

LOMA LINDA UNIVERSITY SCHOOL OF NURSING
RESEARCH SUPPORT PLAN

GOAL

A goal of the School of Nursing is to foster an atmosphere that encourages scholarship and scientific inquiry. We wish to create a community of scholars who seek to develop, extend, and transmit nursing knowledge; who model thoughtful, ethical approaches to problems in nursing; and who serve as a resource for students, the nursing profession, the consumer, and the Seventh-day Adventist Church.

In this context, the role of research is to promote the systematic investigation of problems in nursing using a wide and appropriate variety of methodologies and to provide opportunities for collaborative inquiry with colleagues within the school and nursing profession, and interdisciplinary collaboration within the University. Because of this commitment to the advancement of nursing science, faculty is expected to be involved in the systematic investigation of problems in nursing and nursing education. The research priorities for the School of Nursing are congruent with the National Institute of Nursing Research priorities (see <http://ninr.nih.gov/ninr/>) and, reflect the interests of the School of Nursing faculty in response to changes in nursing, nursing education, health care, and society.

The School of Nursing will provide financial assistance to faculty members interested in developing research programs. In addition to School funds, research activities are supported from external grants, gifts, and endowment funds. The services of the Director of Research are also to assist in the development and submission of grant proposals and the management of the research process.

Limited statistical consultation is available to faculty and more extensive statistical support for research not yet externally funded may be accessed by requesting for seed money funds through School of Nursing Research Committee (SNRC). All quantitative research proposals should include funding for statistical consultation in the budget. Additional research support services are available through the university Office of Sponsored Research.

TYPES OF RESEARCH SUPPORT

1. Seed Grant Funding up to a maximum of \$10,000 is available for studies which meet SN priorities and which fit federal priorities for nursing research. A call for seed grant submissions will be given quarterly. All seed grants require annual updates, termination reports and updates as requested by SNRC
2. Small Grants (up to \$500) for a review of literature and other beginning work are also available through the dean's office. To request a small grant, submit a brief (1-2 page) summary of proposed work, amount of money requested and how it will be used.
3. The School also sponsors research development workshops, classes and interschool research project in collaboration with other University entities.
4. Research Consultation is available. Appointments may be set up through the SN Director of Research.
5. Web support will be available to all faculty members interested in research through the School of Nursing Web Content Master. Release time may be granted to faculty involved

in non-funded research. The faculty member must request the released time in writing, specifying the quarter, the amount of time, and other resources needed to do research during the release time. Evidence of outcome is expected at the end of the release time.

6. Summer Research Fellowship – Faculty members may apply for a stipend of up to 20% of the 10 month salary during the summer for activities related to on-going research, such as collecting and analyzing data. With appropriate progress, a summer stipend may be renewed for up to three years for a given project.
7. New research-trained faculty may be provided up to 40% released time during the first two years after completion of doctoral or post-doctoral study to develop external research funding. Funding for the second year will be dependent on productivity of the first year, examples may include submission of one (1) seed grant proposal and/or one (1) scientific paper accepted in a peer-reviewed journal, or submission of NIH research grant proposal.
8. Secretarial Support Services – The school will assist with the costs of word processing and copying for a research project. The word processing will be handled as part of the normal workload and usually requires two weeks advance notice. Additional secretarial support may be arranged through the Dean's Office.
9. Researcher Mentorship Program - Faculty members who wish to become researchers may participate in the Research Mentorship Program which is designed to provide mentoring by an LLU faculty mentor or support to participate for one year in a Research Mentorship Program with an external mentor.

If the faculty member wishes to participate in the Research Mentorship Program, he/she should:

- a. Discuss interest and appropriate timing for involvement in Mentorship Program with his or her department chair.
- b. Prepare and submit to the dean's council a brief review of literature in the faculty member's area of interest.
- c. Identify an external mentor who is an acknowledged leader in the field.
- d. Develop a proposal outlining the mentorship.
- e. The Dean's Office will negotiate a one-year renewable contract for mentorship with the researcher based on the faculty member proposal. The mentor will agree to assist faculty such as developing a five-year research plan and in reviewing articles for publication and grant proposals.
- f. The School of Nursing will provide for mentorship:
 - i. An honorarium of \$1500
 - ii. Cover travel expenses for the faculty member to meet mentor as negotiated.
 - iii. Grant up to 40% release time to work with mentor examples such as developing research plan, grant proposal, etc.
 - iv. Negotiation reduced committee expectations

REVIEW AND APPROVAL PROCESS

All research activities within the School of Nursing are subject to University policies developed in response to federal policies and guidelines. This information is stated in the Loma Linda University Sponsored Research Policy found in the LLU Faculty Handbook (§ 3.4.0).

