Annual Scholarship Award

The Epsilon Phi Chapter of SIGMA is committed to fostering research studies and evidence-based clinical projects to advance the contributions of nurses to the health of individuals, families, and communities. Toward that end, the Epsilon Phi Chapter is offering two monetary Awards of $1,500 this year. The Award is intended to support the membership’s scholarly work. The Award will be presented to one Student-level Member and one General-level Member meeting the eligibility criteria and submitting a complete application.

Scholarship Award Eligibility Criteria:

1. Active membership in the Epsilon Phi Chapter of SIGMA (formerly known as Sigma Theta Tau International Honor Society of Nursing).
2. Student applicants must be enrolled in a Doctor of Philosophy (PhD) in Nursing or Doctor of Nursing Practice (DNP) program of study/project.
3. General Member applications must a PhD-level study or DNP-level project.
4. Currently enrolled PhD or DNP students will not be considered for the General Member Award.
5. Scholarship Award Applications are due on or before August 1st (11:59pm EST) via a qualtrics survey link at the end of these directions (page 5).

Description of Scholarly Work:

1. The proposed PhD-level study or DNP-level project (study/project) is clearly articulated and explores health-related questions (e.g., health outcomes, health care delivery, health care ethics, health policy).
2. The qualifications of the Principle Investigator (PI) and the strength of the study/project approach (how the question will be answered; the study/project sample, design, procedures, analysis and dissemination plan).
3. The feasibility of the study/project timetable and execution plan (the likelihood the applicant conduct the study/project plan (e.g., can recruit and retain study/project participants, organizational-level cooperation).
6. The study/project findings will contribute to scientific knowledge or clinical practice (e.g., the study/project has merit).

7. The budget justification contains detail and is appropriate.

**Scholarship Award Application Materials**

The Award application materials are submitted as one (word- or pdf-formatted) document.

The Award application materials include a cover page, PI Biosketch, study/project proposal, study/project budget, study/project timeline, PI CV, and a letter of support.

1. A **Cover Page** indicating applicant type (Student Member or General Member), study/project title, name, credentials, contact information (postal mailing address, phone number, and email address)

2. **150-word Principle Investigator (PI) Biosketch:** A narrative explaining the PI’s preparation to conduct the proposed study/project (in 150-words or less)

3. **Study or Project Proposal** (1,500-words or less: The references are not included in the word limit.
   - Study/Project Background & Significance
   - Study/Project Aims or Questions
   - Study/Project Design
   - Study/Project Methods
   - Scholarly References

4. **Study/Project Budget** (expenses, supplies, and equipment are justified and appropriate)

5. **Study/Project Timetable** (timeline is clearly articulated and feasible)

6. One **Letter of Support** from a person that can speak to the applicant’s scholarship abilities.

7. The applicant’s **curriculum vitae** (CV)

**No additional supporting documentation will be accepted and only complete applications will be evaluated.**

**Additional information about the study/project proposal**

1. Study/Project Background & Significance Section (gaps in the literature, why is the study/project important)

2. Study/Project Aims Section (specific goals of the study/project)

3. Study/Project Methods Section
   - An overview of the study/project design, participants, and setting
   - A description of the study/project materials and procedures
4. Summary or Conclusion Section

5. References Section (separate page, not included in the 1,500-word limit)

**Additional information about Appendix A: Study/Project Timetable**

- The study/project timetable is a visual representation (usually in Table form) of the sequence of events carried out to answer the study/project specific aims.
- Typically, a study/project timetable indicates the estimated time needed for study/project start-up activities, recruitment of study/project participants, data cleaning and analysis, and dissemination of the study/project results.

**SAMPLE STUDY/PROJECT TIMETABLE**

Table 1: Study or Project Timetable

<table>
<thead>
<tr>
<th>Activity</th>
<th>Target Dates</th>
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</thead>
<tbody>
<tr>
<td>Start-up activities (study/project month 1)</td>
<td></td>
</tr>
<tr>
<td>• Obtain IRB approval and build survey in Qualtrics program</td>
<td>September 15, 2022 to October 15, 2022</td>
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<tr>
<td>Study/project recruitment and implementation (study/project months 2-12)</td>
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<tr>
<td>• A minimum of 4 participants will be recruited, enrolled (provide informed consent) and surveyed each month, over a ten-month period</td>
<td>October 15, 2022 to August 15, 2023</td>
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<tr>
<td>Statistical database set-up and data entry (study/project months 3-12)</td>
<td>November 1, 2022 to August 15, 2023</td>
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<tr>
<td>Data analysis and interpretation (study/project months 11-12)</td>
<td>August 15, 2023 to September 15, 2023</td>
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<tr>
<td>Study/Project report writing and dissemination (study/project months 12-17)</td>
<td>September 15, 2023 to February 15, 2024</td>
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</table>
Additional information about Appendix B: Study/Project Budget Justification

