Nova Southeastern University
College of Health Care Sciences and College of Nursing

FY 2015 Faculty Research and Development Grant

Grant Application Guidelines and Procedures
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INTRODUCTION

To meet the needs of its many constituencies, the University has developed a Mission Statement that addresses the contemporary needs of students, faculty and staff, and community members throughout South Florida, other areas in Florida, and other states and international locations served through distance education:

The mission of Nova Southeastern University, a private, not-for-profit institution, is to offer a diverse array of innovative academic programs that complement on-campus educational opportunities and resources with accessible distance learning programs to foster academic excellence, intellectual inquiry, leadership, research, and commitment to community through engagement of students and faculty in a dynamic, life-long learning environment.

Similarly, the missions of the College of Health Care Sciences and the College of Nursing, exemplify a commitment to the fostering of an academic culture where evidence-based approaches are an expectation that leads to the enhancement of student and faculty learning and engagement. With the initiation of the grant by Dr. Richard Davis and continued support from Dr. Stanley Wilson, Dean of the College of Health Care Sciences and Dr. Marcella Rutherford, Dean of the College of Nursing, the grants are designed to promote and build contemporary research practices within and across disciplines as they augment professional development opportunities. Ultimately, the two colleges’ goal is to build a community of scholars, whose work become standards for best practices.

The College of Health Care Sciences strives to provide professionals with the skills necessary for the diagnosis, treatment and prevention of disease and disability in order to assure optimum health conditions in the community and beyond. With an unwavering commitment to ethical practice and in support of the Nova Southeastern University Core Values, the College endeavors to advance research, scholarship, and the development of leadership skills utilizing traditional educational methods, distance learning, and innovative combinations of both to achieve its educational goals.

The mission of the Nova Southeastern University College of Nursing is to provide quality, professional undergraduate and graduate nursing education. We will prepare culturally sensitive and competent nursing leaders who have knowledge and skills that are relevant, futuristic, and responsive to rapidly changing health care trends and environments within an atmosphere of scholarly inquiry, professional values, interdisciplinary collaboration and community partnerships.
APPLICATION AND REVIEW PROCEDURES

FUNDING PRIORITIES

During each year of operation the Deans of the College of Health Care Sciences and College of Nursing present annual grants of a maximum of $5,000.00 to each selected project, for up to 6 projects annually. Funding is prioritized for work that:

1. is deemed scholarly in nature by the applicant and his/her department chair;
2. is initiated by a faculty member or research scientist and approved by his/her department chair;
3. is initiated by a junior researcher(s) and a senior mentor has been identified;
4. involves multiple disciplines;
5. represents new or expanded activity for the university;
6. falls within university and the academic unit identity, goals and mission;
7. contains a meaningful evaluative component proposed by the applicant;
8. will expand the knowledge and understanding of the academic community; and
9. will be disseminated, through professional review, outside of the university.

Funding will be prioritized for proposed work that facilitates faculty conducting research projects that result in understanding and increasing the body of knowledge associated with a given profession or professions.

ELIGIBILITY

All full-time CHCS or CON faculty members are eligible to apply. Additionally, if an applicant is serving as a reviewer for the competition, he or she is also eligible to submit an application.

APPLICATION PROCEDURES

Proposal format - Written proposal narratives must not exceed 10 single spaced pages of 12 point font. This includes the budget and timeline information, however, excludes the application face page, abstract, chair’s commitment form, references, biosketch (see NIH template in Appendix), and appendices. One copy of the proposal must be submitted electronically to Marcia McNeil (mm2119@nova.edu) and one paper copy must be received by dates specified in the NSU College of Health Care Sciences Dean’s Office, located on the 2nd floor of the Terry Building.

Chair(s)/Program Director(s) Commitment Form – This form must be included with the paper copy of the application only. Every faculty submitting a proposal must receive their respective Chairs’ (CHCS) or Program Directors’ (CON) approval, which must include the following:

A. Approval and support for the proposed work, including approval for the faculty member to devote a portion of his/her non-sponsored effort (time & effort) to the project.
B. Commitment of all other resources (e.g., space, equipment, personnel, supplies, etc.) necessary to successfully carry out the project

**Collaborative Projects** – A collaborative proposal is one in which investigators from two or more disciplines wish to collaborate on a unified research project. A project identified by the applicant as a collaborative project must demonstrate this level of true collaboration by including a description of the role of all collaborators on the project within the narrative.

