Application Directions: **Heilbrunn Nurse Scholar Award

*Applications that do not comply with the directions 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 participate in the annual Heilbrunn Nurse Scholar Symposium at Rockefeller University
  d. The rationale for the request for 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, a 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 and sample
- **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)
- **Dissemination Plan** (2-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 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 are 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:

eRA COMMONS USER NAME (credential, e.g., agency login):

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, Scientific Appointments, and Honors

C.   Contributions to Science

D.   Additional Information: Scholastic Performance for PhD students

Attachment B

<u>TIMELINE (1-page maximum)</u>

List all significant study activities and estimate 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 2026	September 2026	October-May 2026-2027	June 2027
Obtain institutional IRB approval	░	░		
Train data collectors		░		
Data collection and analysis			░	
Submit an abstract for presentation and the 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**)

Attachment D

Dissemination Plan (2-page max)

Please include the following in your dissemination plan:

1). As appropriate, describe your work's stakeholders/audience(s), including professional, interdisciplinary, community, and patients.

2) Describe the materials (data, end-product, manuscripts, presentations, training manual, etc.) that will be disseminated. Study results summaries prepared for non-professional audiences should be in Plain Language, at an 8th-grade reading level, and limited to 1-2 pages describing something like: What did we do? Who participated? What did we learn? Why does it matter? and including simple, clear graphics if possible.

3) Describe when, in the course of the research, you will disseminate information about the project– for instance, at critical intervals, endpoints, or after the analysis

4). Explain how you will share the materials with academic researchers, community members involved in the research, and/or other end-users and stakeholders (e.g., professional journals, presentations, eNewsletter, website, Town Hall, social media, etc.) Describe local and/or national reach.

5). Describe your potential dissemination partners (individuals, organizations, or networks through whom you can reach end-users and other stakeholders).

6). Describe the plan and methods to build relationships with these partners

7). Describe actions and strategies to evaluate whether dissemination is effective.

Adapted from Virginia Commonwealth University Research Dissemination Plan

Attachment E

BUDGET 1-page maximum)

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

BUDGET JUSTIFICATION (one-page maximum)

Office Expenses: *Any administrative costs incurred (e.g., materials, the cost for copyright-protected instruments, postage, etc.) should be listed and explained here.* **The purchase of tablets and laptops is not allowed.**

Direct Program Expanses: *Include personnel-related costs, such as the support required for data collection, analysis, etc.* **Salary support or a stipend for the PI is not allowed**.

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

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