- Budget & Justification (separate page; Expenses, supplies, and equipment are explained, justified and appropriate (does not count in 1,500-word limit).

**SAMPLE BUDGET JUSTIFICATION**

The following budgetary projections are based on an estimated sample size of 40 (see Study/Project proposal for sample size estimates). The study/project PI is requesting $1,500 for items A through D, below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>A. Printing of 150 (1-sided) study/project recruitment brochures from FedEx</td>
<td>$100</td>
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<tr>
<td>B. Gift cards [40 participants @ $25 each] for study/project participation</td>
<td>$1,000</td>
</tr>
<tr>
<td>C. License for qualitative data analysis Software (ATLAS-ti)</td>
<td>$225</td>
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<tr>
<td>D. Seagate Portable 2TB External Hard Drive (Portable HDD – USB 3.0 for PC, Mac, PS4, &amp; Xbox - 1-Year Rescue Service)</td>
<td>$175</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$1,500</strong></td>
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</table>

**Letter of Recommendation**

- One letter of recommendation (LOR) from an individual that can speak about your ability to execute your research/project plan. With this in mind, it is vital that you begin your application ahead for the deadline in order to give your reference the necessary information for him/her to write time to compose the letter.

**Expectations and Responsibilities**

- Award applications are due August 1st
- Epsilon Phi Chapter will announce the names of the Award recipients by September each year. Award Recipients will be notified (via email).
- An email message from the Awardee, acknowledging acceptance (or rejection) of the Award, along with a US postal address of the Awardee, must be received by the Research Chair (mailto:garandl@duq.edu) within two weeks of receiving the Award notification.
• Annual Progress Reports are required on or before August 1st (11:59pm ET) each year, until the study/project is complete. Submit the Scholarship Reports to the Epsilon Phi Research Chair (mail progress report to: garandl@duq.edu). The study/project Progress Report includes a description of your progress to date, barriers or challenges encountered, and the expected timeline for study/project completion.

• Once the Award Recipient indicates the study/project is complete, or near completion (as indicated in the Annual Study or Project Progress Report), Awardees will be asked to present their study/project findings at one Epsilon Phi Chapter event (e.g., Fall Semester Scholar’s Night).

• When disseminating your study/project findings, please acknowledge the financial support received from SIGMA’s Epsilon Phi Chapter (at presentations and in publications).

Email questions to Dr. Garand at garandl@duq.edu

[Link to Scholarship Award Application]

SEE NEXT PAGE FOR THE AWARD RATING FORM
Rating Form: Epsilon Phi Scholarship Award

Study/Project Title:

REVIEW CRITERIA:

• **Cover Page**
• **PI Biosketch/CV** (why the PI is the right person for the study or project)
• **Study/Project Background & Significance** (purpose is grounded in the literature)
• **Study/Project Aims or Questions** (hypotheses are not required)
• **Study/Project Methods** (appropriate sample, implementation plan, measures, analyses)
• **References** (relevant and scholarly resources are cited in-text and in the Reference, list using APA 7th Edition format).
• **Appended Budget** (expenses, supplies, and equipment are justified and appropriate)
• **Appended Timetable** (timeline is feasible)
• **Letter of Recommendation** (scholarly potential of the PI are addressed)
• **Competitiveness** (competitive application in comparison to other submitted proposals)

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

1 being the lowest, 5 being the highest

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<thead>
<tr>
<th>Category</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>1) Biosketch &amp; CV</td>
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<td>2) Study/Project Background &amp; Significance</td>
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<td>3) Study/Project Aims/Questions</td>
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<td>4) Study/Project Methods</td>
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<td>5) References</td>
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<td>6) Study/Project Budget</td>
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<td>7) Study/Project Timetable</td>
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<td>8) Letter of Recommendation</td>
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**Total Score (40 possible points)**