

WOCN Outcomes Research Request for Proposal:

PART I: OVERVIEW

Request for Proposals (RFP): The Wound, Ostomy Continence and Nurses Society (WOCN) seeks to identify qualified investigators who are qualified to conduct research to examine the outcomes of WOC specialty practice. The applicant is solely responsible for planning, directing, and executing the proposed project.

About WOCN

Mission Statement: The Wound, Ostomy and Continence Nurses Society (WOCN) is a professional nursing society, which supports its members by promoting educational, clinical, and research opportunities to advance the practice and guide the delivery of expert health care to individuals with wounds, ostomies, and incontinence.

The WOCN is a clinician-based professional organization of over 4800 members who treat individuals with wounds, ostomies, and incontinence and are committed to cost-effective and outcome-based health care. The WOCN supports a comprehensive health care system focused on wellness, which maximizes patient health and minimizes long-range costs. We are dedicated to assuring the availability of appropriate care for individuals with wounds, ostomies, and incontinence, because patients deserve health care that assists them in maximizing their functional status. The WOCN encourages the appropriate utilization of specialty nurses to assure that its goal of giving the most beneficial care in the most cost-effective manner is met.

Scope of Practice: Wound, Ostomy and Continence (WOC) nurses provides acute and rehabilitative care for people with selected disorders of the gastrointestinal, genitourinary, and integumentary systems. WOC nurses provide direct care to people with abdominal stomas, wounds, fistulas, drains, pressure ulcers, and continence disorders. As an educator, consultant, researcher, and administrator, the WOC nurse plays a pivotal role in the guidance of optimal patient care. WOC nurses provide care in multiple settings including hospitals, outpatient clinics, acute and sub-acute long term care, home health agencies, physician offices, and independent practice offices.

PART II: FUNDING OPPORTUNITY DESCRIPTION

Purpose of Research Project

The purpose of this project is to evaluate the impact of WOC specialty nursing practice on the quality and cost of care to identify the contributions of WOC nurses to the U.S. Health Care System, justify utilization/integration of WOC specialty care across health care settings, and provide evidence for future research trajectories.

Specific Aim

The specific aim of the research project is to determine if care delivered by WOC specialty nurses improves patient outcomes. For research purposes, the WOC specialty nurse is defined as a nurse credentialed by the Wound, Ostomy and Continence Nursing Certification Board (WOCNCB) in one or more of the specialty areas of practice (wound, ostomy, or continence care) and/or is a graduate of a WOCN-accredited Nursing Education Program.

Research Objectives

A comparative designed research project is solicited to address patient outcomes of WOC nurse specialty practice compared to patients not receiving WOC nurse care. Methodological approaches to be considered will include prospective or retrospective designs, experimental, quasi-experimental, secondary analysis of existing data, and mixed methods. Priority consideration will be given to the research project that provides the most comprehensive data across the spectrum of WOC nurse practice and settings that are relevant to the research objectives.

Research Questions: Research proposals must address one or both of the following questions:

- Is there a difference in outcomes for patients who receive care from WOC specialty nurses compared to patients cared for by non-WOC specialty nurses?
- Are patient outcomes different in health care settings that utilize WOC nurses compared to health care settings who do not utilize WOC nurses?

Outcome Measures: Research proposals should ideally address multiple outcome measures relevant to WOC nurse practice:

Wounds

- Fewer wound complications (e.g., lower incidence facility acquired/nosocomial pressure ulcers, fewer wound infections)
- Increased percentage/number of wounds (e.g., pressure ulcers, surgical, stasis, neuropathic/diabetic) improved or healed
- Decreased length of time to healing
- Less emergent care/hospitalizations for wound infection

Ostomy

- Higher number of ostomy patients/families independent in care of ostomy
- Fewer ostomy complications (e.g., pouch leakage, peristomal skin complications)

Continence

- Lower percentage/number of facility acquired urine incontinence
- Higher percentage/number improved in fecal/urine incontinence
- Less continence related dermatitis
- Less emergent care/hospitalization for urinary tract infection

Costs

- Reduced length of stay
- Less costs (e.g., visits, supplies)

Client Satisfaction

- Greater patient/family satisfaction with education and care

Other indicators may be considered as appropriate

PART III: AWARD INFORMATION

Funding Available

The total award for this project is \$200,000.00 for a maximum 2-year period (i.e., \$100,000 per year for up to two years). The second year of funding will be contingent on satisfactory progress detailed in an annual progress report. No more than 2 years of funding will be

provided for the project. This award may not be used to supplement research projects currently supported by any other federal or non-federal funds. Pre-award costs are not allowable.

Funding Budget

A detailed budget and justification are required. The primary endpoint of the award is a detailed report with a summary and analysis of the findings submitted to the WOCN Society Board of Directors by the required deadline.

