

# Evidence-Based Practice Grant

## Online Application Instructions

**Please review the Funding Opportunity Announcement for the grant program that you are applying to before submitting an application to ensure the program is currently open to applications and understand all program requirements.**

These instructions pertain to the following AANA Foundation Grant Programs:

- Evidence-Based Practice Training Grant
- Career Development Evidence-Based Practice Grant
- Multi-Site Evidence-Based Practice Grant

All applications are to be completed electronically in the online grants management system, adhering to the guidelines outlined in this instructions document. Do not send a hard copy of the application.

When applications are open for submission (typically 60 days before application due dates) and you are ready to apply, you can access the application module on our electronic grants management [Application Site](#). Click on the [Applicant Request Form](#) at the top of the web page and complete the information listed on the form. Please do not delay in submitting an Applicant Request Form to ensure you have enough time to access the system before the deadline. Please use the email that you have registered with AANA Membership (if you are a member) when establishing a profile with the Applicant Request Form.

We will review the information on your request form and process your request to set up a profile in the grants management system. Once the review process is complete, you will receive an email providing a web link with login credentials for the grants management system. Please check your inbox (and spam box) for this email which will include next steps about how to begin your application – it should appear within three business days. Upon email receipt, please log in to the system and set your password using the link provided. It is important that this password is set within 48 hours to avoid expiration of the link. Should you have questions about this process or not receive an email providing login credentials within a few days after submitting your request form, please reach out to us at [Foundation@aana.com](mailto:Foundation@aana.com) or call 847-655-1170.

Note: You only need to complete an Application Request Form one time to become established in our grants management system. For future applications you do not need to submit this Form again.

We recommend that you download these instructions and prepare your application content outside of the system, such as in a Word document. You will be able to copy and paste all content into the system when you are ready to submit. You will want to have all content and files available at the time of submission for ease of application completion. For large or complex tables and figures, you may consider including them

as uploads in the final appendices section, using PDF file format, given system character requirements.

The following content will be requested in the online application module.

#### About You

Review the contact information pre-populated from your Applicant Request Form, including organization name, address, Principal Investigator (PI) name, PI email, PI phone, and PI credentials (degrees). Indicate whether you accessed the Foundation Resource Center (e.g., secured a mentor or consultant to help with your application).

As you proceed, you will receive an email with your application reference number. You can retrieve your application at a later time using the "Continue an Existing Application" tab and entering this number. You may also directly continue to complete the application.

#### Applicant and Project Information Sheet

Complete the required information about AANA membership status and name, Organizational Representative, funding amount requested (direct and indirect costs), human subjects involvement, and plans for inventions.

#### Funding Rationale (approximately 80 words or ¼ of a single-spaced page)

Please tell us why the AANA Foundation should fund your project. In crafting the rationale, consider the AANA Foundation mission, evidence-based practice priorities, potential impact, and the priorities stated in the Funding Opportunity Announcement.

#### Abstract and Relevance Statement (approximately 320–340 words or about 1 single-spaced page)

- The abstract should include a short description of the project, highlighting the problem, EBP question, evidence search and synthesis process, project design, implementation and evaluation plan, and anticipated impact.
- The abstract should be able to stand alone in describing your project and be written in a way so that the content is accessible to a variety of audiences.
- In one to two sentences, the relevance statement should indicate anticipated importance and applicability to policy and/or practice in nurse anesthesiology.

#### I. Title (255 characters, including spaces)

Use a descriptive title that highlights the purpose and goals of the EBP project.

#### II. Specific Aims (approximately 800 words, or about 1.5 single-spaced pages)

- The specific aims summary should stand alone and is the most important single section of your proposal.

- The summary should begin by briefly addressing the topic, stating what is currently known, the problem and its significance, gaps to be addressed, goals of the EBP project, and potential impact of the work.
- Clear and specific aims should be stated (typically 2-3), numbered or separated into bullet points. Aims should be short, concise statements (1 to 3 sentences) about the objectives that you plan to accomplish and the expected outcomes. Consider whether your stated specific aims are logical and achievable and if they adequately address your implementation strategy.
- Complete the specific aims page with a brief statement of why the work is innovative, the potential outcomes, and the expected impact of the work on the nurse anesthesiology profession.

### III. EBP/QI Strategy (approximately 8,000 words or about 17.5 single-spaced pages)

The EBP/QI Strategy section contains 4 subsections including Problem Statement and EBP/QI Question, Evidence Search and Synthesis, Project Design, and Implementation and Evaluation Plan. Use these subheadings to organize this section of the proposal. Use in-text citing with AMA Manual of Style 11<sup>th</sup> edition format and include the references in the separate Reference section, later in the application module.

