The Hitchcock Foundation

One Medical Center Drive

Lebanon, NH 03756

APPLICATION FOR RN GRANT

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| --- | --- | --- | --- | --- | --- | --- |
| **Title of Project:** |  | | | | | |
|  | | | | | | |
| **The project will use human subjects**.  **Yes**  **No***If yes, the project most likely is subject to the federal regulatory requirements under the Common Rule. Please contact the D-H IRB for additional information and/or assistance*. | | | | | | |
| **The project will use or disclose Protected Health Information.**  **Yes**  **No**  *If yes, please review the Research Data Handbook and contact the Dartmouth Health SYNERGY Informatics group for additional information and/or assistance.* | | | | | | |
|  | |  | | | | |
| **Amount Requested:** | | $ | | | *Not to exceed $10,000.* | |
| **Dates of Project (MM/DD/YY):** | | Begin: | | End: | | |
|  | |  | | | | |
| **Principal Investigator/Applicant Name:** | |  | | | | |
| **Principal Investigator (PI) Title:** | |  | | | | |
| **PI Meets Eligibility Requirements:** | | **Yes**  **No** | | | | |
| **PI Email & Telephone:** | |  | | | | |
| **% of Time Devoted to Project:** | |  | | | | |
|  | |  | | | | |
| **Department:** | |  | **Dept Chair:** | | |  |
| **Section:** | |  | **Sect Chief:** | | |  |
|  | |  | | | | |
| **Mentor Name & Title:** | |  | | | | |
| **Mentor Email:** | |  | | | | |
|  | |  | | | | |
| **Co-Investigator Name:** | |  | | | | |
| **Co-Investigator Title:** | |  | | | | |
| **% of Time Devoted to Project:** | |  | | | | |

I acknowledge and understand the terms and conditions of this application.

Applicant (PI) Signature:

Institutional Approval:

Department Chair Signature

Institutional Approval:

Practice Manager or Nurse Manager

The Hitchcock Foundation Policy and Guidelines for RN Grants

A research grant from the Hitchcock Foundation represents a joining of interests on the part of the Hitchcock Foundation and the Principal Investigator (PI) in the pursuit of a common objective "to aid and advance the study and treatment of human ailments and injuries."

I. General Information

1. Scope:

The Hitchcock Foundation accepts grant applications for both biomedical and general health research as well as quality improvement projects.

1. Eligible Investigators:

Each proposal must have a principal investigator. Individuals meeting the following criteria are eligible to apply for the RN Grant:

* Registered Nurse with a valid New Hampshire or Vermont RN license.
* Full or Part-time employee of D-H.
* Committed to D-H and its patients as evidenced by one (1) year of continuous employment.

An investigator (PI or co-investigator) may submit only one grant application per grant cycle.

1. Mentor. Applicants must apply in conjunction with a mentor who, with the applicant, is responsible for the planning, direction, and execution of the project. The Mentor should be recognized in the proposed research area and provide a letter of support to be submitted with the application.
2. Priorities for Funding:

Proposals from all departments and disciplines are welcome. The Hitchcock Foundation encourages applications that have the potential to address one of the six Institute of Medicine (IOM) quality domains of health care: safety, effectiveness, person-centeredness, timeliness, equity and/or efficiency.

1. Deadlines:

Awards are made once per year. Grant applications must be emailed as a single PDF to Tracy.L.Ostler@Hitchcock.org with a copy to [Karen.E.Jones@Hitchcock.org](mailto:Karen.E.Jones@Hitchcock.org) and received no later than 12:00 noon on the deadline date. No late applications will be considered. Current deadlines are available on the Hitchcock Foundation website. Applicants will usually be notified of the Trustees' decision within 12 weeks of the submission deadline.

Awards are approved for a period of one year. Requests for extension should be sent to the Hitchcock Foundation Executive Director.

II. Conditions

A. In accepting a Hitchcock Foundation grant, the PI accepts responsibility for using funds for the purpose set forth in the grant application. Prior approval is required for changes that materially alter the scope, methods, or objectives of the original grant. Proposed revisions should be sent to the Hitchcock Foundation Executive Director.

B. If the PI relinquishes or expects to relinquish direction of the project, the Hitchcock Foundation must be notified immediately. The PI may request that the grant be terminated, in which case a terminal progress report and expenditure report must be submitted within 30 days. Following a termination request, further expenditures may not be made without prior approval from the Hitchcock Foundation. The PI may request that the project be continued under the direction of another investigator, in which case, the proposed new PI’s CV and other pertinent information should accompany the request.

C. Hitchcock Foundation grants shall not be transferred to non-Dartmouth entities.

D. Title to equipment purchased under a Hitchcock Foundation grant shall vest in the PI’s department/section.

E. If copyrightable material or a patentable invention developed with the support of a Hitchcock Foundation grant produces income, the Hitchcock Foundation shall receive revenue in proportion to its contribution to the development of the material or invention.  The level of the Hitchcock Foundation participation shall be consistent with D-H and Dartmouth policies and will be negotiated in good faith among the parties.

F. **Warm Blooded Animals**: No funds from this grant may be used for activities involving animals.

G. **Human Subjects**: If the project involves human subjects, written approval from the Institutional Review Board (IRB) is required before the project begins or funds are released. However, it is not necessary to submit the protocol to the IRB prior to the submission of the grant application. If IRB approval is suspended or revoked during the course of the project, the Hitchcock Foundation must be notified immediately. Failure to do so will result in termination of the grant and prohibition from receiving further funding from the Hitchcock Foundation.

H. **Conflict of Interest disclosure for Hitchcock Foundation proposals**:If the proposal is funded, awardees must submit a conflict of interest disclosure pertaining to the proposal via either the Dartmouth Online Disclosure System or the D-H COI system, depending on your paymaster.

