TriService Nursing Research Program: Application Instructions

I. How to Use This Document
This Application Instructions document contains general information on applying for any TriService Nursing Research Program (TSNRP) grant. Specific instructions for each grant award category are located in the grant-specific Program Announcements. Follow both the instructions contained in this document as well as those in the relevant Program Announcement when preparing and submitting your grant application.

II. Introduction to the TriService Nursing Research Program
TSNRP, founded in 1992, funds and supports rigorous scientific research studies and evidence-based practice projects in the field of military nursing. It is the only program that focuses exclusively on research in this field.

Mission
To facilitate nursing research to optimize the health of military members and their beneficiaries.

Strategic Goals
1. Advance a culture of scientific inquiry and scholarly knowledge application.
2. Advocate mission critical priorities by building a military nursing research science base.
3. Expand infrastructure to support and develop nursing research and EBP.
4. Invest in military nurse scientists and programs of research.
5. Foster interservice nursing research capacity.

How TSNRP Supports Nurse Scientists
TSNRP supports nurse scientists in all stages of their careers through research funding, education, and mentoring.

Funding
TSNRP has funded more than 400 basic and applied research and evidence-based practice projects.
<table>
<thead>
<tr>
<th>Year</th>
<th>Total TSNRP Funding</th>
<th>Proposals Received Annually</th>
<th>Proposals Funded Annually</th>
<th>Annual Funding Rate</th>
<th>Cumulative Proposals Received</th>
<th>Cumulative Proposals Funded</th>
<th>Cumulative Funding Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1992</td>
<td>$1 M</td>
<td>66</td>
<td>8</td>
<td>12%</td>
<td>66</td>
<td>8</td>
<td>12%</td>
</tr>
<tr>
<td>1993</td>
<td>$2 M</td>
<td>58</td>
<td>22</td>
<td>38%</td>
<td>124</td>
<td>30</td>
<td>24%</td>
</tr>
<tr>
<td>1994</td>
<td>$3 M</td>
<td>40</td>
<td>24</td>
<td>60%</td>
<td>164</td>
<td>54</td>
<td>33%</td>
</tr>
<tr>
<td>1995</td>
<td>$5 M</td>
<td>79</td>
<td>23</td>
<td>29%</td>
<td>243</td>
<td>77</td>
<td>32%</td>
</tr>
<tr>
<td>1996</td>
<td>$5 M</td>
<td>61</td>
<td>29</td>
<td>48%</td>
<td>304</td>
<td>106</td>
<td>35%</td>
</tr>
<tr>
<td>1997</td>
<td>$5 M</td>
<td>53</td>
<td>30</td>
<td>57%</td>
<td>357</td>
<td>136</td>
<td>38%</td>
</tr>
<tr>
<td>1998</td>
<td>$5 M</td>
<td>63</td>
<td>27</td>
<td>43%</td>
<td>420</td>
<td>163</td>
<td>39%</td>
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<td>1999</td>
<td>$5 M</td>
<td>44</td>
<td>19</td>
<td>43%</td>
<td>464</td>
<td>182</td>
<td>39%</td>
</tr>
<tr>
<td>2000</td>
<td>$6 M</td>
<td>36</td>
<td>19</td>
<td>53%</td>
<td>500</td>
<td>201</td>
<td>40%</td>
</tr>
<tr>
<td>2001</td>
<td>$4 M</td>
<td>35</td>
<td>11</td>
<td>31%</td>
<td>535</td>
<td>212</td>
<td>40%</td>
</tr>
<tr>
<td>2002</td>
<td>$6 M</td>
<td>48</td>
<td>18</td>
<td>38%</td>
<td>583</td>
<td>230</td>
<td>39%</td>
</tr>
<tr>
<td>2003</td>
<td>$6 M</td>
<td>33</td>
<td>15</td>
<td>45%</td>
<td>616</td>
<td>245</td>
<td>40%</td>
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<tr>
<td>2004</td>
<td>$6 M</td>
<td>44</td>
<td>21</td>
<td>48%</td>
<td>660</td>
<td>266</td>
<td>40%</td>
</tr>
<tr>
<td>2005</td>
<td>$6 M</td>
<td>36</td>
<td>15</td>
<td>42%</td>
<td>696</td>
<td>281</td>
<td>40%</td>
</tr>
<tr>
<td>2006</td>
<td>$6 M</td>
<td>30</td>
<td>10</td>
<td>33%</td>
<td>726</td>
<td>291</td>
<td>40%</td>
</tr>
<tr>
<td>2007*</td>
<td>$0</td>
<td>35</td>
<td>0</td>
<td>0%</td>
<td>761</td>
<td>291</td>
<td>38%</td>
</tr>
<tr>
<td>2008</td>
<td>$6.2 M</td>
<td>24</td>
<td>17</td>
<td>71%</td>
<td>785</td>
<td>308</td>
<td>39%</td>
</tr>
<tr>
<td>2009</td>
<td>$6.2 M</td>
<td>34</td>
<td>16</td>
<td>47%</td>
<td>819</td>
<td>324</td>
<td>40%</td>
</tr>
<tr>
<td>2010</td>
<td>$6 M</td>
<td>36</td>
<td>18</td>
<td>50%</td>
<td>855</td>
<td>342</td>
<td>40%</td>
</tr>
<tr>
<td>2011</td>
<td>$6.2 M</td>
<td>42</td>
<td>16</td>
<td>38%</td>
<td>897</td>
<td>358</td>
<td>40%</td>
</tr>
<tr>
<td>2012</td>
<td>$6.2 M</td>
<td>26</td>
<td>17</td>
<td>65%</td>
<td>923</td>
<td>375</td>
<td>41%</td>
</tr>
<tr>
<td>2013</td>
<td>$6 M</td>
<td>27</td>
<td>11</td>
<td>41%</td>
<td>950</td>
<td>386</td>
<td>41%</td>
</tr>
<tr>
<td>2014</td>
<td>$6 M</td>
<td>30</td>
<td>14</td>
<td>47%</td>
<td>980</td>
<td>400</td>
<td>41%</td>
</tr>
<tr>
<td>2015</td>
<td>$6.7 M</td>
<td>37</td>
<td>29</td>
<td>78%</td>
<td>1017</td>
<td>429</td>
<td>42%</td>
</tr>
</tbody>
</table>

