



ASPMN[®] Research Grant Program Guidelines

All applicants for project/research support should submit a proposal following the process outlined for merit comparison of proposals. The applicant and the institution are required to affirm that satisfactory ethical precautions shall be taken with regard to projects involving human subjects as described in the guidelines. All applications shall be reviewed by the ASPMN[®] Grant Review Subcommittee of the Research Committee of the American Society for Pain Management Nursing[®].

I. Specific Policies Governing ASPMN[®] Research Grants

A. Principal Investigator/Applicants

- The project coordinator/principal investigator (PC/PI) has scientific responsibilities for the conduct of the proposed clinical project/research and assumes responsibility for supervising such assistants as may be required. The PC/PI along with the institution's fiscal officer (when indicated) is also responsible for the expenditure and proper reporting of awarded funds.
- Any PC/PI applicant without a Master of Science in Nursing (MSN) or a master's degree in a related field must identify a nursing research consultant prepared at the master's level or above who shall provide guidance throughout the project.
- The primary applicant must be a member of ASPMN[®] in good standing for a minimum of one year prior to the award of any funds.

B. Application

The project/research must be in the field of pain management nursing.

Only one proposal may be submitted by the PC/PI for each year of the grant.

All applications for the ASPMN[®] Research Grant must include the following:

- Proposal cover form (enclosed)
- A detailed research proposal (no more than 5 pages) must be submitted for review that meets the following criteria:
 1. Describes appropriately the following:
 - a. Purpose and clinical significance of the proposed research
 - b. Research questions or hypothesis addressed
 - c. Literature Review
 - d. Methods
- Design
- Description of intervention (if applicable)
- Subject selection (i.e., recruitment and consent of subjects, inclusion criteria for sample selection, sample size)
- Data collection (i.e., procedure, instrument(s) used)
- Data analysis
 1. Identifies significance to nursing pain management practice and/or patient outcomes
- Detailed project budget indicating total amount needed to complete research, additional sources of income already obtained for the project, additional funding sources to which application is being made or is pending, an indication of how these additional funds will be used in relation to the total budget, and a plan for project completion in

the event of additional funding becoming unavailable.

- CVs for all investigators
- A letter of support from the PC/PI's institution or employer expressing support for the project. Letters of support from participating agencies should also be attached
- Submit approval documents from Institutional Review Board and/or Nursing Review Board of the PC/PI's institution

Research grant applications must be submitted by the established deadline to be considered for funding.

Research grant applications shall be reviewed by the Research Grant Subcommittee of the Research Committee, according to established criteria.

Recommendations for approval of funding shall be presented to the ASPMN[®] Board of Directors by the Grant Review Subcommittee. The Board shall render the final decision regarding the level of funding (partial or complete).

C. Terms of the Award

1.) In accordance with the needs of the project, the budget submitted for approval may cover the following:

a.) Salaries: Special services from individuals may be requested, provided the costs and circumstances are fully described in the application. The principal investigator is not permitted to receive personal salaries from grant funds; however, reasonable payments to cover short, non-reimbursed absences from work shall be considered.

b.) Publication Expenses: The cost of preparation of publications resulting from research may be budgeted.

c.) The payment of research subjects should be described in the budget accompanying the grant application.

d.) Expenses related to the purchase of computer software and hardware may be budgeted

e.) Expenses related to presentation at ASPMN[®] Annual Meeting.

2.) Areas Inappropriate for Support by Grant Funding

a.) Indirect expenses including operating costs

b.) Tuition costs and laboratory fees for work leading to an academic degree

c.) Subscriptions, book purchases, or organizational dues

d.) Payment of malpractice insurance premiums

3.) Research grants shall be awarded at the Membership Meeting during the Annual Meeting.

4.) Research grant recipients shall sign an agreement accepting the terms and conditions of the funding.

5.) Research grant recipients are required to submit a report to the ASPMN[®] National Office every six months for the duration of the project.

6.) Research grant recipients shall submit a final report upon completion of the project.

The final report shall contain a budget reconciliation that accounts for the expenditure of grant funds.

Failure to comply with the terms of the research grant agreement is cause for revocation of the grant and a call for the repayment of grant funds.

D. Amount of the Award

- Research proposals considered in 2018 will be funded at a maximum of \$5,000.00.

II. Ethical Aspects of Research Proposals

The ethics of experimentation with human subjects and animals have a number of implications. Above all, there is a basic obligation to the experimental subject. Circumspection in ethical areas is also important for the investigator and for the scientific community as a whole. It can protect the investigator and the institution from unwarranted legal action.

With respect to human and animal experimentation, the principal investigator and the executive office of the sponsoring institution must affirm the following:

- A.) Proposals involving human subjects have been endorsed by the Human Research committee or other designated body of the sponsoring institution in accordance with the guidelines of the National Institutes of Health. This certification must be submitted prior to allocation of funds, although the final committee review may be conducted before the certification arrives, allowing for approval pending submission.
- B.) Research involving human subjects must conform with ethical principles including the provision of suitable explanation to human subjects or to their guardians concerning the experimental design and all significant hazards, so that they may be in a position to provide appropriate, informed consent prior to the study. A copy of the consent form must be submitted before the final committee review.
- C.) Research involving animals must conform to the "Guiding Principles in the Care and Use of Animals" approved by the Council of the American Physiological Society and with Federal laws and regulations.
- D.) If the project involves biohazards, the research also must be approved by the appropriate institutional committee and documentation submitted before the final committee review.

III. Publication/Presentation Policy

Any manuscript resulting from a project funded through ASPMN[®] Research Grant funds must acknowledge the Society's grant support. Recipients will also be expected to present their research at the ASPMN[®] Annual Meeting the year following completion of the study and/or publish in Pain Management Nursing, ASPMN[®]'s official journal.

IV. Patent Policy

Discoveries from research carried out under the ASPMN[®] Research Grant shall be subject to current ASPMN[®] patent policies. Awardees shall not apply for patents without prior consultation with the ASPMN[®] or its designated representative.

Application packets should be returned to the ASPMN[®] Executive Office no later than June 30, 2019.

American Society for Pain Management Nursing®
4400 College Blvd
Suite 220
Overland Park, KS 66211
Toll-Free Phone: (888) 342-7766
E-mail:
ASPMN@kellencompany.com
Fax: (913) 222-8606

All materials printed in these guidelines are current at the time of printing and are subject to change by the Board of Directors of the American Society for Pain Management Nursing®. ASPMN® does not discriminate on the basis of race, color, age, sex, sexual orientation, political or religious beliefs, disability, marital status, or national origin.

Research Grant Cover Form

Please type or print clearly: Date: _____

I. Principal Investigator (PC/PI):

Name: _____

Title: _____

Place of Employment: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

II. Co-investigator(s)/Consultant(s):

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

III. Research Application Checklist: (please include one original copy of the following)

- Proposal Cover Sheet
- Proposal (Please refer to criteria; no more than 5 pages)
- Budget
- CVs for all investigators
- Letters of Support
- Project Approval Documents (Institutional Review Board/Committee and/or Nursing Review Board)

IV. Acknowledgment of Terms:

By signing below I acknowledge the following:

- I am familiar with the terms and policies governing this award.
- I have informed all co-investigators of the terms of this award.
- I acknowledge that any variance from the terms of this award will result in a request from ASPMN® for a return of all awarded funds.

Signature _____

Date _____