

## **FAQs about the Geri & ME Nursing Fund**

**Q. How far along should an idea be before applying? Should it be ready for submission? Or, is it okay to submit something that still needs development, but is a worthwhile idea?**

Your ideas and application should be as complete as possible. Formalizing the idea and making sure that you have clearance and support from the various departments involved will improve your chances of receiving funding. It is mandatory that you attach letters of support from key personnel that need to approve your time and other individual's time in completing the work.

**Q. How do I go about applying and what needs to be included in my application?**

Information about the application process and requirements can be found at the 'Forms' tab on the [Sharepoint](#) Nursing web, or at [www.geriandme.org](http://www.geriandme.org).

**Q: When can I apply for funds?**

There will be bi-annual calls for proposals. Application deadlines are generally around November 30 and March 31 every year, unless otherwise specified. If you have questions about the upcoming date you can reach out to the Geri & ME Nursing Board. Applications can be submitted to [nurgandmefund@mskcc.org](mailto:nurgandmefund@mskcc.org) along with any questions. Please include all appropriate appendices and letters of support with the application. Applications (including attachments) should be scanned into one document and sent in a single PDF file.

**Q. What do I include in a budget?**

- Equipment or supplies
- Clinical Research Specialist (CRSp). Research managers may be able to allot a CRSP to assist you with your project or you may need to find someone on your own to help. The nursing department has some limited resources that may also be of assistance.
- Depending on the complexity of your project, you may need to factor in the cost of a biostatistician. The biostatistics department has a biostatistician with dedicated time for nursing studies. Please contact the Department of Nursing Research to consult with a Nurse Scientist. It is also possible that your department may have a statistician available; please speak with your department chair.
- IRB Fees. If you will be submitting a full protocol you will have to pay up to \$4,000 for your protocol to be reviewed. Please check with the Department of Nursing Research to determine what your anticipated costs may be. Retrospective studies and exempt studies may not have any associated costs.
- Your own extra/release time to work on the study. You should account for time that you will need outside of your regular work duties and calculate that time into your budget



when submitting your proposal. You will need to work with your Nurse Leader or manager in coordinating the time that you will need outside your normal workflow. Since you will either need to work extra days or have someone fill in for you for other days this will also need to have your nurse leader/managers approval. Geri & ME may not be able to fund all the time needed to work on your project so please discuss options with your Nurse Leader.

**Q. What is not allowed in my budget?**

- Secretarial/Administrative personnel
- Office equipment and supplies
- Gift cards for participants, unless integral to the research study
- Laboratory equipment
- Conference registration fees or travel to conferences (Tuition for special training or an educational program that has specific deliverables and outcomes for MSK nurses and patients is allowed)
- Purchasing and binding of periodicals and books
- Dues and membership fees in scientific societies
- Non-medical or personnel services to patients

**Q. How much can I apply for in my budget?**

Your budget should be all inclusive to help you in planning for your proposal. Depending on availability of Geri &ME Funds, your entire budget may not be funded. We encourage you to explore additional funding opportunities, if applicable to your project.

**Q. The application asks for a mentor. Who would this be?**

All Geri & ME Fund submissions for research or professional development projects will need an identified mentor noted on their application. This is someone who will work with you throughout your project and has experience in your clinical topic or with previous research and professional development projects.

They will need to be named on your application and should review your final proposal prior to submission. We recommend identifying a mentor in the early stages of developing your proposal. If you do not have a mentor, please make an appointment to speak with a Nurse Scientist in the Department of Nursing Research.

**Q. Is your work already being done in the institution?**



Due to the size of the institution, often people are working on similar projects at the same time. Please reach out to key players (managers, nurse scientist etc.) to ensure that you are not duplicating work that is already being done elsewhere.

**Q. Do I need to consult a nurse scientist in the Department of Nursing Research?**

If you are proposing to do a research study, then you must have a consultation with a nurse scientist prior to submitting your application. This is to ensure that your research proposal is sound and that you are being realistic about your ability to complete the proposed project.

**Q. What if I applied for a grant, but now I realize that I need more money or time to complete the project?**

If you have additional needs after the proposal has been submitted, it is suggested that you contact the Geri & ME Board with this information. All Geri & ME funded projects must be started within 2 years of being funded and annual reports are required. Funded projects not started within this time frame may need to reapply for funding.

**Q. Are there any workshops I could attend for help grant writing?**

- The Alfred P. Sloan Foundation provides helpful tips and for grant writing: <http://www.sloan.org/apply-for-grants/tips-for-writing-a-successful-grant-proposal/>
- There is grant writing assistance available with the [Grants and Contracts](#) office at MSKCC.

**Q. Who can I contact for help with my project?**

You can talk to fellow nurses here and outside of MSKCC to identify a mentor to assist with your proposal. The Department of Nursing Research can help you to identify a mentor. Your mentors can be fellow nursing staff, managers, physicians, or other collaborators and experts. The key is to find resources that fit your goals and that will provide you with easy access. In addition, Oncology Nursing Society offers a consult an expert program to provide expertise to nurses needing guidance on Evidence-Based Practice or research-related issues.

**Q. How is my application reviewed?**

The applications are peer reviewed by nurses here at the hospital who are familiar with the area for which you are submitting your application. It is reviewed by a minimum of 2 nurses and the scores for each area are tabulated. The scoring criteria is derived from the National Institute of Health grant applications. The scores and your application are then forwarded to the Geri & ME Nursing Board members for review and decisions about funding. Your application may be



accepted with revisions and/or if it not accepted you will receive feedback from the group on what areas needed improvement with recommendations for you to resubmit.

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