The Faculty of Nursing Teaching, Learning, and Simulation Research (TLSR) Grant is intended to increase research capacity, and to increase knowledge about the use of teaching, learning, and patient simulation in nursing education.

VALUE OF THE AWARD

Tenure track faculty may apply for one operating grant per competition as the nominated Principal Applicant. The amount for the award is a maximum total of $20,000, tenable for one year (Nov 1, 2017 – October 31, 2018). A maximum of two awards will be granted.

ELIGIBILITY

Principal Applicant

All full time continuing tenure track Faculty of Nursing members are eligible to apply to this competition.

Team Criteria

Team members/collaborators may include faculty, postdoctoral fellows, and graduate and undergraduate students. A Co-Investigator from one of the Faculty’s collaborative partner sites is highly desirable; such individuals can be nominated as Co-Applicants.

The team members may pursue other research projects in addition to their commitment to the team; however, each individual member must have a role on the project and contribute sufficient time to the team to ensure the achievement of the research objectives.

APPLICATION PROCEDURE

Application Requirements

Complete the appropriate TLSR Grant application form(s) and obtain all required signatures as per University of Alberta procedure. The applicant is responsible for obtaining signatures of any University of Alberta co-applicants (as applicable). The Research and Funding Support Coordinator will facilitate obtaining the signature from the Faculty of Nursing Associate Dean (Research).

Application forms are available on the Faculty of Nursing’s Research Funding Opportunities webpage.1

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1 https://www.ualberta.ca/nursing/research/funding-opportunities/faculty
The application must be submitted electronically as a single PDF file, including the application form and any attachments. The signature page must be signed, scanned, and included in the PDF. The application is to be sent by email to nursing.research@ualberta.ca on or before the deadline.

PLEASE NOTE: Applications received incomplete or non-compliant with the program guidelines and/or application instructions will be returned to the applicant; they will not be forwarded to the adjudication committee. No supplementary material will be accepted after the application has been submitted, unless requested by administration. Signatures, including that of the Associate Dean (Research), must be arranged before submission.

Application Deadline

Applications must be received by:

October 02, 2017 @ 3:00 pm (MST)

Late and/or incomplete applications will not be considered. It is the applicant's responsibility to ensure applications are received by the deadline. If the deadline falls on a non-working day, applications are due the following business day.

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Direct questions and applications to:

Research & Funding Support Coordinator
5-168 Edmonton Clinic Health Academy, University of Alberta
11405 87 Avenue
T6G 1C9
Telephone: (780) 492-6832
Email: nursing.research@ualberta.ca

ADJUDICATION

All completed applications are reviewed by the FoN Research Review Committee (RRC), which will rank the applications based on merit and forward a recommendation to the Associate Dean (Research) for decision. Please take time to prepare an application that clearly outlines the merits of your request. It may take up to six weeks to consider and adjudicate the applications following the competition deadline. Applicants will be notified of the Committee’s decision in writing and via email from the Coordinator on behalf of the Associate Dean (Research). Decisions are final and cannot be appealed.

Adjudication Criteria

Applications will be adjudicated on the following criteria:

- Purpose, originality, innovativeness, and feasibility of the research project
- Past track record of the applicant and team in the areas of teaching, learning, and simulation research
- Significance of the topic or issue that the project is designed to address
- Design, methods, and research resources
- Impact of the research
- Qualifications of the Principal Applicant (including training, experience, and independence relative to career stage)
• Appropriateness of budget and justification of expenditures
• Training environment and development of trainees

Each team will be evaluated as a single, integrated entity. When applicable, demonstrate the multi- and inter-disciplinary nature of the research project being proposed, and the ways that the development of meaningful research collaboration will be achieved.

Preference will be given to applications including team members from collaborative partner sites should other factors be equal.

**BUDGET DEVELOPMENT**

Research project applications require a detailed budget for approval. Funding is intended to cover direct research costs. Eligible expenditures are subject to University of Alberta regulations and procedures. Monitoring of the expenditures is the responsibility of the awardee to whom the funds have been granted. There can be no budget overlaps with other funded projects.

