Application Directions: **Heilbrunn Nurse Scholar Award**

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

Page Set-Up: 11 Point Arial, 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. 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. (single page)
  - 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)
- **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
- **References**

**Attachments**
- **Biosketch:** Required for Principal Investigator(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 (one-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.)*

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE <em>(if applicable)</em></th>
<th>Completion Date MM/YYYY</th>
<th>FIELD OF STUDY</th>
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<tbody>
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</table>

A. Personal Statement

B. Positions and Honors

C. Contributions to Science

D. Additional Information: Research Support and/or Scholastic Performance
List all significant study activities, and indicate an estimate of the time frame in which the work completed. The information can be presented in a table format, as illustrated in the following example:

<table>
<thead>
<tr>
<th>Activity</th>
<th>July 2020</th>
<th>September 2020</th>
<th>October-May 2020-2021</th>
<th>June 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain institutional IRB approval</td>
<td></td>
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<tr>
<td>Train data collectors</td>
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<tr>
<td>Data collection and analysis</td>
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<tr>
<td>Submit an abstract for presentation and final project report</td>
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</tbody>
</table>
Attachment C

Description of Facilities and Resources (Environment): Describe the facilities and resources available at the institution to support the proposed work (one-page maximum)
# Appendix D

## BUDGET one-page maximum)

<table>
<thead>
<tr>
<th>Line-Item Budget Category (EXAMPLES)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Copying, mailing expenses, etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Research-Related Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Data collection, analysis, other research-related issues</td>
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<tr>
<td><strong>Other Expenses</strong></td>
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</tr>
<tr>
<td>Conference support, travel</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
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</tbody>
</table>
**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**