Foundation of the National Association of Boards of Long-Term Care Administrator Boards

Research Guidelines

The following are proposed as guidelines for the conduct of, endorsement of, or support of, research by the Foundation of NAB:

Research Topic Areas (from Articles of Incorporation and ARTICLE II of the Bylaws):

The Foundation of the National Association of Boards of Long-Term Care Administrator Boards (NAB) is interested in conducting or sponsoring research projects that will assist in:

1. Shaping future policy that will contribute to enhancing the profession of senior living and health services leadership in support of public protection, safety and trust.
2. Making recommendations on issues of common interest to senior living and health services leadership licensing boards and authorities throughout the United States.
3. Recommending educational standards for senior living and health services leadership through innovation and best practices that exceeds government standards and supports expansion of services to meet the changing needs of the public they serve.

The Foundation will conduct research to provide insight regarding senior living and health services leadership, including:

1. Educational background,
2. Career development patterns,
3. Demographics,
4. Skill and task requirements,
5. Success factors,
6. Challenges,
7. Tenure,
8. Supply requirements, and or,
9. Other issues that contribute to enhancing the way aging services leadership serve people on the senior living and health services continuum.

Prioritization of Research Topic Areas:

The Foundation Board of Trustees, with assistance as needed from staff and/or NAB committees, will periodically review potential research topics, and prioritize them in order of importance and/or urgency. The resulting prioritized topic list will be made known to the NAB Board of Governors and the NAB membership and made available to potential researchers. The priority given to any topic area may be used in deciding which research proposals to approve. The
Foundation may solicit research based on the priority and extent of perceived need in any of these topic areas.

Types of NAB Foundation Sponsorship:

The Foundation may involve itself in research studies or projects in any of the following ways:
1. Conducting the research, itself (by NAB or Foundation staff, officers, or members),
2. Conducting research in conjunction with, or in partnership with, other organizations with similar missions or interests (e.g., academic institutions, professional associations),
3. Contracting with individuals or organizational entities to conduct the research,
4. Supporting research with funding or other Foundation resources,
5. Endorsing research conducted by other individuals or organizational entities,
6. Publishing the results of research conducted by others.

Approval of Research Projects:

Anyone wishing to conduct research with NAB Foundation endorsement, backing, or other support must submit a proposal to the NAB Foundation for approval. Proposals may be submitted at any time and will be acted on at NAB's Annual and Mid-Year meetings, and/or at other meetings of the NAB Foundation Board of Trustees.

Research proposals must be submitted using the outline below developed by the Foundation, including at least the following information:
- Introduction,
- Purpose of the Research,
- Biographical information for each researcher (degrees, awards, interests, major publications, etc.)
- Research methods to be used,
- Information sources to be used,
- Anticipated timeline for completion,
- Benefits and/or beneficiaries of the proposed research,
- Practical applications,
- Implications for practitioners (if any),
- Proposed dissemination or publication methods and venues,
- Type or amount of support requested from the Foundation,
- Declaration assigning ownership and copyright to the Foundation.

All such proposals will be reviewed by the Foundation's Board of Trustees and staff. NAB committees, Board of Governors, and/or Executive Committee may also be involved in reviewing such proposals, however, only the Foundation Board of Trustees can approve or disapprove a research proposal.
Report of Research:

Researchers conducting research projects with Foundation approval, endorsement, or other support, shall submit a final report to the Foundation upon completion of the project/study and at other intervals as shall be requested by the Foundation Board or officers. Such report(s) shall include at least:

- Stated purpose of the research,
- Nature of the research conducted, and methods used,
- Conclusions and/or results of the research,
- Recommendations for publication, dissemination, or other use of the research results,
- Recommendations for additional or follow-up research relating to the topic.

Ownership:

Any research conducted by the Foundation, conducted under contract with the Foundation, or supported in any way with Foundation resources, becomes the property of the Foundation. Authors of approved research must transfer copyright and ownership to the NAB Foundation.

Publication/Dissemination of Research Results:

The NAB Foundation reserves the right to allow or not allow research to be published or otherwise disseminated. The Foundation will establish and confer usage rights for research results on a project-by-project basis, however, researchers associated with NAB-accredited Health Services Executive (HSE) academic programs will ordinarily be assigned rights to use the results of their research in their own teaching activities.