



APHON Research Grant Program

Grant applications are required to be submitted electronically via the [Common Grant Application](#) portal.

You must register with Common Grant to submit an application.

Letters of Intent are due on May 12, 2025, by 11:59 PM Eastern Time.

Grant Applications are due on July 14, 2025, by 11:59 PM Eastern Time.

For specific questions or concerns not addressed in this packet or if you would like a mentor to assist you in the development of a Letter of Intent or full grant proposal, contact the [APHON Evidence-Based Practice/Research Committee](#).

Table of Contents

The Grant Award	3
The Granting Organizations	3
Project Purpose	3
Letter of Intent Information	4
Guidelines for Grant Application	6
Submission Guidelines	9
Evaluation Procedures	9
Notification of Award Information	9

2025 APHON Grant Information

APHON is pleased to provide an opportunity for individuals conducting research that will support and advance nurses in optimizing outcomes for children, adolescents, young adults and their families throughout the continuum of care for their blood disorders and cancers.

APHON will award one US\$5,000 grant for the selected research project. This grant is funded in part by the generosity of donors who contribute to the APHON Star Fund and sponsors who partner with APHON.

The Granting Organization

Association of Pediatric Hematology/Oncology Nurses

1660 International Drive, Suite 600, McClean, VA 22102

1.855.202.9760 (US residents only) | +1.702.506.3275

Questions: [EBP/Research Grant Program Inquiry Form](#)

Association of Pediatric Hematology/Oncology Nurses (APHON) is the professional organization for pediatric hematology/oncology nurses and other pediatric hematology/oncology healthcare professionals. Its members are dedicated to promoting optimal nursing care for children, adolescents, and young adults with cancer and blood disorders and their families. APHON provides the leadership and expertise to pediatric hematology/oncology nurses by defining and promoting the highest standards of practice and care to the pediatric, adolescent, and young adult communities.

Mission

To support and advance nurses and their practice to optimize outcomes for children, adolescents, and young adults with cancer and blood disorders and their families.

Core Organizational Values

- Stand out as an education and scientific organization
- Visionary leadership embracing innovation
- Committed to excellence in patient care
- Pride in the nursing profession
- Collaboration as an effective strategy
- Absolute integrity and high ethical standards
- Gratifying experience through involvement
- Continuous professional development through life-long learning

Project Purpose

The Research grant is for individuals conducting research that will support and advance nurses in optimizing outcomes for children, adolescents, young adults and their families throughout the continuum of care for their blood disorders and cancers.

APHON Research Grant Letter of Intent (LOI) Guidelines

The Letter of Intent (LOI) requires the following information, with a character limit of 5,000 (approximately 750 words) total for items 3–5:

1. **Title:** Title of your project
2. **Background:** Brief description of the problem and brief summary of supporting literature.
3. **Relevance:** Relevance to pediatric hematology/oncology nursing and the relevance to patient outcomes.
4. **Proposal Summary:** Please briefly describe study aim(s)/research question and hypotheses. Give an overview of how study will be conducted including design and methods.

In addition, the application must include the following:

5. **References**
6. **Current research financial support:** List each funded grant or contract for the conduct of these projects and any potential overlap with the current proposal. If there are no other grants, state, “None.”
Please Note: *Secondary aims/analysis of currently funded projects are prohibited*****
7. An [NIH formatted biosketch](#) should accompany the Letter of Intent for both the research study PI and any co-investigators.
8. Please **indicate the agency or organization administrative approver**.

Format specifications for items 5–8, submitted as supporting PDF documents

- **Font:** Double-spaced, 12-point
- **Paper size:** 8 ½” x 11”
- **Margins:** At least ½” margins (top, bottom, left, and right)
- **APA 7th Edition for citations, references, and formatting is required**

STRICT ADHERENCE TO THE INSTRUCTIONS ABOVE IS NECESSARY OR THE PROPOSAL WILL NOT BE REVIEWED.

Letters of Intent will be evaluated by the APHON Evidence-Based Practice/Research (EBP/Research) Committee and additional ad hoc panel members as needed, and submission of full applications will be invited for eligible projects. The decision on LOI’s will be communicated to the candidates no later than May 30, 2025, and those who are invited to submit a full proposal will need to do so by July 14, 2025, at 11:59 PM Eastern Time.

