

Application Directions: **Heilbrunn Nurse Scholar Award

For the 2021 Heilbrunn Nurse Scholar Award cycle, applications focusing on investigations related to obesity preferred, but other areas of research are also accepted.

Applications not complying with the directions, as described below, **will be ineligible** for further review.

Page Set-Up: 11 Point Arial, ½ inch margins
(single-spaced)

- **Cover letter:** Prepare a cover letter including the following information (1-page maximum)
 - 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. The rationale for the 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. (1-page maximum)
 - a. Project title
 - b. Contact information: address, phone, fax, and email
 - c. Project duration (maximum of two years)
 - d. The total budgeted cost for the entire duration of the 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 limit)
- **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, challenges, timetable for implementation, and data analysis plan
- **Protection for Human Subjects** (1-page maximum)
- **Data and Safety Monitoring Plan** (1-page maximum)
- **References**

Attachments

- **Biosketch:** Required for Principal Investigator and Mentor(s), see the attached form.
- **Timeline:** See attached form.
- **Description of Facilities and Resources (Environment):** Describe the facilities and resources available at the institution to support the proposed work (1-page maximum)
- **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. Include the letters at the end of the application.

** Please note applications involving human research and data is preferred

BIOGRAPHICAL SKETCH:

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME:

POSITION TITLE:

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	Completion Date MM/YYYY	FIELD OF STUDY

A. Personal Statement

B. Positions and Honors

C. Contributions to Science

D. Additional Information: Research Support and/or Scholastic Performance

Attachment B

TIMELINE (1-page maximum)

List all significant study activities and show an estimate of the time frame in which the work is completed. The information can be presented in a table format, as illustrated in the following example:

Activity	July 2021	September 2021	October-May 2021-2022	June 2022
Obtain institutional IRB approval				
Train data collectors				
Data collection and analysis				
Submit an abstract for presentation and final project report				

Attachment C

Description of Facilities and Resources (Environment): Describe the facilities and resources available at the institution to support the proposed work (**1-page maximum**)

Appendix D

BUDGET 1-page maximum)

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

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 the dissemination of work, (e.g., medical illustration, travel, conference fees).

****Funding may not be used to support indirect institutional costs**