*Funded with FY 08 appropriation.
You can find information about TSNRP-funded studies by:

- Retrieving any TSNRP final report from the National Technical Information Service.
- Searching the Cumulative Index to Nursing and Allied Health Literature for TSNRP final reports.
- Retrieving final reports through the Defense Technical Information Center’s technical reports search engine.

**Affiliations with Expert Nurse Scientists**

TSNRP maintains relationships with a large body of nurse scientists at many university schools of nursing. Through such relationships, nurse scientists throughout the country:

- Share their expertise with TSNRP and TSNRP-funded scientists.
- Serve on TSNRP scientific merit review panels.
- Serve as faculty for TSNRP educational and technical assistance programs, along with military nurse scientists.

These affiliations foster collaborations among nurse scientists, help train new military nurse scientists, and contribute to the Program’s overall effectiveness.

**III. TSNRP Research Priorities**

Every 2–3 years, TSNRP reviews and updates its mission, goals, and research priorities at a Strategic Planning Conference. Participants in this conference include Research Consultants, Specialty Leaders, and nurse scientists from each service, as well as members of the Executive Board of Directors and the Advisory Council. The current TSNRP research priorities are the following:

- **Force Health Protection**
  
  *Description:* A holistic examination of factors affecting the health care of operational personnel (e.g., war fighters, support personnel) and their families before, during, and after deployment.

  *Priorities within this category:*
  
  - Fit and ready force.
  - Deploy with and care for the warrior.
  - Care for all entrusted to our care.

- **Nursing Competencies and Practice**
  
  *Description:* Description and evaluation of the military nursing competencies necessary to sustain a patient from point of injury or other health event through the continuum of care. Evaluation of educational interventions to enhance learning and retention of military
nursing operational skill sets. Translation of research and other evidential knowledge into the clinical practice arena. Outcomes studies to evaluate effects of comparative treatments or implementation of evidence-based interventions.

