

Illinois Nurses Foundation
Application Process for Funding for
Large and Small/Seed Grant Funds

Application Procedure:

- All questions must be answered. Incomplete applications will not be considered for review. Unless indicated otherwise, attaching curriculum vitae (CV) or resume in place of filling in blanks is not acceptable.
- Applications must be completed electronically. The application form can be accessed through links on the Illinois Nurses Foundation (illinoisnurses.foundation) and the ANA-Illinois (ANA-Illinois.org) websites.
- Handwritten applications are not acceptable.
- It is the responsibility of the applicant to submit a signed (electronically) and completed application with all supporting materials by the posted deadline. Materials received after the posted deadline will not be included with the application.
- Submitting electronic applications through the INF online system is required. Electronic applications must be received by the posted deadline. Small Grant and Seed Grant applications are accepted twice yearly in April and October by a date posted on the website and in the application materials. The Large Grant applications are accepted twice yearly, also in April and October, by the date posted on the website and in the application materials.
- Applicants will receive an e-mail from the Illinois Nurses Foundation acknowledging receipt of the application.

Review Process:

- Review cycles will occur in April and October.
- No more than one large grant will be funded in each review cycle.
- All completed applications will be submitted to and reviewed by a grant review team.
- Allocation of funds is based on the quality of the research/project proposal and applicant's/applicants' qualifications.
- Applicants will be notified of the review team's decision by the notification deadline as posted on the website and in the application materials.
- Supplemental funding from other organizations is acceptable, if funds are not used to pay for the same item twice.
- Applications may be submitted prior to receipt of IRB approval (when relevant). Distribution of INF funds will be conditional upon written IRB approval prior to the start of the project.
- The Illinois Nurses Foundation must be notified in writing (using the Review Reports/Publications link) if a principal investigator/project manager changes employer during the funding period.
- If the study/project is not completed, any unused funds must be returned to the Illinois Nurses Foundation unless there is a clear plan to continue the study. This plan must be submitted in writing to the Illinois Nurses Foundation immediately.
- An intermediate report on the project/study is due to the INF grant committee six

months after the funding is initially awarded. A reminder about the report will be sent to the primary applicant.

- A final report on the project must be submitted within 60 days following the 12-month grant funding period. Reminders will be sent to awardees to ensure that the report is submitted in a timely manner.

Reports and Publications:

- A final report must be submitted no later than 60 days after the one-year anniversary of the grant award. If a final report is not received, funding must be returned.
- **Mention of the funding source “Illinois Nurses Foundation” is required in all publications and presentations.**
- A copy of any articles, presentations, and published information regarding the study must be submitted to the Illinois Nurses Foundation. The primary investigator/project manager is encouraged to submit an abstract for a poster presentation at the annual ANA-Illinois Professional Issues Conference.
- If a recipient (primary investigator/project manager) of the funds changes affiliations, ceases research/activities in the project for which the grant was made, or ceases to fill the role of the primary investigator/project manager, the remaining team members must submit a report indicating a plan for continuation of the research/project. The Illinois Nurses Foundation will then determine if funding will be continued.
- **All applicants will receive an email to indicate if their applications have been funded following the review process.**

Award of Grant Funds

If the Grants Committee of the INF does not receive one or more satisfactory applications to be forwarded to the INF board of directors with recommendations for funding, **no grant funds will be awarded** for small or large grant projects.