

# Research 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 that you understand all program requirements.**

These instructions pertain to the following AANA Foundation Grant Programs:

- Research Training Grant
- Post-Doctoral Fellowship Grant
- Career Development Research Grant
- Research Program Grant
- Innovation Research Grant
- Multi-Site Research Grant
- State-Academic Partnership 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, research 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, purpose, aims, design, methods, analytic strategy, anticipated impact, and plans for future research.
- 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 research.

## 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 research, hypotheses to be tested, 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 test your hypotheses.
- 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 anesthesia profession.

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

The research strategy section contains 5 subsections including Significance, Innovation, Approach, Investigator and Environment. Use these subheadings to organize this section of the proposal. Use in-text citing with AMA Manual of Style 11th edition format and include the references in the separate Reference section, later in the application module.

### *A. Significance (25% of the Research Strategy Section; Maximum Length: approximately 2,000 words or about 4 single-spaced pages)*

- The goal in this subsection is to answer the "so what" question with respect to the planned investigation.
- Begin this section by providing the context of what is already known in the area of inquiry and what the challenges are with a brief, clear, and concise background discussion supported by a literature review.
- Follow this discussion by addressing the importance of the problem or a critical barrier to progress in the field that the proposal addresses.
- Describe any preliminary studies that you have conducted that are informing the proposed research.
- Explain how the proposed project will improve scientific knowledge, technical capability and/or clinical practice in the field of nurse anesthesia.
- Describe how your methodologic and analytic approach to the problem will lead to sustained impacts on policy or practice in the field of anesthesia.

### *B. Innovation (15% of the Research Strategy Section; Maximum Length: approximately 1200 words or about 2.5 single-spaced pages)*

- The goal of this subsection is to describe what is new and unique about the proposed investigation and why it is innovative.
- Address how the work challenges and/or seeks to shift the current research or clinical practice paradigms.
- Discuss any novel theoretical concepts, approaches or methodologies, instrumentation, or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
- Make it clear what is new and cutting-edge about the approach to the problem.

- Describe any planned inventions/patentable discoveries to be developed with support from the grant and expectations for generating income.

*C. Approach (50% of the Research Strategy Section; Maximum Length: approximately 4000 words or about 8 single-spaced pages)*

- The goal of this subsection is to describe the overall strategy, methodology, and analysis to be used to accomplish the specific aims of the project.
- The strategy, methodology and analysis should be directly traceable to your specific aims and hypotheses.
- If you have performed preliminary studies, have study data, and/or experience pertinent to the application discuss this information in this section under a subheading titled, "Preliminary Studies."
- You may use subheadings in the Approach section for each Aim, and have further sub-headings such as Design, Methods, Sample, Setting, Intervention, Variables, Procedures and/or Analysis Plan. Include how the data will be collected, analyzed and interpreted.
- Discuss potential problems, alternative strategies and benchmarks for success with respect to achieving the specific aims.
- Establish the feasibility of the work and how you will manage any high-risk aspects of the study particularly those related to use of human subjects.
- **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 research proposed will further such development.
  - Describe how the grant would enable you to develop your research career.
  - Describe any further knowledge and skills you need to acquire to successfully complete the research project; for example, related to research design, experimental methods, analytic approaches, or dissemination and implementation.
  - Describe how you will acquire that knowledge and those skills (e.g., coursework, webinars, scientific meetings) in an appropriate timeline to inform the research 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. Investigators (5% of the Research Strategy Section; Maximum Length: approximately 400 words or about 1 single-spaced page)*

- The goal of this subsection is to illustrate how the principal investigator, collaborators and other researchers are well suited to the proposed project.
- If you are a new or early-stage investigator, discuss the training/experience you possess that is applicable to the study.
- If you are an established investigator, speak to your record of accomplishment in the field of study.
- If the project involves a collaborative effort, address the complimentary and integrated expertise of the investigators as it relates to the proposal.
- **For Research Training Grants, Career Development Grants, and Post-Doctoral Fellowships only:** Provide information on the Mentor, including

mentor experience, expertise, and capabilities to provide mentorship unique to the investigator's career development and research project.

- **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.

*E. Environment (5% of the Research Strategy Section; Maximum Length: approximately 400 words or about 1 single-spaced page)*

- The goal of this subsection is to describe how the environment in which the study will be performed contributes to the probability of successful completion.
- Demonstrate that the institutional support, equipment, and other physical resources available are adequate for the project proposed.
- If appropriate, discuss how the project will benefit from unique features of the environment, subject population or collaborative arrangements.

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 Manual of Style 11th edition format in the Research 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 Research 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 - Form)

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 Research Training Grants, Career Development Grants, and Post-Doctoral Fellowships, a Mentor Biosketch must be submitted. For State-Academic Partnership Grants, Biosketches from State Association key personnel 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 .docx,.doc,.pdf,.xlsx,.xls,.csv,.xml.jpeg,.jpg.

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

Use the Budget and Justification 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 allowable for research grants only and are capped at 15%. Upload the Budget and Justification Form Template as an attachment. Accepted formats .docx,.doc.

#### 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 .docx,.doc.

#### 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 Data and Safety Monitoring Plan for clinical investigations.
- iii. A copy of the instructions from a commercial radioimmunoassay kit.
- iv. A copy of the research instrument (for surveys, questionnaires, etc., or data collection tool).
- v. A copy of a letter from individuals and/or departments providing support for the proposed research.
- vi. For resubmissions or revisions, a one-to-two page response to reviewer comments.

***For Research Training Grants, Career Development Grants, and Post-Doctoral Fellowships 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.

***For State-Academic Partnership Grants only:*** Include a letter from the collaborating State Association. The letter should describe the Association's commitment to provide funding (up to \$50,000). Describe how the research proposed fits the priorities of the State Association and meets the nurse anesthesiology policy and practice needs in the state.

***For Innovation Grants only:*** Describe any inventions to be developed with grant funding. An invention is any potentially patentable discovery conceived and reduced to practice in the performance of an AANA Foundation-funded award. Describe plans for revenue generation and sharing of Net Royalty Income derived from the invention with AANA foundation.

Accepted formats .docx,.doc,.pdf,.xlsx,.xls,.csv,.xml.jpeg,.jpg.

#### **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 Foundation 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.