

VI. APPLICATION SUBMISSION

A. INTENT TO SUBMIT AN APPLICATION

Investigators are **required** to notify TSNRP of their intent to apply for funding by submitting a Letter of Intent (LOI). This enables TSNRP to engage targeted scientific experts for the scientific review sessions. TSNRP might also provide guidance in response to an LOI. Submit the Letter of Intent electronically through the TSNRP Web site, <http://www.usuhs.mil/tsnrp/forms/loi.shtml>. See Appendix C for the LOI form. The LOI is not a commitment to submit an application.

B. SUBMISSION REQUIREMENTS

The award category determines the application requirements. Applications use TSNRP forms and Public Health Service (PHS) 398 forms (revised 11/07), PHS 416-1 forms (revised 10/05), or a combination of both. Secure the application packets with rubber bands (no staples, clips, or binders). Obtain all forms online at <http://www.usuhs.mil/tsnrp/forms>. A table showing the application forms required, by award category type, may be found on page 19.

A **complete application** includes:

- **One** signed original of the TSNRP forms and the appropriate PHS forms, with appendices.
- **Four** paper copies of the entire application, including appendices.
- **One** electronic copy of the complete application, including TSNRP forms and the appropriate PHS forms, with appendices. **(CD-RWs only. Do not send PDF documents for any part of the proposal except letters of support or instruments. Do not send an electronic copy of the Personal Data Form Page.)**

TSNRP sends electronic copies to the reviewers. Save electronic files in numerical order, with the PI's last name and the document title, in the order of their appearance in the printed copy. Please use numbers. These ensure that the documents will be in the order of their appearance in your proposal. Create one overarching proposal folder that contains all components in numerical order as indicated. Do not create folders for each component of the proposal.

The numbering system and file names for the TSNRP electronic copy of proposals are listed below. Please note that this list of pages is not complete. The application may have additional pages.

1. (Author's Last Name) TSNRP Forms
2. (Author's Last Name) Face Page
3. (Author's Last Name) Description, Sites, Key Personnel
4. (Author's Last Name) Table of Contents
5. (Author's Last Name) Budget

6. (Author's Last Name) Budget Justification
7. (Author's Last Name) Consortium Budgets
8. (Author's Last Name) Biosketch
9. (Author's Last Name) Resources
10. (Author's Last Name) Research Plan
11. (Author's Last Name) Checklist
12. (Author's Last Name) Appendices

Graduate student proposals will have a slightly different order of appearance. Please follow that guide and list your components as directed above.

Send the completed application by courier or shipping service so that it arrives no later than **4 p.m. EST on the due date** to:

Col. Marla DeJong, NC, PhD
Executive Director
TriService Nursing Research Program
4301 Jones Bridge Road
Bethesda, MD 20814
tsnrp@usuhs.mil

The TriService Nursing Research Program will accept hand-delivered applications only if the proposals are complete, including the Grantee Organization representative's original signature, and have the appropriate number of paper and electronic copies.

Applications received later than the stated deadlines and/or applications that exceed the funding award limits will not be considered for review.

C. SUBMISSION OF DUPLICATE APPLICATIONS

TSNRP will not accept submission of an application that is a duplicate of an application in the concurrent funding cycle of another funding agency.

D. ALLEGATIONS OF SCIENTIFIC MISCONDUCT

1. Issuance and Purpose

- a. This guideline provides direction for procedures to deal with scientific misconduct as defined by the Department of Health and Human Services, "**Research misconduct means fabrication, falsification, or plagiarism in proposing, performing or reviewing research, or in reporting research results.**" Further, this policy falls within the scope of the Uniformed Services University (USU) Instruction 5501 "Allegations of Scientific Misconduct."

2. References

Department of Defense Instruction 3210.7. Research integrity and Misconduct, 14 May 2004.

42 CR Parts 50 and 93. Public Health Service Policies on Research Misconduct: Final Rule, 17 May 2005.

Uniformed Services University of the Health Sciences, Allegation of Scientific Misconduct, Instruction 5501, 28 Sept 1995.

Office of Research Integrity, US Department of Health and Human Services, retrieved from <http://ori.dhhs.gov>, 15 September 2008.

Requirements for Institutional Policies and procedures on Research Misconduct Under the New PHS Policies on Research Misconduct, 42 CFR Part 93, retrieved from <http://ori.dhhs.gov/documents/requirmnts.pdf>, 15 September 2008.

3. Applicability

- a. This policy applies to all grant applicants and recipients of TriService Nursing Research Program (TSNRP) funds.

4. Definitions

- a. Definitions inherent to this policy are consistent with USU Instruction 5501.

5. Policy

- a. TSNRP is committed to maintaining the integrity of our community of scientific researchers. It will not tolerate scientific misconduct.
- b. The TSNRP Executive Director is responsible for the quality and integrity of all research proposed, conducted, or reported that has been funded through the organization.

6. Procedures

The procedures for managing an allegation of research misconduct at TSNRP are as follows:

- a. TSNRP, as a program under the regulatory oversight of USU, will not carry out investigations of alleged research misconduct, but will provide the responsible agencies listed below with a written report and any necessary evidence pertaining to the allegation. This report will be provided within one week of the discovery of alleged scientific misconduct.
- b. Any allegation of misconduct will be reported in writing to the Vice President for Research at USU.
- c. In addition, if the individual involved is on Active Duty, it will also be reported in writing to their respective Service Corps Chief. If the individual is faculty at a civilian university, the appropriate chair will be notified in writing of the allegation.
- d. Responsibility for determining the need for investigation of allegations will reside with USU, the Service Corps Chiefs, or the university with which the investigator is affiliated and will be conducted according to their policies.
- e. TSNRP reserves the right to impose appropriate sanctions on investigators dependent on the level of research misconduct, based on recommendations by the Executive Board of Directors. Such sanctions could include statements on performance histories to prohibition from submitting future proposals to TSNRP.

7. Effective Date

- a. This policy is effective immediately.