Children’s Clinical Research Advisory Committee
SM
(CCRAC) Children’s Health

Nursing / Allied Health Research Award

Introduction

Children's Health has a core mission of advancing knowledge and practice through research. To support this mission, Children's Health supports research studies designed to make life better for children. This support includes providing initial funding for nursing and allied health investigators who have high potential to subsequently compete for extramural support.

Funding will be awarded following a rigorous Peer Review process conducted by the Children’s Clinical Research Advisory Committee (CCRAC) Nursing / Allied Health Committee that is made up of the Evidence-Based Practice and Research Council and Nursing Scientists. This competitive process seeks to identify innovative studies of high merit across a wide range of disciplines. Children’s Health encourages applications from all areas of scientific and clinical inquiry. Special emphasis will be placed on studies that involve clinical nurses throughout Children’s Health and align with the Nursing Strategy.

Eligibility

Applicants applying under the **Nursing / Allied Health Research Award** category should be Registered Nurses, Advanced Practice Registered Nurses, or Allied Health professionals. It is anticipated that this award will lead to future extramural support. Primary Applicants are not eligible if they have received an NIH R01 or similar grant.

Applicants must be employees of Children’s Health or be connected through a formal affiliation, and in good standing with the organization.

Applicants are permitted to re-submit a non-funded application one time. All resubmitted applications must be clearly noted as re-submissions and must include a rebuttal of no more than two pages that addresses the critiques of the previous application. Please see the re-submission section for additional information.

Investigators who are currently supported by CCRAC funding are not eligible for additional funding until the existing CCRAC funding expires.

Funding Amount and Duration

The Nursing / Allied Health Research awards are designed primarily as *seed money* for clinical research studies. These awards are limited to two years of funding at a maximum level of $25,000 per year.

The maximum project time frame will be two years, with a possible one-time no-cost extension upon submission of required reports (described below), competitive application justifying the extension and approval by Children’s Clinical Research Advisory Committee (CCRAC) Nursing / Allied Health Committee.

Awardees will also be eligible for an additional (i.e. non-budgeted) $1,000 for travel-related expenses. Travel must be related to the project and must be approved by the Sr. Director of Nursing Excellence, Research and Innovation or delegee.

Funding Criteria
The Committee will consider each proposal and its budget on a cost-benefit basis, weighing the scientific merit, potential impact, and likelihood for attracting future funding. While funding requests at all levels will be considered, preference will be given to those projects likely to produce the greatest benefit at the lowest relative cost.

Human Subjects, Animals, and Recombinant DNA
Investigators proposing research projects utilizing humans as research subjects will be expected to comply with current. Evidence of compliance and an approved protocol from the appropriate institutional review board (IRB) will be required before funding.
Note: pending protocol approval is acceptable, but IRB approval must be obtained within 90 days of award notification, or the award will be forfeited.

Application Timeline
New applications 2026 Cycle

Milestone	**Date**
Letter of Intent Due	January 19
Invitation to Apply	February 9
Proposed Budget Due	March 2
Full Application Due	May 4
Review Period Ends	May 31
Award Notices Sent	June
Funding Start Date	July 1

Resubmissions

Milestone	**Date**
Grant & Rebuttal Due	August 31
Review Period	September
Award Notices Sent	December 1
Funding Start Date	February 1

Address for Submission
The letter of intent and complete application should be submitted electronically in PDF format to Lindsey Patton, Children's Health Senior Director of Nursing Excellence, Research and Innovation at lindsey.patton@childrens.com and copy CCRAC@childrens.com.
Complete applications must be received electronically no later than 5:00 pm (CST) on the Application Due Date for the respective review cycle. Applications received after this deadline will not be considered.
Note: under extraordinary circumstances the deadline may be extended, but only with prior approval from the Senior Director of Nursing Excellence, Research and Innovation.

Organization of the Letter of Intent
The letter of intent must contain the name of the principal investigator, the title and a brief (1/2 page max) description of the rationale and significance of the proposed study, and a list of all participants (if applicable) and / or sponsors in the study.

Application Organization and Formatting
Formatting shall be single-spaced with 12-point Arial (or other equivalent Sans-serif font) and ½ inch margins. Page numbering and limits for each section are provided below. Failure to adhere to the Organization of the Application guidelines may result in the application being disqualified.

