



HOSPICE AND PALLIATIVE NURSES FOUNDATION (HPNF) CERTIFICATION SYSTEMATIC REVIEW RESEARCH GRANT

In this solicitation, we request a comprehensive literature review, environmental scan, and a synthesis of findings with recommendations for best practices (as appropriate) and identification of key knowledge gaps regarding the value of nursing credentialing/certification. The final product will be a well referenced and reasoned report in manuscript format. The successful proposal will include a methodology plan describing the search, study selection criteria, and data extraction and analysis methods (including tables of evidence) with a focus on providing a critique/interpretation of the findings, and recommendations for future research studies. The use of established protocols for systematic reviews (e.g. PRISMA, Joanna Briggs Institute) is expected.

This call for proposals is a one-time funding opportunity. One grant of up to \$15,000 will be awarded. Proposals are due on or before midnight (EST) November 13, 2016. Notification of award is by December 15, 2016 and the funding cycle is December 16, 2016-December 31, 2017. Funds for this grant do not cover expenses incurred prior to the funding date.

The *Certification Research Grant* is competitive and the awardee is selected from the applicant pool by the Certification Research Grant Review Committee consisting of HPNF Board members and HPNA members with research expertise.

Background

The intrinsic and extrinsic values of nurse credentialing/certification have been difficult to quantify. Intrinsic clinician level variables of nurse credentialing often considered are validation of knowledge or skills for the nurse. Extrinsic clinician level variables are clinician incentives (e.g. bonuses, promotion) and increased sense of professionalism. In addition is the question of degree to which having advanced credential/certification impacts actual nursing practice. There are few published studies that document the effect of credentialing on the care that nurses provide and outcomes achieved. Simply put, what evidence exists to support the value (intrinsic, extrinsic, and patient centered) of nurse credentialing? In an era of evidence-based practice, *what is the evidence to support the time and cost to obtain and maintain credentialing/certification?*

The first step in establishing the evidence basis for nurse credentialing/certification is a systematic literature review of the existing body of literature regarding outcomes associated with nurse credentialing. HPNF is requesting proposals for a conducting a rigorous, systematic literature review regarding the value of nurse credentialing/certification (regardless of specialty). Funding is available to develop and disseminate an empirical research report that

systematically collects, classifies, and analyzes the existing body of literature regarding nurse credentialing/certification research.

Required components of the project

The successful applicant and research team will be expected to conduct a structured and comprehensive review of the literature and environmental scan on the topic. Because much of the relevant information may be in sources other than peer reviewed publications, the applicant must also conduct an environmental scan of other relevant sources. The literature review and environmental scan should include both U.S. and international sources.

The sections of the report should describe the methods that have been effective at addressing the topic, describe the methods employed in synthesizing the findings from the literature review and environmental scan, and should summarize identified best practices, recommendations, and knowledge gaps. The deliverable will be a final report (in a publishable paper format) that:

- Describes how existing systematic and other reviews of relevant methods will be analyzed, synthesized, and included in the report.
- Assesses the quality of the body of literature using established criteria.
 - It is also important to assess the overall quality of the entire body of literature addressing each key question, and the degree to which each piece in the analytic framework or logic model are supported. The Cochrane collaboration has adopted an approach called the "GRADE" method, and is detailed in Chapters 11 & 12 of the Reviewer's Manual (<http://www.cochrane-handbook.org>).
- Discusses the Findings:
 - distinguish between assertion and evidence in the studies
 - identify methodological strengths and weakness of the studies
 - identify relationships among the studies
 - identify major trends or patterns in the results
 - note how the reviewed articles relate to nursing certification
 - identify important gaps in the literature
 - Finally, design a table(s) that compares important characteristics of studies reviewed.
- Describes the most important knowledge gaps/areas of needed research that you have identified in completing this work that you think should be the focus of future research. Prioritize these gaps as appropriate with corresponding recommendations for future work.

Project management requirements - Written Status Report

- A written status report will also be required at 6 months, to include 1) an overview of the status of completion of deliverables including specifics of the literature search and environmental scans; 2) a description of progress addressing discrete components of the project (detailed above); 3) a description of challenges encountered, potential risks and associated mitigation strategies.

