



General Member – Evidence-based Practice Award

One Grant (up to \$1500 each) will be awarded annually on a competitive basis to an active Epsilon Phi member who submits a competitive EBP award.

Criteria for Selection:

1. Current active membership in Epsilon Phi
2. Demonstrated interest in evidenced based practice (quality improvement, process improvement or EBP).
3. Relevance of project to significant health, health care delivery, ethics or policy.

Submission Policy

1. Submit a complete application including all supporting documents **on or before January 30th 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 expertise to execute). The applicant should submit the letter with the project 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 an acceptance or rejection of the award must be received by March 15 from the awardee to the Chair of the Research Committee.
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. If all the above criteria are met. Email application to [Chair Research Committee Epsilon Phi Chapter](#)

Application Format (see Preparing for a Successful Application document)

Include the following information:

1. Cover Letter Page (must include):
 - a. Title of the study or the project
 - b. Name, degrees, credentials, contact information (only one mailing address, best phone number, and best email address).
 - c. One hundred word essay addressing why you are prepared to conduct the study or project.
2. Applicant CV
3. Letter of support
4. Application – Proposed study should be no more than 2000 word. PDF format. Use these Subtitles

- a. Introduction
- b. Identification of the Clinical Problem
- c. Problem Background & Significance
- d. Clinical Question
- e. Project Purpose Statement
- f. Project Aims
- g. Project Measurable Objectives
- h. Review of the Literature
- i. Methodology (setting, population, sample size, identification of key stakeholders & collaboration, identification of potential barriers, intervention and data collection)
- j. Measurement
- k. Summary
- l. Bibliography/Reference page (not include in the 2000 word limit)
- m. Budget & Justification (expenses, supplies, and equipment must be justified and appropriate (not include in the 2000 word limit).



Preparing for a Successful Application –Evidence-based (EBP) Award – General Member

Application decisions are based on the strength of three key elements of the proposal: Proposed Project, Budget and 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.
- Seek advice from your Mentor or Advisor on how best to present your Project. APA format required.
- State the background information in your project very briefly. Avoid the common pitfall of presenting too much background and other components of the project
- State your Introduction, Identification of the Clinical Problem, Background & Significance, Clinical Question, Project Purpose Statement, Project Aims, Project Measurable Objectives, Review of the Literature, Methodology (setting, population, sample size, identification of key stakeholders and collaboration, identification of potential barriers, intervention and data collection), Measurement and Summary
- Indicate the significance of the project and how your study contributes to the big picture research application, quality improvement etc. in your field of study.
- References/Bibliography page (not included in the 2000 word limit)
- 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.
- Email your cover letter, CV, proposal application, along with your reference letter 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 towards 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 Letters

- One letter of support is due with the application the same. With this in mind, it is vital that you begin your application and reference request ahead of the deadline in order to give your reference writer time to compose and submit the letter.

Final Suggestions:

- Meet the deadlines: meet the deadline January 30th 11:59 PM EST. This means that your application, other supporting documents and letter of recommendation must be received by the deadline.
- It is your obligation to make certain that all material are correct before you click the submit button.

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