**Projects Involving Students** – Student involvement should pertain to one or more students who will benefit from this project (benefits may include: work study pay, research experience, co-authorship, etc.). A project identified by the applicant as a project that involves students must include a description of the students’ roles on the project within the narrative.

**Projects Involving Outside Consultants** – Outside consultants are members of a particular profession or someone who possesses a special skill and are not employees of NSU. Costs of consultant services are allowable when reasonable in relation to the services rendered. Payment for consultant services should be comparable to the normal or customary fees charged and received by the consultant for comparable services (OMB Circular A-21, NSF Grant Procedures Guide).

Note: Anticipated consultant services must be justified and information furnished on each individuals’ expertise, primary affiliation, daily compensation rate, and the number of days of expected service. Consultants’ travel costs, including subsistence, may be included. If the applicant’s project is awarded, the consultant will be asked to provide his/her insurance information and complete an independent consulting agreement.

**Institutional Review Board (IRB)** - While IRB approval is not required prior to notification of grant award, it is recommended that applicants review the IRB policies and procedures that may aid in the development of their proposal. If the study involves human subjects, IRB approval will be required. These materials may be found at their respective websites; IRB [www.nova.edu/irb](http://www.nova.edu/irb).

**ACTIVITIES ELIGIBLE/INELIGIBLE FOR FUNDING**

The following activities are examples viewed to be acceptable expenditures for CHCS & CON Faculty Research and Development Grant awards:

- Work Study assistance ¹
- Other temporary employee assistance.
- Equipment to be university property. Applicants are permitted to submit a brief quote (no more than one page) within their appendices to further justify their budget costs.
- Instruments, including test materials or other specialized materials.

¹“Student employees are permitted to work up to 20 hours a week when classes are in session and up to 37.5 hours a week when classes are not in session. The PI will determine the salary range which must be at least minimum wage. The PI must contact Patricia Chin in the Office of Student Employment after his/her account with HPD Finance Department has been set up in order to create the student employment position for the award.”
Incentive payment to human subjects involved in the research. This includes direct costs for items such as stipends, registration fees, travel allowances and/or other incentives (i.e. gift cards) paid to human subjects involved in the research project. An average incentive payment normally does not exceed $20.00 per visit.

Special promotional activities (i.e., advertising for special clients or student’s participation, special seminars or conferences to promote activities, etc.).

Focused travels for specific consultations/collaborations.

Travel for formal presentation of scholarly work in professional venues.

Travel to collect data.

The following activities will not be supported through the CHCS & CON Faculty Research and Development Grant:

- Faculty development travel (i.e., attendance at professional meetings when not presenting).
- Faculty release time.
- Payment of regular full-time or part-time employees and/or enhancement of full-time or part-time faculty cannot be compensated. Student employees will be compensated through the work study program.
- Cash advances for any non-travel related expenses.

PROPOSAL REVIEW PROCESS

Proposals will be reviewed and rated by a review panel compromised of faculty members with research experience who will review all proposals and collaboratively determine the rating and ranking for each.

Reviewers will adhere to a strict timeline for reading and evaluating the proposals. Attention to proper grammar and language usage should be of high priority. It is strongly recommended that the proposal be edited or proofread by a colleague.

The Deans will make the final selection of the award winners. Notification letters will be mailed to all applicants. All applicants will be provided their final score in these letters and all funded projects can begin January of each year, pending compliance with post-award procedures.

*Each project or submission is to be graded on its own merits, and not on past or present funding.*

POST-AWARD PROCEDURES

PROJECT PERIOD AND EXTENSIONS

Funds from the CHCS/CON Grant account will be transferred into a restricted account for each award. The accounts will be accessible staring January of each year and will run until December of each year, or later if an extension of time is granted for completing the project. Requests for
extensions beyond December of each year must be submitted to the CHCS/CON Research Committee at least **60 days before the original project end date**. Extensions may be granted for up to one year, at the discretion of the Deans. Extensions will not confer any additional funds above and beyond the original award amount. A *No-Cost Extension Form* can be requested from the CHCS/CON Research Committee.