Research involving human subjects conducted by faculty, staff or students at LLU entities or under its sponsorship, whether supported by outside funds or not, must be reviewed by the School of Nursing Research Committee and the Loma Linda University Institutional Review Board (IRB). (See Research Committee Review Process Table) If research is to be take place at another institution, then the research proposal will also need to be reviewed and accepted by the IRB of that institution. See *LLU Faculty Handbook*, Section 3.4.0 et seq.

All work of the School of Nursing Research Committee (SNRC) will be in compliance with University policies and procedures for research. The SNRC has the responsibility to review and endorse studies that will be disseminated under the byline of the School of Nursing. Faculty research is to be reviewed by the SNRC while oversight of student research is designated to the appropriate faculty group: doctoral faculty for the PhD students, DNP faculty for DNP students and Masters faculty for the MS students. Prior to submission to a funding agency or to the IRB, the student's thesis or dissertation committee chair will bring the abstract and a written notice of the committee approval to the SNRC committee.

School of Nursing Administrative Support

The following individuals and committee are given the responsibility of developing and supporting research activities.

1. The Deans are responsible for developing seed funding for research, providing opportunities for faculty members to engage in scholarly activities, and evaluation of faculty research activity.
2. The Assistant Dean for finance and support services is charged with the oversight and financial management of funds for research activities within the School.
3. Support for grant proposal and submission to all funding sources is available through the LLUSN's Director of Research and LLU Office of Sponsored Research.
4. The Director of Research is charged with facilitating faculty nursing research endeavors.
5. The Research Committee, a standing faculty committee, has the responsibility of supporting and nurturing research in the school as stated in the SN Policy and Procedures Article VI.3.

Process for Procuring Intramural Research Support

Faculty seeking support of research, seed grants (See Processing Guide) and/or release time need to discuss research plans with their program/department chair and then submit a written proposal to the research committee for suggestions and support. The request must be submitted in time for appropriate workload changes to allow the research to begin at the proposed time. Once endorsed by the committee, the request for funding or release time is submitted to the Dean's Council for final approval. The dean will provide a written response to the faculty member prior to commencement of the research project.

The request must include the following:

1. A cover letter including a time line with the beginning and ending dates, amount of total funding being requested, statement of what is to be accomplished during the funding

- period, and the critique of the research proposal by the research committee. A template is available on the LLUSN Research webpage (<http://www.llu.edu/nursing/research>)
2. The actual proposal which must follow LLU IRB format protocol:
 - a. the focus of the research,
 - b. a brief review of literature, and
 - c. presents and justifies the budget for the study.

The faculty member will provide the Dean's Council and the Research Committee with a written report which documents progress of the research project after the first six months and at the end of the project period. Continued access to funds will depend on adequate progress in meeting the goals identified by the researcher at the beginning of the project. The progress report should include a cover letter which summarizes the status of the project to date and further plans for the research.

Once the research is complete a final written report should be submitted to the Dean's Council and the Research Committee. Examples of expected outcomes include: completion of a pilot project with an article submitted, grant proposal submitted for external funding, and/or poster, presentation, or publication of the research report in a refereed journal.

FISCAL RESPONSIBILITIES AND BENEFITS

Faculty Support from funded grants and contracts will be paid through salary and research support.

Direct Costs

1. Grants and Contracts must provide for all direct expenses of research projects unless cost-sharing agreements have been negotiated.
2. Direct costs are figured by estimation of personnel, equipment, supplies, travel and other types of expenses as allowed by funding agencies.

Indirect Costs

Indirect costs include the institutional expenditures such as associated facilities and administrative costs, otherwise known as overhead, that support the conduct of sponsored research.

Indirect Funds Allocation

1. The PI and SN administration will discuss the issue of indirect costs during the proposal phase.
2. Where more than one investigator or more than one school or entity is involved the percentages will be decided upon before the proposal is submitted for funding.
3. Once the central costs have been accounted for, the school will retain 50% of the Indirect Costs (IDC) that come to the SN. These funds are used for research tax, seed money grants, SN faculty research development, SN research infrastructure, and support of research should there be a gap between time of external funding. The remaining funds will be returned to faculty researchers. Funds allocated to the PI may be used for additional research support and other research related uses.
4. Any funds unused by PI's (due to retirement/resignation) revert to the School of Nursing research funds.

Research Incentives

1. For small external grants (\$20,000 or less), the SN will provide to the PI an amount that is equal to 10% of the grant. This amount is to be used for equipment, travel to conferences and other needs related to the research project.
2. Full-time faculty on a 10 month salary who obtain a grant that includes direct costs for salary may receive a summer contract in addition to time negotiated during the academic year in the research track workload. The direct cost salary portion of the grant will cover the summer contract. Time allocation during the academic year will be considered based on the demands of the research project and funding support. Additional time will be negotiated with SN administration.
3. With consultation from the SN administration, faculty may arrange to use indirect costs from large grants for Teaching Assistants or support to arrange for a quarter free of teaching for grant-related work.