*Priorities within this category:*
  - Patient outcomes.
  - Quality and safety.
  - Translate research into practice/evidence-based practice.
  - Clinical excellence.
  - Knowledge management.
  - Education and training.

- **Leadership, Ethics, and Mentoring**
  
  *Description:* Description and evaluation of leadership and mentoring characteristics, approaches, and strategies and their effects on military nursing and/or patient care policies. Description and evaluation of the types of ethical issues that military nurses encounter in practice and the types of education, topics, and resources helpful to ethical military nursing practice.

  *Priorities within this category:*
  - Health policy.
  - Recruitment and retention.
  - Preparing tomorrow’s leaders.
  - Care of the caregiver.
### TSNRP GRANT AWARD CATEGORIES & PRIMARY REQUIREMENTS

This table provides a brief summary of TSNRP awards, their purpose, eligibility requirements, and direct cost limits.

#### Research Awards

<table>
<thead>
<tr>
<th>Award Category</th>
<th>Purpose of Award</th>
<th>Eligibility Requirements*</th>
<th>Direct Cost Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Research Award</td>
<td>Dissertation or thesis research study</td>
<td>Master’s or doctoral degree student</td>
<td>$30,000 per award for up to 2 years</td>
</tr>
<tr>
<td>Novice Investigator Award</td>
<td>Studies modest in scope</td>
<td>Master’s or doctoral degree holder with limited research experience. Master’s or DNP holders must have a PhD on the study team in addition to the mentor.</td>
<td>$100,000 per year for up to 3 years, $300,000 per award</td>
</tr>
<tr>
<td>Exploratory Research Award</td>
<td>Preparatory investigations that may lead to larger studies that follow from advancements made by this work</td>
<td>Investigators, from novice to experienced, who want to either develop a research program, pursue a high-risk, high-reward course of research, change their research direction, or generate preliminary data or demonstrate feasibility before applying for a larger grant award</td>
<td>$150,000 per year for up to 2 years, $300,000 per award</td>
</tr>
<tr>
<td>Career Development Award</td>
<td>Mentored research training for experienced nurses to expand research skill set and further research career</td>
<td>Either has completed or is currently conducting a funded, post-dissertation study or has been first author on two data-based refereed publications, post-dissertation</td>
<td>$150,000 for up to 18 months</td>
</tr>
<tr>
<td>Investigator-Initiated Award</td>
<td>Research that meets TSNRP priorities and aligns with investigator’s interests and capabilities</td>
<td>Either has completed or is currently conducting a funded, post-dissertation study or has been first author on two data-based refereed publications, post-dissertation, Retired military nurses may apply.</td>
<td>$150,000 per year for up to 3 years, $450,000 per award</td>
</tr>
</tbody>
</table>
## Evidence-Based Practice Awards

<table>
<thead>
<tr>
<th>Award Category</th>
<th>Purpose of Award</th>
<th>Eligibility Requirements*</th>
<th>Direct Cost Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduate Evidence-Based Practice Awards</strong></td>
<td>Capstone or equivalent projects that use evidence-based practices</td>
<td>DNP students</td>
<td>$30,000 per award for up to 2 years</td>
</tr>
<tr>
<td><strong>Basic/Novice EBP Award</strong></td>
<td>Basic EBP projects that are not yet ready for CPG</td>
<td>Active duty military nurses who are stationed at military medical facilities&lt;br&gt;Nurse officers without a DNP or PhD must have a doctorally prepared associate investigator from the same military facility on the study team.</td>
<td>$50,000 per award year (2-year limit)&lt;br&gt;Note: Maximum total cost for 2 years is limited to $150,000.</td>
</tr>
<tr>
<td><strong>Conceptual Guideline Development Evidence-Based Practice Awards</strong></td>
<td>Development of CPG to improve outcomes, standardize care and promote cost-effective care&lt;br&gt;Awardees are expected to apply for an Implementation of Innovation award following this research.</td>
<td>Active duty military nurses stationed at military medical facilities</td>
<td>$75,000 per year for up to 2 years&lt;br&gt;$150,000 per award</td>
</tr>
<tr>
<td><strong>Implementation of Innovation</strong></td>
<td>Implementation and evaluation of CPG to improve outcomes, standardize care, and promote cost-effective care</td>
<td>Active duty military nurses stationed at military medical facilities</td>
<td>$75,000 per year for up to 2 years&lt;br&gt;$150,000 per award</td>
</tr>
</tbody>
</table>

