

**NURSING RESEARCH & DEVELOPMENT FUND**  
**DALHOUSIE UNIVERSITY, SCHOOL OF NURSING**  
**Halifax, Nova Scotia Canada B3H 3J5**

**OPERATING / DEVELOPMENT GRANT GUIDELINES AND INFORMATION**

1. The purpose of the fund is to support research in nursing practice, nursing management, and nursing education that has the potential of providing benefits to nursing in Nova Scotia.
2. The Principal Investigator or Co-Principal Investigator must be a Dalhousie University School of Nursing Faculty member, Adjunct Faculty or Graduate Student.
3. There are two categories of award: (a) Operating Grant, and (b) Development Grant.
4. An Operating Grant is an award to conduct research specific to nursing practice, management and/or education. Requests for matching funds will also be considered.
5. A Development Grant is an award to enable the development of an innovative idea into a feasible research proposal specific to nursing practice, management and/or education.
6. The maximum award in either grant category is \$5,000.
7. The timeframe of the award is one or two years.
8. Application deadlines for investigators and graduate students are November 1<sup>st</sup> and May 1<sup>st</sup>.
9. Proposals will be reviewed by the Research & Scholarly Development Committee (RSDC) and an external reviewer.
10. Proposals are awarded on three criteria:
  - a) Relevance and Significance to the purpose of the Fund.
  - b) Scientific merit.
  - c) Academic and professional preparation of the application.
11. If scientific merit is equivalent then priority will be given to students and faculty who have not previously received an award.
12. Successful applicants may only hold one grant at a time. However, at the discretion of the Board, project co-Principal Investigators may each apply for, and receive funding for the same research as long as priority is given to other fundable projects, as determined by the RSDC.
13. Funds will not be released until evidence has been received that the appropriate review ethics board has approved the research to be conducted in their institution.
14. On completion of the project, a written report is to be sent to: Chair, Research & Scholarly Development Committee at the above address. The Chair makes the report available to the Research and Scholarly Development Committee, the Board of Directors and the nursing community.

15. Publications, reports and/or presentations arising from work supported by the Nursing Research & Development Fund must acknowledge the Fund; e.g. “This work was supported by a grant from the Nursing Research and Development Fund, Dalhousie University, School of Nursing.” A copy of all published work should be forwarded to the Chair, Research & Scholarly Development Committee at the above address, to be kept on file and to be made available to the nursing community.
16. If for any reason a study ceases prior to its completion, the Chair of the Nursing Research and Development Fund must be made aware, in writing, immediately. Any unspent or remaining funds must be returned to the Nursing Research & Development Fund.
17. Upon completion of the study, any unspent funds must be returned to the Nursing Research & Development Fund.
18. Requests for extensions will be considered. Please submit a letter to the Chair, Nursing Research & Development Fund requesting the extension and providing reasons for the extension.
19. Applications should be addressed to the Chair, Nursing Research & Development Fund and should be submitted as a PDF document to Julie.barry@dal.ca.

The application must include:

- a) Completed Application Form
- b) Proposal
- c) Detailed Budget and Justification

20. A detailed budget and budget justification must be provided. Eligible expenses include:
  - Personnel
  - Professional & Technical Services (examples include transcription, statistician, qualitative/quantitative consultation and analysis, website design and social media)
  - Material and supplies (examples include photocopying, long distance charges, office supplies)
  - Equipment
  - Meeting expenses and honoraria
  - Travel (Per diem, mileage and meals to be aligned with Dalhousie University rates <link to travel policy>)

Ineligible expenses are:

- Any study that does not support research in nursing practice, nursing management, and nursing education that has the potential of providing benefits to nursing in Nova Scotia.
- Any research that does not have ethical approval as appropriate
- Telephone lines
- Administrative costs of a study such as office space or overhead fees.
- Indirect costs or overhead.