**BUDGET**

A budget code will be created by the HPD Finance Department. The PI will be notified once it is created.

**EXPENSES**

All requests for expenditures (purchase orders, travel requests, check requests, etc.) must comply with NSU policy and be submitted through Ariba.

**FINAL REPORT**

The final report should be submitted to the CHCS/CON Research Committee Chairperson (see contact below) within **60 days after the project end date** unless a project extension has been granted by the CHCS/CON Research Committee. The information contained in the final report will be documented in the award file. In the event the researcher is unable to complete the final report within the allotted time frame, a written request for extension must be sent either by email or by a memorandum to the CHCS/CON Research Committee. The request should state in detail the circumstances that prevented completion of the written report as well as an anticipated receipt date of the final report.

The final report should be double-spaced and written in 12 point Arial font with margin limitation of 0.5 inch all around. The final report should be brief (4-5 pages not including tables figures, timelines, references, and appendices. Please use the following format as a guide when creating your final report.

I. *Project Title*

II. *Key Personnel* – List the names of the principal investigator, co-principal investigator, and additional team members, their titles and roles

III. *Introduction and Specific Aims* – Provide a detailed description of the background, purpose of the project and specific aim(s), research question(s), hypothesis(es). 1-2 pages.

IV. *Methods* – Summary of study design, subjects/target population, outcomes, analyses. 1 page.

V. *Results* – Findings presented by specific aim(s), research question(s), hypothesis(es). 1-2 pages.
VI. Discussion – Discuss how the findings add to the existing literature (DO NOT repeat the results) and how the findings will impact the profession. 1-2 page.

VII. References – List references in APA or AMA format.

VIII. Publications and Dissemination – List all publications, platform or poster presentations, submissions (status or plans and timeline for submitting manuscripts), or other related activities resulting from the CHCS & CON Faculty Research and Development Grant.

IX. Future Plans – Describe additional and/or future grant submissions. If, after submitting the report, new funding is secured or works published, this updated information should be forwarded to the CHCS & CON Research Committee so works that resulted from these grants can be accurately documented.

** Awardees are required to present their finding at the HPD Research Day or a scientific conference organized by CHCS & CON. Awardees who fail to submit a final report to the CHCS & CON Research Committee and/or fail to present at the abovementioned conference(s) may not be eligible for further NSU internal grants, e.g. the President's Faculty Research and Development Grant or HPD Research Grant.

<table>
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<tr>
<td>Please feel free to contact the following individuals for information regarding the CHCS/CON Grant process:</td>
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<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. M. Samuel Cheng</td>
<td>Chair, CHCS/CON Research Committee</td>
<td><a href="mailto:mingshun@nova.edu">mingshun@nova.edu</a> (x21273)</td>
</tr>
<tr>
<td>Marcia McNeil</td>
<td>Administrator, CHCS/CON Research Committee</td>
<td><a href="mailto:mm2119@nova.edu">mm2119@nova.edu</a> (x21207)</td>
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BIOGRAPHICAL SKETCH EXAMPLE

Provide the following information for the Senior/key personnel and other significant contributors in the order listed on Form Page 2. Follow this format for each person. DO NOT EXCEED FOUR PAGES.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION TITLE</th>
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<tbody>
<tr>
<td>Hunt, Morgan Casey</td>
<td>Associate Professor of Psychology</td>
</tr>
</tbody>
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eRA COMMONS USER NAME (credential, e.g., agency login)

huntmc

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing. Include postdoctoral training and residency training if applicable.)

