

**Proposals for the Heilbrunn Nurse Scholar Award are to be prepared as follows**

**Page Set Up:** 12 Point Arial, Times New Roman or Calibri Font, 1" margins  
(single spaced)

- **Cover letter:** Prepare a cover letter including the following information (single page)
  - a. Scope, aims and design of the nurse scholar year or proposed grant project
  - b. Protected time to devote to the project each week
  - c. Planned time to spend at The Rockefeller University
  - d. Rationale for request of financial support
  - e. All other sources of project funding, including the source, amount of funding and planned use of funds
  - f. Current employment status
- **Administrative information:** including the following sections. (single page)
  - a. Project title
  - b. Contact information: address, phone, fax, and email
  - c. Project duration (maximum 2 years)
  - d. Total budgeted cost for entire duration of project (maximum \$25,000 total)
  - e. Required signatures: Principal investigator, and Manager/Director or Faculty Advisor
- **Abstract:** Summarize the project in no more than 250 words (1 page)
- **Body of the Proposal:** Include the following sections (5 page limit)
  - a. Introduction/Background and Significance
  - b. Purpose Statement
  - c. Research Questions or Specific Aims
  - d. Hypothesis(es): If applicable, state the specific hypothesis(es) to be tested.
  - e. Study Design and Methods: Describe the study design, sample, sample size calculation (if applicable), setting, measurement tools, data collection and management procedures, outcomes to be evaluated, timetable for implementation, and data analysis plan
- **References**

**Attachments**

- **Biosketch:** Required for Principal Investigator(s), see attached form.
- **Timeline:** See attached form.
- **Budget and Budget Justification:** See attached form.
- **Letters of support (2):** The first letter should be from a colleague knowledgeable about your work and your work ethic, and the second should be from your Manager/Director or Faculty Advisor. The letters should be included at the end of the application.

## **Appendix A**

### **BIOGRAPHICAL INFORMATION (one page maximum)**

Provide a short paragraph regarding your training and experience. List current employment and employment history (as it relates to the proposal) and any publications, presentations, coursework, etc., as supportive information.

## Appendix B

### TIMELINE (one page maximum)

List all major study activities, and indicate an estimate of the time frame in which they will be done. This can be done in table format, as illustrated in the following example:

Activity	July 2019	September 2019	October-May 2019-2020	June 2020
Obtain institutional IRB approval				
Train data collectors				
Data collection and analysis				
Submit abstract for presentation and final project report				

## Appendix C

### BUDGET (one page maximum)

Line-Item Budget Category (EXAMPLES)	Cost
<b>Office Expenses</b>	
Copying, mailing expenses, etc.	
<b>Research-Related Expenses</b>	
Data collection, analysis, other research-related issues	
<b>Other Expenses</b>	
Conference support, travel	
<b>TOTAL</b>	

## **BUDGET JUSTIFICATION (one page maximum)**

Office Expenses: *Any administrative costs incurred (e.g., materials, cost for copyright-protected instruments, postage, etc.) should be listed and explained here.*

Direct Program Expenses: *Include personnel-related costs here. For example, the amount of support required for data collection, analysis, etc.*

Other Expenses: *For example, any associated cost for dissemination of work, (e.g., medical illustration, travel, conference fees).*