1. Scope:
This document applies to Research Investment Funding (RIF), an internal mechanism that supports faculty conducting research consistent with the mission of the School of Nursing that is expected to lead to external funding. The internal awards referred to in this policy are generated each year by indirect costs received from externally funded research grants and can vary in amount.

The WVU School of Nursing is dedicated to the creation of knowledge that improves health in West Virginia and the broader society. To that end, the purpose of Research Investment Funds (RIF) is to enhance the ability of WVU School of Nursing (SON) faculty to successfully compete for external grants to support research. This funding mechanism is intended to provide either: (a) pilot funding for new investigators to conduct preliminary studies/research projects; or (b) supplemental funding for investigators to complete or add novel elements to an ongoing project.

Amount of Awards: Grants of up to $15,000 are available (can vary as funding fluctuates)

2. Objectives:
This Office of Nursing Research and PhD Education policy was developed to meet the needs of the school, faculty and students and is based on the document, "West Virginia University Health Sciences Center Grant Incentive Program Guidelines." This policy is intended to:

2.1 Be consistent and compliant with West Virginia University Policy.
2.2 Describe how research investment funds will be awarded to support the research capacity of WVU SON faculty for competitive extramural funding.

3. Procedure Description:
These procedures refer to the awarding of research investment funds made available due to the receipt of competitively awarded grants or contracts.

3.1 Two awards will be announced each academic year by the Office of Nursing Research and PhD Education. In general, the deadlines for application are November 1 and March 1 of each year. It is anticipated that successful applicants will use this funding mechanism to conduct pilot work or extend existing funding that will lead to extramural awards. Applicants who do not submit an application for external funds within one year after the submission of the final report will be eligible for no more than one additional award. Both qualitative and quantitative research projects are encouraged.

3.2 Once the announcement of available RIF funds is made, WVU SON faculty members will be eligible to apply. Faculty members who intend to apply will submit a 5-page (or less) proposal by the announced deadline (excluding the abstract, budget and biosketches). Format specifications are as follows:
Proposals should be single spaced with double spacing between paragraphs. Use Arial or Times New Roman with a font size of 11 or larger. Margins should be no smaller than one-half inch.

3.3 Proposal Content to include:

3.3.1 Project title and name of applicant(s).

3.3.2 Duration of project (beginning and ending dates). Awards are usually made for one year.

3.3.3 Abstract of the proposal (one page). Does not count toward the final 5-page limit.

3.3.4 Significance: Demonstrate how this study addresses an important problem. If the aims of the application are achieved, how will scientific knowledge be advanced? How will this study affect concepts, methods, technologies, treatments, services, or preventative interventions that drive the field?

3.3.5 Approach: Demonstrate that the conceptual framework, design, methods, and analyses are adequately developed, well integrated, well-reasoned, and appropriate to the aims of the project. Are there potential problem areas and how will these be addressed?

3.3.6 Innovation: Demonstrate how the project is original and innovative. How does the project challenge existing paradigms, address innovative hypotheses or critical barriers to progress in the field? Does this project develop or employ novel concepts, approaches, methodologies, tools or technologies for this area?

3.3.7 Investigators: Demonstrate that investigator/research team has the appropriate experience level to carry out the work proposed.

3.3.8 Environment: Demonstrate how the scientific environment in which the work will be done contributes to the probability of success. Does the proposed study benefit from unique features of the scientific environment, or subject population, or employ useful collaborative arrangements?

3.3.9 Protection of Human Subjects: Demonstrate how involvement of human subjects and protections from research risk issues will be addressed. Are there plans to include subjects from both genders, all racial and ethnic groups, and children, as appropriate for the scientific goals of the research?

3.3.10 Potential for future funding: Be specific about how this project fits into overall career plans and how it is expected to lead to external funding, including a timetable for applying to funding sources.
3.3.11 Include a statement regarding prior internal/external funds you have received and a brief outcome statement (i.e., larger grant, publication, etc.).

3.3.12 Budget: Include a detailed budget (RIF funds do not allow for faculty salary monies) and a budget justification. Average award will be $7,000 to $10,000. Demonstrate the reasonableness of the budget and requested period of support in relation to the proposed research. Travel money is limited to $1,000 for PI to present findings. The budget does not count toward the 5 page limit.