RFP Timeline

The selected applicant must be able to meet deadlines set by WOCN for the project that includes in part:

Key Dates

RFP Release Date: December 31, 2008
Application Receipt Date: May 31, 2009 (Late applications will not be accepted)
Panel/Board Review Dates: June - September 30, 2009
Anticipated Award Date: October 2009
Progress Reports: Due every 6 months from funding date
Anticipated Funding Period: October 2009-October 2011

PART IV: ELIGIBILITY

Awards are limited to institutions within the United States and U.S. possessions. Applicants must be United States citizens. Prior to the award or grant of funds pursuant to this Request for Proposal, the selected institution or company must execute a written agreement with WOCN for the conduct of the research project (the "Research Agreement"), which Research Agreement addresses the terms described herein and any other provisions deemed necessary and reasonable by WOCN.

Eligible organizations: For-profit organizations, non-profit organizations, and public or private institutions, such as universities, colleges, or hospitals are eligible to apply for this award. Applicants are required to notify the WOCN Society if funding is received for their research from any other sources. **WOCN will not provide duplicate funding for any study. Applications in excess of the published maximum grant award will not be reviewed.**

Eligible Principal Investigator (PI)

One individual must be named as the Principal Investigator. Individuals with the skills, knowledge, and resources necessary to carry out the proposed research are invited to work with their institutions to develop an application. Applicants must hold full-time faculty or employee positions. PI's with less than full-time status will be evaluated on a case-by-case basis. Applications must include 3 letters of recommendation assessing the scientific abilities and potential of the applicant including a letter from the Department Chair or Head addressing the scientific abilities of the applicant and the assurance of adequate space, time, and facilities for conducting the proposed research. *The WOCN Outcomes Research Review Panel (to be appointed by the Board of Directors for this project) will determine an applicant's qualifications for conducting the research based on the information provided in the application.*

In the application, investigators should address the following criteria, which will be carefully assessed during the review process:

- Credentials in the area of the project
- Experience with similar research/projects
- Ability to meet specific deadlines outlined in the RFP

Applicants should address the following information and questions:

General Information

1. Provide a brief history of your organization, including the number of years in business and experience in outcomes research.
2. Describe your organization's mission.
3. Provide a brief summary of your organization's operations, including your organizational structure.
4. How many employees work for your organization and how many would be dedicated to this project?
5. Provide a partial list of your organization's customers and the type of services you provide them.

Experience

6. Describe your organization's experience with similar projects.
7. Do you currently service any other companies or organizations that could be conceived as a competitor to WOCN?
8. Do you offer any feature(s) that might be unique to WOCN?
9. What distinguishes your organization from your other competitors to WOCN?

Individuals currently serving on the WOCN Society Board of Directors, Council, Outcomes Research Task Force, or the Outcomes Research Review Panel that will review the proposals are not eligible to receive this award.

PART V. AWARD PROCESS

Conditions of Award

Applications submitted in response to this funding opportunity will compete for the available funds with all other submitted applications. Funds are awarded for one year at a time for a maximum of 2 years. Unexpended funds will not be carried over beyond the project period. In highly unusual circumstances, a request may be made formally and in writing to the WOCN Board of Directors to extend a research project and/or funds beyond the project period. All approvals must be in place by three months after notification of the award or the award will be revoked.

Funded proposals should adhere to the budget as presented. Significant changes in budgeting (i.e., greater than a 10% change per line item) requires prior written approval of the WOCN Board of Directors. Unauthorized charges (i.e., any expense charged to the account that are not specifically related to the project and are not included in the reviewed budget and justification) must be removed within 5 business days of notification. Changes in other financial support, prior to the start of the award, should be reported promptly to the WOCN Society Board of Directors. Unexpended funds from the first year can be carried over from Year 1 to Year 2 as

long as a carryover justification is submitted to the WOCN Society Board of Directors. No expenses incurred after the award end-date can be charged to the WOCN Society.

Administration of Funds: Applicants must select one of 2 payment options:

Payment Option A. Reimbursement of expenditures. Request vouchers with supporting receipts are sent to WOCN by the grantee for reimbursement or direct payment by WOCN for expenses up to the approved, annual budgeted amount of the award, less 10% that is withheld until submission of the final narrative and financial reports to the WOCN Society Board of Directors. Reimbursement is only for receipts that are submitted. No monies remaining after receipt of the final narrative and financial reports will be reimbursed. All final reimbursements must be submitted with the final narrative and final financial report. Approved expenses must be submitted in minimum quantities of \$100.00, except for the final reimbursement.

Payment Option B. The grant funds are administered by an affiliated institution. WOCN makes lump sum payments to the institution starting at the inception of the award and every 6 months, thereafter, for the funding period. Payments will be equal to 50% of each year's approved budgeted amount, except for the final payment, which will be 40%. The final 10% payment will be made upon receipt of all final narrative and financial reports to the WOCN Society Board of Directors. The institution will be notified regarding sending the final reports to the WOCN. An applicant's institutional affiliation must be a public organization (i.e., 501[c][3] or a 501[c][6]), as defined by the Internal Revenue Service, and the institution must furnish satisfactory assurances that grant funds will be expended solely for the purposes for which the grant is made. No funds will be awarded until the documentation is received by WOCN. An institution may charge no more than 10% indirect costs to administer the grant and this must be included in the total amount of funding requested. The distribution and expenditure of funds on the part of the affiliated institution and the WOCN will be in accordance with standard accounting procedures.

