



Award submission instructions
2023-2024

- You may submit more than one discrete unduplicated proposal under your name.
- Each proposal will only be submitted once under a single category
***** IMPORTANT*****
Do not submit the same proposal under multiple categories. Doing so will result in the disqualification of your application for review.
- Winners **are selected from those proposals with the highest score achieved on the evaluation rubric.**
 - The rubrics can be found at:
<https://www.nyschp.org/research-education-foundation-ref->
- **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 rubrics can be found at:
<https://www.nyschp.org/research-education-foundation-ref->
- **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:
 - Attendance at the NYSCHP Annual Assembly to accept the award.
 - Pharmacist winners receive registration and one night's hotel stay
 - Residents attending the RRPf will receive one night's hotel stay
 - Presentation at either the peer-reviewed poster session or residency research forum (RRPF).
 - Submission of the final manuscript to a peer-reviewed journal.
 - All reports of studies supported by the award REF support should state:
"This research project was supported by an award by the New York State Council of Health-system Pharmacist Research and Education Foundation".

- **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.
The final report to the board should:
 - include the draft manuscript
 - record of submission to the selected journal
 2. The award will be provided as below:
 - 50% at the Annual Assembly awards ceremony
 - 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.
 - A copy of a blinded draft manuscript must be submitted at the time of award submission.

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:

Excellence in Research Award

Award criteria based on evaluation rubric

Submissions may be either **Completed Research** or **Research in Progress**

Award = \$2000

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.

Award = \$2500

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.

Award = \$2500

Submissions MUST be for Completed Research

Step 1 Choose Award Category	<input type="checkbox"/> Excellence in Research Award (CR or RIP) Specialty Award (Must be CR) <input type="checkbox"/> The Seymour & Elizabeth Katz Memorial Fund Award <input type="checkbox"/> The David Adelman Pharmacovigilance Award
Step 2 Title of project	Provide full title of project
Step 3 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 4 Other individual(s) collaborating on proposal *	Required elements for all collaborators on the project: Name _____ Title _____ Institution _____ Division _____
Step 5 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**

<p>Step 6 Research in progress (RIP) submissions need to include a description of the proposed project under the headings listed to the right</p>	<ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ○ project purpose, goals and objectives, rationale and ○ previous work directly related to this project must be included ● Methodology: <ul style="list-style-type: none"> ○ ALL METHODS to be used/used to complete the project, (this includes things like, data collection tool, database if appropriate, etc). <ul style="list-style-type: none"> ▪ The evaluator should be able to replicate your project just by reading your submission. ○ A timetable for completion of the project <ul style="list-style-type: none"> ▪ 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
<p>Step 7 IRB exception or approval</p>	<p>Include documentation of IRB exception or review, if appropriate.</p>
<p>Step 8 Health Inequities</p>	<p>Describe how your project addresses health inequities. Note that this is required.</p>
<p>Step 9 Signatures</p>	<p>The signature of the Principles investigator and Department Director or Chair must be on the unblinded copy. REMOVE THIS FROM THE BLINDED COPIES</p>

[Health Equity in Healthy People 2030 - Healthy People 2030 | health.gov](https://www.health.gov/health-equity)