<table>
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<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE</th>
<th>MM/YY</th>
<th>FIELD OF STUDY</th>
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<tr>
<td>University of California, Berkeley</td>
<td>B.S.</td>
<td>05/90</td>
<td>Psychology</td>
</tr>
<tr>
<td>University of Vermont</td>
<td>Ph.D.</td>
<td>05/96</td>
<td>Experimental Psychology</td>
</tr>
<tr>
<td>University of California, Berkeley</td>
<td>Postdoctoral</td>
<td>08/98</td>
<td>Public Health and Epidemiology</td>
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A. Personal Statement

The goal of the proposed research is to investigate the interaction between drug abuse and normal aging processes. Specifically, we plan to measure changes in cognitive ability and mental and physical health across a five-year period in a group of older drug users and matched controls. I have the expertise, leadership and motivation necessary to successfully carry out the proposed work. I have a broad background in psychology, with specific training and expertise in key research areas for this application. As a postdoctoral fellow at Berkeley, I carried out ethnographic and survey research and secondary data analysis on psychological aspects of drug addiction. At the Division of Intramural Research at the National Institute on Drug Abuse (NIDA), I expanded my research to include neuropsychological changes associated with addiction. As PI or co-Investigator on several university- and NIH-funded grants, I laid the groundwork for the proposed research by developing effective measures of disability, depression, and other psychosocial factors relevant to the aging substance abuser, and by establishing strong ties with community providers that will make it possible to recruit and track participants over time. In addition, I successfully administered the projects (e.g. staffing, research protections, budget), collaborated with other researchers, and produced several peer-reviewed publications from each project. As a result of these previous experiences, I am aware of the importance of frequent communication among project members and of constructing a realistic research plan, timeline, and budget. The current application builds logically on my prior work, and I have chosen co-investigators (Drs. Gryczynski and Newlin) who provide additional expertise in cognition, gerontology and geriatrics. During 2005-2006 my career was disrupted due to family obligations. However, upon returning to the field I immediately resumed my
research projects and collaborations and successfully competed for NIH support. In summary, I have a demonstrated record of accomplished and productive research projects in an area of high relevance for our aging population, and my expertise and experience have prepared me to lead the proposed project.

B. Positions and Honors

**Positions and Employment**

1998-2000 Fellow, Division of Intramural Research, National Institute of Drug Abuse, Bethesda, MD
2000-2002 Lecturer, Department of Psychology, Middlebury College, Middlebury, VT
2001- Consultant, Coastal Psychological Services, San Francisco, CA
2002-2005 Assistant Professor, Department of Psychology, Washington University, St. Louis, MO
2007- Associate Professor, Department of Psychology, Washington University, St. Louis, MO

**Other Experience and Professional Memberships**

1995- Member, American Psychological Association
1998- Member, Gerontological Society of America
1998- Member, American Geriatrics Society
2000- Associate Editor, Psychology and Aging
2003- Board of Advisors, Senior Services of Eastern Missouri
2003-05 NIH Peer Review Committee: Psychobiology of Aging, ad hoc reviewer
2007-11 NIH Risk, Adult Addictions Study Section, member

**Honors**

2003 Outstanding Young Faculty Award, Washington University, St. Louis, MO
2004 Excellence in Teaching, Washington University, St. Louis, MO
2009 Award for Best in Interdisciplinary Ethnography, International Ethnographic Society

C. Selected Peer-reviewed Publications (Selected from 42 peer-reviewed publications)

**Most relevant to the current application**


**Additional recent publications of importance to the field (in chronological order)**


**D. Research Support**

**Ongoing Research Support**

R01 DA942367-03 Hunt (PI) 09/01/08-08/31/13
Health trajectories and behavioral interventions among older substance abusers
The goal of this study is to compare the effects of two substance abuse interventions on health outcomes in an urban population of older opiate addicts.
Role: PI

R01 MH922731-05 Merryle (PI) 12/15/07-11/30/12
Physical disability, depression and substance abuse in the elderly
The goal of this study is to identify disability and depression trajectories and demographic factors associated with substance abuse in an independently-living elderly population.
Role: Co-Investigator
Faculty Resources Grant, Washington University 08/15/09-08/14/11

Opiate Addiction Database
The goal of this project is to create an integrated database of demographic, social and biomedical information for homeless opiate abusers in two urban Missouri locations, using a number of state and local data sources.

Completed Research Support

K02 AG442898  Hunt (PI)
02/01/02-01/31/05
Drug Abuse in the Elderly
Independent Scientist Award: to develop a drug addiction research program with a focus on substance abuse among the elderly.
Role: PI

R21 AA998075  Hunt (PI)
01/01/02-12/31/04
Community-based intervention for alcohol abuse
The goal of this project was to assess a community-based strategy for reducing alcohol abuse among older individuals.
Role: PI