

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 that 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

TIMELINE (1-page maximum)

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 2027	September 2027	October-May 2027-2028	June 2028
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 Expenses: 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**