



**CANADIAN ASSOCIATION FOR
THE HISTORY OF NURSING (CAHN)**

**ASSOCIATION CANADIENNE POUR
L'HISTOIRE DU NURSING (ACHN)**

Vera Roberts Endowment

Purpose: To fund research and publication on the history of outpost nursing in Canada with priority to the Canadian circumpolar regions (north of 60 degrees parallel).

Terms of Reference:

- 1) Eligible projects include research and publication on the history of outpost nursing in Canada with priority to the Canadian circumpolar regions (north of 60 degrees parallel).
- 2) Eligible applicants include: graduate and post-doctoral students, established researchers in nursing history, and persons with informal experience in historical research. Refer to the application forms for specific criteria.

Instructions: Please read carefully.

- 1) Applications must be completed fully, and signed by all parties indicated.
- 2) The application form must be submitted **electronically** (attached to an email) to the Chair of the Selections Committee by **February 1st** of the year for which the award is requested. Specific directions in “Guidelines for Nursing History Proposals” and “Northern Nursing Publication Proposals” (attached) must be followed.
- 3) Principal applicant’s name, address, and institution on **one** copy only.
- 4) Student applicants must provide proof of current enrollment in an education program.
- 5) Successful applicants must agree to acknowledge the Vera Roberts Endowment in writing for all presentations and publications, to submit interim reports as specified, and to return all unused funds at the end of the project.
- 6) Submit applications to:

Cynthia Toman
School of Nursing
University of Ottawa
ctoman@uottawa.ca

Guidelines for Nursing History Proposals

Description of the fund: The CAHN/ACHN Vera Roberts Endowment (VRE)

The VRE provides funding to qualified investigators for historical research and publication of topics related to outpost nursing with priority given to circumpolar regions defined as “North of 60 degrees parallel” for Canada. The total funding available in any given year will not *initially* exceed \$7,000 Canadian with successful grants expected to range between \$3,000 and \$5,000 each. Thus the number of awards may vary depending on individual grants.

The fund is managed by the Scholarship and Research Awards committee of CAHN/ACHN which reviews the proposals and makes recommendations to the Executive Board who then approves the awards. Grants are made once annually based on submissions of proposals that address all aspects of this guideline. The deadline for submission of completed proposals is February the 1st of each year.

Eligibility: Interested researchers should submit a one page letter of inquiry about the eligibility or appropriateness of potential topics to the Chair of the Awards Committee (contact information will be available on the CAHN/ACHN website, www.cahn-achn.ca) at least two months prior to the deadline for application.

1. Investigators must possess the background, training and experience to complete a study using historical methodology as demonstrated by their attached CVs. Applicants need not hold a university appointment. Graduate students are eligible if they are enrolled in a relevant and approved university graduate program, and they submit both a letter of agreement from a qualified supervisor who supports the study along with the supervisor’s CV in addition to the student’s CV, and proof of enrollment.
2. Preference will be given to proposals for research into the history of outpost and circumpolar nursing in Canada according to the purpose of the fund. Other regions may be considered if the proposed research demonstrates significant relevance to the purpose of the Endowment fund.
3. Applications are subjected to a rigorous review process to assure quality of the research. The strength of the proposal will determine its priority for funding. The committee may recommend revision and re-submission of proposals with significant merit for future consideration.
4. Applications may be submitted in either official Canadian language.

Application Process: An electronic copy of the proposal must be submitted by February 1st to the CAHN/ACHN Scholarship and Research Awards Committee to the email address provided on the CAHN/ACHN website. Applicants may use the form downloaded from the website or they may create the proposal according to the categories specified below. The proposal must conform to the following format: Times New Roman font, 12 point, single-spaced, with 1.0 inch margins all around, and a maximum of 8 pages in length. Proposals must address each of the following aspects.

I. Summary of the project (maximum of 150 words)

II. Title of the project and name of the person or persons who will be responsible for the research

Give the names of all persons who will be involved with this research, their respective roles in relation to the study and their affiliations. Indicate who the principal investigator will be, and as well, who the primary person responsible for the direction of the project, expenditures, and progress reports will be. Graduate students must also include the name and affiliation of their faculty supervisor for the project. Submit the respective CVs of all persons involved with this research, and any supervisory support letters required, and attach them as Appendix A.

III. Scope and objectives of the project

Provide a clear description of the project, demonstrating how it meets the mandate of the Vera Roberts Endowment for nursing history research. State the significance of this research for nursing history in general (beyond a statement that the topic hasn't been done previously) and outline the specific objectives. State the specific research question or questions that guide the study.

Describe the scope of research in terms of the person or persons, place or places, and time period for study. Provide rationale for these decisions; for example, "why study these particular persons, places and dates" instead of other persons, places and time periods.