**Note:** TSNRP grants are for active duty, Reserve, or NG military nurses only. Investigator-Initiated awards are open to retired military nurses.
IV. Eligibility for a TSNRP Grant Award

TSNRP supports nurses in all phases of their research careers, from military nurse clinician, to student, to novice investigator, to senior nurse scientist or advanced practice nurse. Grant applicants may be:

- Active duty, Reserve, or retired military nurses from the United States Army, Navy, or Air Force.
- National Guard Nurse Corps Officers.

Specific categories of military nurses are eligible to apply for each award, as summarized in the table below.

See the Program Announcements for detailed information on eligibility criteria for each award.
<table>
<thead>
<tr>
<th>Applicant Military Status</th>
<th>Applicant Experience Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Military Status</td>
<td>Applicant Experience Level</td>
</tr>
<tr>
<td>Active Duty Nurse Officers</td>
<td>Retired Nurse Officers</td>
</tr>
<tr>
<td>Reserve Nurse Officers and National Guard Nurse Officers</td>
<td>Nurse Officers‡</td>
</tr>
<tr>
<td>Graduate Research Award</td>
<td>(reserve only)</td>
</tr>
<tr>
<td>Novice Investigator Award</td>
<td>(with mentor)</td>
</tr>
<tr>
<td>Investigator-Initiated Award</td>
<td>(doctoral only)</td>
</tr>
<tr>
<td>Exploratory Research Award</td>
<td>(with mentor)</td>
</tr>
<tr>
<td>Career Development Award</td>
<td></td>
</tr>
<tr>
<td>Corps Directed Award</td>
<td></td>
</tr>
<tr>
<td>Conceptual Guideline Development Evidence-Based Practice (EBP) Award</td>
<td></td>
</tr>
<tr>
<td>Implementation of Innovation EBP Award</td>
<td></td>
</tr>
<tr>
<td>Graduate EBP Award</td>
<td>(reserve only)</td>
</tr>
<tr>
<td>Basic/Novice EBP Award</td>
<td></td>
</tr>
</tbody>
</table>

⁡TSNRP strongly encourages retired nurse officers to include and mentor an active duty, Reserve, or National Guard military nurse as an Associate Investigator in their studies.
TSNRP defines a novice investigator as a military nurse with a master’s or doctoral degree but limited research or EBP experience.

† TSNRP defines an experienced researcher as one who (1) has completed at least one extramurally funded research study, (2) is currently conducting an extramurally funded research study, or (3) was first author on at least two original data-based publications reporting post-dissertation research in a refereed scholarly journal(s).

The number and type of awards issued each year are contingent on the availability of funds and the receipt of meritorious applications. There is no minimum or maximum number that TSNRP must fund for any award category.

V. Applicant Organizations

TSNRP gives monetary grant awards only to non-Federal nonprofit organizations and academic institutions (“Applicant Organizations”). Because of this requirement, all grantees must be associated with an Applicant Organization. While you apply for the grant, direct and conduct the research study or project, and disseminate its results, your Applicant Organization generally manages the fiscal aspects of the grant award, such as salaries, travel, and equipment purchase.

Submit your grant application through the Applicant Organization of your choice. TSNRP does not endorse or favor any particular Applicant Organization.

Applicants who are on active duty and who are not students must choose an Applicant Organization that is not an academic institution, such as the organizations listed here:

Henry M. Jackson Foundation for the Advancement of Military Medicine
Go to http://www.hjf.org or call the Office of Sponsored Programs at 240-694-2000.

The Geneva Foundation
Go to http://www.genevausa.org or call 253-383-1398.
VI. Overview of TSNRP Application and Award Process

1. Contact your Research Specialty Leader to confirm your service-specific research priorities (see sidebar).

2. Research and select an Applicant Organization.

3. Work with your Applicant Organization to create a timeline for completing your application. While your grant application is due to TSNRP on the published deadline, you should submit your application to your Applicant Organization well in advance to allow time for revisions.


