - Statement regarding arrangements for protection of human/animal subjects

- Do you include a timetable for development of the work into a proposal for extramural funding, or completion of a study without extramural funding?
  - Is your Timetable limited to 1 page?
- Do you include a budget page and budget justification page?
  - Are your Budget and Justification limited to 1 page?
- Do you include references?
  - Are the References limited to 2 pages?
- Do you include Biosketches (not CV's) of the Principal Investigator and all Co-Investigators?
  - Are the Biosketches limited to 5 pages each?
- Can your proposal stand without additional appendix materials?
  - If you included Instruments in your proposal, did you put them in the Appendix?
  - If you included additional material you consider vital to understanding the proposal, did you put it in the Appendix?
- Are your pages in this order – Cover Page, Reapplication Cover Letter (if Reapplication), Aims, Research Strategy (Significance, Innovation, Approach), Timetable, Budget & Justification, References, Biosketches, Appendices?
  - Is your font Arial 11 pt regular?
  - Is your margin .75 on each side, top and bottom?
  - Did you use the Template Pages provided?
  - Will you submit 1 signed electronic copy of your proposal and appendices IN ONE FILE via email to [onrhelp@uw.edu](mailto:onrhelp@uw.edu) or an unsigned PDF and the original signed copy of the cover page before 5 PM Pacific Time (Daylight or Standard, in effect) on the deadline date? If you answered yes to all questions above, you are ready to submit your application.