



General Member - Research Award

One grant (up to \$1500 each) will be awarded annually on a competitive basis to an active Epsilon Phi member who submits a research application and meets the eligibility criteria.

Criteria for Selection:

1. Current active membership in Epsilon Phi
2. Relevance of study or project to significant health, health care delivery, ethics or policy.
3. Strength of feasibility of project execution and the findings adding to the body of scientific knowledge

Submission Policy

1. Submit a complete application including all supporting documents on or before **January 30th by 11:59 PM EST** to Epsilon Phi Research Chair.
2. One (1) letter of support (from a person that can speak to the applicant's research and scholarship). The applicant should submit the letter with the application.
3. Only complete applications, including the letter of recommendation, will be evaluated. As in conventional evaluation processes, the reviewers reserve the right to read only the number of pages indicated in the application. No additional supporting documentation will be accepted.
4. Recipient will be notified by March 1, and acceptance or rejection must be received by March 15.
5. Recipients shall submit an annual report and final report to Epsilon Phi. Should the study or project be disseminated or published, Epsilon Phi Chapter's name must be acknowledged.
6. Epsilon Phi Chapter assumes the right to announce the names of the recipients.
7. Epsilon Phi requests that upon completion of the study that the recipient present their study findings at one of Epsilon Phi Chapter event.
8. Yes, I meet the above criteria. Email application to [Chair Research Committee Epsilon Phi Chapter](#)

Application Format (see Preparing for a Successful Application)

Include the following information:

1. Cover Letter Page must –
 - a. Title of the study or the project
 - b. Name, degrees, credentials, contact information (mailing address, best phone number, and best email address).
 - c. One hundred word essay why you are prepared to conduct the study or project.
2. Applicant CV
3. Letter of Support
4. Application – Proposed study no more than 2000 word document or PDF .Please use these Subtitles
 - a. **Introduction/Background/Significance**
 - b. **Purpose**

- c. **Specific Aims**
- d. **Hypothesis** (clear hypothesis or research question stated)
- e. **Methodology**
- f. **Human Subjects**
- g. **Summary/conclusion**
- h. **Reference/ Bibliography** Page/s- separate (does not count in 2000 word limit)
- i. **Budget & Justification** separate page/s (expenses, supplies, and equipment were justified and appropriate; does not count in 2000 word limit).



Preparing for a Successful Application – General Member Research Award

Application decisions are based on the strength of three key elements of a proposal: Proposed Investigation, Budget and Reference Letter of Support. Below are suggestions for each section. In addition you should also view the *evaluation form* (page 5) to see how reviewers evaluate proposals.

Proposed Investigation

- The Proposed Investigation Section is limited to 2000 words — be thorough but concise.
- Literature Citations: Literature used to prepare the proposal or project should be listed on a separate page after the Proposed Investigation. In line, citations (APA Format) in the proposal should refer to reference page in the proposal.
- State the background information in your proposal very briefly. Avoid the common pitfall of presenting too much background and neglecting to develop methods and specific aims
- State your Aims, hypothesis and/or research question clearly.
- Describe your methods clearly, showing how they are used to address your hypothesis or research question.
- Indicate the significance of this research and how your study contributes to the big picture of research in your field of study.
- If the proposed work is part of an ongoing project, clearly state how your work meshes with the larger project and how your proposed work is a unique contribution.
- References/Bibliography page (not counted in the 2000 word requirement)
- Email proposal application and supporting documents to the [Chair of the Research Award Committee](#)
- Tables, figures and images: You may include up to two images or tables with your proposal narrative. Captions do not count in the 2000 word limit, but they should be brief or the application will be penalized.

Budget

- Make certain that budget items fit within the scope of the award
 - Inappropriate budget requests are the number one reason for denying funding (no food, or alcohol is allowed in the budget). Items in your budget should clearly relate to the methodology described in your proposed Investigation section.
- Include justifications for expenses, detail expenses you wish Epsilon Phi to approve in the award.
- Appropriate formatting for a budget would look something like:
- Full Project Budget
\$1,500 – Including Item A, Item B, and Item C. (Please see Other Funding Sources for more information)

Items Requested

\$500 – Travel to Research Site – 400 miles @ .50 per mile (check the government rate)

\$100 – Supply Item 1xxxxx (clearly define)

\$100 – Supply Item 2 xxxxx (10 @ \$10 each)

\$100 - software xxx for xxx

\$ 100 – recruitment advertisement

\$600 – Computer Equipment Purchase*

\$1,500 – Total Requested

*Budget Explanation for Item

Abbreviated CV

Reference Letter

- One letter of support stating your ability to execute the research if awarded. With this in mind, it is vital that you begin your application ahead for the deadline in order to give your reference writer time to compose and submit the letter.

Final Suggestions:

- Meet the deadlines of January 30th 11:59 PM EST. This means that your application and letter of recommendation must be received by these dates.
- It is your obligation to make certain that all material are correct before you click send

Email questions [Chair Research Committee Epsilon Phi Chapter](#)