ACADEMY OF MEDICAL-SURGICAL NURSES
Cecelia Gatson Grindel Evidenced-Based Practice
Request for Proposal

Submission Date:_______________
Academy of Medical-Surgical Nurses Cecelia Gatson Grindel  
Evidenced-Based Practice Request for Proposal

GENERAL INSTRUCTIONS TO APPLICANTS

**PURPOSE OF REQUEST FOR PROPOSAL**

The purpose of this Academy of Medical-Surgical Nurses (AMSN) Request for Proposal (RFP) is to support medical-surgical investigations conducted by beginning and experienced researchers.

Evidence-based practice (EBP) is the conscientious use of current best evidence in making decisions about patient care. It is a problem solving approach to clinical practice and administrative issues that integrates a systematic search for and critical appraisal of the most relevant evidence, one’s own clinical expertise, and patient preferences and values to answer a significant clinical question.

The steps in EBP are:
1. State the practice question specifically
2. Collect the most relevant and best practice information available including research, expert panel, benchmarking, etc.
3. Critically appraise evidence
4. Integrate evidence with clinical expertise and patient preferences and values in making practice change
5. Evaluate practice decision or change

Please review the RFP for specific requirements, limitations, and purposes.

**PROGRESS AND FINAL REPORTS**

For all funded projects, final progress reports are required. A final report of scientific findings must be submitted to the AMSN Research Team 60 days following the original or amended project period. Guidelines for submitting these reports are provided to all funded researchers. Please note, the final report guidelines request a summary of results and abstract suitable for posting online to promote dissemination of findings to practicing nurses and the lay public.

Researchers who are funded by AMSN also agree to complete a follow-up survey at one, three, and five years after the completion of the funding project. The purpose of the survey is to track dissemination activities and additional funding which have occurred related to the AMSN-funded project.

**ACKNOWLEDGEMENT OF SUPPORT**

Investigators must acknowledge that this RFP was supported by AMSN in all publications and presentations regarding their work.

**DISSEMINATION OF RESULTS**

AMSN is committed to the dissemination of scientific findings to support practice changes. A summary of results and final abstract will be posted online and shared with the AMSN Board of Directors to promote dissemination of results from AMSN-supported projects.
Publication of project results in peer-reviewed scientific or professional journals is expected. Medical-surgical EBP researchers are encouraged to submit AMSN convention abstracts and to publish their final results in the *Medsurg Nursing Journal*.

**GENERAL INSTRUCTIONS**

1. Applicants who have not conducted previous EBP projects must have an appropriately-prepared nurse scientist as a co-investigator who has a history of research EBP experience. Junior investigator applicants should work with a consultant to support content areas beyond their expertise. The consultant can also be helpful in providing an objective overall critique of the RFP.

2. There is no fee requirement for this RFP.

3. RFPs that are incomplete or not prepared according to the instructions will not be reviewed.

4. If data collection will be part of the EBP project and Institutional Review Board (IRB) approval is pending, evidence of submission to the IRB must be provided at the time of RFP.

5. AMSN will accept RFPs for master’s theses or doctoral dissertations only if the project has been approved and signed off by the principal investigator’s thesis or dissertation committee.

6. Investigators will submit the RFP electronically to: amsn-grants@ajj.com

Receipt of the RFP will be confirmed via e-mail. If no response from AMSN has been received within three (3) business days after the RFP deadline, contact the AMSN Office at: Ph: 866-877-2676 option 7, FAX: 856-589-7463, Email: amsn-grants@ajj.com.

**HOW TO COMPLETE THE RFP**

**SUBMISSION CHECKLIST:** All RFPs must be submitted with a completed Submission Checklist attached to the original copy of the RFP. In the first column, the investigator needs to mark a check to note that the item is in the packet or NA for not applicable.

**TITLE PAGE:** Complete the attached title page.

**Title of Project:** Limit to 60 characters.

1. **Principal Investigator (PI):** Name the one individual who is primarily responsible for implementing this RFP and for reporting to AMSN. The preferred mailing address will be used for all future correspondence.

2. **Dates of Project:** The project should be confined to a maximum of two years.

3. **Research on Human Subjects:** The principal investigator must obtain approval from an IRB if the proposed project pertains to human research. The IRB must be registered with the office for Human Research Protections, DHHS, and the assurance identification number must be provided on the face sheet. If approval has been received, list the approval date and include the approval letter. If approval is pending, indicate on the face sheet and attach proof of submission to the IRB. Approval will not be granted until IRB approval has been confirmed.
4. **EBP Project Team:** Provide the names, credentials, and roles, i.e., co-investigator, consultant, research assistant, statistician, for all members of the EBP project team.

5. **Immediate Supervisor/Chairperson:**
   This should be the Principal investigator's immediate supervisor either in the clinical or academic setting. For graduate students, this would be the Chair of their thesis/dissertation committee. The faculty chairperson also needs to complete the *Thesis and Dissertation Projects* form included in the Appendix. This form should be submitted with the RFP indicating that the RFP has been approved by the committee prior to the RFP due date.

6. **Signature of Principal Investigator:** The PI should read the Request for Proposal agreement and sign and date it.

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### PROJECT NARRATIVE

The narrative is not to exceed 8 single-spaced typewritten pages using a 12-point font (preferably Times New Roman, Arial, or Courier), ½ inch margins top/bottom, right, and a left margin of ¾ inch on a laser quality printer. The consistent use of one format (APA, AMA, etc.) for the text, citations and reference list is required. Please number all pages of the narrative.

Present the information in the following order:

**Purpose and Specific Aims:** Clearly state the purpose of the EBP study, and list specific aims in numerical sequence. The specific practice questions should be written as completely as possible.

**Significance, Framework, and Review of Literature:**

- Explain the significance to medical-surgical nursing.
- Describe the EBP model or specific plan that will be used in this project.
- Present a succinct, focused, review of the literature that addresses the state of the science in the general topic area. This review should address the variables of interest.
- Identify how the study will address the specific practice problem you have identified.

**Preliminary Work:** Describe any previous research or quality improvement study related to the problem that has been done by the PI or EBP team and provide preliminary findings, if any.

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**ABSTRACT**

Place the abstract on a separate sheet of paper. At the top of the page, list:

- Title of the project
- Name of the applicant(s)
- Name of mentor or advisor if applicable
- Institutional affiliation for each person identified
- If project is a thesis, dissertation, pilot, or full study.

The body of the abstract is limited to 500 words and should contain the following headings:

- Purpose/Specific Aims
- Rationale/Significance of Study
- EBP Framework
- Main Study Variable(s)
- Design
- Setting

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Academy of Medical-Surgical Nurses (AMSN)
**Methods and Design:** Use the following subheadings:

- **Search Strategy:** Describe the method to be used to search the literature and other sources for evidence to answer the EBP question.

- **Critical Appraisal:** Describe the method and criteria used to determine scientific merit of research and other evidence. This analysis should be appropriate for the project proposed with consideration of the levels of evidence available.

**Evaluation of Practice Change:** Plan for project implementation. Describe the steps intended for implementing the change in practice. Describe how the team will ensure that implementation is congruent with critical appraisal of research.

- **Key Characteristics of Setting:** Describe the setting that the project will take place in, the patient population that is the target of the project, and the type of facility where the project will occur.

- **Plan for Project Evaluation:** Describe how the success of the EBP change will be evaluated. Include the planned analysis of effectiveness and outcomes of project.

- **Metrics:** Describe the metrics used to evaluate the project, and include any measurement instruments as appropriate. Briefly describe the psychometric properties (reliability and validity) of the instruments.

- **Projected Project Outcomes:** Describe the projected project outcomes and how they contribute to Medical-Surgical nursing practice.

- **Protection of Human Participants Used for Research:** If data is collected, describe if and how informed consent will be obtained and steps taken to protect participants’ rights. Identify any potential risks associated with participation in the project.

- **Facilities and Resources:** Describe the facilities and resources available to carry out the project at all research sites, e.g., computers, statistical and data management support, office space, equipment, etc.

- **Implications for Practice:**
  - Describe how this project addresses the AMSN goals/priorities.
  - Describe the implications for practice.
  - Identify future research and EBP that may develop from this project.

