

## **PENS MANUAL CHAPTER AUTHOR GRANT POLICY STATEMENT**

The Pediatric Endocrinology Nursing Society (PENS) is an independent, non-profit organization. PENS provides grants to members who author/co-author an original or revised chapter for the *Pediatric Endocrinology Nursing Resource Manual*. Funds will be awarded to the individual or individuals upon completion of the chapter.

### **MANUAL CHAPTER AUTHOR GRANT POLICIES FOR THE ADMINISTRATION OF FUNDS FROM PENS**

#### **PURPOSE**

The purpose of the Manual Chapter Author Grant offered by the Pediatric Endocrinology Nursing Society (PENS) is to provide financial support to active members authoring an original or revised chapter for the PENS Manual. The PENS Manual advances Pediatric Endocrinology Nursing, by providing up to date and relevant information directed toward the nursing care of the pediatric endocrine patient.

#### **ELIGIBILITY CRITERIA**

1. **The principle writer must meet the following eligibility requirements:**
  - a. Have current active membership in PENS as defined by the Bylaws. (Membership must have been awarded 6 months before application submitted.)
  - b. Present well-defined PENS manual chapter outline and time frame.
  - c. Complete the Chapter Author Grant Application.
  - d. Complete the Chapter Author Grant Agreement.
  - e. Present evidence that the chapter can be completed within the proposed time frame.
  
2. **Chapter proposals previously submitted for a PENS chapter grant** which received a unanimous rating of **disapproval** will not be reconsidered.

#### **PROCESS**

The Manual Editor will oversee the review process.

1. The grant application and agreement form will be submitted to the Manual Editor for review. The grant application will then be reviewed by the PENS Manual Editor, Education Committee Chairperson, and President.

2. Funds will be granted based upon the PENS manual chapter proposal's a) merit as a relevant educational contribution toward the nursing care of the pediatric endocrine patient, and b) the ability to complete the chapter in the proposed time frame.
3. The Manual Editor will notify applicants of grant proposal approval/disapproval within 6-8 weeks.
4. All deadline extension requests must be submitted in writing to the Manual Editor. Requests should include specific extension time frames and a rationale for the request. Requests for extensions may be submitted along with or before a Progress Report submission.  
  
Approval of the request for an extension will be at the discretion of the Manual Editor and President of PENS. All extension requests will be responded to in writing regarding approval or disapproval of the Author's new deadlines.
5. Failure to comply with deadlines for progress and final reports as outlined in the Chapter Grant Agreement and failure to comply with policy when requesting an extension (as outlined in this section), will disqualify the Author from receiving the PENS Manual Chapter Author Grant.
6. Additional funds will be provided for an administrative assistant. Reimbursement for these services will be based upon PENS policies.
7. Any other funding must be approved by the PENS Executive Board.

## **APPLICATION**

1. Submission deadlines for a grant are **March 1<sup>st</sup>** and **August 1<sup>st</sup>**. Applications must be postmarked on or before these dates.
2. Applicants will be notified by the Manual Editor of application on receipt.
3. Applicants will be notified by the Manual Editor if the application is approved or denied.
4. Applications that are incomplete or not prepared according to instructions will not be reviewed. An application not received under one cover will be treated as an incomplete application.
5. Three (3) copies (one original and two copies) of the grant application must be submitted. One of the three copies of the grant application must contain original signatures (not photocopied).

6. Applications should be photocopied one-sided. Secure the application copies and original with paper clips or rubber bands only. (Staples make it more difficult to make additional copies should we need them.)
7. Applications are treated as privileged communication and are restricted to the Manual Editor, Education Committee Chair, Independent Reviewers, and the Executive Board.
8. Applicants will receive both a summary of the written comments from the reviewers and the final decision for funding as outlined by PENS policy. This communication will come from the Manual Editor.
9. Grant funding of \$500.00 for an original chapter and \$250.00-300.00 for a revised chapter will be awarded to the Author(s) when the Chapter is completed and ready for publication in the *Pediatric Endocrinology Nursing Resource Manual*.

**SUBMISSION OF APPLICATIONS:**

1. Submission of a grant application consists of the following materials:
  - A. Manual Chapter Grant Application with required documents,
  - B. Manual Chapter Grant Agreement as indicated on application.
2. Mail Grant Application and Grant Agreement with your signature to the Manual Editor at the following address postmarked no later than **March 1<sup>st</sup> or August 1<sup>st</sup>** :

**Helen Grosskreuz  
PENS Manual Editor  
5519 Boyce Springs Drive  
Houston, TX 77066-2401**

3. Questions may be addressed to the PENS Manual Editor at the following numbers:

**Helen Grosskreuz  
Phone: (832)822-3675  
E-mail: [manual@pens.org](mailto:manual@pens.org)**



**PENS MANUAL CHAPTER OUTLINE / TIMELINE**  
(1-5 pages in length)

**PENS MANUAL CHAPTER AUTHOR GRANT AGREEMENT**

Revised 10/1/03

**If my chapter proposal is funded, I agree:**

1. **To review the author guidelines and submit a proposal** with topic, outline, time commitment, and author credentials as described by the application. This proposal will be reviewed by the PENS Manual Editor, Education Committee Chairperson, and President.
2. **To have the proposal reviewed** by independent peer reviewers and the PENS Executive Board.
3. **To submit a brief progress report** to the PENS Manual Editor a minimum of every six months or as indicated in proposal.
4. **To make all extension deadline requests in writing** to the Manual Editor. I understand that the request must include specific extension time frames and a rationale for the request.
5. **To acknowledge the assistance of PENS** with the completed chapter project. This includes publications and presentations.
6. **To have the option of using an administrative assistant**, whose reimbursement will be within the guidelines established by the PENS Executive Board.
7. **To be awarded grant funds** in the amount of \$500.00 for an original chapter and \$250.00-300.00 for a revised chapter upon completion of the PENS manual chapter.

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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title of Chapter:** \_\_\_\_\_

**Anticipated Start Date:** \_\_\_\_\_ **and Completion Date:** \_\_\_\_\_  
(not to exceed 2 years)

**Reviewer** \_\_\_\_\_ **recommends:**

\_\_\_\_\_ **Approval**

\_\_\_\_\_ **Approval with recommendations (attached)**

\_\_\_\_\_ **Conditional Approval (binding conditions attached)**

\_\_\_\_\_ **Disapproval**

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**For Board's Use Only**

**DATE APPLICATION RECEIVED:** \_\_\_\_\_