

**Sigma Theta Tau, International  
Alpha Theta Chapter**

**Guidelines for Submission Of Nursing Research Proposal**

1. The research proposal should follow the format described as follows. The original and five copies must be submitted to the Chair of the Nursing Research Committee of Alpha Theta Chapter.
2. The research proposal should not exceed six single-spaced typed pages. Use only letter quality print. Do not use photo reduction or small font sizes (no smaller than 11 font size). Margins should be 1 inch.
  - a. The cover page should list the following:
    - (1) Title
    - (2) Name, position, and telephone of Principal Investigator
    - (3) Health care facility with complete address.
    - (4) Identify whether the research proposal is a full scale or pilot project and whether it is a student project.
  - b. For the remainder of the proposal, follow the format and incorporate the subheadings specified:
    - (1) **Specific Aims:** Summarize the objectives of the planned research, including questions to be addressed and/or hypotheses to be tested.
    - (2) **Background/Preliminary Studies:** Discuss the relevant background studies and if available, any preliminary studies that support the proposed study.
    - (3) **Significance:** Describe the significance of the proposed research to nursing and the health care system including patients.
    - (4) **Methods:**
      - (a) Describe the design of the study and explain why the design is appropriate to answer the research questions. Identify the dependent and independent variables if appropriate. Address protection of human subjects, informed consent, and IRB approval information.
      - (b) Describe the sample and if appropriate give sample justification information. Include inclusion and exclusion criteria.
      - (c) Describe data collection methods. Include description of instruments.
      - (d) Plans for analysis of data should be described in enough detail to give reader an understanding of how you will answer the study questions or test the hypotheses.
3. **Eligibility.** To be eligible for support under this solicitation, the PI must be a nurse and a current member of Sigma Theta Tau, International and a member of the Alpha Theta Chapter.
4. **Investigator Qualifications.** Briefly describe the special qualifications of the Principal and other investigator(s) for conducting the proposed study. Attach CV or Resume.
5. **Budget.** Provide a detailed budget indicating the resources requested. Discuss any critical assumptions underlying the estimate. Provide detail about the projected management plan and resource requirement, including duration of the study, total costs, and other sources of funding.
6. **Attachments.** Attachments should include references and support letters if appropriate.
7. **IRB Approval.** Prior to funding, a letter of approval from the appropriate Institutional Review Board must be submitted.