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**APPENDICES**

*Not included as part of the 8 page narrative*

- **Reference List:** The reference list should follow the format chosen for the project narrative (APA, AMA, Chicago, etc).

- **Timetable for Accomplishing the Work:** The timetable should reflect a realistic work schedule so the project can be completed within the funding period.
• **Scientific Integrity:** It is an expectation of AMSN that the researcher will incorporate into the study key ethical principles and federal regulations to protect human participants throughout the research process. As documentation that the EBP team has knowledge of their roles and responsibilities, if data collection is part of the project, all key personnel (PI, co-investigator, and data collectors) are required to provide proof of completion of a Protection of Human Subjects Course available at a university or online. These courses issue a certificate of completion. A copy of the certificate issued within the last year for all key personnel needs to be included in the appendices.

• **Support Letters:** Attach letters of support from key administrators, agency personnel and consultants, as appropriate for the study. Consultants should describe their role and involvement with the research project.

• **Additional Mandatory Letters of Support for Students:**
  
  o **Thesis, Dissertation Projects, and Other Graduate School Projects:** Must include a letter of support from the faculty chairperson stating that the thesis or dissertation committee has approved the project. A signature from the faculty chairperson is also required on a separate form (see appendix for instructions) in addition to the signed University Proposal Approval Form.

  o **Biographical Sketches:** Use the format described on the attached USPHS Form 398 (5/01) biographical sketch form. Submit a biosketch for the PI and any key participants, e.g., all co-investigator(s), consultant(s), clinician collaborators, and mentors. Each biosketch is limited to 2-4 pages.

  o **Instrument(s):** Include all instruments or interview schedules that will be used to collect data. Include any letters of permission to use a copyrighted instrument.

  o **Consent Form:** Include a copy of the consent form that will be presented to potential subjects for their signature.

  o **Miscellaneous:** Miscellaneous items include conceptual models, diagrams, a detailed description of an intervention or intricate laboratory procedure, list of performance sites, etc. Do not include journal articles with the application.

### BUDGET ISSUES

The budget should not exceed the grant amount unless other sources of support are available. Other sources of support must be indicated to assure that funding to support the project’s activities, which are in excess of the RFP funding, will be met and will not hinder the completion of the project.

**AMSN Does Not Fund The Following:**

• Projects that are nearly completed
• Payment of tuition
• Institutional indirect costs
• Travel for convention attendance or presentation

**Line Item Budget:** A budget format from the applicant’s institution may be used to itemize all project-related expenses. One line item budget may be submitted for the entire project. Consortium or contractual arrangements and costs should be itemized. Items labeled as miscellaneous will not be funded. The line item budgets may include the following:

• **Personnel:** All project personnel, consultants, and clerical support on a personnel sheet or USPS Form 398: Include the name, position, percentage of time devoted to project, fringe benefit percent and amount, total fringe requested, and total salary requested.

• **Supplies:** Supplies are defined as items with a unit cost of $500 or less. Examples include: photocopying, telephone, postage, computer time, paper, envelopes, transcription machines, cassette tapes, floppy disks, etc.

• **Equipment:** Equipment is defined as items with a unit cost greater than $500.

• **Software:** Include the name, version number, and unit cost.

• **Other Expenses:** Do not list as miscellaneous. These must be listed very specifically.

• **Other Support:** Identify total amount of other sources of funding for the study. Specify source, amount, and funding period.

• **Total Funds Requested**

**Budget Narrative:** The narrative is a description that includes a justification for all itemized expenses including personnel. Each section of the narrative should: (1) list the specific items or project personnel noted below, (2) describe why the items or personnel are essential to the conduct of the study, and (3) include any cost calculations. The lack of institutional resources for particular items should be described. The budget narrative must explain how the study will be altered to fit the minimum budget, e.g., fewer participants or staff, a shorter time-table, etc., and the impact and the possible outcomes of the study.

• **Personnel:** A description of the activities and role of each person involved in the project including the principal investigator, co-investigators, consultants, research assistants, secretaries, data collection and data management staff, statistician, curriculum development personnel, etc. Include the percentage of time devoted to the project by each person.