Part VI: GENERAL INSTRUCTIONS

Preparing the application

- Prepare the application single-sided and single-spaced. Use standard size (8 ½" x 11") sheets of paper.
- Use an Arial or Times New Roman typeface and minimum 11-point font size. A symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.
- Type density, including characters/spaces, must be no more than 15 characters per inch.
- Type may be no more than six lines per inch.
- Margins must be at least 1 inch.

Research Description and Justification of the Proposal

In 350 words maximum, provide a brief description and justification of the proposal. Summarize for the committee how the proposal addresses WOCN's targeted goals (see Part II - Purpose, aim, objectives, questions, and outcome measures).

Application Format

The application is to include the following components: Application checklist (Appendix A), cover page with key personnel (Appendix B), research description, proposal justification, table of contents with page numbers, detailed budget, budget justification, biographical sketches, resources/environment, research plan (i.e., design, methods, data analysis), references, human/animal subjects statement, and appendices. Headers and footers must be used. The applicant's name must be in the header of the body of the application with the pages numbered sequentially in the footer of the body of the application.

Budget and Budget Justification

A detailed budget is required for the term of the funding period (sample form attached, Appendix C). On a separate page, provide an itemized justification including the percent effort for all individuals to be devoted to the project. Budgets that are not clearly justified run the risk of being administratively reduced.

Allowable Costs

Direct Costs

- **Personnel**: Funds may be used for investigator/faculty salaries. Support for research assistants, graduate research assistants and postdoctoral fellows are allowable. The maximum award for all costs (personnel and non-personnel costs) cannot exceed the maximum allowed per year or the total award amount. Expenses for consultation, clerical support, and research assistants should include an estimate of the number of hours for these individuals and an hourly rate of pay.
- **Supplies**: Itemize supplies in separate categories. Photocopying, telephone, postage etc. should be included in this category.
- **Equipment**: An individual item that has a unit cost of \$5,000 or more is defined as equipment and should be placed in the budget under the "Equipment" category. Items with less than \$5,000 should be placed in the budget under the "Supply" category.
- **Other Expenses**: Itemize any other expenses by category and unit cost. Reasonable travel expenses to present the study's results at the WOCN annual conference may be included.

Prohibited Expenses

The following items may NOT be purchased with direct cost funds:

- rent for office or lab space
- computer hardware (e.g., desktop, laptop, printer) or computer software (e.g., statistical analysis programs) unless adequately justified and approved by the WOCN Society Board of Directors in writing prior to the purchase
- telephone support service or non-technical support (e.g., custodial or administrative)
- tuition, relocation costs, memberships and subscriptions, institutional review board fees, and grantsmanship consultant fees

Indirect Costs

Indirect costs are limited to 10% of the direct costs. The total budget amount, including the indirect costs, cannot exceed the total award amount of \$200,000.00.

Biographical Sketch-Do not include CVs

Include biographical sketches for the principal investigator, co-investigators, consultants, collaborators, or biostatisticians listed in the budget (Appendix D). Biographical sketches should not exceed 4 pages per person:

- **Education:** List the name of the college or university where each degree was earned starting with the Baccalaureate degree. Include the degree, year conferred, and field of study.
- **Research and /or Professional Experience:** Concluding with the applicant's present position, list in chronological order previous employment, experience, and honors. Additionally, list in chronological order, the title and complete references to all publications during the past 5 years and any representative earlier publications that are pertinent to the application.

Resources and Environment

Describe specific facilities that will be used for the research. Describe the capability of the support services or resources available to facilitate the research (e.g., clinical, computers, office, and equipment, etc.). Provide sufficient information for the committee to assess the feasibility of the proposed research. The Chair or Head of the sponsoring department must provide support for the research and assure that adequate facilities and space are available for the project.

Use of CMS or Other Secondary Data Sources

The PI must address any plans to use CMS or other secondary source data in the research design and methods section and explicitly describe plans to meet any requirements, standards, or rules governing secondary data use such as agreements and assurances for maintaining confidentiality of data that are individually identifiable. Additionally, applicants should address the time and costs required for obtaining approval, processing requests, and refining data from CMS/other secondary sources. Any costs, if applicable, for use of CMS public data or data from other secondary sources should be discussed in the application and included in the budget.

