



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

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

Vera Roberts Endowment Research Award

Purpose: The purpose of the VRE is to fund research, publication or other forms of knowledge dissemination on the history of outpost nursing, broadly understood.

Terms of Reference:

Eligible project proposals may include a wide range of topics relevant to the history nursing and health care in rural, remote, or northern communities in any geographical area as described below:

- What traditionally has been framed as “outpost nursing” in any geographical area nationally or internationally
- Delivery of health care in rural, remote, or northern communities in any geographical area
- Public health, community, or home health nursing across the lifespan in rural or remote areas
- Collaboration of nurses and other health professionals and workers in the development of rural and remote health care
- People’s experiences with receiving or organizing nursing care in northern, rural, or remote areas
- Telehealth and incorporation of technology in remote health care delivery
- Health policy governing rural, remote and/or northern nursing care delivery
- Outpost nursing in the circumpolar regions (north of 60 degrees parallel) of Canada or globally (Projects pertaining to Canada will be prioritized, then those globally)

- Nursing and the impact of social determinants of health in rural or remote communities
- Community participation in the development of local health resources in remote areas
- Development of educational resources to teach public, rural, or remote health history

Eligible applicants include graduate students or undergraduate students conducting honours papers or projects, with an identified supervisor, and post-doctoral fellows, nursing scholars, researchers in nursing history, historians, nurse historians, or independent scholars who are conducting a **research and/or publication or knowledge dissemination project**.

Proposals may be submitted for one of two purposes:

1. **Research and/or publication project**
2. **Knowledge dissemination project**

Proposals may cover a broad range of scholarly methodologies in nursing and health history. Applications may include research and/or publication projects or knowledge dissemination projects in relation to the above purpose and terms of reference. Refer to the application form included below for instructions on project proposals and application procedures. Submission deadlines are March 31st or October 31st. Please contact the CAHN-ACHN Awards committee chair if you have questions about the application or eligibility of your project (Dr. Margaret Scaia, mrsciaia@uvic.ca)

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 Awards Committee by **March 31st or October 31st** of the year for which the award is requested. Please follow the specific guidelines and instructions for proposal description (below). Submit two copies, one with identifying info, the other without.
- 3) Include 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) Student applicants including post-doctoral fellows must include a reference letter from their supervisor
- 6) 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.
- 7) **Submit completed applications** to Dr. Margaret Scaia: mrsciaia@uvic.ca

Chair: Dr. Margaret Scaia

**APPLICATION PROCEDURES: RESEARCH and/or PUBLICATION
PROJECTS OR KNOWLEDGE DISSEMINATION PROJECTS**

I. APPLICATION COVER PAGE [one 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 proposed Research and/or Publication:

Course of study (for graduate students): Please briefly describe the courses in history/nursing history being completed as part of the programme of study.

II. GENERAL GUIDELINES FOR NURSING HISTORY RESEARCH and/or PUBLICATION PROJECTS or KNOWLEDGE DISSEMINATION PROJECTS

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

The VRE provides funding for research and/or publication projects or knowledge dissemination projects on the history of outpost nursing, broadly understood as per terms of reference above.

Typically, the total amount of funding available per year is up to \$13,000 Canadian; there are two funding application dates per year however total funding for the year will be divided among successful applications. Thus, funding requests can be made twice a year, and amount of funding requested may vary depending on need. Requests typically range from \$7,000 – 10,000. Travel support for presenting research or project results at a relevant conference may be included in the budget.

The fund is managed by the Scholarship and Research Awards committee of CAHN/ACHN which reviews the proposals, invites reviewers as appropriate, and makes recommendations to the Board of Directors who then approves the awards. Grants are made twice annually based on submissions of proposals that address all aspects of this guideline. The deadline for submission of completed proposals is March 31st or October 31st of each year.

Eligible applicants include graduate students or undergraduate students conducting honours papers or projects, with an identified supervisor, and post-doctoral fellows, nursing scholars, researchers in nursing history, historians, nurse historians, or independent scholars who are conducting a **research and/or publication or knowledge dissemination project**.

Optional: If you are interested to receive prior feedback on the eligibility of your project, please send a brief inquiry [250 - 300 words] by e-mail about the eligibility or appropriateness of potential topics to the Chair of the Awards Committee at least one month prior to the deadline for application. [Chair for 2022-2023: mrscaia@uvic.ca] (see also contact information on the CAHN/ACHN website, www.cahn-achn.ca)

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.
2. Students are eligible if they are enrolled in a relevant and approved university graduate program, AND they must also submit a letter of reference from their supervisor supporting the study, including a commitment stating their willingness to supervise this project as well as confirmation of ethical approval process if applicable, along with the supervisor's short CV or biographical statement in addition to the student's CV. Students must also submit proof of enrollment.

