

# BEAUMONT NURSING RESEARCH APPLICATION INFORMATION PACKET

1. Nursing research guidelines
2. Procedure to submit application to the Beaumont Nursing Inquiry, EBP, Research Council or site Nursing Review Board
3. Letter of agreement
4. Application

Revised July 2020

# Nursing Research Policy

*The review of research proposals will be coordinated by the:*

- ***Beaumont Nursing Inquiry, EBP and Research Council for Beaumont Dearborn, Farmington Hills, Taylor, Trenton, Wayne, Ambulatory Care, Home Care Services OR***
- ***Nursing Education and Research at Royal Oak***
- ***Nursing Education and Research at Troy***
- ***Nursing Education and Research at Grosse Pointe***

***They will be referred to as the “Nursing Research Review Board” throughout this document.***

1. Internal proposal for nursing studies will be considered from individuals who:
  - a. Have started the on-line CITI training and
  - b. Are professional nurses employed by Beaumont Health
2. External proposals for nursing studies will be considered from individuals who:
  - a. Have completed the on-line CITI training and other compliance modules
  - b. Have identified a Beaumont researcher (who will serve as a principal investigator and be engaged and guide the outside researcher)  
*Note: When a Beaumont employee is also serving as faculty for a university/college and is submitting a study on behalf of students/faculty of the university/college, a Beaumont nurse with no faculty or student affiliation with the school must serve as a Principal Investigator.*
  - c. Are completing nursing research for a master’s or doctoral program
  - d. Whose research is deemed supportive of the mission of the hospital
3. Investigations that will be supported include:
  - a. Original research
  - b. Replication studies
  - c. Special projects, i.e. utilizing knowledge of the research process to improve routine problem solving
  - d. Review of medical records or specimens
4. All submitted proposals must be approved prior to implementation by the nursing manager/designee of the unit on which research study will be conducted and by the Chief Nursing Officer or designee (i.e., Director of Nursing Education and Research, Associate Chief Nursing Officer) of the facility.
5. Application forms for internal and external nursing investigations, complete with guidelines, are available from the Beaumont Nursing Inquiry, EBP and Research Council and the site Nursing Research Review Board at Royal Oak, Troy and Grosse Pointe, and on the Beaumont Nursing Website (see Beaumont Nursing Research tab).
6. All proposals must be reviewed and approved by the Beaumont Nursing Inquiry, EBP and Research Council or the site Nursing Research Review Board prior to before submission to the Internal Review Board (IRB).

- 7.** Consultation and other resources will be provided for internal research studies. Consultation and other resources will not be provided by the hospital for university or college – related research. Studies conducted by students are the responsibility of the faculty advisors. Exceptions can be made at the discretion of the Nursing Research Review Board.
- 8.** All investigators shall submit an Interim Report each year on the anniversary of the approval date, until the study is completed. Upon completion of the study, a Final Report must be submitted. Reports are submitted to Nursing Research Review Board of the respective hospital and investigators may be asked to present their findings.

## Procedures for Researchers who are submitting proposals

1. Submit the following to the Nursing Research Review Board  
*(Please note that any study application may be sent to the Beaumont Nursing Inquiry, EBP and Research Council. This council will review all applications from the following sites: Beaumont Dearborn, Farmington Hills, Taylor, Trenton, Wayne, Ambulatory Care and Home Services. Sites with current Nursing Research Review Boards (Beaumont Royal Oak, Beaumont Troy and Beaumont Grosse Pointe) have the option of electing to review an application or forwarding the application to the Beaumont Nursing Inquiry, EBP and Research Council for review.)*
  - a. One electronic copy of the form entitled “Application to conduct nursing research.”
    - i. Beaumont Nursing Inquiry, EBP, Research Council for Beaumont Dearborn, Farmington Hills, Taylor, Trenton, Wayne, Ambulatory Care and Home Services: email - [andrea.carr@beaumont.org](mailto:andrea.carr@beaumont.org)
    - ii. Royal Oak: email - [randy.whitney@beaumont.org](mailto:randy.whitney@beaumont.org)
    - iii. Grosse Pointe: email – [andrea.carr@beaumont.org](mailto:andrea.carr@beaumont.org) (interim)
    - iv. Troy: email - [kelley.mcmillan@beaumont.org](mailto:kelley.mcmillan@beaumont.org)
  - b. Letter of Agreement
  - c. Application forms for internal and external nursing investigations complete with guidelines are available from the Beaumont Health Nursing Inquiry, EBP and Research Council or the site Nursing Research Review Board. Please allow four weeks for the review process from the date the completed application is received.
2. The Beaumont Nursing Inquiry, EBP and Research Council or Nursing Research Review Board will review the proposal and determine whether:
  - a. The study is approved as is. The researcher may proceed with completing the IRB application forms.
  - b. The study needs to be resubmitted to the Nursing Research Review Board with the indicated changes.
  - c. The study is not approved.
3. The Beaumont Nursing Inquiry, EBP and Research Council or Nursing Research Review Board will notify the researcher of the review findings. Nursing Research approval at Beaumont is a two-step process. A copy of the approval letter will be sent to Beaumont’s Institutional Review Board (IRB). Review of your on-line IRB (iMedRIS) application will determine if the study is considered research. You must submit an iMedRIS Individual Account Request to get access to iMedRIS. You should contact the IRB at (248) 551-0662 if you have questions.
4. Implementation of your research and data collection cannot begin until you receive written approval from the Beaumont Health or site Nursing Research Review Board and IRB.
5. The researcher will periodically report their research status to the Beaumont Nursing Inquiry, EBP and Research Council or the site Nursing Research Review Board per the Letter of Agreement.

