University of North Carolina Wilmington
School of Nursing
J. Richard Corbett Charitable Trust
Guidelines for Research Applications
(Revised 7/2/2013)

Purpose
Corbett Charitable Trust research funds are awarded to eligible full-time nursing faculty to: (a) encourage innovative or highly significant research endeavors, (b) provide seed money for pilot research projects that may attract funding from external sources, and (c) encourage research and scholarly development.

Priority
Priority will be given to: (a) first time applicants, (b) faculty in tenure-earning positions or those completing doctoral studies, (c) tenured faculty conducting highly significant, innovative, or translational research projects, and (d) research projects aligned with the goals of the School of Nursing, CHHS, UNCW, or Healthy People 2010 Objectives for the Nation. International travel to participate in workshops, educational programs, or conferences will not be considered.

Eligible Research Project
The following are some examples of eligible research projects:
- Qualitative or quantitative studies (e.g. clinical, community-based, health policy)
- Development and testing of research instruments
- Pilot studies of innovative interventions with vulnerable or high risk populations
- Pilot studies of effective interventions among new groups or populations
- Health services research testing or evaluating local, state, or national policies; new approaches to health or nursing care; or patient safety issues.
- Health services research testing novel approaches to health or nursing care
- Pilot testing new technology or equipment used to promote health care, treatment adherence, patient safety, or health literacy
- Nursing Education issues

Eligible/Ineligible Costs
- The maximum award is $12,000.
- Awards may supplement university or private foundation awards
- Eligible or allowable costs include: research supplies, software, instruments or measures, printing of questionnaires or test booklets, research assistants, expert nursing consultation, statistical or methodological support, local travel, research incentives, and travel to disseminate research findings ($1,000 limit).
- Ineligible or unallowable costs include: secretarial support, faculty salary, expenses associated with completing degree requirements or meeting licensing/certification requirements; attendance at workshops or meetings, or symposia; and international programs or travel.
- The budget must be followed by a budget narrative.
**Application Procedures**

1. All eligible applicants must submit an electronic copy of the application to the School of Nursing Director by the due dates.
2. Applications are due on **March 15** and **October 15** of each year. If the deadline falls on a weekend, applications are due on the following Monday.
3. The SON Director will send the proposal to peer reviewers, composed of faculty who were previously funded by Corbett research funds, to review and recommend funding for all research applications.
4. The School of Nursing Director will review recommendations from the peer reviewer(s) and send notifications by letter or email. Faculty awardees will be recognized at the spring and fall faculty retreats, the School of Nursing (SON) May and December graduation programs, and on the SON website.
5. Notification of awards will be received by **May 15** and **December 15**.
6. Funding periods are: (a) June 1 to May 30 for the spring awards and (b) January 1 to December 31 for the fall awards.
7. Requests for no-cost extensions must be approved by SON Director.
8. Final reports must be submitted electronically to the SON Director by June 30 for the spring grantees and January 31 for the fall grantees.
9. Research findings must be disseminated in print, online, or other scholarly publications and shared with nursing and/or other health professionals locally, regionally, or nationally. International travel will not be funded with Corbett Trust funds.

**Proposal Format**

*The application must include the following:*

1. Cover page. See cover prescribed cover page attached.
2. Project narrative, using APA format, to include:
   a. Description of health need or problem
   b. Project aims, questions, and/or hypotheses
   c. Theoretical framework proposed guiding project
   d. Significance and background (literature review)
   e. Methods (including study design, sample, setting, instruments or measures, procedures, and data analysis plan)
   f. Sustainability (the degree that the research results in external funding or provide benefits to nursing or the community after funding ceases)
   g. Institutional Review Board approval or application plans
   h. Cited references
   i. Appendices (instruments/measures, letters of support if appropriate)
• Note: Project narrative should not exceed five pages (excluding cover sheet, references, and appendices)

3. Itemized budget, submitted on a separate page
4. A one-page budget narrative providing justification of the types of funds requested, including a detailed explanation of each item. For example: research assistant hours/rates, purchasing or printing instruments or questionnaires, statistical or other expert consultations, itemized travel.
5. A biosketch not to exceed two pages (see NIH format attached)

Selection of Recipients

Peer Review Committee
The SON Director will convene a faculty review committee to evaluate the applications and make funding recommendations. The Director of the School of Nursing will make the final funding decisions and notify applicants by letter or email. Applicants who are not selected are advised to meet with the SON Director to discuss the committee’s reviews.