5. Submit your complete grant application as required by the Application Instructions and your Program Announcement.

6. After the scientific merit review panel and the TSNRP Advisory Council review and score your grant application, the TSNRP Executive Board of Directors makes the final funding decision. The TSNRP staff will send you a funding decision letter.

TSNRP may advise some applicants to attend one of the TSNRP Research Workshops before submitting a grant application.

Research Specialty Leaders

U.S. Army
COL Sara Breckenridge-Sproat, AN, USA, PhD, RN
Regional Nurse Executive
European Regional Medical Command
Consultant to the Army Surgeon General for Nursing Research
Phone: 06371-9464-2047
(DSN 314-590-2047)
From U.S.: 01149-6371-9464-2047
sara.t.breckenridge-sproat.mil@mail.mil

U.S. Navy
CAPT Lisa Osborne, NC, USN, PhD, CRNA
Research Director
Nurse Anesthesia Program
Uniformed Services University of the Health Sciences
Consultant to the Navy Surgeon General for Nursing Research
4301 Jones Bridge Road
Bethesda, MD 20814
Phone: 301-295-1468
lisa.osborne@usuhs.edu

U.S. Air Force
Col Marla J. DeJong, USAF, NC, PhD, FAAN
Senior Air Force Faculty
Graduate School of Nursing
Uniformed Services University of the Health Sciences
4301 Jones Bridge Road
Office E2044
Bethesda, MD 20814
Phone: 301-295-1557
marla.dejong@usushs.edu
VII. Letter of Intent to Submit a Grant Application

The Letter of Intent gives TSNRP advance notice of the grant application you plan to submit. TSNRP strongly encourages you to submit a Letter of Intent because:

- It gives TSNRP the opportunity to select scientific reviewers who are experts in the topic you are proposing to study.
- It allows you the opportunity to receive feedback from TSNRP on your proposed research idea, if time permits.

Although TSNRP highly encourages you to submit a Letter of Intent, it is neither a commitment to submit a grant application, nor is it a requirement for submission.

Submit your Letter of Intent electronically to COL Michael Schlicher, Executive Director, at michael.schlicher@usuhs.edu or to tsnrp@usuhs.edu.

VIII. Grant Application Preparation

Regardless of the award you apply for, your grant application should be relevant to military nursing and:

- Be scientifically rigorous.
- Address a research priority of TSNRP.
- Be relevant to the delivery of health care, management, education, and/or health policy.
• Be logically consistent.
• Be written clearly.

Pay attention to details when writing your grant application. Take care that all its parts are consistent, error free, clear, legible, and complete.

Submit your grant application (via your Applicant Organization) only when you are sure that it is complete and accurate.

Formatting

• Use English.
• Create a title for your proposed study or project that is no more than 81 characters long, including spaces.
• Print single-sided copies only.
• Single-space the grant application text.
• All margins should be one-half inch wide. If using pre-formatted application forms, leave the margins as they are.
• Number pages consecutively, including appendices.
• Avoid jargon.
• Spell out acronyms the first time you use them with the appropriate abbreviation in parentheses. Thereafter, use the abbreviation only.

Font

• Choose one of the following fonts: Arial, Helvetica, Palatino Linotype, Times New Roman, or Georgia.
• Use a font size of at least 12 point.
• Use a type density of no more than 15 characters and spaces per inch.
• Do not have more than 6 lines per inch.
• Use only black type. Use color in figures, photos, or tables only if color aids in understanding.

Citations

• Cite references using a numeric, superscript format.
• Make sure that all citations appear in the bibliography in the same sequence in which they appear in the text.

TSNRP will return your grant application without review if the grant application:
• Does not follow required guidelines.
• Is not written on the correct forms.
• Is illegible.
• Does not fit the framework of the award (e.g., if it requests more money than the award may provide or if you are ineligible for the award).
• Does not contain sufficient material to permit an adequate review.

See your Program Announcement for information on formatting the Bibliography and References Cited.
Evaluation Survey
The TSNRP Grant Application Packet contains several survey questions regarding the grant application process. Your answers to these questions are appreciated as part of TSNRP’s efforts to evaluate its processes.