6. Upon completion of your investigation, submit the final report, including abstract, to the Beaumont Nursing Inquiry, EBP, and Research Council or Nursing Research Review Board.
7. For External studies only:
  - a. If a student: Must provide a completed and signed letter of Agreement and **signed faculty advisor's form**.
  - b. If an independent researcher: Provide a resume, which includes documentation of your research credentials and a signed letter of Agreement
  - c. If university/college: Institutional Review Board approval is necessary. Submit a copy of the IRB approval letter from the university/college committee. Per policy, all human subjects' research at Beaumont requires review and approval by the Beaumont IRB.

## Letter of Agreement

<b>Principle Investigator Name:</b>	
<b>Work Phone:</b>	
<b>Department Name and Mail Code:</b>	
<b>Title of Proposed Study:</b>	

If my study is approved for conduct, I agree to the following conditions:

1. Any requirements specified by the department manager(s) will be fulfilled (i.e. data collection during non-peak activity hours).
2. The results of the study will be presented to the Nursing Department staff verbally within 6 months of completion of data collection.
3. A copy of the research, along with an abstract, will be submitted to the Beaumont Nursing Inquiry, EBP and Research Council or Nursing Research Review Board and site Nursing Department within 6 months of completion of data collection.
4. Beaumont Health will not be identified by name in the study without permission from the Chief Nurse Officer and IRB.

**I agree to the above statements and policies/procedures listed on pages 1 & 2:**

<b>Principle Investigator's Signature:</b>	
<b>Date:</b>	

I agree to allow the investigator(s) to conduct nursing research in my department:

<b>Manager's Signature:</b>	
<b>Department:</b>	
<b>Date:</b>	

## Application to Conduct Nursing Research at Beaumont Health

<b>Principal Investigator's Name</b>	
<b>Preferred Contact Address</b>	
<b>Work Phone</b>	
<b>Home Phone</b>	
<b>Email Address</b>	
<b>Position and Unit at Beaumont</b>	
<b>Highest Completed Education</b>	
<b>Title of Research Project</b>	

### Proposed Site of Research (check all that apply)

- Beaumont Dearborn
- Beaumont Farmington Hills
- Beaumont Grosse Pointe
- Beaumont Royal Oak
- Beaumont Taylor
- Beaumont Trenton
- Beaumont Troy
- Beaumont Wayne
- Beaumont- Ambulatory
- Beaumont Home Care

### Type of Research Project

- Original Research
- Replication Study
- Review of Medical Records or Specimens
- Special Projects (explain):

## **Contents and Structure of the Research Proposal**

1. Attach a draft version of your IRB application for committee review. A draft version of your IRB application can be obtained by saving a pdf of your study. Open the study up in iMedRIS (click the tablet to open the study, click "Study/Application", click the tablet under "Edit/View" (left side), then in the upper right hand corner click "Print Friendly" and you can choose PDF or HMLT version.
2. Describe your plans for dissemination of the results of your project.
3. Provide a copy of the letter of support or signature on this application form from the manager(s) of unit(s) on which you want to conduct this research project.
4. Provide a copy of the letter of support/approval from the site CNO.
5. If you are a student, provide a copy of the letter of approval (or approval signature) of your research study from your nursing faculty.



Study Title:

Reviewer:

Date:

Area Evaluated	Met	Not Met
<b>Significance/Relevance to Nursing Practice</b>		
Describes the importance of proposed research.		
Potential contribution to nursing practice.		
Addresses current practice issues.		
<b>Approach:</b>		
Study design is feasible to do within the site.		
Appropriate approvals have been obtained.		
Time frame seems adequate.		
<b>Investigator:</b>		
Has ability to complete the study within the time frame.		
Has faculty or other appropriate support to carry out study.		
<b>Institutional Issues:</b>		
Provides little or no additional burden to staff.		
Provides for staff orientation and feedback.		
Plans to provide feedback to staff after study completion.		
Outcomes are appropriate for system as a whole.		
<b>Overall Evaluation of Project:</b>		
Sufficient details regarding how the study will be carried out.		
Concise, clear description of proposed study understandable in lay terms.		

Comments for Applicant: