**Research Support Plan**

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.

**Types of Research Support**

1. Small Grants (up to $500) for preliminary research 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. Final reports to the Dean are required before further funding is awarded.
2. 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 applications with instructions for submission will be given semi-annually. All seed grants require annual updates, termination reports and updates as requested by SNRC.
3. The School sponsors research development workshops, classes and interschool research projects in collaboration with other University entities.
4. All LLU SN faculty planning to conduct research, including in a student role, are required to meet with the SN Director of Research to facilitate:
   1. Timely guidance for external funding opportunities
   2. Fit of proposed study with LLUH mission
   3. Access to resources for review and critique
5. Statistical consultation is available to faculty through the LLU Research Consulting Group [www.llu.edu/rcg](http://www.llu.edu/rcg)
6. Information technology may be available through the School of Nursing Web Content Master, to faculty members interested in research.
7. Release time or summer Research Fellowship may be available upon application, and fulltime faculty status.
8. Administrative Assistant Support Services – The school will assist with administrative tasks for a research project. Additional administrative assistant support may be arranged through the Dean’s Office.
9. Researcher Mentorship Program - Faculty who desire research mentoring 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. For those participating, evidence of activities/outcomes is required. (See Table 1 for application process.)
10. Additional research support services are available through the university Office of Sponsored Research:
    1. IRB
    2. Budget development
    3. Grant submission support
    4. Grant management
11. See Tables 2 and 3 for additional information.

**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) <http://www.llu.edu/pages/handbook/facultyhandbook/index.php>.

For timeline, see <http://researchaffairs.llu.edu/project-development/pre-award/recommended-proposal-timeline>.

**School of Nursing Administrative Backing**

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, thus encouraging faculty members to engage in 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 SNRC, is a standing faculty committee, which has the responsibility of supporting research in the school as stated in the SN Policy and Procedures Section V.

**Process for applying for seed funds**

Faculty seeking seed funds must respond to RFA.

***Research Incentives***

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.

**Research Space**

Research space allocation will be dependent upon the level of external funding, indirect cost recovery and researchers needs.

**Request for Research Support**

The table below is to guide you in the process of getting the support that you will need for any of the following activities: 1) Small SN grant <$500; 2) SN Seed money <$10,000; 3) Research mentoring,

4) External funding.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table 9. Documentation to accompany request for research support** | | | | |
| Research activity  requiring support | PROCESS | | | |
| Request submitted  To  Deans’ Council | Cover letter  submitted to  Research Committee | IRB  Transmittal Form | Required  Signatures |
| Small grant  <$500\* |  |  |  | Dean |
| Seed money <$10,000\* |  |  |  | Dean  SNRC Chair |
| Research Mentoring |  |  |  |  |
| Submission for external funding\* |  |  |  | Dean |

\*STUDY CANNOT COMMENCE BEFORE IRB APPROVAL IS RECEIVED.

**Fiscal responsibilities and benefits related to external funding:**

(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. After the university has taken its portion of the indirect costs, the remaining funds will be divided, with 50% going to the SN and 50% to the researcher.
4. SN uses these funds for research tax, seed money grants, SN faculty research development, SN research infrastructure, and support of research.
5. The researcher may use these funds for additional research support and other research related uses.
6. Any funds unused by PI’s (due to retirement/resignation) revert to the School of Nursing research funds.

**Request for Research Mentoring**

|  |  |
| --- | --- |
| **Table 10. Process for Application to Research Mentorship Program** | |
| 1. | Discuss interest and appropriate timing for involvement in Mentorship Program with his or her department chair. |
| 2. | Prepare and submit to the dean’s council a brief review of literature in the faculty member’s area of interest. |
| 3. | Identify an external mentor who is an acknowledged leader in the field. |
| 4. | Develop a proposal outlining the mentorship. |
| 5. | 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 with activities such as developing a five-year research plan and in reviewing articles for publication and grant proposals. |
| 6. | The School of Nursing will provide for mentorship:   1. An honorarium of $2000 for the mentor. 2. Cover travel expenses for the faculty member to meet mentor as negotiated. 3. Grant up to 40% release time to work with mentor examples such as developing research plan, grant proposal, etc. 4. Negotiation for reduced committee expectations 5. Report/presentation |

|  |  |
| --- | --- |
| **Table 11. 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:   * 1. In a cover letter please provide name, address, phone number, email, type of research (thesis, dissertation, etc.), and rationale for requesting access to LLUSN students, statement confirming anonymity or confidentiality of students and school.   2. 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 (1page) should accompany the proposal.   3. Copies of instruments.   4. Letter from either the dissertation committee chair or department chair stating approval of the project.   5. Copies of all other research-related materials, such as consent form/cover letter for research participants, recruitment advertisements, etc.   6. 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: ext. 44531 * Email: [dyoderrodman@llu.edu](mailto:dyoderrodman@llu.edu) * Access LLU Research website for further information: site address: <http://researchaffairs.llu.edu/responsible-research/human-studies> |
| 3. | As a professional courtesy a report or publication of the research must be submitted to the LLUSN Research Committee within 6 months of completion of the project. |