Epsilon Phi chapter

General Member - Research Award

The General Member Research Award is a competitive Award presented to active Epsilon Phi Chapter Members who submit a research application and meet the criteria for selection.

Research Award Amount:
The General Member Research 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).
2. The proposed study has merit or relevance related to health, health outcomes, health care delivery, ethics or health policy.
3. The strength and feasibility of the study design and plan for execution.
4. The study findings will contribute to the body of scientific knowledge.
5. The budget justification is appropriate.

Submission Policy:

- Submit the Research Award materials on or before January 30th by 11:59pm EST via email to the Chair of the Research Award Committee. Please include “Epsilon Phi Research Award Application” in the email subject line.
- The Research Award materials includes the application (including a cover page, study information, references, and budget justification), one letter of support, 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.
Research Award Application Format

Include the following information:

1. Cover Letter Page must –
   a. Title of the study
   b. Name, degrees, credentials, contact information (mailing address, best phone number, and best email address).
   c. A one-hundred word essay regarding your preparation to conduct the study.

2. Applicant’s Proposed study
   a. no more than 2000 word document or PDF
   b. Please use these Subtitles
      - Study Title
      - Introduction/Background/Significance
      - Purpose
      - Specific Aims
      - Hypothesis (clear hypothesis or research question stated)
      - Methodology
      - Human Subjects
      - Summary/conclusion
      - References Page/s is/are separate and do not count in 2000 word limit
      - Budget & Justification (separate page; Expenses, supplies, and equipment are explained, justified and appropriate; does not count in 2000 word limit).

3. Letter of Support
4. Applicant CV

See next page for tips on preparing for a Successful Application
Preventing a Successful Application – General Member Research Award

Award decisions are based on the strength of three key elements of a proposal: Proposed study, Budget justification, References, and Letter of Support. Below are suggestions for each section. Additionally, view the evaluation form (page 5) to see how reviewers evaluate proposals.

Proposed Investigation

- The Proposed study section is limited to 2000 words — be thorough and concise.
- 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 your proposed study and discuss how your study contributes to the big picture of research in the field.
- If the proposed work is part of an ongoing project, clearly state how your work meshes with the larger project and how the proposed study is a unique contribution to the field.
- Literature used to prepare the proposal should be cited in the proposal (APA-formatted in-text citations) and listed (using APA format) on a separate page.
- Reference page not included in the 2000 word limit.
- Tables, figures and images: You may include up to two images or tables embedded within the proposal narrative. Table or Figure Captions do not count in the 2000 word limit.

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:
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
   a. e.g., Explain where & why you will be traveling (use the current 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)
   a. e.g., Explain why you need this.
E. $ 100 – recruitment advertisement (clearly define & estimate cost)
   a. e.g., Explain why you need this.
F. $600 – Computer Equipment Purchase (clearly define & estimate cost)
   a. e.g., Explain why you need this.

$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 Research Award Rating Form
Rating Form Research Award

Title:

Reviewer:

Key to Criteria

How well were the essential components defined and justified?
- Introduction/Background/Significance
- Hypothesis (clear hypothesis or research question stated)
- Specific Aims
- Methodology
- Summary
- References/ bibliography page
- Budget (expenses, supplies, and equipment were justified and appropriate)
- Appropriateness (fits with the goals of the award)
- Competitiveness (competitive application in comparison to other submitted proposals)
- Reference Letter

Please rank the following categories between 1 and 5 for this application
1 being the lowest, 5 being the highest

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Reference Letter

Additional Comments: (add a page if needed)