IX. Grant Application Submission

Copies and File Formats
- TSNRP has an online submission process. Your Applicant Organization is responsible for submitting your application at: https://tsnrp.palladianpartners.com/grants/grants.pl
- TSNRP requests that you submit one hard copy of your complete grant application with all the original signatures in addition to the online submission.
- Use PDF files only for letters of support and appendices.

Create and save your documents in .doc format, rather than .docx. Some reviewers may be unable to open .docx files.

Electronic File Naming
Name your electronic files as follows (including numbers):

1. (Your Last Name) TSNRP Forms
   - This file contains the TSNRP Grant Application Cover Packet, including the Relevance to Military Nursing Form.

2. (Your Last Name) Face Page
   - This file contains the PHS 398 Form Page 1: Face Page.

3. (Your Last Name) Description, Sites, Key Personnel
   - This file contains the PHS 398 Form Page 2: Summary, Relevance, Project/Performance Sites, Senior/Key Personnel, Other Significant Contributors, and Human Embryonic Stem Cells.

4. (Your Last Name) Table of Contents
   - This is the PHS 398 Form Page 3: Research Grant Table of Contents.

5. (Your Last Name) Budget
   - This is the PHS 398 Form Page 4: Detailed Budget for the Initial Budget Period.

6. (Your Last Name) Budget Justification
   - This contains PHS 398 Form Page 5: Budget for Entire Proposed Project Period.
7. (Your Last Name) Biosketch
   • This file contains PHS 398 Biographical Sketch Format Page.

8. (Your Last Name) Resources
   • This file will be PHS 398 Resources Format Page.

9. (Your Last Name) Research Plan
   • Write your Research Plan on the PHS 398 Continuation Format Page.

10. (Your Last Name) Checklist
    • This is the PHS 398 Checklist Form Page.

11. (Your Last Name) Appendix I (Brief Description of Appendix)
    • Submit each appendix to your grant application as a separate file, labeled with ascending Roman numerals.

Grant Application Submission
Send the hard copy of your grant application by courier or shipping service to:

    COL Michael Schlicher, PhD
    Executive Director
    TriService Nursing Research Program
    12725 Twinbrook Parkway, Suite 217
    Rockville, MD 20852

X. Grant Application Resubmission
This section applies to applications that have received a “Revise and Resubmit” letter from the TSNRP Executive Director.

You may only resubmit a grant application twice.

Address all previous reviewers’ comments and suggestions and include substantial revisions in the resubmitted grant application. Reviewers may request to read the previously submitted application(s) and prior reviews during scientific merit and programmatic review of your revised grant application.

Submit the “Recommendations and Revisions for FY Submission” form to summarize your grant application’s revisions. In your revised grant application, place this completed form as the first page of your Research Plan.

Place brackets around any paragraphs in the revised grant application with significant changes from the previous submission. Do not underline, italicize, bold, or highlight changes.
XI. Changes to Principal Investigator (PI) Information

Changes in Address or Status of PI
Inform the TSNRP office and your Applicant Organization if there is a change in your mailing address, phone number, fax number, e-mail address, military assignment, or rank after you submit your application. This will ensure that you receive notification of the funding decision in a timely manner.

XII. Selected References
These documents may be useful to you in applying for a TSNRP grant award or carrying out your research or EBP project.

Grant Management Regulations


Human and Animal Subjects Protection


XIII. Research Integrity and Scientific Misconduct

Scientific misconduct refers to fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

TSNRP will not tolerate scientific misconduct by TSNRP award applicants or recipients. TSNRP will investigate any allegation of scientific misconduct in accordance with the following policies:

- TSNRP Scientific Misconduct Policy (available upon request).

XIV. U.S. Department of Defense Uniformed Services University of the Health Sciences (USU): General Terms and Conditions for Assistance Awards

All recipients of TSNRP awards are subject to USU General Terms and Conditions for Assistance Awards. TSNRP has modified some terms and conditions to apply specifically to TSNRP. See the TSNRP Supplement to Grant Terms and Conditions for these modifications.