

# ILCA RESEARCH GRANT APPLICATION INSTRUCTIONS AND GUIDELINES

Please read prior to completion of any forms

**NOTE: The grant must be submitted as one complete PDF file. It can no longer be submitted as numerous Word documents. All documents must be linked and converted into a single PDF.**

1. All applicants must be members in good standing of the International Lactation Consultant Association (ILCA). Membership must remain current during the funding period. Support personnel are not required to hold ILCA membership. The Board of Directors of ILCA, staff who are appointed, and members of the ILCA Research Committee are not eligible for research grants.
2. The research topic must be related to breastfeeding, lactation, or infant feeding. Qualitative and quantitative research approaches are considered equally. All proposed research and funding must comply with the World Health Organization (WHO) International Code of Marketing of Breast-Milk Substitutes.
3. The applicant must be the principal investigator (PI) of the project. If the PI has limited research experience, it is expected that the application will reflect appropriate research consultation.
4. The PI is responsible for assigning and justifying the titles of all support personnel. This ILCA grant will provide up to 40% of the total amount of the grant toward salary for the PI and Co-investigators. No indirect costs or overheads to the organization or institution are allowed. Individuals who are involved in the research too extensively to be consultants and whose credentials are equal to or greater than the principal investigator's will be assumed to be co-investigators unless the principal investigator clearly justifies using them as research assistants.
  - **Co-investigators** are participants in the planning and conducting of research who significantly contribute to the study. They receive authorship in publications.
  - **Consultants** are outside experts who contribute their expertise to limited aspects of the project. They are paid for their involvement and do not receive authorship.
  - **Research assistants** are individuals who help with conducting the research under direction of the principal investigator and co-investigator.
5. Use 12 point font throughout. Link the following documents into ONE PDF FILE, and email the file to the ILCA Research Committee chairperson so that they are **received** on or before **April 15<sup>th</sup> 2010**. Incomplete documents or documents that do not meet these guidelines will be returned to the sender and will be considered only if returned to the ILCA Research Committee chairperson before the April 15th deadline.

- *Application for ILCA Research Funds* form (Cover page). Students must obtain the signature of their supervisor or dissertation/thesis chairperson before the application will be reviewed (see application form).
  - *The curriculum vitae/résumé* of the principal investigator, co-investigators, and support personnel (maximum length of 5 pages).
  - *The grant proposal*, which includes the research plan, consent form, and budget.
6. The funding amount for this research application is \$10,000.00. Partial funding may be awarded. To receive funding the proposed research and any supplemental funding applied for must comply with the World Health Organization (WHO) International Code of Marketing of Breast-Milk Substitutes. Research that reflects personal commercialism will not be considered. Funds will not be awarded for the following: travel funds to presentation sites; publication expenses; indirect or overhead expenses; i.e., administrative costs to institutions or healthcare agencies; and equipment valued at more than US \$500.00.
7. If funding is awarded and accepted, the applicant agrees to:
- a. Return any excess funds.
  - b. Submit progress reports every 6 months until the project is completed.
  - c. Commit to a completion date (usually 18 months following activation). Failure to comply with the completion date will result in revoking of grant funds. Completion dates may be extended with prior approval of the committee
  - d. Publish and present findings.
  - e. Acknowledge assistance of ILCA for providing support.
  - f. Send a copy of the final paper to the ILCA Research Committee within 90 days of the grant completion date.
  - g. Permit the announcement of the award in the *Journal of Human Lactation (JHL)* and *E-Globe*.
  - h. Permit publication of an abstract of the final report in *JHL* if the study is published in another journal.

Please note: funds will not be awarded until a *Certificate of Ethical Approval/Institutional Review Board Approval* has been granted from an affiliated academic or health institution where the research will be conducted. If the project is exempt from such approval, an exemption by a federally approved ethical review board must be submitted. If approval is pending, the application may be submitted but the award will not be funded until approval has been documented. If animals will be used, the investigator must submit documentation that research procedures meet federal guidelines for animal protection.

8. Consultation on preparation *of grant forms only* is available from individual members of the ILCA Research Committee. Contact the Research Committee chairperson for information.

## OUTLINE FOR PREPARATION OF ILCA RESEARCH GRANT PROPOSAL

1. Abstract: The abstract should serve as a succinct and accurate description of the proposed research. It should state the problem and purpose of the work, indicating the study population and methods of study. The abstract should include a brief statement of the project's relevance to breastfeeding. Length is limited to 200 words or less. The Abstract should be on a separate page and precede the Research Plan.

### 2. Research Plan

- **General Instructions**

The purpose of the research plan is to inform the review committee of what you want to do and why it is important, what has already been done in the field relative to the proposed research, and how you will perform your work. The narrative will provide the committee with an example of the investigator's ability to perform the work.

Complexity of work is not a major funding consideration; clarity and conciseness are important. If new to conducting research, indicate support to be utilized. Limit the plan to 10 double-spaced typewritten pages (excluding references and appendices). Any proposal that exceeds 10 pages will be returned unread.

