



Alpha Rho Chapter

Be a Leader in Change

**SIGMA-ALPHA RHO CHAPTER  
RESEARCH GRANTS 2026:  
OVERVIEW AND GUIDELINES FOR PROPOSAL  
SUBMISSION**

West Virginia University, School of Nursing, 2026





## PART I - OVERVIEW

### I. Purpose

**A.** The primary goal of the Sigma – Alpha Rho Chapter Grants Committee is to encourage members to contribute to the advancement of nursing through research.

### II. Funding

**A.** Allocation of funds is based on the quality of the proposed research, the future promise of the applicant, and the applicant's research budget. Proposals are evaluated according to the 'Research Grant Proposal Review Criteria'.

**B.** Funds for this grant do not cover expenses incurred prior to the funding date.

**C.** Three research grants in the amount of \$1,000 each will be awarded. Recipients will be announced and recognized during the Alpha Rho Research Conference on April 21, 2026.

- i.** Applicants should plan to attend the research conference on April 21, 2026.
- ii.** Grant recipients will be invited to present their research findings at subsequent Alpha Rho Annual Meetings, Research Programs, or Lunch and Learn Presentations.

### III. Eligibility Criteria

**A.** Applicants must be a registered nurse with a current license,

**B.** Applicants must have an active membership in Sigma - Alpha Rho Chapter,

- i.** In the case of teams, the Principal Investigator (PI) must have an active membership in the Sigma - Alpha Rho Chapter.

**C.** All researchers may submit applications; applications from doctoral students are encouraged: (some preference will be given to the novice researcher – e.g., those who have received no extramural funding – all else being equal).

- i.** Research applicants must have a master's or doctoral degree,
- ii.** Student applicants must confirm involvement of their committee chair in ongoing project advisement (e.g., co-investigator),

**D.** Applicants must be ready to implement research when funding is received.

**E.** Researchers may apply each time the grant is offered, but **only once per project**.

**F.** Upon completion of the research, research grant recipient must submit a publishable product (manuscript) that includes a summary of results, and implications for nursing.

- i.** Dissertation is not acceptable as the final report.
- ii.** If project is not completed within one year following acceptance of the award, recipient must submit a letter requesting continuation and an interim report of activities.

**G.** Grant recipient/s agree to acknowledge Sigma-Alpha Rho Chapter in all publications and presentations resulting from the funded research.

- i.** Suggested notation: '*This research has been funded by a grant awarded by the West Virginia University School of Nursing, Sigma-Alpha Rho Chapter*'.



#### **IV. Application Deadline**

**A.** All applications and letters of support must be submitted via email to Marian Reven at [Marian.reven@hsc.wvu.edu](mailto:Marian.reven@hsc.wvu.edu) by midnight, March 31, 2026. We highly encourage you to begin and complete your submission before this date, allowing extra time for your 'Letters of Support' to be completed prior to the deadline.

- i. Incomplete applications will not be reviewed.
- ii. Late applications will not be accepted.

#### **V. Application Checklist**

- i. Investigator(s) Contact Information and Biographical Sketches
- ii. Research Specialty
- iii. Abstract (*200 word limit*)
- iv. Proposal & Support (*6,000 word limit*)
- v. Letters of Support (3)
- vi. Appendices
- vii. Budget
- viii. Research Agreement



## PART II - GUIDELINES FOR THE APPLICATION

### I. Investigator(s) Contact Information and Biographical Sketches

- A. Contact information and a biographical sketch must be completed for each investigator.
  - i. Please note, when more than one investigator is listed, the first individual named will be the person with whom Sigma-Alpha Rho will communicate and this investigator will assume responsibility for conducting the research.

### II. Research Specialty

- A. Select the specialty area(s) your research falls under (as many as applicable). You must select a minimum of one main specialty area. Sub-specialty area selection(s) are not required.

### III. Abstract

- A. Include an abstract of your proposed research. Outline objectives and methods. Specify the subject population and describe the research design, instruments, and procedure to clearly reflect their importance in the study. The abstract should NOT exceed 200 words and contain NO pictures, charts, or tables.
- B. The format of the abstract MUST contain four separate paragraphs labeled with these headings:
  - i. Subject Population
  - ii. Research Design
  - iii. Instrument
  - iv. Procedure

### IV. Proposal & Support

#### A. **Formatting:**

- i. The proposal and support text MUST be 6000 words or less; 12 point font, 1 inch page margins, consistent with accepted scientific writing in the biomedical sciences, including attention to spelling, grammar & syntax. Check both spelling, grammar and utilize the word count function before you save and send.
- ii. Citations and references must be formatted in accordance with the Publication Manual of the American Psychological Association (APA, 7<sup>th</sup> edition).
- iii. In addition, the upload of image(s), chart(s), and/or figure(s) (.jpg or .gif formats) in the Proposal Text section is NOT allowed. Any significant image(s), chart(s), and/or figure(s) that will help to illustrate and explain your proposal should be sent via e-mail [Marian.reven@hsc.wvu.edu](mailto:Marian.reven@hsc.wvu.edu) with your appendices.



