February 15, 2008

Dear Theta Zeta Chapter Member,

As the Awards Committee chairperson of Theta Zeta Chapter of Sigma Theta Tau, International, I am writing to inform you of the chapter's research grant given in the spring. The Theta Zeta Research Grant is given to nurses or nursing students who are engaged in or planning a research project to advance knowledge in the area of nursing science. The maximum amount to be awarded is $500. Enclosed you will find the specific requirements for the grant. If you are planning or are engaged in a research project, please consider applying.

The deadline for submission of this grant application is April 1, 2008. The complete grant application should include submission of a research proposal and completion of both the agreement and application forms. The application and forms are attached or can be requested in paper copies. Please submit the application materials via email attachment or via mail by the due date. Notice of award will be given by April 25 and presentation of the award monies will occur at the Annual Meeting on May 8, 2008.

Please contact me if you have any questions or need further information. I can be contacted at my office (570-389-4606) or via email at shartung@bloomu.edu.

Warmest regards,

Sheila Q. Hartung, PhD, RN  
Awards Chairperson  
Theta Zeta Chapter  
Sigma Theta Tau, International
The purpose of the Theta Zeta chapter research grant is to encourage research by qualified nurses and/or nursing students who are learning to conduct research to advance knowledge in the area of nursing science.

The Research Committee:

1. Is appointed by the Board and should consist of a chair and three members who have experience in conducting nursing research. At least one member is doctorally prepared

2. Meets with Finance Committee to determine availability of funds for research grants. This is done before fall newsletter is developed.

3. Announces the availability of funding to the membership. This is done in the fall newsletter

4. Receives and reviews all proposals and makes recommendations to the Executive committee and membership regarding allocation of research funds. The funds requested, the number of requests and the monies in the fund will determine the amount of the grant. The maximum amount to be awarded is $500.

5. Informs the applicant of the decision. If approved inform the applicant of the date and time of the presentation of the research grant.

6. Obtains a check from the Treasurer for the amount awarded.

7. Presents the research grant to the recipient(s) at the Annual meeting.

8. Prepares entry for Fall Newsletter announcing the research grant recipient and describing the opportunity to apply for future chapter research grants.

9. Monitors fund usage by recipient(s).

10. Secures reports of research findings for distribution to the membership and completion of the study is announced in the Chapter newsletter.

11. Maintains a 5-year record of all recipients of research grants. This includes the name and address of the recipient, abstract of the project, criteria utilized for selection.

Criteria For Awarding Grants

A. Applicant Criteria: Hold formal preparation in the conduct of nursing research and a baccalaureate or higher in nursing or a nursing student enrolled in a higher degree program in nursing with direct supervision of a qualified teacher. Preference will be given to Theta Zeta members

B. Application: Submit application and a written research proposal according to the guidelines.

C. Submit a signed agreement for money usage and public report of findings.
Sigma Theta Tau
Research Proposal Guidelines

1. Title and Abstract.
   A title page and one-hundred word abstract are to accompany the proposal. The abstract should include the hypothesis, the specific variables and their measurements, the population and sample description and a statement of the design and analysis.

2. Proposal Outline.
   The following areas are to be included in a proposal. American Psychological Association or style of documentation is preferred.

### Empirical Research Proposal

#### Part I. The Problem.
- a. Statement of the problem or research question.
- b. Hypotheses.
- c. Definitions of variables. Theoretical and operational definitions (instruments).
- d. Theoretical framework and population.
- e. Significance to nursing science.

#### Part II. Methodology
- a. Design.
- b. Instrument reliability and validity.
- c. Data collection procedure. Include official human subjects reviews if conducted and a consent form.
- d. Sample size and sampling procedure.
- e. Method of analysis.

#### Part III. Bibliography and Appendixes
- a. Bibliography or reference list.
- b. Include letters, forms and instruments in the appendixes.
- c. Investigator(s) curriculum vitae.