- **Suggested Components and Outline of the Proposed Research Plan**

- a) Problem Statement: State the problem and any relationships between variables. Include research questions and hypotheses, and the study population. If a qualitative study is proposed, provide a rationale for the use of a qualitative design and the chosen qualitative method, e.g., more in-depth examination of a phenomenon is indicated or a gap in the literature is evident. (Suggested length 1 page)
- b) Significance or importance of the study. Provide rationale as to the significance of this research; what are the practical implications; extension of knowledge base, etc. (Suggested length: 1 page)
- c) Purpose or Aim of the Study: State the overall objective and why the research should be conducted. How may the work affect breastfeeding? If the proposed study is part of a larger study, explain the relationship to the larger study. (Suggested length: up to 1 page)
- d) Literature Review: Provide a review of recent work that pertains to the proposed study. Include a critical analysis of the literature that will support the need for the research and reflect a basic understanding of the area. (Suggested length: 1-2 pages)
- e) Methods: Identify the type of design to be used and rationale. Indicate sample size and composition including sampling method and inclusion/exclusion criteria. If appropriate, provide power analysis estimation. Describe setting and availability of subjects. Describe data collection procedures and provide rationale for all procedures

used. Describe details about instruments or questionnaires used including their reliability and validity. (Suggested length: 2-3 pages)

- f) Data Analysis: Describe procedure for data analysis and interpretation. Include plans for consultation, if appropriate. (Suggested length: 1-2 pages)
- g) Time Frame: Provide a proposed time-table for completion of the work.
- h) References: List all references cited in the text using a standard format. The American Psychological Association (6<sup>th</sup> ed.) format is preferred.
- i) Budget: Complete the *Budget for ILCA Research Grant Proposal* form. In addition, if funding for this project has been applied for or obtained from other funding agencies, please submit all other grant application budgets. All supplemental funding must comply with the World Health Organization (WHO) International Code of Marketing of Breast-Milk Substitutes. The budget should not include travel funds to presentation sites, publication expenses, or overhead expenses, i.e., administrative costs to institutions or healthcare agencies. Equipment valued at less than US \$500.00 may be considered.
- j) Appendices: Attach copies of data collection instruments, support letters, etc. Do not use the Appendices to lengthen the main body of the grant.

3. Remember also to include:

- Application for ILCA Research Funds form (Cover page).
- Curriculum vitae/résumé for principal and co-investigators and support personnel.

**As noted above, all materials must be linked into a single PDF file**

**APPLICATION FOR ILCA RESEARCH FUNDS  
PAGE 1: COVER PAGE**

Office Use Only:

Date Received: \_\_\_\_\_

Application #: \_\_\_\_\_

Date of Proposal Submission \_\_\_\_\_

1. Title of Proposal \_\_\_\_\_  
\_\_\_\_\_

2. Principal Investigator: Name (include credentials): \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Telephone: Home: ( ) \_\_\_\_\_ Business: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Professional License (if applicable): State/Province \_\_\_\_\_ Number \_\_\_\_\_

ILCA Membership Number \_\_\_\_\_

If Lactation Consultant: Name of certifying body \_\_\_\_\_

State/Province \_\_\_\_\_ Number \_\_\_\_\_

Employer (specify clinical area): \_\_\_\_\_  
\_\_\_\_\_

3. Other funding applied for or obtained for this project: Explain, using an additional page if necessary. Include specific information on how funds from ILCA and other sources will be used. All supplemental funding must comply with the World Health Organization (WHO) International Code of Marketing of Breast-Milk Substitutes and must not reflect personal commercialism.  
\_\_\_\_\_  
\_\_\_\_\_

4. If applicant is a student, complete the following section.

School/University \_\_\_\_\_

Program/degree sought \_\_\_\_\_

Proposal is: Undergraduate Thesis \_\_\_\_\_ Master's Thesis \_\_\_\_\_ Doctoral Dissertation \_\_\_\_\_

Supervisor/Chair: Print name \_\_\_\_\_

Signature of Supervisor/Chair \_\_\_\_\_

## BUDGET FOR ILCA RESEARCH GRANT PROPOSAL

Personnel: Names (if known), status, pay rate, and period of employment of research consultants and assistants

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\$ \_\_\_\_\_

Materials, Supplies, and Services:

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\$ \_\_\_\_\_

Equipment: Ownership of items with cost greater than \$100 will be determined on an individual case basis. Rental is preferred over outright purchase. Purchase of capital equipment (equipment costing more than \$500 will usually not be approved).

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\$ \_\_\_\_\_



**BUDGET FOR ILCA RESEARCH GRANT PROPOSAL** continued

Travel: Includes cost of conducting research. Specify where, when and why. Travel for presentation will not be funded.

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\$ \_\_\_\_\_

Computer Costs: Include those not provided by an institution.

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\$ \_\_\_\_\_

Other Expenses:

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\$ \_\_\_\_\_

**TOTAL**      \$ \_\_\_\_\_

**BUDGET JUSTIFICATION**

Please justify the expenses above. For example, explain what each person will do, and why certain materials are necessary to the project(Add extra pages if needed)

If funding for this project has been applied for or obtained from other funding agencies, please submit all other grant application budgets. All supplemental funding must comply with the World Health Organization (WHO) International Code of Marketing of Breast-Milk Substitutes.

## ILCA RESEARCH GRANT PROPOSAL OUTLINE FOR CURRICULUM VITAE/RÉSUMÉ

Complete a curriculum vitae/résumé for each principal investigator, co-investigator, consultant and support personnel. Please limit length to 5 pages.

Please indicate one: \_\_\_ Principal investigator \_\_\_ Co-investigator \_\_\_ Consultant

Name:

Address:

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Present position:

Employer/Institution:

**EDUCATION:** Include Degree(s), Institution(s) & Location(s), Major(s), and Year Degree(s) obtained

**RESEARCH EXPERIENCE:** Include Project Title(s), Year, Role (e.g. Principal Investigator, Co-investigator, Research Assistant), Funding Amount and Agency

**POSITIONS HELD IN LAST 5 YEARS:** Include Position, Institution & Location, Dates

**PUBLICATIONS:** Include those most relevant in the past 10 years

**RESEARCH PRESENTATIONS:** Include those most relevant in the past 10 years