## B. Body of Proposal:

- i. Purpose of the Study: State clearly the purpose of the study, including how the project makes an original contribution to nursing/health care.
- ii. Significance: Provide the background of your proposal. Critically evaluate existing knowledge. Specify the gaps that the project is intended to fill. State concisely the importance of the research in terms of the contribution to nursing and potential for leading to further research methodology or theory development.
- iii. Specific Aims/Hypothesis: State concisely what the research described is intended to accomplish and/or what hypothesis(es) is (are) to be tested.
- iv. Theoretical/Conceptual Framework or Rationale: Summarize the theoretical framework or rationale as appropriate; addressing the relationship among the specific aims, the literature, key concepts, variables, and instruments.
- v. Literature Review: Literature may be reviewed as a separate section or as part of background, significance, and/or conceptual framework. Include current literature that is directly pertinent to the project and that assists in clarification of purpose and procedures.
- vi. Method: Discuss and describe in detail the methodological approach, the research design, subjects and setting, apparatus and/or instruments (the instruments should be included in an appendix), the procedure to be used to accomplish the specific aims, plan for data management/analysis and provide a statement of the subject's rights and risk.
- vii. Time Frame: Provide a 12-month timeline that summarizes the activities planned for the funding period.

## C. Support:

- i. Facilities/Resources: Describe the facilities and other physical resources available for this study (e.g., laboratories, clinical resources, office space, etc.)
- ii. Collaborative Arrangements: If the proposed research requires collaboration with other institutions, describe the nature of collaboration and provide evidence to the reviewers that those institutions are willing to cooperate.
- iii. Consultative Support: Include a description of availability of adequate consultation to assure refinement and completion of the project.

## V. Letters of Support

- A. You will need at least three (3) letters of support. Please provide a list in your proposal the names and e-mail addresses of all people who will providing letters of support. It will be your responsibility to contact these persons and direct them to send all letters of support via email to [Marian.reven@hsc.wvu.edu](mailto:Marian.reven@hsc.wvu.edu). Please note that letters of support must be received March 31, 2026, for the proposal to be reviewed for funding.



**B.** Letters of support must be provided from the following:

- At least one research advisor/committee chair, if the proposal is dissertation research;
- At least two colleagues who are knowledgeable about this research;
- Any collaborating institutions; and
- Any consultants.

## **VI. Appendices**

**A.** Where applicable, please attach the following documents to your project proposal:

- Human subject consent form
- Copies of paper/pencil instrument(s)
- Interview format or other instruments
- Scoring instructions
- References cited in the text using the current APA format

**B.** The appendices cannot be attached to the system. The applicants will send their appendices as attached documents via email to [Marian.reven@hsc.wvu.edu](mailto:Marian.reven@hsc.wvu.edu). The subject of the email should be written as `Sigma - Alpha Rho Research Grant - Appendices – The Name of the Applicant`. Please include a brief description of the content of your appendices in your proposal narrative.

**C.** If IRB approval is pending at the time of submission, please indicate that in the system when asked for date of approval. If IRB approval is received prior to March 31, 2026, please add it to your proposal. If it is received after March 31, 2026, please send an e-mail to [Marian.reven@hsc.wvu.edu](mailto:Marian.reven@hsc.wvu.edu) or please send a copy of it to Sigma - Alpha Rho Chapter at the following address mentioning the subject as `Sigma-Alpha Rho Chapter Research Grant`.

*WVU School of Nursing  
Sigma - Alpha Rho Chapter Research Grant  
Attn: Marian Reven  
6600 Health Sciences South  
PO Box 9600  
Morgantown, WV 26506 – 9600*

## **VII. Budget**

**A.** Applicants must describe appropriate/reasonable match between proposal and request for funds, provide detailed descriptions of items in budget format, and include narrative budget justification.

**B.** Only items directly related to conduct of research are eligible. Please include your budget amounts for the following items and provide a justification for all expenditures listed.



- Personnel (Requests for Investigator salaries may be included. Include hourly rate for personnel in justification section.)
- Secretarial staff
- Typing costs (Must be those directly related to the research. Typing of dissertations will not be funded.)
- Research Assistants
- Consultants (Limit to \$50 per hour)
- Supplies
- Equipment
- Computer costs (software only)
- Travel Expenses (data collection only)
- Other

**C.** Expenses that are not eligible include: salary to self or co-investigator, typing of dissertation, travel to professional meeting

## **VIII. Research Agreement**

**A.** The Research Agreement must be read and acknowledged via a digital signature.

## **IX. Technical Support**

**A.** If you run into any problems utilizing the online application process, please email your questions or comments to [Marian.reven@hsc.wvu.edu](mailto:Marian.reven@hsc.wvu.edu)



## Part III - GUIDELINES FOR THE FINAL REPORT

- A. The grant recipient must submit a publishable product (manuscript) that includes a summary of results, and implications for nursing within 90 days of the end of the funding period.
  - i. Dissertation is **not** acceptable as a final report.
  - ii. The grant recipient should send the copy of the final report as an e-mail to [Marian.reven@hsc.wvu.edu](mailto:Marian.reven@hsc.wvu.edu) or send a copy of it to Alpha Rho Chapter at the following address mentioning the subject as 'Sigma-Alpha Rho Chapter Research Grant'.

*WVU School of Nursing  
Sigma - Alpha Rho Chapter Research Grant  
Attn: Marian Reven  
6600 Health Sciences South  
PO Box 9600  
Morgantown, WV 26506 – 9600*

- B. Identify a journal to which manuscript is to be submitted. Utilize the recommended format for that journal. These generally include:
  - i. Summary of project aims
  - ii. Theoretical/conceptual framework
  - iii. Methods, procedures, sampling
  - iv. Summary of findings
  - v. Conclusions, including recommendations for future research
- C. The grant recipient will submit a 'final budget' and unused funds will be returned to Sigma-Alpha Rho Chapter.
- D. If the project is not completed within one year following acceptance of the award, the recipient must submit a letter requesting continuation and an interim report of activities.