	Instructions
Completed Application Cover	Attachment A.docx
Cover Letter and Prior Funding	One page Please include the appropriate Cover Letter which corresponds to the specific grant award (i.e., Nursing / Allied Health Research Award). Provide information on prior CCRAC and/or other funding, if applicable.
Page 1: Project Title and Credits	Principal Investigator Co-investigators Study Personnel Clinical Nursing Involvement Faculty Sponsor (if applicable) Include: Department(s), Address and contact information, e-mail, phone. Note: Mentored investigators should list the names and titles of the mentoring team, including the biostatisticians (if applicable) and IRB status of proposed study. A pending status is acceptable, but the award will not be granted until approval is obtained. IRB approval must be obtained within 90 days of award notification, or the award will be forfeited.
Page 2: Abstract	Maximum 300 words
Page 3: Lay Abstract	Maximum 300 words Written in language understandable by an educated, but non-medical reader
Pages 4-10: NIH-Style Biosketch	A biosketch of the applicant and essential members of the study team, e.g., co-investigators, collaborators, and when pertinent the research mentor and appropriate mentoring team members Note: A blank form for a non-fellowship position, as well as instructions and FAQ's can be found here Skip unused pages in assigning page numbers. Please note that the sponsor and the mentor may be two different individuals.
Page 11: Budget Summary	Contact Lindsey Patton at lindsey.patton@childrens.com and cc Rubyth Aguirre at rubyth.aguirre@childrens.com before preparing your budget. Include budget justification detailing how cost estimates were developed. If requesting research coordinator support, include an additional page specifying: Amount of time requested Scope of work to be performed (Salary support for the PI is not permitted.) Submission:

Budget documents must be sent to Lindsey Patton and Rubyth Aguirre prior to full application submission for review and approval.
Follow all submission deadlines as listed.

Note:
Children's Health provides research rates for laboratory and patient care costs (supplies, radiology, etc.).
Research Coordinator and Biostatistician time are billed at institutional cost.
CCRAC grants do not cover indirect costs and are considered "gifts" for external organizations.

Pages 12-17 (6 pages): Research Plan

Hypothesis (or Hypotheses) and Specific Aims (limited to 1 page)

Career Development Plan: Please include an outline of the mentoring environment (if applicable), future goals and career path, and future research plans. Include details on how you will engage clinical nurses in the research process (if applicable).

Background and Rationale: Providing sufficient and properly cited source documentation of previous research related to the proposed topic of study. (limited to 1 page)

Study Design and Methods: including a description of how the experimental approach relates to the aims, a discussion of how the data will be interpreted (including a detailed statistical analysis), an outline of the potential experimental problems and the solutions devised to overcome them, and a timetable for the performance of the studies.

A statistician in Children's Health Research Administration is available to assist with methodological questions involving study design and analysis. If you need this assistance, please contact Pauline Chen Pauline.chen@childrens.com two months prior to the application deadline.

Page 18: Justification

Include:
Clinical significance
How these funds will enhance the likelihood of extramural funding and advance the applicant's career goals
How the CCRAC funding will assist the investigator in reaching a defined goal.

Page 19-20. Letters of Support

(Three Required)
Scientific Mentor:
One letter from the applicant's scientific mentor confirming that they have reviewed and approved the final research proposal. The letter should also indicate that the mentor will provide scientific oversight, ensure access to necessary research resources, and describe how the study will contribute to the applicant's professional growth and career goals.
Manager:
One letter from the applicant's manager confirming eligibility for the award and assurance that the applicant will have adequate protected time to conduct the proposed research. The letter should also address the investigator's career goals and overall commitment to ongoing professional development.
Department or Unit:
One letter from the department or unit impacted by the proposed study, describing how the project will help advance nursing practice or improve patient care within the unit.

Pages 21-30. Bibliography and Additional Materials	Please provide pertinent bibliography and additional materials for the grant (IRB approval, if available at the time of submission, additional letters from collaborators, etc.). Please ensure that complete applications are no more than 30 pages. Applications larger than this will be rejected. Applications being submitted for a second time are allotted two additional pages for a rebuttal of the critiques from the previous application, resulting in a maximum of 32 pages.

Review and Reporting Requirements

Send reports via email and reprints as PDF documents to: Lindsey.Patton@childrens.com, Kathleen.Ellis@childrens.com and copy CCRAC@childrens.com. Reports are to be submitted in a timely manner. If the investigator needs an extension, they must make a written request to extend the reporting deadline. Noncompliance with the reporting schedule may result in termination of the award.