Proposals may cover a broad range of scholarly methodologies in nursing and health history research. Applications for knowledge dissemination projects may include a range of ways to enhance dissemination and translation of knowledge and research results on identified topics. Submission deadlines are March 31st or October 31st. Please contact the CAHN-ACHN Awards committee chair if you have questions about the application or eligibility of your project.

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.

Applications may be submitted in either official Canadian language.

PROPOSAL INSTRUCTIONS:

Application Process: An electronic copy of the proposal must be submitted by March 31st or October 31st to the chair of the CAHN/ACHN Scholarship and Research Awards Committee, Dr. Margaret Scaia, mrscaia@uvic.ca. 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.

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

2. Title of the project and name(s) of the person(s) responsible for the research

Give the names of all persons who will be involved with this research or knowledge dissemination project and their respective roles in relation to the project as well as their affiliations. Indicate who the principal investigator or project lead will be, and as well, who the primary person responsible for the direction of the project, expenditures, and progress reports will be. 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.

3. 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 and/or publication or knowledge dissemination. State the significance of this research and/or publication proposal or knowledge dissemination project for nursing history in general and outline the specific objectives. State the specific research questions and/or publication or knowledge dissemination goals that guide the project.

Describe the scope of the research and/or publication project or knowledge dissemination project 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.

4. Historiography (maximum of 2 pages)

Situate the research and/or publication project or knowledge dissemination project 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 relevant related fields, Use endnotes or footnotes to document the secondary sources or references. A separate bibliography may be added at the end, if desired.

5. 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 or knowledge dissemination project, 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; approximately, 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.

6. Timeline for the research and/or publication or knowledge dissemination project

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

7. 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 or the knowledge dissemination project. 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.

8. Dissemination of Project outcomes

Specify how the results of this project will be disseminated. Results may originate from the research and/or publication project or be related to a stand alone knowledge dissemination project. The VRE was established to support both research and publication and knowledge dissemination of the history of northern nursing broadly understood (see above criteria for scope). Publications may include journal articles as well as monographs, presentations and other legitimate products of the proposal. Scholarly presentations at a conference will normally be followed by publication of that paper. All presentations and publications resulting from research and/or publication projects or knowledge dissemination projects must include a statement of acknowledgement that funding and support has been provided by the VRE and CAHN/ACHN.

9. Appendices

- A. Curriculum Vitae of the applicants and for students, of the supervisor
- B. Material related to oral history, if applicable: letter of information, consent form, and interview questions, and of ethical approval by institutional research ethics board.
- C. Optional bibliography

10. Checklist

___ Cover Page, with full contact information

- ___ Full proposal: check that all areas have been addressed adequately, especially the budget
- ___ supporting documents:
 - ___ CVs
 - ___ For students: proof of enrollment
 - ___ Letter from supervisor in the case of students, **or** post-doctoral fellows
 - ___ Oral history requirements: letter of information to interviewees, consent form, guiding interview questions
 - ___ Ethical approval, if required

III. SPECIFIC GUIDELINES FOR NORTHERN NURSING KNOWLEDGE DISSEMINATION PROJECTS

The scope of eligible projects for knowledge dissemination or translation of northern nursing history is broad. Some possible projects may include:

- An exhibit on northern, remote or rural nursing history
- A presentation to a historical or nursing conference
- A CAHN/ACHN lecturer or invited speaker at a conference
- A panel on northern, rural, remote or public health nursing history at a conference
- A publication grant to support the publication of project results
- Preservation or digitization of primary data
- Collection or compilation of primary data, for example oral histories
- Consider broader and different processes to promote the award and engage communities of nurses and groups interested in nursing history who may benefit from the funding opportunity.
- Seek innovative and creative ways to promote the possibilities of funding, possibly beyond traditional ways.

Interested applicants may contact the chair of the Scholarship and Awards committee to ascertain the appropriateness and fit of a knowledge dissemination project. The principal investigator/disseminator should write a letter to the chair outlining the proposed project including time lines and budget at least two weeks before the due date for the completed application (2022-2023: Dr. Margaret Scaia, mrscaia@uvic.ca)