APHON will fund the grant based on the stated scope of work in the LOI and application. The grant will cover direct costs only; no indirect fees/charges or tuition will be covered. The principal investigator must be an active APHON member while completing the project, and the **12- or 24-month project** must clearly address one of the Psychosocial Standards and advance hematology/oncology nursing practice. Applicants will be informed of the decisions regarding their applications as soon as they have been made, by August 18, 2025.

Submission

Letters of Intent must be submitted to the Common Grant site, no later than 11:59 PM Eastern Time on May 12, 2025. Please submit electronically as web forms and supporting PDF files through the [APHON Common Grant Application](#) portal.

Questions

Investigators who have specific questions or concerns not addressed in this packet or who would like a mentor to assist them in the development of an LOI or full grant proposal should contact the [APHON EBP/Research Committee](#).

Guidelines for the APHON Research Project

Focus Areas

Research project proposals must address how the work will support and advance nurses in optimizing outcomes for children, adolescents, young adults and their families throughout the continuum of care for their blood disorders and cancers.

Eligible Applicants

The principal investigator (PI) for the Research grant must meet the following eligibility criteria:

1. Be an active member of APHON and maintain membership through the completion of the project.
2. Be a registered nurse who is active in pediatric hematology/oncology and who demonstrates interest in making significant contributions to pediatric hematology/oncology nursing.
3. Have a doctoral degree or be a doctoral degree student completing a dissertation project. Students MUST have a PhD-prepared co-investigator as part of their study team.

If the PI does not yet have a doctoral degree, it is expected that they will have a co-PI with research experience who at least has a doctoral degree.

Note: Members of the APHON Board of Directors or persons serving on the APHON EBP/Research Committee are not eligible to apply for this grant.

Principal Investigator Responsibilities

Responsibilities include:

1. Completion of the Research project within one or two years of initial funding, per identified project length;

2. Submission of a progress report every six months after funding is disbursed until the project is completed and a final report submitted no more than 2 months after completion of the research project. APHON staff will facilitate the submission of reports;
3. Submission of a publishable manuscript to the *Journal of Pediatric Hematology/Oncology Nursing* or another appropriate refereed journal *and* submission of an abstract proposal to present a concurrent session, paper, or poster pertaining to the research project at an APHON educational conference within three years of initial funding. **Acceptance of an abstract for publication or presentation is not guaranteed.**

If the paper or poster abstract is accepted for presentation at an APHON educational conference, a complimentary registration will be provided for the PI; and

4. Acknowledgement in any publication, paper, or poster that the research project was supported by the Association of Pediatric Hematology/ Oncology Nurses is required.

Required Information

Prepare the application which will be submitted as online web forms, along with supporting PDF documents. Document portions are to be typed, 8 ½" x 11" pages. Use 12-point font type and at least ½" margins (top, bottom, left, and right) for all documents included in the application.

All applicants must complete each required field (marked with *) in order to submit their application. APA 7th Edition for citations, references, and formatting is required for all web forms and supporting PDF documents.

1. All applicants must complete the **Summary Data Form**.
2. All applicants must complete the **Grant Contact Form** regarding the contact person for the grant funding agreement and

disbursement of funds should the application be selected.

3. Use the space provided to complete the **Abstract form**. Abstracts are to be no more than 1,800 characters and include the psychosocial standard to be implemented, the significance of the research project, the research methodology, and analytical plan.
4. All applicants must complete the **Statement of the Problem**. This section includes a description of the problem, as well as a concise and critical review of current literature on what is known, and how this project will fill a gap in the knowledge with a significant contribution.
5. All applicants must clearly state how the proposal addresses the grant purpose.
6. All applicants must include the **Methodology**. This section describes information about the data to be collected and a plan for measuring them, including the instrument validity and reliability. Include details about the population and recruitment plan. Include study design and a power analysis to determine study enrollment, as well as research procedures and plans for statistical data analysis. Include a brief discussion about the limitations of the project and any plans for sustainability if applicable

A precise **timeline** illustrating project tasks and objectives to be completed within one or two years, per identified project length, is required.

