



AMSUN Request for Proposal

Sponsored by:



Submission Date: _____

The Academy of Medical-Surgical Nurses (AMSN) Request for Proposal

GENERAL INSTRUCTIONS TO APPLICANTS

PURPOSE OF REQUEST FOR PROPOSAL

The purpose of this Medical-Surgical Nursing Certification Board (MSNCB)-sponsored Request for Proposal (RFP) is to support medical-surgical nursing research, conducted by beginning and experienced researchers. The topic is specialty certification and its impact on medical-surgical nursing practice and patient outcomes.

Please review the RFP for specific requirements, limitations, and purpose of the proposal.

ELIGIBILITY

The principal investigator (PI) must be actively involved in some aspect of medical-surgical patient care, education, or research. CMSRN certification is preferred. Projects that involve nurses in the design and conduct of the research activity that promotes specialty certification and its impact on medical-surgical nursing practice and patient outcomes are given preference.

PROGRESS AND FINAL REPORTS

For all funded projects, final progress reports are required. A final report of scientific findings must be submitted to AMSN 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 MSNCB also agree to complete a follow-up survey at one, three, and five years after the completion of the funded project. The purpose of each survey is to track dissemination activities and additional funding which have occurred related to the MSNCB-funded project.

ACKNOWLEDGEMENT OF SUPPORT

Investigators must acknowledge that this research was supported by MSNCB in all publications and presentations regarding their research.

DISSEMINATION OF RESULTS

AMSN and MSNCB are committed to the dissemination of research findings to support practice changes. A summary of results and final abstract will be posted online and shared with the AMSN and MSNCB Boards of Directors to promote dissemination of results from AMSN- and MSNCB-supported research projects.

Publication of project results in peer-reviewed scientific or professional journals is expected. Medical-surgical researchers are encouraged to submit an abstract for presentation at the AMSN Convention and to publish their final results in *MEDSURG Nursing Journal*.

GENERAL INSTRUCTIONS

1. Applicants who are early in their research career and have not conducted previous research must have a doctorally-prepared nurse scientist as a co-investigator who has a history of research 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 Institutional Review Board (IRB) approval is pending, evidence of submission to the IRB must be provided at the time of the 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. 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 in-text citations and reference list is required.
7. Investigators will submit RFPs by email 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 submission date, contact the AMSN Office at: Phone: 866-877-2676 option 7, FAX: 856-589-7463, or Email: amsn-grants@ajj.com.

HOW TO COMPLETE RFP

SUBMISSION CHECKLIST: All RFPs must be submitted with a completed Submission Checklist attached to it. 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 email address and 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. **Research Team:** Provide the names, credentials, and roles, i.e., co-investigator, consultant, research assistant, statistician, for all members of the research 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 research award agreement and sign and date it.

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
- Conceptual or Theoretical Framework
- Main Research Variable(s)
- Design
- Setting
- Sample
- Methods
- Implications for Practice

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 study and list specific aims in numerical sequence.

Significance, Framework, and Review of Literature:

- Explain the significance to medical-surgical nursing and the fit with the priorities of the RFP
- Identify and describe the conceptual or theoretical framework for the study
- Present a succinct, focused, and critical review of the literature
- Identify how the study will address a knowledge gap

Preliminary Work: Describe any previous research on the topic that has been done by the PI or research team and provide preliminary findings, if any.

Methods and Design: Use the following subheadings:

- **Design:** Identify the research design. Indicate if the project is a pilot study. Some reasons for conducting a pilot study include:
 - To determine the feasibility of a larger study
 - To develop or refine a nursing intervention
 - To develop a protocol or set of procedures for implementing an intervention
 - To identify design and methodological problems
 - To determine if the sample is representative of a larger population or whether the sampling technique is effective
 - To test the reliability and validity of instruments and refine

instruments or data collection procedures

- To try out and refine data analysis techniques

- **Sample and Settings:** For qualitative and quantitative studies, describe the number and type of participants and all sampling and assignment procedures. Indicate the rationale for the sampling process and sample size determination. If a power analysis was conducted to justify the sample size, include the results of this analysis. Describe the process for recruitment of participants.

Provide a rationale for the use of the selected setting(s). This is especially important if it is a multi-site project.

- **Experimental Variables (experimental and quasi-experimental designs):** Describe the independent variable in sufficient detail to allow evaluation of its clinical soundness and operational definition. A more complete description of the intervention or experimental manipulation may be appended for further clarification.
- **Instruments:** List and describe all instruments and include a discussion of the validity and reliability of each. Describe scoring procedures. Append a copy of all instruments and any permission letters.
- **Data Collection Schedule and Procedures:** Describe how and when data will be collected and any procedures for standardizing data collection.
- **Data Analysis and Interpretation:** Describe the statistical or analytic techniques that will be used to answer each research question of the project.

- **Protection of Human Participants Used for Research:** Describe 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 and Research:**
 - Describe how this project addresses the MSNCB goals/priorities
 - Describe the implications for practice
 - Identify future research that may develop from this project

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 research team has knowledge of their roles and responsibilities, 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 on-line. 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 necessary. Consultants should describe their role and involvement with the research project.

- **Mandatory Letters of Support:**

- **Thesis and dissertation 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.
- **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-investigators, consultants, clinician collaborator, and mentors. **Each biosketch is limited to 2-4 pages.**
- **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.

- **Consent Form:** Include a copy of the consent form that will be presented to potential subjects for their signature.
- **Miscellaneous:** Miscellaneous items include conceptual models, diagrams, a detailed description of an intervention or intricate laboratory procedure, list of performance sites, etc.

BUDGET ISSUES

The budget should not exceed \$20,000 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 proposal funding, will be met and will not hinder the completion of the project.