#### *A. Problem Statement and EBP/QI Question (20% of the EBP/QI Strategy Section; Maximum Length: approximately 1,600 words or 3.5 pages single-spaced)*

- The goal of this subsection is to answer the “so what” question with respect to the planned evidence-based practice or quality improvement project.
- Begin this section by providing the context of what is already known about the practice problem and what the challenges are with a brief, clear, and concise background discussion.
- Follow this discussion by addressing the importance of the problem or a critical barrier to progress in the field that the proposal addresses. Describe the data and sources that validate the problem.
- Describe the patients, interventions, comparisons, and outcomes. Present the EBP question.
- Explain how the proposed project will improve the quality of clinical practice in the field of nurse anesthesiology.
- Describe how your design and approach to the problem will lead to sustained impacts on policy or practice in the field of anesthesia.

#### *B. Evidence Search and Synthesis (30% of the EBP/QI Strategy Section; Maximum Length: approximately 3,000 words or about 5.25 single-spaced pages)*

- The goal of this subsection is to describe the methods you will employ to search the scientific evidence and synthesize findings. Describe any novel approaches or methodologies to be employed.
- Describe how you will conduct an internal and external search for evidence and the type of evidence to be reviewed.
- Describe how you will appraise the level and quality of each piece of evidence (e.g., experimental, quasi-experimental, non-experimental, consensus opinion, experiential; high/good/low quality).

- Describe how you will summarize the individual evidence and synthesize findings, including if any statistical approaches will be employed (e.g., meta-analysis).
- Describe how you will develop best evidence recommendations.
- Make it clear what is innovative and rigorous about the approach to evidence synthesis.

*C. Project Design (20% of the EBP/QI Strategy Section; Maximum Length: approximately 1600 words or 3.5 pages single-spaced)*

- The goal of this subsection is to describe the rigor of the design of your project and how the design was developed.
- Identify the recommendations for the practice setting to be implemented.
- Explain how the strength, consistency, risk, fit, and acceptability of the best-practice recommendations was assessed, including level of safety risk, and how this informed the project design.
- Describe the objectives and tasks of the project to implement the best-practice recommendations.
- For Quality Improvement projects, describe the Plan-Do-Study-Act cycle or other framework used to improve care (e.g., Six Sigma, Root Cause Analysis), addressing areas like safety, effectiveness, timeliness, efficiency, and equitability.
- Identify the implementation targets to be addressed (e.g., electronic health records, workflow, policies or procedures, others).
- Explain how the project design was informed by and is responsive to stakeholder input.
- Discuss potential problems, alternative strategies, and benchmarks for success.
- Establish the feasibility of the work and how you will manage any high-risk aspects of the implementation.
- **For Career Development Grants Only:** Include a section on Training, Career Development, and Mentorship.
  - Describe your short- and long-term goals for career development and how the EBP project proposed will further such development.
  - Describe how the grant would enable you to develop your EBP/QI career.
  - Describe any further knowledge and skills you need to acquire to successfully complete the EBP/QI project; for example, related to research synthesis, implementation methods, analytic approaches, etc.
  - Describe how you will acquire that knowledge and those skills (e.g., coursework, webinars, scientific meetings) in an appropriate timeline to inform the EBP/QI conduct.
  - Describe the mentorship plan, including how you expect to receive mentorship (e.g., 1:1 meetings, laboratory engagements).
  - Describe planned training in the Responsible Conduct of Research.

*D. Implementation and Evaluation Plan (30% of the EBP/QI Strategy Section; Maximum Length: approximately 2,400 words or about 5.25 pages single-spaced)*

- The goal of this subsection is to illustrate how you plan to implement and evaluate the best practice recommendations.
- Describe the implementation strategy and support and resources necessary to execute it. Identify strengths and potential barriers, and strategies for overcoming potential barriers.

- Identify the key outcomes to be assessed to determine if improvements have been made. Describe what successful implementation is expected to look like.
- Describe how results will be communicated to local stakeholders. For Quality Improvement projects, explain feedback mechanisms for collecting and responding to feedback from patients, providers, and other relevant staff.
- Identify potential next steps for practice, based on the findings.
- **For Multi-Site Research Grants only:** describe how multi-site leadership and collaboration will be facilitated. Include a leadership plan that describes the roles and responsibilities of investigators at each project site, including who will lead and direct project activities at each site.

#### IV. Dissemination Plan (approximately 800 words or about 1.5 single-spaced pages)

Describe plans for disseminating findings to key audiences including academic and non-academic (e.g., provider, patient, policymaker) audiences. Dissemination efforts may include presentations, publications, or other communication documents and resources (e.g., fact sheets, briefs, infographics, webinars, podcasts, toolkits, etc.). Specify the anticipated products, timelines, and key audience(s) for each.