• **Equipment:** Equipment requests should not represent a major portion of the budget or the only budget item. The narrative for equipment requests should: (1) identify the availability of matching funds, if any, or other funds that will contribute to the purchase of the item, (2) explain why the item is absolutely essential to the study, (3) identify where the equipment will be housed during and after the completion of the study, and (4) list the expected depreciation of the item over a 2 year period and the estimated value of the item 2 years after purchase. Ownership of the item at the completion of the study will be individually assessed.
- **Travel**: Only reasonable travel for data collection will be considered. Specify the purpose, personnel involved, distance, number of trips, mode of travel, and cost of travel.

- **Software**: Request software only if the institution does not provide it. Software purchases will be considered if the unit price reflects the current discounted or retail rate.

- **Other Support**: Identify any additional funding that has already been awarded for the proposed study, including any funding obtained by a co-investigator. Explain how the work supported by other sources is different from the present request. Overlaps in funding are generally not funded unless it is convincingly explained how the present award is designed to support a portion of the project that is not covered by the overlapping funds.

**Pending Funding**: If there is other pending funding for the proposed project, identify the amount, agency, and date the funding is expected to be initiated, if awarded. Explain how the present award will be adjusted if funding is received from more than one pending source, e.g., one of the awards will be turned down, more performance sites will be added, the sample size will be increased, additional staff will be hired, etc. Please notify AMSN office of any additional funding that is awarded after the submission deadline. If no additional funding is available or pending for the project, write “Not Applicable” in this section of the narrative. The USPHS Form 398 Page entitled, “Other Support” may be submitted.

### Submit the ENTIRE RFP in the following order:

- Submission Checklist
- Title Page with all signatures
- IRB approval or submission letter
- If applicable, resubmission cover letter
- If applicable, Thesis and Dissertation Signature Form or School Project Signature Form and University Proposal Approval Form
- Abstract (500 words)
- Project Narrative (8-page limit)
- Reference List
- Timetable
- Budget
- IRB Certificate
- Support Letters
- Biographical Sketches (2-4 page limit/biosketch)
- Instrument(s)
- Consent Form
- Miscellaneous materials

### SUBMISSION INSTRUCTIONS

The RFP will be submitted electronically to: amsn-grants@aiji.com.

### TIPS FOR RFP PREPARATION

- If you are early in your career, i.e., this is your first RFP submission; you must find a doctorally-prepared nurse scientist who is an expert in your content area to work with you as a co-investigator.

- If you are a junior investigator, a consultant should be selected to support content areas beyond your expertise. If you are a student, your faculty member should be designated...
and agree to support content areas beyond your expertise. These individuals also can be helpful in providing an objective overall critique of the RFP. If you are having trouble finding a consultant, the AMSN Research Team can assist you in finding one.

- Use your consultant to help you develop and critique the RFP. Incorporating the consultant’s suggestions in the final RFP can strengthen your work. Choose a consultant wisely. He or she should be known, i.e., have publications or presentations in the content area of the subject. A useful strategy is to have the consultant read and critique the RFP in the early, formative stages.

- Use the RFP and instructions as your road map. Read and follow them carefully -- in the beginning, in the middle, and at the very end -- to be sure that you have followed the rules and have not forgotten anything that pertains to your particular study.

- Be sure to make a compelling case regarding why the study is significant to medical-surgical nursing even if the relevance may seem obvious to you.

- Use the biosketches to highlight the expertise of the investigators and consultants. Include those studies and/or publications relevant to the area of the study itself. Do not exceed the four-page limit by attaching resumes or curriculum vitae.

- Make sure your presentation is pleasant to look at and to read. Use a clean style font no less than 12 characters per inch. Use subheadings, tables, figures, and other creative approaches to present your work. Do not disregard the rules and put off the reviewers by adjusting the margins or decreasing the font to squeeze in more content.

- Write clearly in an organized fashion using active voice and non-sexist language. Use an editor to help you with your writing and punctuation. Typographical errors and misspellings reflect poorly on your attention to detail.

- Use your appendices to support, not replace, the body of the RFP. Weight does not increase the value of your work, as your reviewer has to carry and read all of the appendices. Be as purposeful in developing your appendices as you are in preparing your narrative.

- Make sure your support letters are written specifically about your RFP and your work. Be cautious with generic letters that show that the writer has little knowledge of your RFP. Provide support letters that address specific types of support such as release time, space, equipment, or statistical support.

- Check your own work looking for fatal flaws such as inadequate sample size, low significance to medical-surgical nursing, or projects with too large of scope. Ask your colleagues to review it and offer constructive feedback. Your RFP must show that your research is significant; “do-able” with the resources and time frame allowed; as well as scientifically sound.
• Check the integrity of your RFP for your own purposes. Draw a diagram identifying the purpose, specific aims, concepts and interrelationships, design, sample, variables, instruments, and data analysis plan. Are the various components consistent and appropriate-ate? Are there any holes or gaps in the project that may result in a fatal design flaw? Have you adequately developed a thread(s) to connect each specific aim to the other sections of the RFP? Have you lost anything or have you added something that is unrelated to your aims? Have you justified your choice of methods or measures where alternatives may be available? Stay focused.

• Make sure you differentiate between ethnicity and culture. Cross-culture research goes beyond the translation of tools. If you are planning a study in which you address such issues, seek consultation.

If questions arise about the feasibility of the study ideas or the mechanics of preparing the RFP, contact amsn-grants@ajn.com for assistance or referral.
Academy of Medical-Surgical Nurses
Cecelia Gatson Grindel Evidence Based Practice

Request for Proposal – Appendices

• Request for Proposal Title Page
• Thesis and Dissertation Projects
• Biographical Sketch Form
• Request for Proposal Agreement
• Submission Checklist
### Title of Project (Limit to 60 Characters)

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<th>1a. Name of PI</th>
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<th>1b. Preferred Mailing Address</th>
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<th>4. Research Team</th>
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6. I, the undersigned, certify that the statements herein are true and completed to the best of my knowledge. I agree, (1) to submit a final scientific report, including requested information for posting online, (2) to be committed to publish and present findings, (3) to acknowledge AMSN in all reports and publications, (4) to accept responsibility for the scientific and ethical conduct of the proposed activity, (5) to cooperate with AMSN regarding any inquiries of scientific misconduct or reports of adverse effects, and (6) participate in a follow-up survey to track dissemination and additional funding activities.
Academy of Medical-Surgical Nurses  
Cecelia Gatson Grindel Evidence Based Practice

Request for Proposal  

INSTRUCTIONS AND SIGNATURE FORM

Name of Principal Investigator: ________________________________

Preliminary Thesis or Dissertation Work: Graduate students are encouraged to apply to AMSN if the research requires data from AMSN membership. Examples of preliminary or “related” work include a study to pilot the data gathering procedures, a feasibility study that is required prior to a subsequent revision of the thesis or dissertation proposal, or preliminary work to develop and pre-test a new instrument.

Is the proposed study considered preliminary work; pilot work that is necessary before obtaining final approval from your thesis or dissertation committee?

YES or NO __________

Is this proposed study your thesis or dissertation project?

YES or NO __________

If this study is your thesis or dissertation project, has the proposed study been approved and signed off by all members of the committee?

Approved projects represent the final version of the thesis or dissertation proposal -- the version that has been approved and signed-off by all of the members of a student’s supervisory committee.

AMSN will accept RFPs for master’s theses or doctoral dissertations **ONLY IF THE PROJECT HAS BEEN APPROVED AND SIGNED OFF BY THE PRINCIPAL INVESTIGATOR’S THESIS OR DISSERTATION COMMITTEE.**

**THESIS OR DISSERTATION COMMITTEE CHAIRPERSON’S SIGNATURE REQUIRED:**

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<th>Faculty Chairperson (Name, Title, Address, Signature, Date):</th>
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<tr>
<td>I certify that the submitted Request for Proposal represents the final (approved) version of the student’s thesis/dissertation proposal approved by the student’s thesis/dissertation committee. No changes to this proposal will be made. (I have attached the signed University Proposal Approval Form.)</td>
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<td>Signature</td>
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Academy of Medical-Surgical Nurses (AMSN)

East Holly Avenue Box 56 | Pitman, NJ 08071-0056 | (866) 877-2876 | amsn@ajj.com | amsn.org
**Biographical Sketch**

Provide the following information for the key personnel. **DO NOT EXCEED FOUR PAGES.**

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<thead>
<tr>
<th>NAME</th>
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**EDUCATION/TRAINING** *(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)*

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**NOTE:** The Biographical Sketch may not exceed four pages. Items A and B (together) may not exceed two of the four-page limit. Follow the formats and instructions on the attached sample.

**A. Positions and Honors.** List in chronological order previous positions, concluding with your present position. List any honors. Include present membership on any Federal Government public advisory committee.

**B. Selected peer-reviewed publications (in chronological order).** Do not include publications submitted or in preparation.

**C. Research Support.** List selected ongoing or completed (during the last three years) research projects (federal and non-federal support). Begin with the projects that are most relevant to the research proposed in this RFP. Briefly indicate the overall goals of the projects and your role (e.g., PI, Co-Investigator, Consultant) in the research project. Do not list award amounts or percent effort in projects.
AMS N Cecelia Gatson Grindel Evidence Based Practice
Request for Proposal Agreement

By submitting this Request for Proposal I agree to the following:

• I agree to use the AMS N RFP funds in accordance with the stated criteria.
• I accept all tax liabilities (if any) associated with these funds.
• I agree that my name and any information from my RFP may be used by AMS N.
• I agree that I will submit progress reports once a year until my project is completed. Form will be supplied to recipient by AMS N.
• I agree that the project is expected to be completed within two years; should more time be needed, I agree to submit a formal request to AMS N prior to completion of the two-year period (which will start the date of the AMS N Representative’s signature below).
• I agree that I will share the results of the research with the AMS N membership by:
  o Submitting a paper for possible publication in the MEDSURG NURSING Journal and/or
  o Submitting an application for possible presentation of the research findings at the AMS N Annual Convention, in accordance with the scheduled timeline and procedure AMS N provides.
  o Publication or presentation in any other venue must be approved, in advance, by AMS N.
• I agree that any publication of a project, innovation, or research resulting from the use of these funds will contain the following statements:
  o “This study (project, etc.) was supported by an RFP made available by the Academy of Medical-Surgical Nurses.”
  o “Findings of the study do not necessarily reflect the opinions of AMS N. The views expressed herein are those of the author, and no official endorsement by AMS N is intended or should be inferred.”
• I agree to inform AMS N if I am unable to fulfill the requirements of this agreement or the criteria of the scholarship, fellowship, or RFP which I have been awarded. I agree to return these funds if I am unable to use them in the manner prescribed by the criteria.

RFP Recipient Name (please print): __________________________________________

Signature: ________________________________________________________________

Date: ___________________________________________________________________

AMSN Representative Name (please print): ___________________________________

Signature: ________________________________________________________________

Date: ___________________________________________________________________

No funds will be issued until this form is signed and received by AMS N.
Use the following checklist to document that all sections of the RFP are complete. Please check each box to identify that the item has been included. Read the detailed instructions for each section as you prepare it.

<table>
<thead>
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<th>√</th>
<th>The √'d items are complete; Mark &quot;NA&quot; for any items that are Not Applicable:</th>
<th>AMSN Use Only</th>
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<tr>
<td></td>
<td>Section 1: Title Page with all appropriate signatures</td>
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<td>Section 2: IRB committee approval letter or proof of submission to IRB</td>
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<td>Section 3: Cover Letters, if applicable - Resubmission cover letter and/or Thesis and Dissertation Signature Form &amp; University Proposal Approval Form</td>
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<td>Section 4: Abstract (500 words)</td>
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<td>Section 5: Project Narrative: 8 typewritten, single-spaced and numbered pages</td>
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<td>Section 6: Reference List</td>
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<td>Section 7: Appendices including timetable</td>
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<td>Section 9: Certificate(s) of Human Participants Protection Education (IRB Certificate)</td>
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<td>Section 11: Biographical sketches: 2-4 page limit per biosketch (Be sure to include a biosketch for each co-investigator and consultant) List of Co-Investigators&amp; Consultants:</td>
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I, the undersigned, certify that all RFP items are included. I recognize that the RFP will be returned to me if not complete.

______________________________  ____________________________
Signature of Applicant         Date