**Krembil Nursing Awards**

**Research Proposal**

**PROJECT TITLE:** Click or tap here to enter text.

**PRINCIPLE INVESTIGATOR**

**Name:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Unit:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Location:** Click or tap here to enter text.

**CO-INVESTIGATOR**

**Name:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Unit:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Location:** Click or tap here to enter text.

**PRIMARY (KREMBIL MENTOR)** (will be assigned to you)

**Name:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Location:** Click or tap here to enter text.

**MENTORING TEAM** (at least one from unit)

**Name:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Name:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**UNIT MANAGER SPONSOR**

**Name:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**ABSTRACT** (recommended word limit: 150 words)

Applicants are encouraged to do this section last to ensure that all components are captured from the proposal.

Click or tap here to enter text.

**INTRODUCTION**

Provide a background of the problem you are investigating and why it is significant to study the topic, ie: who will it benefit and why? Describe how your project relates to any past, current or future initiatives or strategic plans within your unit.

Click or tap here to enter text.

**BACKGROUND/REVIEW OF THE LITERATURE**

What is known about this topic in the literature/in practice from your experience/from your patients? Highlight some of the work already completed in this area.

Click or tap here to enter text.

**PURPOSE OF THE STUDY**

Clearly identify why this topic is being studied. How is this project different from the current standards of care? (if applicable)

Click or tap here to enter text.

**RESEARCH QUESTION(S) / HYPOTHESIS**

Outline what question(s) are being explored and what the hypothesis are for the research question(s).

Click or tap here to enter text.

**METHODOLOGY**

That is, setting and sample, data collection and data analysis.

**Setting**

Where will the study take place

Click or tap here to enter text.

**Sample**

**Sample Size**

How many people do you plan to enrol into your project? (sample size)

Click or tap here to enter text.

How will you choose your participants? (inclusion/exclusion criteria)

Click or tap here to enter text.

How and when will the potential participants be recruited?

Click or tap here to enter text.

**Protection of Human Rights**

Including the need for Research Ethics Board (REB) Review

Will your study need consent?

Click or tap here to enter text.

Is the person getting consent involved with the potential subject in some way?

Click or tap here to enter text.

How long will the participants be given to complete the information?

Click or tap here to enter text.

Will any subjects be paid or receive gifts to participate (such as in focus groups, parking costs)?

Click or tap here to enter text.

**Data Collection**

Include the following to outline how Confidentiality be protected.

What type of information will you be collecting?

Click or tap here to enter text.

How will the information be coded? Numbers, letters, sequentially?

Click or tap here to enter text.

Who in the study will be collecting the information?

Click or tap here to enter text.

Will the information be transferred electronically?

Click or tap here to enter text.

How and where will the information be stored and protected?

Click or tap here to enter text.

**Data Analysis**

Identify type of data analysis that will be conducted (if unsure check with your mentor), example – qualitative - themes, quantitative – descriptive

Click or tap here to enter text.

**PROJECT TIMELINE**

Include what and when activities will occur. You may want to use a chart to illustrate your planned activities:

* When you are hoping to begin and end the project
* The project is expected to be completed within 12 months (from time of REB approval)
* This should include completion of the project, analysis and dissemination

*Sample Chart*

*Please delete the sample before submitting your final proposal.*

|  |  |
| --- | --- |
| **Activity** | **Timeline** |
| Send email, attaching REB project overview and completed ARECCI tool stating REB required | December 1, 2019 |
| Complete mandatory research training | February 2020 |
| Investigators notified of Award | Late April 2020 |
| Official Award Presentation– Celebration Tea | May 2020 |
| REB submission | May 2020 |
| REB revisions and approval | July-September 2020 |
| Recruitment and Data Collection | September/October 2020 |
| KNA Fall 2020 Project Update From Submission to \*Riley Krembil & Krembil Mentor | October 1, 2020 |
| Data Analysis | December 2020 |
| KNA Spring 2021 Project Update Form Submission to Riley Krembil & Krembil Mentor | March 1, 2021 Mandatory |
| Prepare Project Completion Form and presentation | August 2021 |
| Mentor and PIs inform Rose Puopolo of completion and identify a date to present to Mrs. Krembil | August 2021 |
| Dissemination to staff on the unit | October 2021 |
| Submit the Project Completion Form to Riley Krembil, Krembil mentor & present to Mrs. Krembil | November 2021 |

\*riley@krembilfoundation.ca

**Please fill out the following:**

|  |  |
| --- | --- |
| **Activity** | **Timeline** |
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**PROPOSED BUDGET**

*Please delete the sample before submitting your final proposal.*

See budget sample. If you do not have an item on budget please do not include it (e.g., if not using research assistant do not include cost). No changes to the budget can be made after approval by KNA Selection Committee without written request to Mrs. Stacey Krembil for approval.

|  |  |  |
| --- | --- | --- |
| Proposed Budget 2018 | Cost | Total |
| RN Replacement Costs (for 2 RNs)  (eg: for staffing replacement every other Friday)  (IF APPLICABLE) | ONA rate $33.25  plus 25% benefits =  115 hours x $41.57/h | $4780.55 |
| Statistician | UHN policy at $50.00/hours  x 4 | $200.00 |
| Binding, black & white printing  x 20 copies |  | In kind |
| Total |  | $4980.55 |

* *The total cost is not to exceed $5000.00.*
* *The amounts in the sample budget are fictional and you must investigate to find out the costs for your individual project. Please delete the sample budget before you submit your proposal.*
* *Your proposed budget may come back with changes after review by the selection committee with recommendations.*
* *Dissemination costs are not to be included in this budget. Once the project is completed you may apply separately.*

**Please fill out the following:**

|  |  |  |
| --- | --- | --- |
| Proposed Budget | Cost | Total |
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**SUSTAINABILITY PLAN**

Include how and who will support to sustain the outcome of this project (i.e., how will it become common practice).

Click or tap here to enter text.

**Include the following as appendices:**

* Letter of support from the Krembil mentor indicating how the mentor will support the two investigators in completing the project including process for ongoing communication. Not all Krembil mentor may not be from your unit/program.\*
* Letter of support from one of your unit mentor(s), detailing how the mentor will support the investigators in completing the project within the 12 months timeline after REB approval and how the project will be sustained.\*
* Letter of support from the unit manager indicating 1) confirmation of full time status of the investigators 2) how they will support the completion of the project within set timelines including check in about project progress 3) details about how the nurses will be scheduled to complete the project within budget and timeline and 4) how the manager will support sustainability.\*   
    
  \*(Note: If an individual is serving more than one roles (unit mentor and Krembil Mentor or unit mentor and unit manager, one letter may be submitted that addresses the requirements for both roles)
* Will ethics approval be required? Attach the completed [ACCREI Ethics Screening Tool](http://www.aihealthsolutions.ca/arecci/screening/60285/266c59127e701b59619c3e5f13243778) and response from REB for ethics review exemption (if completed and/or applicable):
* Short biography sketch of both authors and include any relevant experience in conducting or leading QI projects.

*All proposals are reviewed by the KNA Selection Committee formed by Mrs. Krembil. You will be notified of the committee’s decision late April.*

[**SUBMIT PROPOSAL BY EMAIL**](mailto:skrembil@chiefswood.ca;sandra.li-james@uhn.ca;rose.puopolo@uhn.ca)