



2018 - NURSING RESEARCH GRANTS PROGRAM GRANT RECIPIENT POLICIES

I. Award Notification

- a. Grants are awarded in September and are funded for one year. Under no circumstances will more than the approved proposal budget be awarded.
- b. All outstanding documentation and conditions must be received within **60 days** of the award notification to maintain eligibility for the award. No funds will be disbursed until all conditions of the grant are fulfilled, including IRB approval and any required membership information.
- c. Awards which fail to satisfy the requirements within the **60-day period** will be declared ineligible. Requests for extensions will be considered only under exceptional conditions.

II. Grant Extensions

- a. **Any** request for a one-year no-cost extension **must be in writing**.
- b. All extension requests will be responded to **in writing** with approval and specific dates that constitute the new deadline.

III. Grant Funds Administration

- a. **Upon acceptance of the award and the successful submission of all required documents**, the American Nurses Foundation will make a lump sum payment to the grant awardee's affiliated institution in the amount of the award less \$500. The \$500 is withheld until submission of the final narrative and financial reports. The affiliated institution must send a statement requesting any payment due with the final financial report.
- b. Up to 10% of the total proposed budget can be charged as indirect costs, but this must be included as a line item in the proposed budget.
- c. The distribution and expenditure of funds on the part of the affiliated institution will be in accordance with standard accounting procedures.
- d. The Foundation will not consider requests or assume responsibility for any costs incurred prior to the award date.
- e. Expenses must be incurred within the one-year grant period or an approved one year no-cost extension.
- f. Unexpended funds will be returned to the Foundation when the funding period terminates.

- g. Permission may be granted to move funds from one budget category to another as long as no additional expense to the Foundation is involved. A **written request** for such change must be made to the Foundation's Nursing Research Grants program, and approval received, before use of those funds in the requested category. Adjustments of line item expenses to purchase equipment in the latter stages of the grant period will not be permitted.
- h. The American Nurses Foundation may grant permission to transfer funds to a different affiliated institution in the event of a change in the investigator's institutional affiliation. A **written request** should be directed to the Foundation's Nursing Research Grants program.

IV. Prohibited Expenses

- a. Principal and co-investigator's salaries.
- b. Educational assistance such as tuition, textbooks or dissertation/thesis preparation.
- c. Principal Investigator and Co-Investigator travel expenses, including travel to meet with thesis/dissertation committee.
- d. Presentation of papers, conference registration, or publication.
- e. Purchase of personal computers.

V – Final Reports & Fund Disbursement

The final narrative and financial report are due within 60 days after the end of the grant period.

- a. It is the responsibility of the affiliated institution administering the grant funds to submit a final financial report no later than 60 days following the end of the grant period.
 - i. The financial report must agree with the original or revised budget submitted by the principal investigator.
 - ii. The affiliated institution must send a statement requesting any outstanding balance due with the financial report.
 - iii. In the event that the principal investigator has not expended the full award, the affiliated institution must include a check payable to the American Nurses Foundation in the amount of the total unexpended funds.
- b. Principal investigators are responsible for submitting:
 - i. Final narrative report (15-20 pages)
 - ii. Executive Summary (approximately 450 words, written in language suitable for lay person), which will not be considered confidential in accordance with section VI b.
- c. Upon receipt of the final narrative and financial report, along with a statement requesting any amount to be settled, the Foundation will release the remaining \$500 balance to the affiliated institution.

- d. Supplies, items with a unit cost of less than \$500, remain the property of the affiliated institution at the close of the grant period.
- e. Requests to purchase equipment and software with a unit cost of more than \$500 and the ownership of such equipment at the end of the grant period will be assessed on a case-by-case basis.
- f. Recipients that fail to meet reporting deadlines may jeopardize their future good standing with the American Nurses Foundation and if no communication is received within 60 days of the expired deadline, their award file may be closed.

VI. Publications

- a. Publications resulting from the grant must acknowledge the funding and donor organizations from the American Nurses Foundation as described in the award letter.
 - i. Grant recipients will be known as "scholars" of the funder contributing funds for the grant, when applicable, and all publications and publicity must reflect that title and acknowledge the American Nurses Foundation. e.g., "the Midwest Nursing Research Society Scholar of the American Nurses Foundation."
- b. Scholars are expected to comply with specific expectations of their individual funders, as appropriate, such as submitting their findings to their respective funders for publication or presenting their findings at one of the funder's meetings when possible.

The 450-word executive summary submitted by each applicant is not considered confidential after funding is received. The Foundation may share on its website and through various other communication vehicles, and seek publication of, the abstracts and executive summary of any funded proposals.

- c. The principal investigator will provide the Foundation with a reprint of any publication resulting from the research.
- d. The Foundation may wish to publicize portions of any or all reports, documents and materials developed in the course of the research and will do so only with the permission of the principal investigator.

VII. Copyright

- a. The copyright in any and all reports, documents, and materials developed in the course of the research ("Materials") shall vest in the respective investigators or affiliated institutions, who may copyright and publish the Materials, consistent with the affiliated institution's policies, provided that the following conditions are met:
 - i. Any Publication contains a notice that the research was supported in whole or in part by a grant from the American Nurses Foundation.
 - ii. The American Nurses Foundation is granted a royalty-free, nonexclusive, irrevocable license to use and/or reproduce the Materials and to translate them, or publish them, either directly or through assignees or sublicenses.

VIII. Patents

- a. In the event that any inventions, ideas, devices, improvements, contrivances, systems, and/or processes (“Inventions”) are made or conceived in the course of the research, the investigator may file patent applications, provided that the following conditions are met:
 - i. The Inventions are promptly reported to the American Nurses Foundation.
 - ii. The patent application includes a statement in the first paragraph of the specification that the Invention was made in the course of research supported in whole or in part by a grant from the American Nurses Foundation.
 - iii. The American Nurses Foundation is granted a royalty-free, nonexclusive, irrevocable license to use the Inventions for purposes of further research, either directly or through assignees or sublicenses, but not for the purposes of commercial development or exploitation.

Note: Any issue interpreting this policy will be resolved by the executive director of the American Nurses Foundation in consultation with the chair and co-chair of the nursing research grant review committee.