



Canadian Nurses Foundation

Fondation des infirmières et infirmiers du Canada

NURSING CARE PARTNERSHIP PROGRAM 2010 Checklist

Postmark/courier deadlines* for submission of proposals:

| Data Collection Sheet Deadline | Application Deadline |
|---------------------------------------|-----------------------------|
| 8 February | 1 March* |
| 11 May | 1 June* |

Partners submitting proposals to CNF for Nursing Care Partnership funding must ensure that **6 copies** of the submission package, containing the following information, are postmarked/couriered on or before the deadline date. **E-mail submissions are not accepted at this time.** Incomplete or late submissions may not be accepted.

- Please complete a Data Collection Sheet on your computer and submit it via e-mail three weeks prior to the closing date.** Include a copy of the completed **DATA COLLECTION SHEET with your submission when submitting your proposal.** Note: this is easily filled out by the principal investigator.
- Full project proposal with the following information included or added:
 - a) Research team members – education and experience; role in the project.
 - b) Summary – purpose and objectives; background; method (sample, data collection, analysis, feasibility etc.); ethical considerations; **dissemination plans; potential impact on nursing care (direct or indirect).**
 - c) Budget – detailed accounting of how research dollars will be spent.
- Partner **scientific review committee** composition including name, discipline, area of expertise (e.g. bioethics, research methodology, statistics, decision-maker), and current role. **It should be clear who is reviewing from a decision-maker point of view.** Decision-makers include administrators, managers, Clinical Nurse Specialists and professional practice leaders. Clinicians and educators are not viewed as decision-makers.



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- Partner review process including policy on formal ethical review¹; agency or program mandate; guidelines for reviewers, including assessment criteria and weighting. **Describe how the project is reviewed for relevance and/or potential impact to health services delivery.**
- Reviewers' comments on individual proposals – strengths and weaknesses.²
- Final rating and ranking of individual proposals if applicable.
- Please ensure all pages in your submission are numbered.
- Please include a Table of Contents in your proposal.

¹ Note that the ethical review does not have to be complete on submission to CNF, but funds will not be released until a formal ethical review has been completed.

² The reviewers' names can be blacked out.