PART VII: NARRATIVE RESEARCH PLAN

Pages

The overall length of the research plan (Sections A-E) should not exceed 25 pages. Applications longer than this limit might not be accepted and/or returned for revision at the sole discretion of the Review Committee. Figures and brief figure legends may be embedded in the text, or they may be submitted as an appendix. The appendix does not count toward the page limit, but should not be used for lengthy text. The narrative for the research plan should include the goals and aims, background and significance, preliminary studies, research design and methods (including power estimates and a data analysis plan), and a timetable:

A. Goals and Specific Aims. Include a clearly stated hypothesis and describe how the study will test this hypothesis.

B. Background and Significance. Include a brief literature review focusing on the significance of the problem and explain the relevance of the planned research to address the problem. Describe the potential clinical, policy, and/or economic impact of the research. Answer

all questions that deal with the specific criteria for the award. Provide the conceptual basis for the study.

C. Preliminary Results. Briefly summarize past or any preliminary findings including a list of relevant publications completed by the investigator(s). For published data, indicate its significance to the current proposal. For unpublished data, show results of any key research and summarize other findings.

D. Research Design and Methods. Describe the research design and how the proposed research will be conducted including appropriate controls. Where alternative approaches exist, justify the choice of methods and state which are new to the investigator. For new methods, include the plans for putting these techniques in place. Describe the participants and recruitment strategies. Describe sampling and power estimates. Identify procedures and instruments to obtain the data. Discuss the plan to analyze the data. Involvement of biostatistical expertise for assistance in research design, power estimates, and statistical analyses is mandatory. Discuss potential pitfalls in conducting the research and how they will be overcome.

E. Timetable. Present detailed milestones and dates for projected completion of the study

F. References/Literature Cited—Not part of page limit

G. Protection of Human Subjects—Not part of page limit

Appendix—Not part of page limit
Instruments

Documentation of tax exempt status if Payment Option B is chosen

Institutional Review Board (IRB): IRB approval is required for all applicants using human subjects. A copy of the IRB approval letter should be included with the application. If IRB approval is needed and not included with the initial application, it must be obtained within three months of the notification of the award or the award will be revoked.

Letters

- a. Collaborative arrangements: Collaborators must confirm participation and amount of time devoted to the proposed research project.
- b. Letters of Recommendation: 3 letters of recommendation must assess the applicant's scientific abilities and potential to conduct the research. The reference must include the organization's name, contact person and telephone number. References should address past performance of the applicant on similar projects.
- c. Letter from the Department Chair/Head: The Chair of the applicant's department must outline the institution's commitment to the research project and provide assurance of adequate space and facilities for conduct of the research project.
- d. Other support letters or any other information that the applicant believes is pertinent to this request for proposal may be included.
- e. Manuscripts: Applicants may include manuscripts that describe previous work that are directly related to the proposed research.

Part VIII: Review Criteria and Selection Process

The goal is to select a clearly defined research project that best addresses the stated purpose and aims of this project. Scoring of the applications will be based upon the following criteria: (1) scientific merit of the proposed studies, (2) specificity and likelihood of success of the plan to meet the stated purposes and aims of the research objectives, and (3) relevance to the research objectives.

Evaluation and Review Process

Applications will be evaluated by the WOCN Outcomes Research Review Panel (to be appointed by the WOCN Society Board of Directors). This panel will be comprised of doctoral prepared clinical experts or researchers who are members of the WOCN Society with no affiliations or associations with any applicant or the applicant's institution. The review panel may utilize, as needed, other recognized scientists or experts from outside the WOCN membership as consultant reviewers, provided there are no conflicts of interest present. The decisions of the WOCN Outcomes Research Review Panel on issues of scientific merit are not subject to appeal by the applicant. Applications are treated as privileged communication and are restricted to the WOCN Research Review Committee, WOCN Board of Directors, WOCN Staff, and collateral reviewers.

The WOCN Outcomes Research Review Panel will review applications between June 1- August 31, 2009 and submit a recommendation to the Board of Directors by September 1, 2009. The WOCN Society Board of Directors will review the recommendations of the Panel and provide final approval for awarding a grant. Following the Board of Directors' decision, a notice of "Grant Award" will be submitted to the successfully funded PI with instructions to forward copies to the appropriate Department Business Managers and/or Department Directors/ Heads/Chairs/Deans in their organization. Additionally, a notification letter containing the funding decision will be provided to each non-funded applicant's PI.

The WOCN Outcomes Research Review Panel will judge each application on its scientific merit and consider each of the following criteria in assigning the application's overall score: Significance, approach, research design and methods (goals, hypothesis, procedures), investigators, resources/environment, and additional review criteria as identified in the following discussion.

Significance: Does this study address the stated purpose to achieve the aims/objective of the project? Is the purpose clearly stated?

Approach: Are the conceptual framework and design adequately developed/conceptualized, logical, well integrated, well reasoned, and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas and consider alternative tactics? How feasible is the proposed investigation? In what respect, if any, is the problem more complex than indicated by the proposal?

Research Design and Methods (Goals/Hypothesis/Procedures):

- To what degree are the research questions and/or the hypotheses well conceived, clearly stated, and scientifically plausible?