I. In the event that the PI breaches any of the ABOVE conditions, the Hitchcock Foundation reserves the right to discontinue payment of the grant and to require the PI to REpay any funds expended in contravention of conditions outlined in this policy.

III. Budget

A. It is expected that distribution of costs between categories of expenditures will follow the budget included in the approved application. Transfers between categories of less than $500 may be made by the PI without approval if such transfers do not materially change the character or scope of the project.

B. Project expenses must be incurred within the established project year unless an extension is granted.

C. Unexpended funds shall be returned to The Hitchcock Foundation

D. Grant funds may be budgeted and used for direct costs including the following:

* A portion of the principal investigator’s time, including salary and fringe
* Technical and support personnel
* Patient stipends
* Equipment
* Supplies
* Travel expenses, up to $2,500 if the project is selected for presentation at a regional or national meeting. *Please note: travel expenses will be taken from the $10,000 grant award; travel funds are not in addition to the $10,000 grant award.*

E. Grant funds may not be used for the following:

* Indirect costs
* Salaries other than those listed above (i.e. no salary support for co-investigators, mentors, members of the faculty or professional staff of Dartmouth-Hitchcock Medical Center or Dartmouth College, etc.)
* Tuition
* Computer hardware
* Publication costs
* Travel other than noted above
* Living expenses
* Animal research

IV. Payment Procedures

The Hitchcock Foundation will provide a grant account for expenses under this award. The Hitchcock Foundation will maintain the funds within the Hitchcock Foundation and pay expenses as they are incurred.

V. Publications and Publicity

Investigators are expected to make the results of the research available to the scientific and/or medical communities and to notify the Hitchcock Foundation of publications resulting from or related to their grants. Acknowledgment of Hitchcock Foundation support should be made when findings are reported to scientific audiences or scientific journals or when publicity is given to a project.

VI. Limitations

1. Amount of funds awarded will not exceed $10,000.

B. Proposals that require funding from both the Hitchcock Foundation and an additional source will be accepted but evidence of supplemental support should accompany the application. Funding received from all sources may not exceed 100 percent of budget.

VII. Final Report & Presentation

Within 60 days of the one year anniversary of the award, the PI will be responsible for submitting a final research project report, using the Hitchcock Foundation’s guidance. Please include a certification signed by the PI and his/her department chair indicating whether the time, effort and resources described in the funded application were actually committed to the project. If time and resources were not devoted to the project as planned in the application, please describe the deviations and why they occurred. Failure to submit these final reports within the prescribed time may make the investigator ineligible for future Hitchcock Foundation funding.

PIs are also expected to present their project and findings at an appropriate meeting, such as Quality Conference, Grand Rounds, etc.

In addition, the PI may be asked to present their project and findings to the Hitchcock Foundation Board of Trustees.

VIII. Research Application Protocol

1. Applications should adhere to the following outline:
2. Description. A brief description in lay language of the proposal and its relevance to health care to be used for announcements and publicity.
3. Abstract. A brief summary of the research hypothesis and means by which it will be tested.
4. Introduction. An introduction to the problem which should include a concise review of the pertinent literature, a clear statement of the problem and the specific aims of the proposal, and a brief explanation of the relevance of the work to biomedical research. Any preliminary data or relevant previous studies by the investigators should be discussed here.
5. Methods. A description of the experimental protocol, methods and statistical analysis. Work proposed should be appropriate in scope to the budget and the one year period of the award. In general, the length of the combined Introduction and Methods sections should not exceed 5 pages single-spaced.
6. Outcomes and Measures of Success. A description of anticipated outcomes and how the PI will define the project’s success.
7. References. Include references as appropriate.
8. Facilities & Resources. Identify where the work will be done; describe essential equipment and confirm that it will be available.
9. Responsibilities. If there is more than one investigator, individual responsibilities in the project must be outlined. Please enclose a letter of support from co-investigators or other key personnel whose participation is necessary for the completion of the project.
10. Budget and budget justification. (NOTE: It is the responsibility of the principal investigator to secure the most favorable prices for tests and procedures included in the proposal – not third party reimbursement rates.)
11. CVs. Include CVs of PI, co-investigators, mentor and key personnel in the NIH Biosketch format. Do not exceed 5 pages each. Please limit publications to the past 5 years.
12. Other Funding Sources. If applicable, name other funding sources approached for this application, or plans for submitting to other funding agencies based upon work done under this project.
13. All applications must be signed by the applicant and the department chair. If the PI is requesting grant funds be used to support a portion of his/her salary (“protected time”), the application must also be signed by the Practice Manager or Nurse Manager (whichever is appropriate for the PI’s situation).
14. The cover sheet must be the first page of the application. If you’re including a cover letter, it should go under the cover sheet. Two awards are made each academic year. Applications must be submitted by email to Tracy.L.Ostler@Hitchcock.org with a copy to [Karen.E.Jones@Hitchcock.org](mailto:Karen.E.Jones@Hitchcock.org) and received by 12:00 noon on the deadline date.

D. Applications that do not follow the guidelines outlined above will not be considered.

CHECKLIST:

* Cover Sheet completed and signed by the PI and Department Chair
* If the PI is requesting a portion of their salary, the Cover Sheet must also be signed by the Practice Manager or Nurse Manager (whichever is appropriate)
* Letter of Support from the Mentor
* Complete Application
* References are attached (as needed)
* NIH Biosketches for the PI, Mentor and co-investigators (not to exceed five (5) pages each) are attached
* All sections of the application are formatted into **one pdf document**
* Email to Karen.E.Jones@Hitchcock.org and Tracy.L.Ostler@Hitchcock.org by 12 PM (Noon) of the deadline date