-
- The awardee is encouraged to attend and present at the AAHPM/HPNA Annual Assembly in 2018.
 - A final report is due 90 days following the end of the funding period. A final report of expenditures and final scientific report must be submitted within 90 days of the end of the funding period. Once the final report is received, the remaining \$500 of the grant will be issued. The final report is a manuscript suitable for submission to a peer reviewed journal. Dissertations are not accepted as final reports. This report must include:
 - A summary of study findings that includes the following:
 - A summary of the study methods, key findings, and interpretations of the relevance of findings to patients, organizations, nurses.
 - If applicable - specific discussion of any possible differences in study findings or conclusions among patient/nurse subgroups defined by age, gender, specialty, race/ethnicity, socio-economic, clinical, or genetic makeup (if studied).
 - Financial Report from financial office
 - Check for any unused funds
 - Please email the final report, addressed to HPNF at christinek@hpnf.org
 - In addition, the awardee is required to submit an abstract to HPNF that will be posted on the HPNF website and add this statement to any publication and/or presentation, "This research was funded by HPNF through a restricted gift from the Hospice and Palliative Credentialing Center."

EVALUATION CRITERIA

Proposals should include:

- A detailed plan to conduct the search for literature (such as keywords selected; databases identified; hand search protocols; experts accessed);
- Planned criteria to select individual articles from the results returned by the general search.
- Potential team members if funded
- Detailed budget and justification
- Experience conducting systematic reviews or environmental scans (with published papers where available)

Approach (40 points)

- Proposals will be evaluated based on the understanding of the project goals, and on the approach the applicant proposes to conduct the literature review and environmental scan, including how the applicant will identify sources to ensure a comprehensive overview of the available evidence.
- Evaluation of the approach the applicant will use for synthesizing the information developed through the review and scan in order to complete the components of the final report as outlined.
- Evaluation of the process by which the applicant will translate the results of the data synthesis into best practices and knowledge gaps.

-
- Evaluation of the outline of the final report.

Past Performance (include a list of publications) (25 points)

- Proposals will be evaluated based on the applicant's and co-applicants' past experience in conducting work in the content area (or previous publications of systematic literature reviews in other topic areas).
- Evaluation criteria will include an assessment of the applicants' past experience of completing similar scopes of work within a similar time frame.

Research Team Capabilities (25 points)

- Proposals will be evaluated on the qualifications and experiences of key staff who will be working on this project and associated project role(s) and responsibilities.
- Evaluation criteria will include an assessment of the staff to complete the scope work in the prescribed time frame.
- Resources available to the team (access to databases; literature; and library resources) will be evaluated.

Timeline including an outline of major milestones to inform the milestone reports (10 points)

- Proposals will be evaluated on the production of a timeline outlining completion dates of interim deliverables to assure completion of the project by the deadline of December 31, 2017.

To be eligible for the grant, the Principal Investigator must

- Be actively involved in some aspect of hospice and palliative care practice, education, or research.
- Hold a master's, or a research or clinical doctorate (i.e. PhD, DNS, DNP), or be enrolled in a doctoral program.
- Complete projects within one (1) year of funding.
- Preference will be given to HPNA members.

INSTRUCTIONS FOR COMPLETING THE PROPOSAL

The awardee will be selected by HPNF based on submission of a proposal, comprised of the sections described below. Proposal sections 1 through 4 should be 8 pages or less, Times Roman 12 or Arial 11 font, single spaced (not including references) with 1 inch margins.

Overview of sections:

Approach

- Description of approach to conduct the literature review and environmental scan, including method used to identify sources to ensure a comprehensive overview of the available evidence.

-
- Description of approach for synthesizing the data discovered in the review and scan in order to complete the components of the final report as outlined.
 - Outline of the final report.

References and Past Performance (include a list of publications)

- Description of relevant past experience and qualifications of applicant.
- List of applicant's prior work directly relevant to the specific project scope outlined above.

Staffing (please identify key staff)

- Description of relevant past experience and qualifications of key staff working on project as well as a description of associated roles and responsibilities.
- Description of how staffing approach will ensure timely completion of scope of work.