3.3.13 Include in the proposal a biosketch for primary investigator (PI) and co-investigators (limit each to 4 pages). Biosketches do not count towards the 5 page limit.

3.3.14 Appendix should include instruments and letters of support.

3.3. Forward an electronic version of your proposal to Debra Hardesty, dahardesty@hs.c.wvu.edu by the published submission deadline. If human subjects are involved, funding will depend on obtaining approval from the Institutional Review Board (IRB) and other review boards as appropriate, so include relevant human rights materials.

3.4. Projects are assumed to be completed within one year with a final report briefly describing outcomes expected within two months of the project end. A request may be submitted to extend funding beyond the initial 12 months.

4.0 Implementation

4.1 A 3-member review committee (made up of research faculty appointed by the Associate Dean for Research and PhD Education in collaboration with Department Chairs at the beginning of each academic year) will appraise each application using the attached evaluation sheet. One project will be selected for award each Fall and Spring based on the recommendations from this review committee. Faculty receiving awards will be notified by the Office of Research and PhD Education and funds will be disbursed into that faculty member’s research account.

4.2 Faculty members who received an award are expected to initiate their study within 3 months of the award notice. Final IRB approval MUST be sent to the Office of Research and PhD Education PRIOR to the start of the study. The use of RIF funds must adhere to the approved budget.

4.3 Any monies remaining at the end of the project will be distributed back to the Office of Nursing Research and PhD Education.

5.0 Additional Information:
5.1 Under no circumstances are RIF funds transferrable to another institution.

5.2 If the faculty member separates from WVU prior to completing the study, any RIF funds in the faculty member’s research account will remain at WVU and are not to be paid to the faculty member or transferred to another institution.

5.3 The permanent contracted salary of the individual faculty is not altered through participation in the incentive program.

5.4 The Dean has final approval on disbursement of all RIF funds.

This SOP reviewed by: WVU Administrative Council

Date: August 6, 2013

This SOP approved by:
Name / Title

Date: [Signature]
### Evaluation Criteria for RIF Applications

**Directions:** Please use the following scale to score each component of the application:

<table>
<thead>
<tr>
<th>High</th>
<th>Medium</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior2</td>
<td>Excellent4</td>
<td>Very Good6</td>
</tr>
<tr>
<td>Outstanding3</td>
<td>Excellent4</td>
<td>Good6</td>
</tr>
<tr>
<td>High1</td>
<td>Superior2</td>
<td>Excellent4</td>
</tr>
</tbody>
</table>

#### A. Significance

The study addresses an important problem.

If the aims of the application are achieved, scientific knowledge or clinical practice will be advanced.

The study advances the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field.

#### B. Approach

The conceptual or clinical framework, design, methods, and analyses are adequately developed, well integrated, well-reasoned, and appropriate to the aims of the project.

The applicant acknowledges potential problem areas and considers alternative tactics.

#### C. Innovation

The project is original and innovative.

The project challenges existing paradigms or clinical practice; addresses an innovative hypothesis or critical barrier to progress in the field.

The project develops or employs novel concepts, approaches, methodologies, tools, or technologies for this area.

#### D. Investigators

The principal investigator has the appropriate background to support this work.

The work proposed is appropriate to the experience level of the principal investigator and other supporting researchers.

The investigative team brings complementary and integrated expertise to the project (if applicable).
### E. Environment

The scientific environment in which the work will be done contributes to the probability of success.

The proposed study benefits from unique features of the scientific environment, or subject populations, or employs useful collaborative arrangements.

There is evidence of institutional support.

### F. Protection of Human Subjects from Research Risk

The involvement of human subjects and protections from research risk relating to their participation in the proposed research are appropriately addressed.

**Overall impact score:** ____________

In addition to above, please comment on:

1. **Budget:** there is a reasonable request for funds based on project activities; descriptions of budget items and justification are appropriate; the overall budget is accurate

   ____________________________________________________________________________

   ____________________________________________________________________________

   ____________________________________________________________________________

2. **Timeframe:** there is a realistic timeline included with project identified activities that can be reasonably accomplished.

   ____________________________________________________________________________

   ____________________________________________________________________________

   ____________________________________________________________________________

3. Please summarize the major strengths and the major limitations of the proposal on the next page. This summary will be used to compile a critique that will be sent to the investigator.
Major Strengths:

Major Weaknesses:

Recommendation for Funding: _____Yes _____ No