

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, 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

Attachment: A

Adapted from the NIH

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 (if applicable)	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 (one-page maximum)

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:

Activity	July 2020	September 2020	October-May 2020-2021	June 2021
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 (**one-page maximum**)

Appendix D

BUDGET one-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**