

## Kirkhof College of Nursing Centers of Distinction

### Research & Scholarly Project Grants

Centers of Distinction in the Kirkhof College of Nursing have been granted a small budget for support of the activities of each Center. Through a consensus process, the Center associates have decided to designate at least a portion of the budgeted funds to small grants. Other portions will be reserved for support of the Centers as a whole, at least until the Centers have other sources of sustaining funding.

#### Grant purposes

The following categories of expenditures for use of the grant funds potentially include, but are not limited to:

- Seed money for research projects
- Training necessary to carry out a project
- Short-term consultant fees
- Travel for project purposes
- Equipment that is necessary for a project
- Materials such as DVDs, software, manuals, etc., needed for projects or other Center activities

#### Grant award limits

Every year before the end of the usual academic year, associates of each Center of Distinction will develop a tentative budget for use of the funding anticipated for the next fiscal year\*. At this time, the maximum grant limits will be estimated as well as the funding that will be reserved for general activities of the Center. When the KCON Dean has been notified by the Provost of the new fiscal year budget, these grant limits may be adjusted. The limits should then be announced during or shortly after the first Faculty Organization meeting of the new academic year, to allow those wishing to submit a proposal to finalize their budget proposal.

#### Submission deadlines

Deadlines are established to allow utilization of funds in the GVSU fiscal years, yet over the course of academic semesters. The Fall semester deadline is **Sept. 15**. The Winter semester deadline is **Jan. 15**.

#### Unused funding balances

In any fiscal year, if funds are not encumbered by April 30, they will be made available for (1) other projects of Center associates; (2) general expenditures within the Center holding the budgeted funding; (3) projects of associates of other Centers of Distinction; (4) general expenditures of other Centers of Distinction.

---

\* GVSU fiscal year is July 1 to June 30.

### Application procedures

Center faculty or student associates who wish to request funding from a Center of Distinction should submit 4 copies of their applications. One will be retained by the Associate Dean for Nursing Research & Faculty Development, and the others will be submitted to the designated reviewers for the Center. In addition, for purposes of maintenance of archival records, an electronic version should also be submitted as an email attachment or on a CD to the KCON Research Office. If reviewers for a specific Center are in agreement, electronic distribution of the application for funding may be substituted for the paper copies of the application.

Reviewers will be elected by associates of a Center. Usually 3 reviewers will be elected from membership of a Center for service, but if the number of associates holding appropriate terminal degrees (e.g., PhD, D.N.S./D.S.N., D.N.P.) is insufficient to allow rigorous review, an associate of other Centers may be asked to serve. The review will be chaired by the Associate Dean for Nursing Research & Faculty Development, who will assume responsibility for correspondence with the applicant regarding reviewer comments/questions and funding decisions.

Center associates requesting funding for a research project that will involve human subjects should submit their complete Human Research Review Committee proposal, and a detailed and justified budget for the use of the funding. If other funding has been obtained or is being requested from other sources (e.g., GVSU Research & Development Center), the source and amount of the grants or request(s) should be identified.

Proposals for projects that will not involve human subjects should submit a proposal with the following sections.

1. Project title
2. Author(s) of the project
3. Specific aims/objectives/goals of the project
4. Chronologic plan/timeline of project activities. Illustration of the project plan with a Gantt chart is recommended, for clarity.
5. Anticipated outcomes or products from the project
6. Detailed and justified budget for use of the requested funds

### Expenditure of the award

Funds dedicated to the Centers of Distinction will be monitored and managed by the Associate Dean for Nursing Research & Faculty Development. When a grant is awarded, the reviewers will notify this Associate Dean by memo. The amount of the award, and beginning and ending dates should be included in the memo. Center associates who have received an award should work with the Associate Dean and the KCON Accounting Assistant to purchase as much of the equipment and other materials directly through the GVSU purchasing procedures, including PCards. Reimbursement for other expenditures should be requested promptly, using GVSU Budget Office procedures and policies as required.