Epsilon Phi chapter

General Member – Evidence-based Practice Award

The General Member Evidence-based Practice (EBP) Award is a competitive Award presented to an active Epsilon Phi Chapter Member who submits an EBP Award application and meet the criteria for selection.

Research Award Amount:

The General Member Research EBP Award is for a maximum of $1500.

Criteria for Selection:

1. Current active membership in the Epsilon Phi Chapter of SIGMA (formerly known as Sigma Theta Tau International or STTI).
2. Demonstrated interest in evidenced based practice (quality improvement, process improvement or EBP).
3. The proposed project has merit or relevance related to health, health outcomes, health care delivery, ethics or health policy.
4. The strength and feasibility of the EBP project and plan for execution.

Submission Policy:

• Submit the EBP Award materials on or before January 30th by 11:59pm EST via email to the Chair of the Research Award Committee. Please include “EBP Award Application” in the email subject line.

• The EBP Award materials includes the application (including a cover page, EBP project information, references, and budget justification), one letter of recommendation, and the applicant’s CV.

• The letter of support must come from a person that can speak to the applicant’s research and scholarship abilities.

• Only complete applications will be evaluated. No additional supporting documentation will be accepted.

• Award Recipients will be notified in March.

• An email message, acknowledging acceptance (or rejection) of the Award must be received by the Research Chair (mailto:garandl@duq.edu) within two weeks of receiving the Award notification.

• Epsilon Phi Chapter assumes the right to announce the names of the recipients.

• Recipients are required to submit an annual study report and/or final study report to Epsilon Phi Research Chair at mailto:garandl@duq.edu.

• Epsilon Phi requests that upon completion of the study that the recipient present their study findings at one of Epsilon Phi Chapter event.

• When the study results are published, it is important to acknowledge support from SIGMA’s Epsilon Phi Chapter.
Evidence-based Practice Award Application Materials

1. Cover Page must include:
   a. Title of the study
   b. Name, degrees, credentials, contact information (mailing address, best phone number, and best email address).

2. A one-hundred word essay regarding your preparation to conduct the project (may be quality improvement, process improvement or EBP project).

3. Applicant’s Proposed project, no more than 2000 word document or PDF
   Components of the proposed project
   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 and collaborators, identification of potential barriers, intervention and data collection methods, measurement tools).
   j. Measurement
   k. Summary
   l. Reference page (not include in the 2000 word limit)
   m. Budget with Justification (expenses, supplies, and equipment must be justified and appropriate (not include in the 2000 word limit).

4. Letter of Support
5. Applicant CV

See next page for “Preparing for a Successful Application”
Preparing for a Successful Application – Evidence-based (EBP) Award – General Member

Award 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.
- Award funds are not to be used for the purchase of food or beverages.
- Inappropriate budget requests are the number one reason for denying funding.
- Explain if you have received additional sources of funding for the proposed study.
- 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:
**SAMPLE BUDGET JUSTIFICATION**

The PI of the study is requesting $1,500 for items A through F, below.

A. $500 – Travel to Research Site – 400 miles @ .50 per mile (explain where & why you will be traveling, use the approved government reimbursement rate)

B. $100 – Supply Item 1 (clearly define & estimate cost)
   a. e.g., Implementation of the proposed study will require that the PI purchase XX (Item # 1) for approximately $100.

C. $100 – Supply Item 2 (clearly define & estimate cost)
   a. e.g., To implement the proposed study, the PI will need to purchase 10 copies of Item 2 @ $10 each.

D. $100 - software xxx for xxx (clearly define & estimate cost)

E. $ 100 – recruitment advertisement (clearly define & estimate cost)

F. $600 – Computer Equipment Purchase (clearly define & estimate cost)

$1,500 – Total Requested

**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 edit/compose the letter.

**Final Suggestions:**

- Submit the Research Award materials on or before January 30th by 11:59pm EST via email to the Chair of the Research Award Committee. Include “Epsilon Phi Research Award Application” in the email subject line.
- It is your obligation to make certain that all material are accurate and grammatically correct before you submit your application.
- It is often helpful to ask a peer to review/critique your application before submission.
- Email questions Chair Research Committee Epsilon Phi Chapter

See next page for Sample EBP Award Rating Form
Rating Form – Evidence-based Practice Award

Title:

Reviewer:

Key to Criteria

*How well were the essential components defined and justified?*

- Introduction
- Identification of the Clinical Problem
- 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
- Summary
- References/ Bibliography page (not included in the 2000 word limit)
- Budget & Justification (not included in the 2000 word limit)
- Letter of Reference

Please rank the following categories between 1 and 5 for this application

1 being the lowest, 5 being the highest

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Additional Comments- (may add an additional page if deemed necessary)