Illinois Association of School Nurses

Inquiry and Innovation Committee

Guidelines for Research Proposal Requests and Approval

The following guidelines are proposed to process and approve requests to collect data from members of the Illinois Association of School Nurses (IASN) via webmail, list serve, or at IASN sponsored events:

Purpose: IASN encourages and supports research regarding school nursing and health of school aged children to advance and fund quality school nursing practice and school-affiliated delivery of healthcare.

Research Proposal Application Responsibilities

Requests for research are expected to meet academic rigor for scientific inquiry. The application must demonstrate that the project meets at least one of the following requirements.

- Address a specific area of school nursing or school health focus as identified by NASN research priority (http://www.nasn.org/Research/ResearchPrioritiesforSchoolNursing)
- Propose an innovative, uniquely creative project that addresses current issues in school nursing or children's health or an area of interest not previously considered that impacts school health or school nursing practice.
- Investigate school nurses' attitudes towards, or knowledge of, an area related to school nursing.
  .
  The applicant MUST submit appropriate plan(s) for INSTITUTIONAL REVIEW BOARD (IRB) and/or appropriate administrative body approval of the project. *Note: A copy of the letter(s) of IRB or administrative body approval needs to be forwarded to IASN Inquiry and Innovation Committee Chair before the research project can be initiated. .*

Priority will be given to applications that include partnerships and affiliations which could pool research efforts to maximize fund usage and best outcomes for meeting NASN research objectives. Affiliations and partnerships could include:

- Academic institutions
- School district educational research
- School nurses and nurse researchers
- Professional Nursing Associations
- Pediatric organizations such as AAP, NAPNAP, IPN (Institute of Pediatric Nursing)
- Healthcare entities, foundations, corporations, and others
- Community stakeholders

The strength of completed applications will be evaluated by three IASN Inquiry and Innovation Committee members. Applications may be sent back for revision (maximum of 2 times). Applications that pass the Inquiry and Innovation Committee review, will be forwarded to the IASN Executive Board for comment and/or final approval.

- IASN reserves the right to deny research requests for any reason.

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- Applicants will be notified in writing of justification for approval or denial by the IASN Inquiry and Innovation Chair.
- All decisions of the Inquiry and Innovation Committee shall be final.

Terms of Agreement

- The IASN Inquiry and Innovation Committee will review submitted applications within 6 weeks of submission.
- If the research project is approved, the researchers will sign IASN's Memorandum of Agreement (MOA) that lists expectations for the project (see MOU supplement)
- The applicant will submit completed research results to the IASN Poster Session at the Annual Conference as outlined by the IASN Poster Submission Guidelines
- Applicant(s) must follow all instructions, inclusive of specified format and application completeness.

Applicant Instructions

All application materials should be emailed as attachments to the IASN Inquiry and Innovation Chair. The application process is completed by downloading an application from the IASN website. The application includes the following attachments.

- Completed Project Narrative (maximum 8 pages): This is the main body of information which describes the research project. This includes a detailed description of the study, its design and how it will be implemented, who will be involved, what results are expected, what data will be collected, and how it will be analyzed. When preparing the project narrative section, address each of the areas listed in the following sequence:

  A.   Study Aim/Hypothesis/Research Question
         Background/Review of Literature/Theoretical Discussion/Gaps in Knowledge

  B.   Methodology
         a. Design
         b. Sample
         c. Setting
         d. Procedures
         e. Data Collection
         f. Data Analysis
         g. Instruments
         h. Timeline

  D.   Significance to School Nursing

  E.   Qualifications of researcher and/or member(s) of the research team. Include information on how, if applicable, this research is interdisciplinary; and how this research connects with a University or other research focused entity in the community.

  F.   Plan for approval by Institutional Review Board (IRB) or in their absence, the appropriate administrative bodies. *Note: A copy of the letter(s) of review board approval on institutional letter head needs to be forwarded to IASN Inquiry and Innovation Committee Chair before the project can be initiated.*

  G.   Completed application for the research grant should be in the following format:

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- Page size of 8 ½ x 11.
- Double spaced.
- Borders can be no less than one (1) inch.
- Font size restricted to 12 point.
- Project narrative and budget pages for proposed research must be numbered and include title of the project.
- Project narrative for proposed research cannot exceed 8 pages

Research Award: Research applicants are invited to apply for the IASN Lois Frels Research Award. Please visit http://iasn.org/wp-content/uploads/Frels-Research-Award.pdf for details. Grant applicants must comply with the research proposal guidelines herein.

See attached draft MOU.

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