IV. Historiography (maximum of 2 pages)

Situate this research within the existing historiography on the topic, including nursing and non-nursing bodies of literature. Consider, for example, what has been written on the topic in the fields of history and women's studies, and if possible, include some analysis of the related international literature. Use endnotes (not footnotes) to document the secondary sources. A separate bibliography may be added at the end, if desired.

V. Approach (Methods)

Describe your plan for studying the topic, what methods will be used, and any frameworks or concepts appropriate to the analysis of your sources. Identify the specific primary sources that will be used, including a discussion of where they are located, how accessible they are, how adequate and relevant they will be to answer the research questions, and potential limitations of these sources.

Note that if oral history will be used, information must be provided on the following aspects: why are oral histories appropriate to this study; how many interviews will be conducted and by whom; how they will be analyzed; how these interviews will be corroborated with additional primary sources; and what will happen to these interviews at the conclusion of the study. Describe how subjects will be recruited. If the project includes research assistance of students or secretarial support (for example, for transcription of oral history interviews), include a description of these roles and responsibilities in the budget justification as well as projected salaries per hour. Include as Appendix B: 1) the letter of information that will be given to the potential subjects; 2) the consent form that will be used; 3) a copy of the interview guide questions; and 4) a statement of how ethical approval will be obtained prior to these interviews. Oral history projects that do not meet these criteria will not be funded.

VI. Timeline for the research

Specify the anticipated time frame for the project, including a breakdown for data collection and writing phases.

VII. Budget

Submit a detailed budget indicating the total amount of funding requested from the VRE, and specifying how the money will be allocated and over what time intervals. Include detailed rationale for these expenditures. If the total budget of the project exceeds potential VRE funds, indicate other available funding and specify the components of the study to which the VRE funds will be applied. If additional funding has been obtained for this project, indicate the organization and amount. Note that salary replacement will not be funded by the VRE. The funds are intended to cover the actual costs of conducting and disseminating research that is primarily intended for publication. Budget requests should conform to academic rates of reimbursement such as economy travel and accommodations, and standard mileage and meal rates. For additional questions, please contact the committee chair. Any supporting documents may be included as Appendix C.

Multi-year projects will be considered but funding beyond the first year will be contingent on the submission of a satisfactory progress report by the investigators to the CAHN/ACHN Scholarship and Research Awards Committee.

VIII. Dissemination

Specify how the results of this project will be disseminated. The VRE was established to support both research and publication on northern nursing. Publications may include journal articles as well as monographs. Alternative forms of dissemination have to be justified in the proposal. Scholarly presentations at a conference will normally be followed by publication of that paper. All presentations and publications resulting from this research must include a statement of acknowledgement that funding and support has been provided by the VRE and CAHN/ACHN.

IX. Appendices

A. Curriculum Vitae for the applicants and if applicable, the supervisor for the project. For graduate students, a letter of reference from the supervisor, including a commitment stating her or his willingness to supervise this project as well as confirmation of ethical approval process if applicable.

B. Material related to oral history: letter of information, consent form, and interview questions

C. Supporting documents related to oral history, including the process of ethical approval.

D. Optional bibliography

X. Checklist

___ Cover letter to the Scholarship and Research Awards Committee, including applicant's full contact information

___ Full proposal: check that all areas have been addressed adequately, especially the budget

___ supporting documents:

___ CVs

___ Letter from supervisor in the case of graduate students

___ Oral history requirements: letter of information, consent form, guiding interview questions

___ Ethical approval, if required

APPLICATION COVER PAGE**Personal Information of Applicant:****Name:** (Please print) _____**Address:** _____

_____ Postal Code _____

Telephone: (W) _____ (H) _____**Fax** _____ **E-Mail** _____**Educational/Research Institution and Department in which study will be done:**

Expected date of completion: _____**Name of Supervisor if applicable:**

(Please print): _____

Signature of Applicant: _____**Date of Application:** _____**Brief Description of the Research or Publication:**

Course of study (for graduate students). Please give a brief description of courses of history/nursing history being studied.

Submission: Please send completed application forms and accompanying documents to:
Cynthia Toman at ctoman@uottawa.ca

Guidelines for Northern Nursing Publication Proposals

The scope of eligible projects for the publication (dissemination) of northern nursing history is broad. Some possible projects may include:

- An exhibit on northern nursing history
- A presentation to a historical or nursing conference
- A CAHN/ACHN lecturer or invited speaker at a conference
- A northern panel for nursing history at a conference
- Preservation of primary data
- Collection or compilation of primary data, for example oral histories

Interested applicants may contact the chair of the Scholarship and Awards committee to ascertain the appropriateness and fit of a proposed project. The principle investigator/disseminator should write a letter to the chair outlining the proposed project including time lines and budget. The “Application Cover Page” from the Guide for Nursing History Proposals may be used where applicable.