MSNCB Does Not Fund The Following:

- Projects that are nearly completed
- Payment of tuition
- Institutional indirect costs
- Travel for conference 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 USPHS 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.

- Miscellaneous materials

SUBMISSION INSTRUCTIONS

Investigators will submit the RFP by email to: amsn-grants@ajj.com.

TIPS FOR PROPOSAL PREPARATION

- If you are early in your research 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.
- Use your consultant to help you develop and critique the RFP. Incorporating the consultant's suggestions in the final can strengthen your work. Choose a consultant wisely. They should be known, i.e., have publications or presentations in the content area of the subject. A useful strategy is to have them 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.

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 the 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.

RFP SUBMISSION

Submit the ENTIRE RFP electronically 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 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

- A full-scale study is often proposed when a pilot study would be far more appropriate. A pilot study is useful to determine an effect size, assess the feasibility of a design, instrument, or method, as well as to assess the safety, acceptability, side effects, and compliance with an intervention. If you are proposing a pilot study, keep your aims, method, and analysis consistent with the intent of a pilot study. For example, do not propose statistical hypotheses testing when you really are trying to estimate variance and effect size.
- Be sure to make a compelling case regarding why the study is significant to specialty certification and its impact on medical-surgical nursing practice and patient outcomes 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 proposal and your work. Be cautious with generic letters that show that the writer has little knowledge of your proposal. 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 proposal 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 proposal 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? 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 proposal? 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 or concerns arise about the feasibility of the study ideas or the mechanics of preparing the RFP, contact amsn-grants@ajj.com for assistance or referral.

Appendices

- Title Page
- Thesis and Dissertation Projects
- Biographical Sketch Form
- Proposal Agreement
- Submission Checklist

<p style="text-align: center;">Academy of Medical Surgical Nurses (AMSN) Request for Proposal Title Page</p> <p>Investigators submit the RFP electronically to: amsn-grants@ajj.com.</p>	<p>Office Use Only:</p> <p>Grant No _____</p>
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Is this RFP a re-submission from a previous AMSN submission? Year: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Title of Project (Limit to 60 Characters)	
Ia. Name of PI (First, MI, Last, Credentials/Title/Institution/Address)	Ib. Preferred Mailing Address Home Address <input type="checkbox"/> Work Address <input type="checkbox"/>
Ic. Home Phone () Work Phone ()	Id. FAX () Email: _____
2. Dates of Entire Project Period From _____ Through _____	3. Human Subjects Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/> Date Approved: _____ IRB Assurance Identification No. _____
4. Research Team (Name, Credentials, Research Team Role)	5. Immediate Supervisor/Chairperson (Name, Title, Address, Signature, Date)
	_____ Signature Date

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 MSNCB in all reports and publications, (4) to accept responsibility for the scientific and ethical conduct of the proposed activity, (5) to cooperate with MSNCB regarding any inquiries of scientific misconduct or reports of adverse effects, and (6) participate in follow-up surveys to track dissemination and additional funding activities.

Signature of Person Identified in 1a. _____ Date _____

The Academy of Medical-Surgical Nurses (AMSN) Request for Proposal

Thesis and Dissertation Projects

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 or the MSNCB database. 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:

Faculty Chairperson (Name, Title, Address, Signature, Date):

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.)

Signature

Date

BIOGRAPHICAL SKETCH

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

NAME	POSITION TITLE		
EDUCATION/TRAINING (<i>Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.</i>)			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	YEAR(s)	FIELD OF STUDY

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.

The Academy of Medical-Surgical Nurses (AMSN) Request for Proposal - Agreement

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

- I agree to use the AMSN 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 AMSN.
- I agree that I will submit progress reports every six months until my project is completed. Form will be supplied to recipient by AMSN.
- 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 AMSN prior to completion of the two-year period (which will start the date of the AMSN Representative’s signature below).
- I agree that I will share the results of the research with the AMSN membership by:
 - Submitting a paper for possible publication in the *MEDSURG NURSING Journal* and/or
 - Submitting an application for possible presentation of the research findings at the AMSN Annual Convention, in accordance with the scheduled timeline and procedure AMSN provides.
 - Publication or presentation in any other venue must be approved, in advance, by AMSN.
- I agree that any publication of a project, innovation, or research resulting from the use of these funds will contain the following statements:
 - “This study (project, etc.) was supported by an RFP made available by the Academy of Medical-Surgical Nurses.”
 - “Findings of the study do not necessarily reflect the opinions of AMSN. The views expressed herein are those of the author, and no official endorsement by AMSN is intended or should be inferred.”
- I agree to inform AMSN 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 AMSN.

<h2 style="margin: 0;">AMSN REQUEST FOR PROPOSAL SUBMISSION CHECKLIST</h2>
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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.

√	<i>The √'d items are complete; Mark "NA" for any items that are Not Applicable:</i>	<i>MSNCB Use Only</i>
	Section 1: Title Page with all appropriate signatures	
	Section 2: IRB committee approval letter or proof of submission to IRB	
	Section 3: Cover Letters, if applicable - Resubmission cover letter - Thesis and Dissertation Signature Form & University Proposal Approval Form	
	Section 4: Abstract (500 words)	
	Section 5: Project Narrative: 8 typewritten, single-spaced and numbered pages	
	Section 6: Reference List	
	Section 7: Appendices including timetable	
	Section 8: Budget	
	Section 9: Certificate(s) of Human Participants Protection Education (IRB Certificate)	
	Section 10: Support letters	
	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& Consultants: _____ _____ _____ _____ _____	
	Section 12: Instrument(s)	
	Section 13: Consent Form	
	Section 14: Miscellaneous	
	The original copy of RFP and title page	
	A copy of the abstract	
	Award Agreement, signed by applicant	

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: