

# DOROTHY EVANS LYNE FUND

## REQUEST FOR PROPOSALS

### Application Packet



Dee Lyne and June Elliott

The Dorothy Evans Lyne Fund (DEL) to support pilot studies conducted by teams of nurses from The Johns Hopkins Hospital or Health System and Johns Hopkins University School of Nursing, is accepting applications three (3) times per year:

**March 1, July 1, and November 1.**

## **Background:**

In late 2001, a gift of \$686,000 was made by June R. Elliott, a grateful Hopkins patient, to endow a fund in honor of School of Nursing alumna, Dorothy Evans Lyne. Mrs. Elliott made the commitment to honor Mrs. Lyne, a long-time friend who graduated from the Hopkins School of Nursing in 1959. The two women met in the 1960s, when both of their husbands were training at the Johns Hopkins University School of Medicine.

On December 31, 2007, we were thrilled to receive an additional gift of \$255,956 from Mrs. June R. Elliott.

The fund will support pilot studies conducted by teams of nurses from The Johns Hopkins Hospital or Health System and Johns Hopkins University School of Nursing. These studies, which will involve patients of The Johns Hopkins Hospital or Health System, will focus on nursing interventions designed to improve patient care and outcomes, providing evidence to validate clinical or community practice and/or examine effectiveness of clinical or community care delivery systems.

The fund will be administered by The Johns Hopkins University School of Nursing Office for Science and Innovation (OSI).

## **Goals:**

- To provide funding for teams of nurses to explore clinical questions
- To fund pilot studies designed to improve patient care and outcomes.
- To provide experience and data with which to seek more substantial grants for further investigation.
- To provide opportunities for faculty, clinical and community nurses to collaborate in research.



### Eligibility Criteria:

*All submitted proposals will be screened by the Office for Science and Innovation (OSI) to assure that they meet the eligibility criteria before they are sent out to be reviewed for scientific merit.*

- The principal investigator must be a nurse with a doctoral degree.
- The proposal must be for a pilot study (a small scale study conducted to develop instruments, test and refine procedures, or provide preliminary data prior to conducting a full research study).
- The study should provide experience and data with which to seek more substantial grants for further investigation.
- The proposal must describe a study to be conducted by a team with nurses from The Johns Hopkins Hospital or Health System and Johns Hopkins University School of Nursing. Including other health professionals for a multi-disciplinary approach is encouraged.
- The role of the clinical or community nurses on the research team must be clearly related to their clinical role in the Hospital or Health System.
- The focus of the study should be nursing interventions designed to improve patient care and outcomes.
- The study should be designed to provide pilot data to lead to a more substantial study that will provide evidence to validate clinical or community practice and/or examine effectiveness of clinical or community care delivery systems.



### The Research Team:

- The prescribed makeup of the team is designed to provide mentorship for both clinical/community nurses and faculty member(s). Clinical or community nurses will be mentored in the research process by the faculty members, in areas such as research team leadership, grant writing, and the development of a program of research. Clinical or community nurses will provide mentorship in clinical/community care delivery systems. **The principal investigator of the project must be a nurse with a doctoral degree.**
- In describing the makeup of the research team, the connection between the clinical or community nurse and the research question should be clear. The ideal study will marry the hospital or health system nurses' clinical curiosity with the faculty members' ability to transform this into a researchable design.

### The team should consist of:

- One full-time or part-time faculty member with a **primary** appointment in JHUSON (this person may serve as PI or co-investigator for this study)
- At least one nurse whose **primary** appointment is in The Johns Hopkins Hospital or Health System and who has a minimum of a Master's degree
- At least one nurse who is providing clinical or community care within The Johns Hopkins Hospital or Health System.
- Representatives of disciplines other than nursing as optional members of the investigative team are encouraged.



### Application Procedures:

- Complete the [Intent to Submit Form](#) online approximately 6-8 weeks before the application deadline.
- Applications will be accepted three-times annually on March 1, July 1, & November 1.
- Proposals for projects that span up to 2 years will be considered
- The award maximum for a single project is \$10,000.
- Consultation on application and review procedures is available by contacting the OSI ([SON-Innovation@jhu.edu](mailto:SON-Innovation@jhu.edu)) at 410-502-3685
- One Electronic copy of the application should be submitted to the OSI via [SON-Innovation@jhu.edu](mailto:SON-Innovation@jhu.edu)
- Funds will be disbursed upon notice of IRB approval.

### Application Check List:

- ✓ Application Face Page
- ✓ Detailed Budget (use NIH form Page 4) & Justifications
  - JHUSON applicants should consult with their Sr. Grants and Contracts Analyst (Sr. GCA) for assistance with the budget form and budget justifications
  - JHH and JHHS applicants should consult with their departments/functional units for assistance with the budget form and budget justifications
- ✓ NIH Biographical Sketch for EACH study team member
- ✓ Research Plan (no more than 6 single-spaced pages using Times New Roman or Arial font types, and half inch margins)
  - Specific Aims
  - Background and Significance
  - Research Design and Methods
  - Human Subjects Involvement and Characteristics
  - Literature Cited
  - Project Timeline
- ✓ [JHHS Departments of Nursing Approval of Research Involving Nursing or Nursing Resources](#) (Applicable only if the proposed project requires the use of nursing time and effort that are incremental to the usual or routine standard of care or if nursing staff are research participants)
- ✓ Certificate of Completed JHU Human Subjects and HIPAA Training for each member of the team.
  - IRB approval can be demonstrated for EACH study team member in lieu of the certificates of completion





### **Application Review Process:**

- All submissions will be reviewed initially by the Office for Science and Innovation to ensure that they meet the eligibility criteria; those that are deemed eligible will be distributed to a panel of reviewers to be judged on their scientific merit.
- The review panel will be convened by the Director of the OSI or designee.
- Review panel will consist of:
  - One School of Nursing faculty with funded research experience beyond dissertation
  - One nurse affiliated with The Johns Hopkins Hospital or Health System Department of Nursing who meets the Hopkins Nursing Principal Investigator eligibility criteria.
    - Minimum of Master of Science or doctorally-prepared
    - Evidence of prior research experience as a co-investigator on at least one IRB-approved research study
  - One Johns Hopkins Hospital or Health System clinical or community nurse with a minimum of a Master's degree and clinical expertise on the proposed project.
- All members of the panel will review according to the Review Criteria and rate all applications
- The panel will meet to discuss the applications and select those that will be funded
- The number of meritorious proposals that are funded will be determined by the amount of funding available (based on University endowment disbursement policy)

### **Reporting Requirements:**

- An expense report is due at the end of each month, for the previous month, to the OSI. Copies of all receipts should be attached. Please have this turned in by the 5<sup>th</sup> of each month.
- Annual reports that address the progress of the study are due to the OSI no later than 1 month after completion of the study, and annually if the project extends beyond one year.
- An Annual JHM IRB update.
- A written report of the study to the OSI, upon its completion.
- Publication in a peer-reviewed journal is an expectation of this award. A copy of any publication of study methods and results; this includes manuscripts, abstracts and posters to the OSI.
- A final report that includes: a lay abstract, report of findings, and a copy of the publication(s) associated with this study are due to the OSI at the end of the study.
- Funded investigators will include in the final report a list of submitted or planned research proposals that have been developed as a result of the study findings and/or the collaboration.

