

03.pdf

Application Content & Format – RIFP & Other SON

Required Application Content

list of 7 items

1. Cover Page
2. Reapplication Cover Letter (if reapplication)
3. Specific Aims, Significance, and Methods
4. Timetable
5. Budget and Budget Justification
6. References
7. Biosketch of PI and Co-investigators

list end

Optional Application Content

list of 2 items

1. Instruments
2. Other Materials

list end

Format

Margins .75, Font Arial 11 pt regular for all pages of document. Avoid paragraph separators. Leave Headers blank. Save document with “Changes Accepted” before submitting.

ALL materials must be in ONE FILE, Word or PDF.

File name should be: PI Last Name/RIFP/YY/MM.

Ex: DoeRIFP0711.

The following content is REQUIRED.

list of 18 items

1) Cover Page. Limit 1 Page.

list of 5 items nesting level 1

a. Title of Proposal

b. Abstract (no more than 13 lines)

c. Investigators Names and Credentials

d. Complete contact information (Mailing address, email, telephone)

e. Signature of Primary Investigator and Department Chair

list end nesting level 1

2) Reapplication Special Instructions.

If proposal is a reapplication:

list of 3 items nesting level 1

a. Include summary cover letter responding to changes requested in critiques, limit 1 page

b. Place as second page of proposal

c. Indicate changes in proposal by change bars or font style

list end nesting level 1

3) Specific Aims, Significance, and Methods. Limit 5 Pages

list of 3 items nesting level 1

a. Specific Aims. Objectives of the proposed research

b. Significance. Background or a brief review of the literature. Provide a concise rationale and theoretical background for the proposed study. In addition,

include how this study phase fits in with the overall research plan and how it contributes to nursing theory and practice.

c. Methods. Methods of procedure and analysis of data to be collected in accord with specific aims. This section also should include a statement regarding

arrangements for protection of human/animal subjects.

list end nesting level 1

4) Timetable. Limit 1 Page

Include a timetable for development of the work into a proposal for extramural funding, or completion of a study without extramural funding.

5) Budget. Limit 1 Page

Provide a budget page including budget justification.

6) References. Limit 2 Pages

Provide references of no more than two pages.

7) Biosketch of Principal Investigator/Co-Investigator(s). Limit 4 Pages Each.

Provide Biosketch for Principal Investigator and each Co-PI, limit of 4 pages each.

list end

The following content is OPTIONAL.

list of 2 items

1) Instruments. Must be in Appendix. Provide sample, not entire instrument.

2) Additional material considered vital to the proposal. Must be in Appendix.

Avoid lengthy appendices. The proposal should stand essentially on its own.

list end