Review Criteria
In evaluating proposals, the committee will consider the quality, merits, feasibility, and adequacy of the proposed project/activity along with potential benefits to the applicant’s department, school or college, the university, and its students.

Applications not following the guidelines may be returned without review. Faculty submitting proposals are strongly encouraged to seek the advice of colleagues who have previously received the Corbett Trust funds.

Priority will be given to new investigators (especially junior faculty), faculty developing new research programs, and programs requiring funds to augment those received from external sources. Priority will also be given to those proposals requesting “seed money” where results will enable individuals to attract funds from other sources. The committee will seek a balance in making awards among discipline areas.

For additional Information:

SON Director
UNCW School of Nursing
601 S. College Road
Wilmington, NC 28403
### Timelines for J. Richard Corbett Research
(Funding Cycles)

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<th>Activity</th>
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<td>Applications Due</td>
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<td>Research Dissemination</td>
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Principal Investigator’s Name: _________________________________________

Co-Investigator’s (if appropriate): ______________________________________

Title of Proposed Research Project/Activity:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Research Project/Activity Start Date: ___________________________
Research Project/Activity End Date: _____________________________

Total funds requested: _______________________________
Signature Principal Investigator: ______________________________Date:___________
Signature Co-Investigator: __________________________________ Date: __________
Signature Co-Investigator: ____________________________  _____ Date: __________

Review Committee and Recommendations:

Date of Committee Review: __________
Recommendations:
1. Approval of Application and Budget    ____
2. Approval of Application with Revision to Budget  ____
3. Minor Revision and Resubmit    ____
4. Major Revision and Resubmit    ____
5. Denial and Consultation with SON Director: _____
Review by SON Director: _____________________  Date: __________

Dean’s Review and Final Decision:

1. Approval of Committee’s Recommendation    ____
2. Approval with Amendments to Budget    ____
   a. Budget Change: __________________
3. Denial of Committee’s Recommendations    ____
   a. Rationale: ____________________________
   b. Follow-Up: ____________________________
Director’s Signature: ______________________________ Date: __________
University of North Carolina Wilmington  
School of Nursing  
Peer Review Rating Form  
J. Richard Corbett Trust Fund

Rating Scale: 5 = Exceptional; 4 = Very Good; 3 = Good; 2 = Fair; 1 = Poor

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<td><strong>Description of health need or problem.</strong> The extent to which the research project addresses a priority area of concern locally, regionally, or nationally. Extent to which community or national goals are addressed.</td>
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<td><strong>Project aims, questions, and/or hypotheses.</strong> The extent to which the applicant provides objectives that are specific, measurable, and related to the school of nursing, UNCW strategic goals, and/or national research priorities.</td>
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<td><strong>Significance &amp; Background literature</strong> (including theoretical framework if appropriate). The extent to which the research, if successful, will contribute to promoting health, preventing disease, improving health or nursing care, or advancing nursing science.</td>
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<td><strong>Methods</strong> (including study design, sample, setting, instruments or measures, data collection procedures, and data analysis plan). The extent to which the conceptual or clinical framework, design, methods, and analyses adequately developed, well integrated, well reasoned, and appropriate to the study aims.</td>
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<td><strong>Sustainability.</strong> The degree that the research has the potential to result in external funding, scholarly presentations, publications, and/or provide benefits to nursing, health care, or the community after funding ceases.</td>
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<td><strong>Budget.</strong> The extent to which the applicant matches the budget to the proposed actions, justifies proposed budget items, and appears reasonable and sufficient to accomplish proposed plan</td>
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<td><strong>Human Subjects or Institutional Review Board</strong> approval/application. Plan for protecting human subjects described.</td>
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1. **Overall Mean Score. Highest score is the best application:**

2. **Reviewer Recommendations:**
   - Approval of Application and Budget
   - Approval of Application with Revision to Budget
   - Minor Revision and Resubmit
   - Major Revision and Resubmit
   - Denial and Consultation with Associate Dean of Research

3. **Reviewer Summary/Comments:**

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

Reviewer: __________________________ Date: ________________