Epsilon Phi chapter

Annual Scholarship Award

The Epsilon Phi Chapter of SIGMA is committed to fostering scholarship to advance the contributions of nurses to science, along with the application of science to nursing practice. 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 July 1st (11:59 p.m. EST) via email to the Chair of the Research Award Committee (Dr. Garand @ garandl@duq.edu). Please include “Epsilon Phi Scholarship Award Application” in the email subject line.

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. **2,000-word Study or Project Proposal** The references and appendix are not included in the 2,000-word limit)
   - Study/Project Background & Significance
   - Study/Project Aims or Questions
   - Study/Project Design
   - Study/Project Methods
   - Scholarly References

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

5. **Appendix B: 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 (maximum 2,000 words)**

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

A description of the analyses strategies to accomplish the aims of the study/project

4. Summary or Conclusion Section

5. References Section (separate page, not included in the 2,000-word limit)

Additional information about Appendix A: Study/Project Timetable (not included in 2,000-word limit)

- 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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<tbody>
<tr>
<td>Start-up activities (study/project month 1)</td>
<td>September 15, 2022 to October 15, 2022</td>
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<tr>
<td>• Obtain IRB approval and build survey in Qualtrics program</td>
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<tr>
<td>Study/project recruitment and implementation (study/project months 2-12)</td>
<td>October 15, 2022 to August 15, 2023</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>
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<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 (not included in 2,000-word limit)

- Budget & Justification (separate page; Expenses, supplies, and equipment are explained, justified and appropriate (does not count in 2,000-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>Description</th>
<th>Amount</th>
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</thead>
<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)</td>
<td>$175</td>
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<tr>
<td>Total</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 July 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 (mail to:garandl@duq.edu) within two weeks of receiving the Award notification.
• Annual Progress Reports are required on or before July 1st (11:59 p.m. 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

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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<tbody>
<tr>
<td>PI CV &amp; Biosketch</td>
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<td>Letter of Recommendation</td>
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<td>Study/Project Proposal</td>
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<td>Competitiveness</td>
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Please provide feedback (strengths and weaknesses) to the applicant: