

## THE DOROTHY J. KERGIN ENDOWMENT FUND

**Deadline: April 21, 2023**

Graduate students and faculty of the UVic School of Nursing may apply for monies in an annuity in memory of Dorothy Kergin, a former University of Victoria, School of Nursing Director and nationally distinguished nurse researcher, educator and consultant.

### **ENDOWMENT OBJECTIVE**

The objective of the endowment is to support specific research activities including: research projects, travel to research conferences and development of new knowledge.

Kergin funds may be used for activities including: the development of a grant proposal; a small research project such as start-up or pilot project; preparation of manuscript report of research for publication; presentation of research or other scholarly work at a conference (*Note: this applies to conference fees and travel expenses only*); secondary data analysis; open access fees; small emergency funding over-runs; selected supplies and equipment  
Kergin funds may **NOT** be used: to purchase computer hardware or software.

### **APPLICATION GUIDELINES**

Applications to the Kergin fund consist of:

- one cover page
- one-page (single-spaced) description of the research project/presentation, etc.
- one-page budget overview

The **application cover page** must provide:

- the name of the project, presentation, etc., for which you are applying for funding
- name of the funding source (Dorothy J. Kergin Endowment Fund)
- applicant's full name
- applicant's credentials (if applicable)
- applicant's association with the School of Nursing (e.g., Faculty, graduate student, Masters or Doctoral)
- current contact information including: telephone number, mailing address and email address

The **one-page description** of the research project/presentation will be evaluated on the following criteria:

- clearly demonstrates the ways in which the purpose and/or research question further **nursing** knowledge;
- background or rationale is clear and supportive of the purpose;
- description of methods (if applicable) is clear. Includes a rationale for choosing a particular method, a brief description of data collection and analysis procedures to be used, and description of the sample. No jargon please;
- expected outcomes or use to be made of the knowledge gained. Briefly describe the ways in which the expected outcome may contribute to further knowledge and contribute to practice, and;
- budget is sufficient to stated outcome or purpose.

*Please note: This page will be removed for a blind review of applications. **DO NOT** identify yourself anywhere else in the proposal.*

The **one-page budget** must:

- provide the total budget for the project or conference
- show any other funds you have either applied for or received
- indicate what part of the budget the Dorothy J. Kergin Endowment Fund will cover and support proposed expenditures with a brief rationale.

If you are applying to present a paper at a conference, please attach a copy of the proposed abstract of the paper or poster to be presented and include:

- name of conference
- conference dates
- location (city, province, country)
- a brief explanation of how attending the conference would be of value to you

If you will **not** be presenting at the conference please indicate in what capacity you will be attending, if you will be participating in any panel discussions, etc. and how attending this conference would be of value to you.

**Applications exceeding the above page requirements will not be processed.**

Incomplete or ill-prepared applications will not be considered. Attention to spelling, grammar and overall presentation will be considered.

**All applications must be submitted via email to [gradnurs@uvic.ca](mailto:gradnurs@uvic.ca) as a single pdf document.**



## AWARD LIMITS

The review committee will allocate funds on the basis of the number of applicants and the strength of the applications. Unexpended funds in any academic year will be added to the annuity.

## APPLICATION EVALUATION PROCESS

1. The selection committee consists of the UVic School of Nursing Associate Director of Graduate Education, Coordinator of Student Affairs, a graduate program coordinator and graduate student representative. Applicants to the current competition may not serve on the selection committee.
2. The sub-committee will aim to review the applications within two weeks and make funding recommendations to the Administrative Officer.
3. Decisions will be relayed to the applicants within approximately four weeks of receipt of the applications (or sooner if possible).
4. The monies awarded will be held in the endowment account and monitored by the School's Administrative Officer. The successful grantee is responsible for submitting expenses receipts to the Administrative Officer to be reimbursed throughout the award duration, keeping a detailed account of expenditures and for staying within budget.
5. Funds are to be used within one year of the date of letter notification, after which any unspent portion of the award will be returned to the Dorothy J. Kergin Endowment Fund.
6. On completion of the project, a one-page report should be submitted to the Director of the School of Nursing. This report should include a brief outline of expenditures. Please note: the successful candidate may also be contacted for a photo.

For assistance in completing an application, please contact [gradnurs@uvic.ca](mailto:gradnurs@uvic.ca).

**Applications must be submitted as pdf's to [gradnurs@uvic.ca](mailto:gradnurs@uvic.ca) by the application deadline. Late, incomplete, and hard-copy (paper) applications will not be considered. Due to limited funding, only one application per student will be considered per award term.**

