

**CALL FOR RESEARCH & SCHOLARLY PROPOSALS**  
**Office of Research & Grants Management**

**Purpose:** The College of Nursing and Professional Disciplines (CNPD) Office of Research & Grants Management has funds available for scholarly activities. Call for proposals is issued twice a year: fall and spring semesters. The intention of the CNPD seed grant is to build college research and scholarship:

**Proposed research projects** should produce preliminary or pilot data to develop larger, grant-funded projects.

**Proposed scholarly projects** should further the practice or training of practitioners in professional fields of study.

**Deadline:** Fall semester proposals must be submitted no later than the **first Friday in November by 5pm (CST)**.

Spring semester proposals must be submitted no later than the **first Friday in March by 5pm (CST)**.

Submit proposals to the CNPD Office of Research & Grants Management, [UND.cnpd.research.office@und.edu](mailto:UND.cnpd.research.office@und.edu) before 5 pm on the deadline date.

**Funding:** Each award will be up to \$5,000 and priority will be given to those proposals that clearly advance the research and scholarship mission of the college.

Fall semester call for proposals will fund projects from January 1 through December 31.

Spring semester call for proposals will fund projects from May 1 through April 30.

These funds may be used for research-related costs such as printing, consultation, equipment, travel, supplies and research assistant salary. Faculty salary is allowed for work conducted during summer months. All unused funds will be returned to the CNPD Research Office.

**Eligibility:** Tenure track and non-tenure track faculty are encouraged to apply. All applicants must have a minimum of a 60% appointment within the CNPD. Non-tenure track seed grant award recipients may be able to adjust their workload and should work with their Department Chair to accommodate the additional scholarship/research activities. One proposal per applicant is allowed each round. Previous award recipients are allowed to apply for funding if requirements of prior funding were met as required by the final report, along with submission of seed grant output(s). Those who received previous grant support from the CNPD Office of Research & Grants Management and are submitting a proposal for continuation of that research project must attach a copy of the previous final report(s) and outputs with the current submitted proposal, describing in the narrative how the new project aim(s) aligns and is distinct from the prior project aim(s).

**Reports:**

(1) Submit final reports to the Office of Research & Grants Management,  
[UND.cnpd.research.office@und.edu](mailto:UND.cnpd.research.office@und.edu).

- Fall semester award recipients will be required to submit a final report by January 15 after the award period ends.
- Spring semester award recipients will be required to submit a final report by May 15 after award period ends.

The final report summarizes the work completed toward the project aim(s) and lists outputs achieved (can be “in progress” such as draft presentation, article, or grant).

(2) Within one year of the scholarship/research project completion, award recipients will also be expected to present proof of submission or acceptance of their research results for dissemination through (1) publication, (2) presentation at a state, regional, or national professional conference, or research program development through an (3) external grant application.

**Application Format:** For questions related to the CNPD seed grant submission, please reach out to the CNPD Research Office for guidance.

- I. **Title Page:** ATTACHMENT A
  - a. Title of proposal
  - b. Name and title of applicant, campus location and contact information
  - c. Total amount requested
  - d. Any funding received for previous research activity
  - e. Signature of the Department Chair. If applicant does not report to a Department Chair, the signature of direct supervisor is required.
- II. **Abstract:** 250 words maximum.
- III. **Proposal:** 3 pages maximum to include study purpose, background/significance, specific aims/research questions, theoretical framework, methods, data analysis and plan for dissemination of knowledge to the professional community.
- IV. **Budget:** ATTACHMENT B
- V. **Time Table:** Target dates month by month (meant as a guide)
- VI. **Evidence of Regulatory Compliance:** (approved or pending approval), e.g. IRB, Human Subjects Education, Biosafety Committee approval
- VII. **Statement of intent:** State plans to disseminate research findings and subsequent funding or subsequent scholarly project.
- VIII. **References**
- IX. **Biographical sketch**
- X. **Historical Grant Support at the College of Nursing and Professional Disciplines:** Include copies of final reports related to this or other CNPD-funded projects, if applicable.
- XI. **Appendices:** Related support material. (optional)



COLLEGE OF NURSING & PROFESSIONAL DISCIPLINES

**ATTACHMENT A**

CALL FOR RESEACH & SCHOLARLY PROPOSALS

Office of Research & Grants Management

**GRANT APPLICATION TITLE PAGE**

**a) Title of proposal:**

**b) Name and title of applicant:**

**Address:**

**Telephone number:**

**Email:**

**b) Total amount of financial support requested:**

**c) Other funding received or applied for in this area of research:**

**e) Department Chair/Supervisor must sign prior to submission indicating that resources (time, faculty, etc.) are adequate to support this request.**

Signature: \_\_\_\_\_  
Principal Investigator Date

Signature: \_\_\_\_\_  
Department Chair or Supervisor Date



COLLEGE OF NURSING & PROFESSIONAL DISCIPLINES

**ATTACHMENT B**

CALL FOR RESEARCH & SCHOLARLY PROPOSALS

Office of Research & Grants Management

**PROJECT BUDGET**

a) Personnel	\$
b) Supplies	\$
c) Equipment	\$
d) Travel	\$
e) IT Costs	\$
f) Other expenses	\$
<b>TOTAL:</b> (up to \$5,000)	\$

Attach separate page for the Budget Justification.

**ATTACHMENT C**

**CALL FOR RESEARCH & SCHOLARLY PROPOSALS**

Office of Research & Grants Management

**PROPOSAL REVIEW FORM**

*(Completed by reviewers only)*

**PROPOSAL TITLE:** \_\_\_\_\_

<b>SELECTION CRITERIA</b>	<b>SCORE 1 -10 (low to high)</b>
1. Feasibility of attaining objectives/goals	
2. Methodology (human subjects review status (approved or pending), sampling, data analysis plan, etc.)	
3. Estimate of expected contribution to our knowledge base	
4. Applicant's apparent current status of knowledge in this field	
5. Budget (resources align with objectives and justification is appropriate)	
6. Timetable reflects objectives, resources, and funding availability	
7. Overall scientific quality of proposal	
8. Potential of this idea to be developed into either a nationally competitive proposal, peer-review publication, or enhance the practice or training of practitioners	
9. Proposal clearly advances the research and scholarship mission of the college.	
10. Academic rank of applicant (preference is given to junior rank) * Instructor: (0 to 4 years): 10 points * Clinical or Tenure track Assistant Professor (0 to 2 years): 10 points * Clinical or Tenure track Assistant Professor (3 to 5 years): 8 points * Clinical or Tenure track Associate professor: 6 points * Clinical or Tenure track Professor: 4 points	
<b>TOTAL SCORE (High of 100)</b>	

**PLEASE PROVIDE COMMENTS TO EXPAND/CLARIFY INDIVIDUAL POINTS**

(Continue on back and use additional sheets, if necessary.)

**RECOMMEND FUNDING:** Yes      \*Amount: \_\_\_\_\_ No

\* If modified from requested amount, justify modification (continue on back as needed):

**OFFICE USE:**

PREVIOUS GRANT FUNDING RECEIVED: Yes \_\_\_\_\_ No \_\_\_\_\_

**ATTACHMENT D**

**CALL FOR RESEARCH & SCHOLARLY PROPOSALS**

Office of Research & Grants Management

**PROPOSAL REVIEW FORM**

*(Completed by reviewers only)*

**PROPOSAL TITLE:** \_\_\_\_\_

	<b>SCORE 1 -10</b>
<b>SELECTION CRITERIA</b>	<b>(low to high)</b>
1. Feasibility of attaining objectives/goals	
2. Methodology (human subjects review status (approved or pending), sampling, data analysis plan, etc.)	
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<b>TOTAL SCORE (High of 100)</b>	

**PLEASE PROVIDE COMMENTS TO EXPAND/CLARIFY INDIVIDUAL POINTS**

(Continue on back and use additional sheets, if necessary.)

**RECOMMEND FUNDING:** Yes      \*Amount: \_\_\_\_\_ No

\* If modified from requested amount, justify modification (continue on back as needed):

**OFFICE USE:**

PREVIOUS GRANT FUNDING RECEIVED: Yes  No

**OFFICE USE:**

PREVIOUS GRANT FUNDING RECEIVED: Yes No

**For Reviewers Use Only**

Proposal approved by the Review committee: Yes No

Budget appropriate: Yes  No

Fund fully  Fund partially  Do not fund

COMMENTS:

APPROVAL:

\_\_\_\_\_  
Chair, Review Committee

\_\_\_\_\_  
Date