ISPN Mental Health and Wellness Research Project or Clinical Inquiry Project
Grant Proposal Guidelines

Proposals:
Limited to **5** pages (single spaced, 12 font). This limit does not include the references, budget, or appendices.

Must include:

1. **Cover page**
   Include your name, address, phone number, e-mail, and ISPN division. Provide the same information for all co-investigators (however, only the PI needs to be a member of ISPN). If you are a student, please include faculty advisor(s) information.

2. **Introduction/Problem Statement**
   Describe the problem that led to the study. State concisely the importance of the research or clinical inquiry project in terms of the contribution to psychiatric nursing.

3. **Background Literature Review and Theoretical/Conceptual Framework**
   Present a synthesis of the background literature for the proposal. Include current literature that is directly pertinent to the project and that assists in clarification of purpose and procedures. Critically evaluate existing knowledge. Specify the gaps that the project is intended to fill. Summarize the theoretical framework or rationale as appropriate.

4. **Purpose and aims**
   State clearly the overall purpose and the specific aims or questions of the research project or clinical inquiry project. Provide hypotheses if applicable.

5. **Methods**
   a. **Design**
      Describe the design of the project.

   b. **Subjects and Setting**
      Describe the target population and characteristics of the subjects. Include the number of subjects, the rationale for sample size (including power analysis if applicable), the sampling procedure, and the setting for data collection.

   c. **Instruments/Measures**
      Report the specific characteristics of the instruments or measures, including their reliability, validity, and/or sensitivity. Address how the tool will be used. (The instrument(s) should be included in an appendix.

   d. **Procedure**
      Describe the procedures that will be used to accomplish the specific aims of the project. Give details of the intervention if one is proposed. Specify the kinds of data you expect to obtain. Describe how the data will be collected, managed, and analyzed. Include relevant information regarding protection of human subjects in research as appropriate.

6. **References** (not included in 5-page limit)
   Format references in accordance with the Publication Manual of the American
   Psychological Association (APA). Provide sufficient references to support proposal.
   Utilize only current or references appropriate to developments in the field.

7. **Appendices** (not included in 5-page limit)
   a. **Budget with justification:** Provide specific budget for expenses along with
      justification for each. Only expenses essential to the conduct of the proposed
      research will be considered for funding. Salary support is not allowed.
   b. **Time line**: Provide a 12-month schedule that specifies the timing of the main
      steps of the investigation. Justify that the project can be completed within the time
      frame.
   c. **Copies of paper/pencil instrument(s), interview guide, or other instruments** if
      applicable
   d. **Status of IRB Approval**: Include a copy of the Institutional Review Board (IRB)
      approval of status if approved, or statement regarding IRB approval if pending.
   e. **Environment**: Describe available resources and project environment to support
      the project.
   f. **Collaborative Arrangements and Consultative Support**: If the proposed
      project requires collaboration with other institutions describe the nature of
      collaboration and provide evidence (letters of support) that those institutions are
      willing to cooperate. Include a description of availability of adequate consultation
      to assure refinement and completion of the project and include letter from any
      consultants or project advisors/mentors.
   g. **Letter(s) of Support:** At least one letter of support attesting to your ability to
      carry out the proposed project, available resources, and feasibility of the project.
      This may include**:**
      - Letter of support from an institutional colleague that addresses
        your ability to carry out the proposed project, available resources
        and/or feasibility of the project
      - Letter of support from research project or clinical inquiry project
        chair if applicable (must be included if applicant is a student)
      - Letter of support from any collaborating institutions if applicable
      - Letter from any consultants if applicable