All budget items must be specified and appropriately justified, and can be broken down under the following headings:

(a) **Personnel and Services (including research assistants)**

When an RA is requested under ‘services,’ indicate the RA’s duties, any special expertise required, and (where relevant) the relationship between the proposed duties and the RA’s program of study.

Salary Scales for Support Staff Operating/Trust should be referred to for hiring of Trust-funded personnel.2

Assistantships will normally be paid in accordance with the regulations governing Trust-funded Graduate Assistantships Collective Agreement. Refer to FGSR for graduate student salary schedule details.3

Grant funding is not intended as a replacement for Graduate Research Assistantships (GRAs).

Research budgets for casual student labour must reflect the following:

- Stipend that includes Award and Minimum Salary for Master’s program and Doctoral program students, respectively, plus 15% benefits
- A full time student is permitted to work any number of hours up to and including a maximum of 12 hours/week
- Appointment must be less than 12 months

(b) **Equipment and Materials**

Explain clearly why you cannot use equipment already in place at the University, and why the equipment is essential for the research project. Provide a vendor’s quote for the equipment requested.

Equipment and materials purchased with Grant funds become the property of the University.

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3 [http://www.gradstudies.ualberta.ca/awardsfunding/assistantships/operating.htm](http://www.gradstudies.ualberta.ca/awardsfunding/assistantships/operating.htm)
The Grant will not normally provide support for the purchase of personal computers, except when the computer is needed for a clearly specified research component within an integrated research program.

The Grant does not allow additional money for the maintenance and/or minor repair of equipment purchased with the Grant funds.

Itemize Equipment and Materials, providing budgetary details, rationale, and justification. Submit quotations for all items costing more than $2000.

(c) Other Expenditures

Itemize Other Expenditures, providing budgetary details, rationale, and justification. Submit quotations for all items costing more than $2000.

Eligible Grant funding may include costs associated with publication of manuscripts in open access journals and presentations arising from the research project, including travel to communicate research results.

ADMINISTRATION

A speed code will be assigned to the successful applicant. Grant holders are wholly responsible for administering their grant accounts and must comply with all relevant University of Alberta and Faculty of Nursing policies and procedures.

Ensure appropriate ethics clearance has been received; any projects involving human or animal subjects will require ethics approval before any funds will be released.

Funding Period and Extensions

The TLSR Grant is awarded for a period of up to two years, and will close on the project end date. Funding must be used before the conclusion of the specified term of the project. Any unspent funds at the conclusion of the project’s specified term will revert to the FoN.

Extensions to the award period will not normally be granted. Written requests to extend project funding must be submitted to the Associate Dean (Research), FoN, no later than 30 days prior to end date and must explain the reason(s) for the extension request, detail the balance of funds remaining, and propose an end date.

Expenditures

The award funds are provided for the specific expenditures identified in the Principal Applicant’s proposal, and they may not be used for other purposes. In exceptional circumstances, a change in expenditure may be approved. In this case, a written request explaining the need for the change in plans must be submitted by the grant holder to the Associate Dean (Research), c/o the Research and Funding Support Coordinator at nursing.research@ualberta.ca. Unauthorized deviations from the budget will render the applicant ineligible to submit for future TLSGs and/or other research-related programs administered by the Faculty of Nursing.

Reporting Requirements

An interim report to the Associate Dean (Research), FoN, (maximum two pages) is required at the end of the first year of the project. It should indicate what work has been accomplished to date and what expenditures have been made. Any significant issues/concerns in the implementation and/or completion of the research project should be noted.
A final report is due to the Dean, via the Associate Dean (Research), FoN, within **three months** following the end date of the award period. This report shall: outline the progress of the project to which the funding was granted and confirm the purposes for which the funds were used; summarize the principal findings of the research project; indicate what work was accomplished as a result of the award, and when it was accomplished; list publications and presentations resulting from the research; render a financial report; and discuss possible future directions of simulation research.

Submit reports to the Associate Dean (Research), c/o the Research and Funding Support Coordinator at nursing.research@ualberta.ca.

**Acknowledgement**

The FoN Teaching, Learning, and Simulation Grant is to be appropriately acknowledged in all reports, publications, presentations, and material arising from the grant.