Timeline including major milestones

- Present a detailed timeline of interim deliverables that assure completion by the nonnegotiable deadline and will inform the status reports.

Biosketches/Curriculum Vitae of key personnel (4-page limit is preferred; may be NIH biosketch or other style)

Submission

Proposals must be submitted in electronic format (info@hpnf.org) to arrive by **midnight (EST) November 13, 2016**. Submissions must include the following information:

- Proposal that follows the INSTRUCTIONS FOR COMPLETING THE PROPOSAL
- CVs or biosketches of Personnel
- Proposed budget with detailed justification i.e. line item budget
 - Expenditures

HPNF does not fund indirect costs or costs related to completing an education program (i.e., tuition). Please include your budget amounts for the following items:

1. Personnel (Requests for Investigator salaries may not be included)
2. Secretarial staff
3. Research Assistants
4. Consultants (Limit to \$100 per hour)
5. Supplies
6. Equipment
7. Computer costs (software only)
8. Travel Expenses (may include funding to attend AAHPM/HPNA Annual Assembly if you have an abstract related to this work accepted for presentation)

-
- Three examples of relevant written work related to the topic of this solicitation and/or palliative nursing in general. See *Past Performance* section.
 - Completed Research Grant Application Agreement (below)

In your proposal, please clearly label each section as listed above. The proposal should be e-mailed to christinek@hpnf.org (Please include "Literature Review" in the subject line).

Research Funding

Funds for this grant are provided by HPNF through a restricted gift from the Hospice and Palliative Credentialing Center.

Acknowledgement of Funding

Research recipients must acknowledge that this research was funded by HPNF through a restricted gift from the Hospice and Palliative Credentialing Center in all publications and presentations regarding their research.

Dissemination of Results

HPNF is committed to advancing expert care in serious illness. Therefore, HPNA will post the research grant final report on its website. In addition, an article for publication on the findings of the review must be submitted to the Journal of Hospice and Palliative Nursing for publication.

Income Tax Considerations

HPNF is required by law to report grant awards to the Internal Revenue Service on a Form 1099. Therefore, the award recipient or his/her designated employer/institution will receive from HPNF an IRS 1099-Misc. form no later than January 31 indicating the research grant funds received the previous year. If additional compensation is received by the award recipient and/or his/her employer/institution regarding this project, it is that funder's responsibility to issue to the recipient a W-2 or Form 1099. Research recipients will be asked to designate to whom the funds should be distributed at the time the HPNF award is made for the purpose of the Form 1099-Misc.

Questions?

Please contact Christine Kubicky at HPNF at 412-787-9316 or email christinek@hpnf.org with any questions.

CERTIFICATION RESEARCH GRANT APPLICATION AGREEMENT

If my proposal is approved for funding, I agree to the following:

1. Assume any and all tax liability for research funds that are issued in my name;
2. Assume responsibility for the scientific conduct of this research;
3. Return the remaining funds to the Hospice and Palliative Nurses Foundation (HPNF), if my research is not finished by the projected completion date, unless an extension has been granted by HPNF;
4. Notify the Hospice and Palliative Nurses Foundation if other requested support is received;
5. Submit Final Grant Report within 90 days after funding period ends (or completing my research) to Christine Kubicky christinek@hpnf.org
6. Publish or present the findings of my research, giving priority to Hospice and Palliative Nurses Association publications;
7. Acknowledge the Hospice and Palliative Nurses Foundation support in all presentations, publications, etc.;
8. That I will not accept duplicate funding;
9. Allow my final research report, in full or abstract form, to be published in HPNF/HPNA publications;
10. I understand the Hospice and Palliative Nurses Foundation will withhold \$500.00 from my research grant until my final report is received within 90 days of completing my research; and
11. Complete the research within one year of funding. I understand that it is my responsibility to notify the Hospice and Palliative Nurses Foundation in writing if I am unable to complete my research within one year of funding.

I understand and agree to adhere to the aforementioned items. I understand that failure to meet these conditions may result in administrative action including, but not limited to, my becoming ineligible to receive further grants or scholarship funds from the Hospice and Palliative Nurses Foundation.

Please indicate your agreement of these terms by printing and signing your name below:

Applicant Name (Printed)

Applicant Signature

Date