7. A **Project Budget** for the entire project must be submitted. If APHON funds are to be used for only a portion of the budget, identify the specific items for which you seek support. Identify remaining items to be funded from other sources and in-kind contributions. Clearly describe those sources of funding or support in addition to the amount you are seeking from each entity.

This section must specify the direct costs associated with the Research project. Indirect costs are not funded by APHON. Neither the PI's salary, academic tuition support nor the purchase of a computer will be funded. Include notation of contributed funds, personnel, or indirect allowances. The budget must represent sufficient funds to complete the project. Budget for travel to educational conferences cannot exceed 20% of the total budget.

Because funds are not distributed in one sum, the PI should propose a strategy for the receipt and distribution of funds during the length of the project. The strategy should facilitate the conduct of the project and may be done on a semi-annual basis, by expense voucher, by task or objective, or by another means. The funding year shall begin in January following the awarding of the grant at the APHON educational conference.

8. All applicants must specify the **Personnel** who will be completing the project. Clearly specify the PI who will be the grant recipient responsible for the conduct of the project. Indicate the pediatric hematology/oncology nursing activities and contributions of the PI, as well as previous experience with research projects.

If there are co-leaders, consultants, or other key personnel, fully describe the contributions of each to the project. Include the [NIH Biographical Sketch](#) of the PI, all co-investigators, and consultants.

9. The institution or agency named in the proposal must complete the **Administrative Approval Form** to indicate acknowledgment and approval of the Research project.

PLEASE NOTE: Pending approval will not disqualify a proposal for review, but final administrative approval must be given before funding is awarded.

10. All applicants must provide **References**. This document includes bibliographic information in APA 7th Edition formatting of only those sources cited in the proposal.
11. Applicants must provide **Appendices**, which are citations of supportive information and data collection tools. Include any or all the following in the Appendices.
- **Appendix A:** Measurement Instruments/Tools
 - **Appendix B:** Human Subjects and/or Institutional Review Board (IRB) Approval letter(s) (with consent forms if required)
 - **Appendix C:** NIH Biosketch and Other Supporting Documents

Forms for Appendices will be provided to the principal investigator after the committee review of all LOIs.

Submission Guidelines

The EBP/Research Committee reviews EBP/Research grant proposals once a year.

Proposal applications must be submitted in Common Grant Application by 11:59 PM EST on July 14, 2025. Proposals received after this date will not be considered.

An e-mail confirmation will be sent within 72 hours of receiving your proposal. Exceptions or extensions will not be granted due to a failure to submit a complete application by the designated deadline.

Investigators who have specific questions or concerns not addressed in this packet or who would like a mentor to assist them in the development of an LOI or full grant proposal should contact the [APHON EBP/Research Committee](#).

Requirements

1. Submit the proposal electronically through the [APHON Common Grant Application portal as web forms and supporting PDF documents](#). No hard copies will be accepted.
2. Complete all proposal materials. Incomplete proposals will not be considered.

Evaluation Procedures

Proposals will be reviewed by the EBP/Research Committee and an independent peer review panel. Outside content experts may be asked to assist in review of all applications. The EBP/ Research Committee will use predetermined weighted criteria to inform the funding decisions.

All PIs will be notified of the disposition of their proposals after action by the EBP/Research Committee. Principal investigators will receive a summary critique of their proposal from the APHON EBP/Research Committee.

Notification of Award

Grant recipients will be notified by August 18, 2025. Public announcement of the grant recipients will be made by the EBP/Research Chair at the APHON national conference. Recipients are strongly encouraged to attend the conference and are expected to present their progress informally to the EBP/Research Committee during one of the concurrent sessions.

Funds will be awarded to the institution, agency, or investigator or project director at the discretion of the EBP/Research Committee. The strategy for funding proposed by the PI will be considered in the decision.

Questions

For specific questions or concerns not addressed in this packet or if you would like a mentor to assist you in the development of an LOI or full grant proposal, contact the [APHON EBP/Research Committee](#).