- Is the hypothesis stated in measurable terms?
- To what extent do the hypotheses reflect a familiarity or understanding of the research problem; an awareness of similar projects that have been previously undertaken; an adequate knowledge of related activities in the field; and the pertinent literature?
- Does the study design allow the specific aims to be accomplished?
- Are subject and sampling methods appropriate?
- Are recruitment strategies adequate?
- Are variables defined and controls appropriate?
- Are data collection methods and procedures described and adequate?
- Are data analysis procedures appropriate and consistent with the study's objectives and design?
- Will the expected results make a clear contribution to the knowledge about the value of WOC specialty nursing?
- Will the proposed investigation provide the required data that are directly applicable to the purpose of the investigation?
- Are standards for protection of human subjects met?

Investigators: Are the investigators appropriately educated, prepared, trained and well suited to carry out this work? Is the proposed work appropriate to the experience of the researchers? Does the investigative team bring complementary and integrated expertise to the project (if applicable)? Is the study within the applicant's ability?

- How extensive is the principal investigator's history of professional experiences in this research area?
- Have the investigators clearly demonstrated competence for conducting work in this area?

Resources-Environment: Does the scientific environment in which the work will be done contribute to the probability of success? Does the proposed study appropriately use collaborative arrangements? Is there evidence of institutional support?

Facilities: How favorable is the institutional setting? Will it provide necessary support to ensure that the study can be satisfactorily completed? How suitable and sufficient is the equipment to be used?

Additional Review Criteria: In addition to the above criteria, the following items will be considered in determining scientific merit and priority score as applicable:

Protection of Human Subjects from Research risk: The involvement of human subjects and protections from research risk relating to their participation will be assessed. Does the study design, sample and instruments respect and protect participants and their confidentiality in the participant selection process and in the overall conduct of the study?

Inclusion of Women, Minorities, and Children in Research: The plan for the recruitment and retention of subjects/participants will be evaluated. The adequacy of plans to include males and females, diverse racial and ethnic groups, and children, as appropriate to the goals of the research, will be assessed.

Budget and Period of Support: The reviewers will assess the reasonableness and appropriateness of the proposed budget and the period of support requested:

- Is the percent effort listed for the PI appropriate to the proposed work?
- Is each budget category realistic and justified in terms of the aims and methods?
- Is the budget appropriate to accomplish the proposed work?
- Are purchases explained including the need for particular material, software, and equipment etc?
- Are opportunities for other resources explored?

PART IX: SUBMISSION

Submit four copies (one original and 3 photocopies) PLUS one CD with the application saved as a PDF. One of the four copies must contain original signatures (not photocopied) on the title page. Do not bind or staple the application. Secure them with paper or binder clips.

Send all applications and correspondence to:

Nicolette Zuecca
WOCN
Executive Vice President
15000 Commerce Parkway, Suite C
Mt. Laurel, NJ 08054
Email: nzuecca@ahint.com
Direct # 856-642-4414
Fax: 856-439-0525

Applications MUST be signed by the PI and must include the following statement: "I, [name of signor], hereby certify that I am authorized to respond to the WOCN Outcomes Research Request for Proposal on behalf of the institution or company named herein and that all information included in this document and any supporting materials is accurate and fully represents the capacities and abilities of the named institution or company to perform the work stated." Applications will not be accepted after the May 31, 2009 deadline. Applications will be accepted prior to approval by the human subjects review committees or institutional review boards (IRB), but accounts will not be established until all institutional compliance approvals are in place.

Financial Contact Information (sample business information form attached, Appendix E)

Principal Investigator's Contact Information

The applicant must provide the institution's Tax ID and full name and address of the institution where the research will be conducted.

Financial Officer's Contact Information

The application must provide the full financial institution's name to which checks should be made payable as it appears on the institution's W-9 Tax Certification Form.

Business Manager/Grant Administrator's Contact Information

Applicants must provide the grant administrator's name, email address, and phone number who will keep full account of disbursements.

Revised Proposals

If requested by the WOCN Research Review Committee, proposals responding to a request for additional information must include the previous request or critique in an appendix and a point-by-point response to the request/critique. The response should not be longer than 2 pages and placed before the specific aims section (it does not count toward the page limitation).

Notification of Receipt of Applications

The PI will receive a confirmation email from the WOCN Society within 2 weeks of receipt of the application. The notification will be sent to the email address the PI indicated in the application.

Changes in the Application

Applicants must notify the WOCN Society in writing about any changes made to the application such as:

- **Institutional transfer: Recipients MAY NOT transfer awards between institutions without prior written approval of the WOCN Society Board of Directors.**
Transfer requests must be sent to the WOCN National Office, Attention Nicolette Zuecca at nzuecca@hint.com and indicate the following: anticipated transfer date, position at the new institution, name and address of the new institution, contact information of the financial officer and grant administrator at the new institution, and a letter of support from the Department Chair at the new institution regarding the availability of necessary support and facilities.
- **Contact information change:** Send an email to nzuecca@hint.com and specify any changes in the PI's name, application title, and contact information.
- **Application withdrawal:** Send an email to nzuecca@hint.com and indicate the PI's name, application title, and the reason for the withdrawal.