#### V. References

Use in-text citing with AMA Style format in the EBP/QI Strategy section with numbers to include references for statements; e.g., <sup>1</sup> or [1]. Provide numbered references that correspond to the in-text numbered citations in the EBP/QI Strategy.

#### VI. Timeline

Provide a listing of the activities and milestones to be completed by month, with a narrative description of each activity and milestone. **For Career Development grants**, the timeline should include any training activities.

**Note: The next section is the file upload section where you will need to upload all the required documents in one session. Please ensure these files are prepared for immediate upload before progressing. All Forms and Templates are available on the main grants management site under "Download Forms."**

- You are **required to upload ALL documents in a single session**, and **only when you are fully prepared to complete and submit your application**. Uploading documents in multiple attempts is **not permitted** and may result in **duplicate records, processing errors, or rejection of your submission**.
- **Do NOT close, refresh, or navigate away from this page** at any point before clicking **"Save and Submit"** and successfully completing the submission. Failure to do so may result in **permanent loss of your uploaded documents and application data**.
- All files **must be named exactly as follows:**

**LastName\_FirstName\_DescriptiveFileName** (Example:  
Doe\_John\_SurveyTool)

Submissions with incorrectly named files may be **delayed or rejected**.

- You must **verify that ALL required documents have been uploaded** before proceeding. **Incomplete submissions will not be processed.**
- **Once you click "Submit," this action is final.** You will **not be able to return, edit, or upload additional documents under any circumstances.**
- To proceed: upload all required files on this page, then click "**Save and Submit**", followed by "**Submit.**" Your application will only be considered complete after both steps are successfully executed.

#### VII. Biographical Sketch of Key Personnel (upload)

Upload a Biosketch for each of the key personnel on the project. Key personnel contribute in a substantive way to the scientific development of the project and may or may not receive salary support for work on the grant. Key personnel may be Principal Investigators, Co-Investigators, Consultants, or occupy other significant roles on the project. **For EBP Training Grants and Career Development Grants**, a Mentor Biosketch must be submitted. Use the AANA Foundation Biosketch Template. Biosketches should include information about education and training; a personal statement with a brief description of role on the project; positions and honors; and contributions to science including any history of AANA Foundation funding. There is no character limit but each Biosketch should typically not exceed 5 pages. Accepted formats: pdf.

#### VIII. Budget and Budget Justification (uploads – Form)

Use the Budget and Justification Form Template to outline costs. A narrative Budget Justification is required that provides additional information about each budget category that supports the budget request. Be as specific as possible. The AANA Foundation Grants Policy Statement and Funding Opportunity Announcements specify allowable costs for grant programs. Costs proposed should be necessary and reasonable to conduct the work described. Indirect costs are typically not allowed for evidence-based practice projects. Upload the Budget and Justification Form Template as an attachment. Accepted formats: pdf.

#### IX. Human Subjects (upload – Form)

Use the Human Subjects Template to provide information about research classification and human subjects/vertebrate animal involvement. This template specifies whether the project is classified as research, if human subjects or vertebrate animals are involved, if the project is exempt from human subjects regulations, if determination documentation is available, and if IRB/IACUC review/approval has occurred. Accepted formats: pdf.

#### X. Appendices (uploads)

Additional appendices are optional to upload. Examples of appendices include:

- i. Investigational Review Board (IRB OR IACUC) determination, verification of submission for review, or approval. (Proposals may be considered if IRB OR IACUC approval is pending. Funds will not be released until approval is received.)
- ii. A copy of the instructions from a commercial radioimmunoassay kit.
- iii. A copy of the research instrument (for surveys, questionnaires, etc., or data collection tool).
- iv. A copy of a letter from individuals and/or departments providing support for the proposed research.
- v. For resubmissions or revisions, a one-to-two page response to reviewer comments.

***For EBP Training Grants and Career Development Grants only:*** Include a letter from the mentor(s). The letter should describe the mentor's commitment to serve as a mentor during the award period with a brief description of mentoring experience. Describe specific areas of expertise and how it will enhance the applicant's career development and research project. State the setting of the mentoring and types and frequency of mentoring activities to be engaged in between the mentor and applicant.

Accepted formats: pdf.

#### Affirmation

With application submission, you agree that you meet eligibility criteria stated in the Funding Opportunity Announcement and certify that all statements made in the application are complete and accurate. You understand that:

- Falsification in the application or other attachments will disqualify the application.
- Failure to follow all instructions will render the application incomplete and will be withdrawn from review.
- The AANA Research and Scholarly activities Committee makes recommendations to the Foundation Board of Trustees for funding. The decision of the Board of Trustees is final.

If you are awarded a grant, acceptance of funds indicates agreement with all terms stated in the AANA Foundation Grantmaking Policy and the Notice of Award.

When your application is complete, click Save and Submit.