#### Part IV. Budget. Detail the amount requested.
- b. Supplies.
- c. Equipment.
- d. Travel.
- e. Computer
- f. Other.

### Historical Research Proposal

#### I. Author's Competency
- a. Has formal preparation in historical research?
- b. Has knowledge about the time period(s) involved in the proposed study?
- c. Has knowledge about pertinent field related to the proposed study (e.g., economics, philosophy, anthropology)

#### II. Subject To Be Studied
- a. Is it unique, or is it an outgrowth of history already written?
- b. Is there justification for the study?
- c. Is the planned scope of the subject precise and clearly defined in the title? (There is generally no problem statement developed for a historical research study.)
- d. Is there a possibility that it will serve as a foundation for further study?
- e. Is it of reasonable, manageable scope?

#### III. Sources
- a. Has a preliminary bibliography been included?
- b. Have repositories of data been listed?
- c. Is there evidence that the researcher will have access to additional potential repositories of data?
- d. Are sources balanced? (e.g., primary vs. secondary, government vs. private, professional vs. lay.)
- e. Is oral history to be conducted, is a sample legal release to establish right to handle, disseminate and publish interview material included?

#### IV. Approach
- a. Is tentative outline organized so that it develops according to recognizable plan/framework/design?
- b. Are questions posed which will elicit the essential elements of the subject? (e.g. ones that ask what, when, how, why, where, and what of it?)
- c. Will topic be developed within a sufficiently full context? (e.g., cultural, social and temporal milieu.)

#### V. Writing Style
- a. Does it demonstrate a clear, exact and interesting style?
- b. Does it demonstrate ability to organize and logically articulate ideas?

#### VI. Funding Request
- a. Are the terms of funding consistent with scholarly integrity?
- b. Is the allocation of funds consistent with the goals of the research?
Sigma Theta Tau
Chapter Research Grant
Agreement Form

If my proposal is approved for funding, I agree to:
1. Accept responsibility for the scientific conduct of this study.
2. Expend the funds as described in the proposal, and return unused funds to the treasurer of ____________ chapter.
3. Submit a progress report (semi-annually) until the study is complete.
4. Send a written final copy of the research and one abstract to the secretary of the chapter.
5. Acknowledge the grant support of ____________ chapter of Sigma Theta Tau in the publication or presentation of the research findings.
6. Publish or present the findings of the research in a program sponsored by ____________ chapter if invited to do so.

Title of Study: ____________________________________________

Date signed: ____________________________ Expected date of final report ____________

Principal Investigator signature: ____________________________________________

Address: ____________________________________________

City ____________________________ State ____________ Zip ____________

Officer Phone ____________________________ Home Phone ____________________________

Co-investigator signature(s): ____________________________________________

Addresses: Name ____________________________

Address ____________________________ Phone ____________________________

Name ____________________________ Phone ____________________________

Name ____________________________ Phone ____________________________

Name ____________________________ Phone ____________________________

Data collection dates: ____________________________ ____________________________ ____________________________
Sigma Theta Tau
Chapter Research Grant
Application Form

1. Date: ____________________________ 2. Title: ____________________________

3. Name of Principal Investigator: ____________________________________________
   Home address: ______________________________________________________________
   City ____________________________ State ____________ Zip ______________
   Phones: (Res.) ____________________________ (Bus.) ____________________________

4. Registered nurse in State(s) of: ____________________________
   a. Sigma Theta Tau member ☐Yes ☐No Chapter: ____________________________
      License #: ______________________________________________________________

5. Previous Sigma Theta Tau Research Awards:
   None:
   Regional Chapter:
   International:

6. Have you applied for or are you now receiving support for this research? ☐Yes ☐No
   If yes, list agency: _________________________________________________________
   and amount requested/received: $____________
   If other support is received, please notify ____________________________ chapter Research Committee Chair.

7. Human Subjects review? ☐Yes ☐No Consent form included in proposal: ☐Yes ☐No
   If yes, CV attached ☐

8. Co-investigator: ☐Yes ☐No
   Name: _________________________________________________________
   Address: ______________________________________________________________
   Phone: (Res) __________ (Bus) __________

9. Information completed by student(s).
   Degree Sought: ____________________________
   Expected date: ____________________________
   Specify the amount of the program completed to date: ____________________________
   Courses completed are listed in Part III-C of the proposal:
   University: ____________________________
   College: ____________________________
   Department: ____________________________
   Major: ____________________________
   Minor(s)(If applicable): ____________________________
   Name of Research Advisor, academic credentials (attach CV) and qualifications: ____________________________
   Letter from advisor is included in Part III of the proposal: ☐

(Continued)