Part X: ADMINISTRATION OF THE GRANT

Interim Progress Reports

Brief one to two page progress reports are due at six-month intervals throughout the funding period to address accomplishments, changes, problems, and actions to correct problems if projected timelines/targets are not met related to the study (sample form attached, Appendix F). The reports will include a scientific and financial portion and will note the status of the milestones based upon the previously submitted timetable. For milestones that have not been met, the progress report must include a plan for eradicating the barrier, problem etc. If progress reports are not received by the due date, WOCN reserves the right to reduce the award amount by 5%. The reduction will be deducted from the next scheduled payment.

Brief narrative interim progress reports should address the following areas:

- **Specific aims:** Changes or modifications?
- **Study progress and results:** Status of recruitment, procedures, and changes in procedures or methods; accomplishments in meeting specific aims; identify any problems and the remedies to the problems; and discuss attrition rates as well as problems with fidelity.
- **Significance:** Identify the significance of any preliminary findings.
- **Plans:** Address plans for recruitment and measures taken to insure timelines are met.
- **Publications:** Identify any publications relevant to the work or supported by the work arising from the project.

Final Narrative Reports

- Research Results: Principal investigators are responsible for producing a minimum of a 15-20 page final report that includes an abstract, description of the study and its results, findings, discussion of findings, discussion of the implications of the study, indications for future research, conclusions, and recommendations. The study must be submitted for publication within 60 days of the final report.
- Final Narrative Progress Report. A final narrative progress report is required that addresses the overall activities and accomplishments of the entire grant (sample form attached, Appendix G). Final narrative reports are due within 30 days after the conclusion of the grant period.

Financial Reports: Interim financial reports (i.e., at 6 month intervals) should provide an accounting of the receipts and expenditures of funds relative to the approved budgeted amounts (sample financial report attached, Appendix H).

Final Financial Reports: The final financial report is due within 30 days after the disbursement of the last payment for approved expenses in payment option A or after disbursement of the last semi-annual payment for payment option B arrangements. Failure to comply with final reports will disqualify the researcher from receiving any future WOCN grants. The researcher's file may be closed and funding canceled if no communication is received within 30 days of the expired deadline.

Account Closeout

Funds must be expended in accordance with the categories specified in the approved budget. A thorough review of expenses is conducted prior to account closeout. If questionable expenditures are found, a justification for the expense(s) is required. If expenditures are clearly unrelated to the grant, the PI and the Department Business Manager will be notified to remove the expenses (s) within 5 business days. **ANY FUNDS NOT EXPENDED AT THE END OF THE FINAL YEAR OF THE AWARD MUST BE RETURNED TO THE WOCN SOCIETY.** Any and all adjustments must be incorporated into this final reconciliation and accounting.

Part XI: Acknowledgement of Award

Acknowledgement of support from the WOCN Society must be made when findings are reported or publicity is given to the work in any manner.

Publications

Publications resulting from the grant must acknowledge the support from WOCN as described in the award letter. WOCN may seek publications and presentations of abstracts of any funded proposals. The investigator will notify WOCN of any publications resulting from the funded research.

- The PI may wish to publish portions of any or all reports, documents and materials developed in the course of the research. WOCN has the right to review all materials prior to publication of any information or findings derived from the study.

WOCN reserves the right to require that any publications be first submitted to the JWOCN and that the study's findings be presented at the national WOCN annual conference.

Copyright, WOCN Society Use of Data

The Research Agreement will include provisions requiring the following:

- All copyright interests in materials produced as a result of this grant are owned by the grantee. You will be required to grant to the WOCN Society a nonexclusive, irrevocable, perpetual, royalty-free license to reproduce, publish, republish, summarize, excerpt or otherwise use and license others to use, in print or electronic form, including in electronic databases or in any future form not yet discovered or implemented, any and all such materials produced in connection with this grant.
- You also will be required to represent and warrant that the material produced by you under this grant will be original and will not infringe upon any copyright or any other right of any other person, and has not previously been published.

Access to Research Data:

Plans to place data in a public archive require a complete description and prior permission of the WOCN Board of Directors.

Important Notices:

After written proposals are reviewed, WOCN may contact qualifying institutions or companies for further information. Nevertheless, WOCN reserves the right to award a contract to a responder to this RFP without further communication. All proposals submitted, therefore, should be based upon the most appropriate and favorable terms that responders have to offer.

WOCN has no obligation to accept or consider unsolicited proposals or proposal modifications.

WOCN is not responsible for any expenses incurred by responders to this RFP in responding and/or representing themselves to WOCN or its agents.

QUESTIONS?