Research Space

The amount of space in West Hall is limited, but does include a secured research wing. Space allocation will be dependent upon the level of external funding, indirect cost recovery and researchers needs.

Process for Proposal Development and Approval for External Funding

SN researchers are encouraged to use the following guidelines in planning and accessing support for research proposal submission for external funding. This schedule should be adjusted based on grant source and announcement and researcher experience.

1. **1-2 year Principal Investigator (PI):**
 - a. Discusses research plans with program chair and dean
 - b. Meets with faculty researchers, mentors, and Director of Research to cultivate network of researchers/consultants for guidance in developing research idea.
 - c. Begins literature review, refines research idea, and performs pilot studies to obtain pilot data.
 - d. Investigates funding sources
2. **8 mos PI**
 - a. Contacts potential funding agency and agency consultant to discuss proposed study
 - b. Decides on appropriate funding mechanism in consultation with agency
 - c. Obtains instructions from agency for funding mechanism selected
 - d. Reviews successful grants that agency has funded
 - e. Establishes personal account with eRA Commons for federal grants - contact Office of Sponsored Research (OSR), x 43274
 - f. Update GENIUS profile (investigator profile in InfoEd) – contact OSR, x 43274
3. **6 mos PI**
 - a. Drafts proposal text with review and comments from mentors and local support
 - b. Begin developing consortium agreements for multi-site study
 - c. Develop proposal budget, including consortium budgets, with the assistance of SN Assistant Dean of Finance Obtain IRB certification education.
 - d. Request review by an ad hoc proposal critique committee
4. **4 mos PI**
 - a. PI contacts collaborators/consultant, and obtains letters of collaboration, signed consortium agreements, and biosketches.

- b. Obtains latest electronic submission instructions from funding agency and university Sponsored Projects Management (SPM).
 - c. Submits cover letter and draft of proposed study to SN Research Committee for review.
- 5. **2 mos PI**
 - a. Notifies OSR, x43272, of intent to submit grant. Include information on sponsor, grant type and due date. Determine mode of submission and timeline.
- 6. **3 wks PI**
 - a. With PI's assigned Financial Analyst in SPM, completes budget and justifications (including consortium budgets). Seek input from SN Director of Finances for salaries, projected salary increases and other SN matters.
- 7. **2 weeks PI**
 - a. Completes budget review and obtains sign-off on transmittal form from SPM.
- 8. **5 days PI**
 - a. Obtains sign-off by dean and school business manager on the transmittal form and submits final completed draft to OSR, x43274, to coordinate final review and approval.
- 9. **Prior to Due Date:**
 - a. The PI coordinates with OSR while uploading all documents into InfoEd or other required mechanism.
- 10. **Post Due Date:**
 - a. PI Checks eRA Commons (or funding agency) to review submitted documents; and immediately contacts OSR if there is a problem.
 - b. For federal grants, check your eRA Commons site to view critiques which are posted shortly after the review committee meets at NIH.

LOMA LINDA UNIVERSITY SCHOOL OF NURSING
REQUEST FOR RESEARCH SUPPORT

The table below is to guide faculty in the process of getting the support needed for any of the following activities: 1) Small SN grant \leq \$500, 2) SN Seed money \leq \$10,000, 3) Released time for research during school year, 4) SN summer research fellowship, and / or 5) Submission for external funding.

RESEARCH ACTIVITY REQUIRING SUPPORT	Request submitted to Dean/Deans Council	Cover letter and proposal submitted to Research Committee	IRB approval for accessing human subjects	Transmittal form
1) Small grant \leq \$500	A			
2) Seed Money \leq \$10,000	A	B	A,C	
3) Released time for research	A			
4) Summer Research Fellowship	A			
5) Submission for external funding	A	B	A,C	A,D

Key: Required Signatures

- A. Signature of SN Dean
- B. Signature of SN Research Committee Chair
- C. Approval letter from LLU IRB chair
- D. Signature of LLU Director of Sponsored Research on Transmittal Form

(Revised June 2012)

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TIMELINE WORKSHEET

This worksheet is to inform various support services when their help will be needed.

Date _____ Review by a proposal critique committee (ad hoc)

4 mos

Date _____ Signed timeline with all the projected dates filled in to notify the dean's office (Director of Finances & senior administrative assistant) of when specific support services are needed.

3 wks

Date _____ Completed budget (including consortium budgets) and justification.

Date _____ Director of Finance review and approval of budget, with preliminary budget taken to Grants Management Office for signature.

