

Pilot Program

Responsibilities of Principal Investigators

1. Complete scientifically sound study in one year (August 1 to July 31) and submit a final grant report by September 30. Two written progress reports will also be required to the Pilot Core during the funded year (due December 1, and April 1). Review the Report Format for instructions on completing and formatting the [mid-project reports](#) and [final report](#).
2. Within one year of completing the study, principal investigators must:
 - a. Submit a manuscript for publication, based on study results, to a peer reviewed journal.
 - b. Submit a research proposal, based on the pilot study, for extramural funding.
 - c. Present research results at a regional, national, or international scientific conference.
3. Participate in and support CRCHC events including research workshops, research Brown Bag Sessions, receptions, Pilot Investigator meetings, etc.

Eligibility Criteria

1. Doctoral degree for Principal Investigator. This does not preclude collaborative endeavors with masters prepared faculty or clinical nurses.
2. Inter-disciplinary and inter-institutional projects are encouraged. For these projects at least one Montana State University–Bozeman, College of Nursing faculty member must be on the research team.
3. Areas of inquiry should include, but are not limited to, research related to management of chronic health conditions by rural dwellers with a focus on promoting healthy behaviors, preventing complications, encouraging self-management, and supporting the family in managing chronic health conditions within the context of the rural environment.

Mentoring

The CRCHC Director and Associate Director are available to act as mentors to both potential applicants and funded pilot projects. They will help each potential project applicant with grant writing and guide the applicant through the process of preparing the proposal. Assistance with finding needed resources, (e.g., qualitative research, statistical consultation), preparing PHS398

forms, interfacing with MSU offices, (e.g. Grants and Contracts, Personnel), and preparing the Human Subjects review application is provided.

Pilot Project Process

1. A call for proposals will be disseminated each September.
2. Principal Investigators should discuss research ideas with CRCHC Director to determine if the proposed project is compatible with CRCHC goals.
3. A notification of intent to submit a pilot project proposal is due to the CRCHC office by November 17.
4. The Principal Investigator (and research team) will develop the proposal during the Fall. The CRCHC Director will work with applicant throughout the preparation of the proposal.
5. The proposal must use the [PHS398](#) format. Sections A-D are limited to 15 pages.
6. The Principal Investigator may select to prepare the full [PHS398](#) packet him/herself. Or the Principal Investigator may select to have the CRCHC office prepare all of the forms, e.g., face page, abstract, biosketches, budgets, budget justifications, check list, etc. If the CRCHC office is preparing the forms, it is the responsibility of the Principal Investigator to work closely with the Center staff and to supply all needed information.
7. The entire proposal is due in the CRCHC office by 12:00 p.m. on January 15. A list of names and contact information for three potential external reviewers must accompany the proposal.
8. The CRCHC Director will review the proposals by February 1 and will meet with each Principal Investigator to discuss feedback on proposals.
9. The final proposal is due in the CRCHC office by 12:00 p.m. on March 1. The full submission should include both a hard copy and an electronic copy. The CRCHC office staff will make photocopies and will send out the proposal for the scientific review. Each proposal will be reviewed by a panel committee of at least two Pilot Core members and an external reviewer.
10. The Pilot Core will meet to discuss the scientific reviews and make recommendations for funding by April 1 to the Executive Core who will then make the final funding allocation.
11. Principal Investigators will be notified by April 15.
12. The Human Subjects Committee approval letter(s) must be in the CRCHC prior to August 1. The CRCHC staff is available to help with this application process.

13. Funding begins August 1 and ends July 31 of the following year.

Pilot Program Management

[Charlene Winters](#), DNSc, APRN, BC is the director of Pilot Core. All communications regarding the Pilot Project Program should be directed to her at (406) 243-4608. Other inquiries may go to [Clarann Weinert](#), SC, PhD, RN, FAAN, Center Director or to the [Center Manager](#) (406) 994-7581 or 1 888-380-1053.