Questions other than simple format questions MUST be submitted in writing:

Contact: Nicolette Zuecca

WOCN

Executive Vice President

15000 Commerce Parkway, Suite C

Mt. Laurel, NJ 08054

Email: nzuecca@ahint.com

Direct # 856-642-4414

Fax: 856-439-0525

APPENDIX A

APPLICATION CHECKLIST

WOCN OUTCOMES RESEARCH PROPOSAL

Principal Investigator's Name _____

TITLE	INCLUDED	n/a
Cover page		
Research description		
Proposal justification		
Table of contents		
Budget		
Budget justification		
Biographical sketches		
Resources/Environment		
Research plan (A-E) Goals/Aims Background/Significance Preliminary Results Research Design/Methods Timetable References Protection of Human Subjects		
Appendices Instruments Tax exempt status IRB Letters (collaboration, recommendations from department heads, chairs, other) Manuscripts		

APPENDIX B

**WOCN OUTCOMES RESEARCH PROPOSAL
COVER PAGE**

PLEASE COMPLETE ALL ITEMS. TYPE OR COMPLETE USING COMPUTER

1. TITLE OF RESEARCH PROPOSAL:

2. PRINCIPAL INVESTIGATOR: (LAST NAME, FIRST, MIDDLE, AND DEGREE)

3. POSITION TITLE:

4. CURRENT PROFESSIONAL CERTIFICATION IF APPLICABLE:

5. NAME OF AFFILIATE ORGANIZATION OR INSTITUTION (Employer):

Address (street, city, state, zip code):

Department Head Name:

Phone:

Fax:

Email:

6. HOME ADDRESS (street, city, state, zip code):

HOME E-MAIL ADDRESS

HOME TELEPHONE AND FAX (AREA CODE, NUMBER AND EXTENSION)

TEL:

FAX:

7. WORK ADDRESS (street, city, state, zip code):

WORK E-MAIL ADDRESS

WORK TELEPHONE AND FAX (AREA CODE, NUMBER AND EXTENSION)

TEL:

FAX:

8. PREFERRED CONTACT: HOME _____ WORK _____

9. HUMAN SUBJECTS RESEARCH: NO ___ YES ___

10. DATES OF PROPOSED PERIOD OF SUPPORT: FROM _____ TO _____.

11. COSTS REQUESTED: _____

12: INVESTIGATIVE TEAM MEMBERS NAMES/AFFILIATIONS

13. APPLICANT ORGANIZATION CERTIFICATION AND ACCEPTANCE

I certify that the statements herein are true, complete and accurate to the best of my knowledge and accept the obligation to comply with regulatory terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

Signature of Principal Investigator

Date

Signature of Department Head

Date

**APPENDIX C
WOCN OUTCOMES RESEARCH PROPOSAL**

**SAMPLE BUDGET
(For the entire period of support)**

From (PI):

Funding Period: Year ____ - ____

Budget Item	Year 1	Year 2	Total
Salary & Fringes			
Personnel (specify role, time, percent effort)			
Total Salaries & Fringes			
Consulting			
Consultants/Collaborators			
Total Consulting			
Supplies			
Total Supplies			
Equipment			
Total Equipment			
Travel			
Total Travel			
Other Expenses			
Total Expenses			
Total Direct Costs			
Indirect costs: 10% of Direct costs			
Grand Total of Grant Costs			Not to exceed a total of \$200,000

All Items Must Include Justification—Attach a budget justification for all expenses. Specify role and time or percent effort for all personnel, consultant, or collaborator expenses.

APPENDIX D

WOCN OUTCOMES RESEARCH PROPOSAL

BIOGRAPHICAL SKETCH

PRINCIPAL INVESTIGATOR (Last, First, Middle): _____

Provide the following information for the principal investigator, co-investigator, consultants, collaborators, statistician and other key personnel or significant contributors. Follow this format for each person. DO NOT EXCEED FOUR PAGES PER PERSON.

NAME _____ **POSITION TITLE** _____

Are you a U.S. Citizen (Check one)? Yes ___ No _____

ROLE IN PROPOSED PROJECT (CHECK ONE): PI _____ CO-INVESTIGATOR _____, CONSULTANT _____, COLLABORATOR _____, OTHER (DESCRIBE) _____.

