**RE F**

***Award submission instructions***

* You may submit more than one discrete unduplicated proposal under your name.
* Each proposal will only be submitted once under a single category

# Do not submit the same proposal under multiple categories.

* Winner**s are selected from those proposals with the highest score achieved on the evaluation rubric**.
  + The rubric can be found in the last section of this document.
* **Two copies** of the project must be submitted.
  + Copy 1: UNBLINDED: full proposal/write-up and cover sheet
  + Copy 2: BLINDED: full write-up/proposal. Blinded means removal of any site names, investigator names, locations, etc.

\*\*\*IMPORTANT\*\*\***Failure to blind your submission will result in the disqualification of your application** for review.

* Completed research (CR) and research in progress (RIP) works can be submitted.
  + CR and RIP submissions will be evaluated separately using the scoring on the rubric. The rubric can be found in the last section of this document.

# The applicant must sign their submission, along with the signature of their Director/Department Chair, if applicable. Signatures on the application indicate that it is understood and agreed by the undersigned that any award received as a result of this application is subject to the following terms:

* + The statements contained in the application are true and complete to the best of the applicant’s knowledge.

***Post awards procedures***

* If your project is selected to receive an award the NYSCHP Research and Education Foundation (REF) requires that, at minimum, it will be presented during the peer-reviewed poster session or residency research forum of the NYSCHP Annual Assembly. In addition, the REF strongly encourages submission of the final manuscript to a peer- reviewed journal.
* As a portion of the award includes paid expenses to the Annual Assembly it is **expected that winners will attend the Assembly**.
* All reports of studies supported by the award shall acknowledge such support.
  + **Award dispersion.**

The amount of the award is $2000. It will be provided as outlined below

* **Research in Progress**

1. The awardee will provide a written **final report** to the REF with the project findings **within 60 days of completion** of the project.
   1. The final report to the board should:
      1. include the draft manuscript
      2. indicate the intended journal for publication and

be in the format of that journal.

2. The award will be provided:

a. 50% at the Annual Assembly awards ceremony

b. Remaining 50% after the final report is received and reviewed by the REF awards subcommittee.

* **Completed Research**

1. The awardee will receive the full award at the Annual Assembly

awards ceremony.

***Award Application Format***

All of the following elements must be specified in your application.

Only one submission is allowed per proposal.

Your application does not have to be written on this document but all

elements must be included on the submitted application.

**IMPORTANT: You MUST submit two copies. A blinded version and unblinded**

**version. Failure to send a completely blinded version will automatically disqualify**

**your application.**

**Submission should meet one of the following award categories:**

**Clinical Pharmacy Practice Award**

Award criteria based on evaluation rubric

Submissions may be either Completed Research or Research in Progress

**Specialty Awards**

**The Seymour & Elizabeth Katz Memorial Award**

Awarded to health-system practitioners conducting original research, which fosters interprofessional relationships and improves patient care through jointly conceived and implemented services.

**The David Adelman Pharmacovigilance Award**

Awarded for research conducted in the areas of monitoring the safe use of medications, adverse drug event detection and reporting programs, assessing medication use risks and/or benefits, and developing programs focusing on safe medication use for healthcare providers and/or patients.

Submissions Must be for Completed Research

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| **Step 1**  Define research type | Completed research (CR)  Research in progress (RIP) |
| **Step 2**  Define award category | Clinical Pharmacy Practice Award  Specialty Award (Must be CR)  The Seymour & Elizabeth Katz Memorial Fund Award  The David Adelman Pharmacovigilance Award |
| **Step 3**  Title of project | Provide full title of project |
| **Step 4**  Principle Investigator \*  (If a resident, and not the department, is the recipient of the grant, then the resident should include his/her contact information in the application so that the second part of the award can be sent directly to the resident after the residency is completed.) | Name  Title/Position  Institution  Division  Mailing Address  Phone Number |
| **Step 5**  Other individual(s) collaborating on proposal \* | Required elements for **all collaborators** on the project:  Name  Title  Institution  Division |
| **Step 6**  **Completed research** (CR) projects | Proposals should be presented in the manuscript format of the intended publication journal in addition to ensuring that all the elements of RIP are addressed. |

\*note – this information should be removed on second/blinded version

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| --- | --- |
| **Step 6**  **Research in progress** (RIP ) submissions need to include a description of the proposed project under the headings listed to the right | * Purpose statement/research question for the project * Background: A short summary of previously published studies that also address the research question. * Please indicate how your study might add to the existing literature * Introduction:   + project purpose, goals and objectives, rationale and   + previous work directly related to this project must be included * Methodology:   + ALL METHODS to be used/used to complete the project, (this includes things like, data collection tool, database if appropriate, etc).     - The evaluator should be able to replicate your project just by reading your submission.   + a timetable for completion of the project     - N/A for CR submissions   + method of data analysis must be included.   + Be sure to explain how the study design and sample size (if appropriate) will/did adequately allow you to answer the research question. * Potential/anticipated significance to pharmacy practice. For CR projects what were the actual outcomes and how do they impact pharmacy. * References |
| **Step 7**  IRB exception or approval | Include documentation of IRB exception or review, if  appropriate |
| **Step 8**  Signatures**\*** | The signature of the Principles investigator and  Department Director or Chair must be on the **unblinded**  copy. |

**\* note – this information should be removed on second/blinded version**

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