Date _____ Senior administrative assistant's help preparing documents and bringing all elements of proposal together.

2 wks

Date _____ Final draft of the proposal (text, justifications, and budget) ready for submission to University VP for Research and Office of Sponsored Research.

2 days

Date _____ PI and ADR review and approval of final proposal packet.

Date _____ Director of Finance available while the final proposal packet is compiled.

Due Date _____ Completed proposal submitted.

Requested by: _____
Researcher's Signature

Date

Acknowledged by: _____

Signature

Date

LOMA LINDA UNIVERSITY SCHOOL OF NURSING

Research Committee Review Process

The purpose of the SNRC review process is to comply with university and facility policies, assure communication of faculty research activities, and help provide support to the researcher. This guideline is to help faculty know what to submit to the SNRC.

Applicant role	Funds requested	Format of Proposal	Type of SNRC review	SN response
*SN Faculty conducting research involving LLUASC human subjects	NA	LLU IRB proposal / grant proposal	Full	Letter of support to PI
SN Faculty conducting research not associated with LLUASC	NA	Abstract of research	Review of fit with LLU mission	Letter of support to PI
SN faculty requesting seed money for research.	Up to \$10,000	LLU IRB proposal / grant proposal and detailed budget	Full	Letter of support to PI Seed money account
SN faculty requesting preliminary seed money	Up to \$500	1 page discussion with purpose and outcome	Review of request	Letter of support to PI Seed money account
*+SN faculty in a doctoral program with on-site data collection.	NA	Abstract Submit letter of IRB approval from doctoral program university when available. Provide notice of any substantive changes to LLUSN	Review of fit with LLU mission	Letter of support to student
SN faculty in doctoral program with off-site data collection	NA	Abstract Submit letter of IRB approval from doctoral	Review of fit with LLU mission	Letter of support to student

		program university when available. Provide notice of any substantive changes to LLUSN		
*SN doctoral student with on or off-site data collection requesting money	Up to \$1000	Abstract and written approval from dissertation committee chair. Letter request \$\$ amount and budget	Review of fit with LLU mission	Letter of support to student Seed money account
SN Doctoral Students proposing dissertation research	NA	Chair of dissertation committee will bring an abstract	Review of fit with LLU mission	

*Research involving patients and/or nursing personnel in the Medical Center, Children's Hospital, BMC, or East Campus must also be reviewed by the LLUMC Nursing Research Council prior to being submitted to the IRB. A full proposal (including IRB application) is to be submitted. It is recommended that in the planning stages the LLUMC Nursing Research Manager be consulted to facilitate the process prior to submission to the IRB a local faculty PI must be obtained.

LOMA LINDA UNIVERSITY SCHOOL OF NURSING
**GUIDELINES FOR OUTSIDE RESEARCHERS REQUESTING TO COLLECT DATA
FROM LLUSN STUDENTS**

1. Submit the following documents to Chair of the School of Nursing Research Committee for consideration by the Committee:

- a. In a cover letter please provide name, address, phone number, e-mail, type of research (thesis, dissertation, etc), and rationale for requesting access to LLUSN students, statement confirming anonymity or confidentiality of students and school.
- b. Proposal to include background, concise review of the literature, purpose statement, hypotheses or research questions, significance to nursing, preliminary findings or pilot work, methods, process of obtaining consent, analysis, and timeline. Either a complete or short version (3-5 pages) of the proposal is acceptable. An abstract (1 page) should accompany the proposal.
- c. Copies of instruments.
- d. Letter from either the dissertation committee chair or department chair stating approval of the project.
- e. Copies of all other research-related materials, such as consent form/cover letter for research participants, recruitment advertisements, etc.
- f. Copy of current IRB approval from the home facility or, if none are available, the LLU IRB. Note: If a letter of support (pending IRB approval) from the data collection sites is needed for IRB submission, this may be requested from LLUSN Research Committee following review of the above supporting documents. A copy of the IRB approval must be given to the LLUSN Research Committee Chair prior to beginning data collection at LLUSN.

2. To expedite the review process, the committee chair and two additional committee members will review the submitted materials. If deemed appropriate, the request will be forwarded to the appropriate associate dean to determine the method of inviting student participation in the proposed study.

For LLU IRB information contact:

- Phone number: (909) 558-4531
- E-mail: lhalstead@llu.edu
- Direct web site address: http://www.llu.edu/research-affairs/contact-us.page#directory_of_research_affairs_services
- Or: <http://www.llu.edu>
 - Click on “Research” (gray toolbar)
 - Click on “Human Studies”

3. A copy of the final results of the research must be submitted to the LLUSN Research Committee within 6 months of completion of the project.

(Revised June 2012)