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education)

Institution and Location _____ **Degree** _____ **Year (s)** _____ **Field of Study** _____

LIST POSITIONS/HONORS (IN CHRONOLOGICAL ORDER)

- A. Positions and Honors
 - Positions and Employment
 - Honors
 - Other experience and professional memberships
- B. Selected peer-reviewed journal publications related to research topic (in chronological order)
- C. Other peer-reviewed publications
- D. Research Support (indicate role in project)
 - Current research

 - Completed research

APPENDIX E
WOCN OUTCOMES RESEARCH PROPOSAL
FINANCE-BUSINESS INFORMATION FORM

Principal Investigator

Name:

Full Organization Name (where research will be conducted):

Department/Division Name:

Address:

Email:

Phone:

Fax:

Authorized Business Manager/Grant Administrator

Name:

Institution Full Name (Include full financial institution's name to which checks are to be made payable as it appears on the W-9 tax certification form):

Institution Tax ID:

Department/Division Name:

Address:

Email:

Phone:

Fax:

Research Assistant/Coordinator Contact Information (if appropriate)

Name:

Organization Name:

Department/Division Name:

Address:

Email:

Phone:

Fax:

Financial Officer Name and Contact Information (if different from Business/Grant Administrator):

APPENDIX F

WOCN OUTCOMES RESEARCH PROPOSAL

INTERIM SEMI-ANNUAL NARRATIVE PROGRESS REPORT

Format: 1- 2 pages

Use 12-point font, one-inch margins, and single space

Do not include appendices or attachments

Cover page:

Prepare a cover page for the report that includes: Name of the Principal Investigator, organizational affiliation, address, telephone, email address if not printed on stationery, date of the report, title "Semi-Annual Report", title of the research project, and dates covered in the report.

Report Submission

Submit the report to WOCN on the date specified by WOCN. Include copies of any products that were developed in the current reporting period.

Narrative Report Questions:**Briefly describe activities in the reporting period to meet the goals of the research project relevant.**

1. What was accomplished during the reporting period? How did these accomplishments help reach the goal of the project? If relevant, what indicators or benchmarks were used to determine progress?
2. What if any proposed activities were not completed? Describe those activities, the reasons they were not completed, and plans for completion.
 - Indicate if any activities differed from the research proposal and provide the reason for the changes.
 - Specify if any activities were delayed and explain the reason for the delay and when/if they will be completed.
 - Are there any activities that cannot be completed?
3. Was any funding received from other organizations for the project funded by WOCN and if so, indicate the source and amount?
4. What was produced during the reporting period? Include copies of any products developed.
5. Were there any other concerns, unexpected issues, or matters about which WOCN should be informed?

APPENDIX G

WOCN OUTCOMES RESEARCH PROPOSAL

FINAL NARRATIVE PROGRESS REPORT

Format: Approximately 10 pages

Use 12 point-font, one-inch margins, and single space

Do not include appendices or attachments

Cover page:

Prepare a cover page for the report that includes: Name of the Principal Investigator, organizational affiliation, address, telephone, email address if not printed on stationery, date of the report, title "Final Report", title of the research project, and dates covered in the report.

Report Submission

The Final Report is filed within 30 days of the end of the grant period. Submit the report to WOCN on the date specified. Include all activities, events, and products for the entire grant period and enclose copies of products produced (books, journal articles, reports, brochures, websites).

Narrative Report Questions:

Describe activities in the reporting period to meet the goals of the research project.

1. What measurable goals were set for this project and what indicators were used to measure the performance?
 - Describe the effectiveness of the research design and methodology. Identify if secondary analysis of existing data was used and any problems encountered.
 - Describe the major findings from the research in a bulleted list.
2. Were problems or challenges encountered; what impact did they have on the project; and how were they managed?
3. Were funds received from any other organization for the project funded by WOCN and if so identify the name, amount, and when funds were given?
4. Were there any lessons learned in the overall conduct of this research project that might benefit future research in this area such as: planning, data access, effective strategies, etc?
5. What is the immediate or future impact of the research?
6. Are there any immediate post grant or future plans related to the project?
7. How has the project been communicated (e.g., presentations, reports, books, articles, brochures, or workshops)?

Provide the WOCN Board of Directors copies of any articles, reports or books published, media coverage or other communications related to this research project

APPENDIX H

WOCN OUTCOMES RESEARCH PROPOSAL

FINANCIAL EXPENSE REPORT (INTERIM/FINAL SAMPLE)

From (PI): _____ For period starting _____ ending: _____

INCOME	Actual YTD	2009-2010 Budget	Variance Budget Actual	Computations
Grant Payment		\$100,000.00	\$100,000.00	1 st year payment of 2-year grant. Grant period is Fiscal year 10-1-2009 to 9-30-2010
Total Income		\$100,000.00	\$100,000.00	
EXPENSES				
Personnel (salaries/fringes)				
Investigator/Faculty				
Research Assistant				
Graduate Student				
Post Doctoral Fellow				
Total Personnel				
Consulting				
Consultant/Collaborators				
Total Consulting				
Supplies				
Photocopy				
Postage				
Telephone				
General				
Total Supplies				
Equipment				
Total Equipment				
Travel (WOCN Annual Conference)				
Airfare				Travel subject to WOCN's reimbursement policy
Hotel				
Food & Beverage				
Transportation				
Total Travel				
Other Expenses				
Total Expenses				
Total Direct Costs				
Indirect costs: 10% of Direct costs				
Net Income (loss)		\$100,000.00	\$100,000.00	

Signature Finance Officer/ Date
 _____/_____

Signature Principal Investigator/ Date
 _____/_____