Year 1 Progress Report	Investigators receiving awards will be required to submit a progress report at the completion of the first 12 months and a final report at the completion of the award period, year two. Please follow the instructions below for submission of progress reports. Continuation of funding is contingent upon satisfactory completion of the report. If extensions are requested and approved, the grant recipient must submit an update in the form of the 12-month report before the extension expires. The project template can be downloaded from the Research web page on ChildNet (you must be logged into the Children's Health network to access the site) at Research Grants
Annual Updates	Annual updates on publications and extramural funding resulting from a CCRAC award are required for 10 years from the end date of the award. Annual reports will be due by January 31 of each year. Relevant publications resulting from the award should be cataloged in My Bibliography from NCBI at http://www.ncbi.nlm.nih.gov/books/NBK53595/ .
End of Year One Report	The PI must submit a maximum of three (3) pages containing a description of the progress made thus far. The investigators should indicate the number of participants enrolled, preliminary findings, how the study progress relates to the specific aims, any unexpected problems that may prevent completion of the aims in the period designated by the original proposal, and a financial statement of expenditures. Plans, and an updated budget for the second year of funding should be included. Failure to provide this completed report will disqualify the PI from future awards.
Final Report	The PI must submit a maximum of three pages outlining 1) The findings of the study as they relate to the original aims, 2) Publications (submitted or in draft), 3) Grant applications emanating from the work (including copies of manuscripts or applications) 4) A financial statement of expenditures. Note: if there are remaining CCRAC funds available, an applicant must submit a request to the Senior Director of Nursing Research and Evidence-Based Practice for a no-cost extension. otherwise remaining funds will be transferred back to Children's Health, within 30 days.

No-Cost Extension/Re-budgeting

CCRAC Awards include a one-time provision for awardees to re-budget funds and/or extend the final budget period beyond the originally approved timeframe. All such requests must be made to the Senior Director of Nursing Research and Evidence-Based Practice at least 90 days before the original award period ends.

- No-Cost Extensions (NCE)
    - Awardees may extend the final budget period for one additional year when the following conditions are met:

    - No additional funds are needed to complete the project.
    - Additional time beyond the established expiration date is required to ensure adequate completion of the originally approved project.
- Re-budgeting
- Awardees are allowed some latitude to re-budget within and between budget categories to meet unanticipated needs of the study.
- Exceptions include:
    - New budgetary line item(s) not included in the projects originally approved scope. If you anticipate a change in scope from the original project, please contact the Senior Director of Nursing Research and Evidence-Based Practice for prior discussion and approval before previously unbudgeted funds are expended.
- Budgetary adjustments 25% or greater. Anticipated changes of this magnitude must receive prior approval by Children's Health.
- The Research Advisory Committee or designee will evaluate all NCE and re-budgeting requests on a case-by-case basis.

Funded Projects
CCRAC funds typically remain within Children's Health Foundation. The Research Administration Finance team will invoice against the grant typically on a monthly basis.

External distribution of funds would require a contract with the external organization.

Re-Submissions
Applicants are permitted to re-submit a non-funded application one time. All resubmitted applications must be clearly noted as re-submissions and must include a rebuttal of no more than two pages that addresses the critiques of the previous application.

Applicants who submit an original application and a re-submission without success should ensure that any subsequent applications are substantially different. A slight variation of the research plan, study design or methods will not be acceptable. If the Senior Director of Research and Evidence-Based Practice believes an application or variation of an application has been previously submitted over the allowable one time, the application in question will be reviewed by two CCRAC members. If the reviewers concur the application is technically a re-submission, it will be disqualified.

Acknowledgment
Specific instructions for acknowledgement will be provided in the notice of the award letter. All publications resulting from this support must be acknowledged accordingly. Support should also be acknowledged by the grantee in all public dissemination of work resulting from the award, including scientific abstracts (where permitted), posters at scientific meetings, press releases or other media communications, and internet-based communications.

Change of Principal Investigator
Children's Clinical Research Advisory Committee must authorize any request for a change of Principal Investigator. Such a request must be submitted in writing and reasoned thoroughly. Biographical information on the new Principal Investigator must be sent to lindsey.patton@childrens.com before the request can be approved.

Falsification of Scientific Data and Plagiarism
If an individual determines that falsification of scientific data and/or plagiarism has taken place concerning or related to work Children's Health has supported, Children's Clinical Research Advisory Committee must be notified promptly.

Malpractice Liability
Children's Health is not responsible for malpractice or claims of malpractice arising out of, or resulting from, the performance of the investigations carried out under the awards. Children's Health will not provide reimbursement for the cost of malpractice insurance.

Project Termination and Change of Institution
Terms for renewal and/or discontinuance of project are subject to the approval of Children's Clinical Research Advisory Committee. Unused funds at the end of the two-year project period or from prematurely terminated projects must be transferred back to Children's Health, within30 days, unless a project extension has been granted (please see Reporting section for additional information). CCRAC funds are not transferable to another project or institution.

Other Requirements
By accepting CCRAC funding, each awardee will be expected to present their work in a research forum sponsored by Children's Health.