

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
***** IMPORTANT*****
Do not submit the same proposal under multiple categories.
Doing so will result in the disqualification of your application for review.
- **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.
 - **Winners are selected from those proposals with the highest score achieved on the evaluation rubric.**
 - [Click here](#) for Completed Research (CR) rubric.
 - [Click here](#) for Research in Progress (RIP) rubric.
- **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 and awardee expectations

- If your project is selected to receive an award, the NYSCHP Research and Education Foundation (REF) requires:
 - Attendance at the NYSCHP Annual Assembly to:
 - Present at either the peer-reviewed poster session or residency research forum (RRPF).
 - Accept the award at the Installation Banquet
 - Winners receive registration and one night’s hotel stay
 - RRPF attendees will receive one night’s hotel stay
 - Any reports of studies supported by the REF award must include the statement “This research project was supported by an award by the New York State Council of Health-system Pharmacist Research and Education Foundation”.
 - The REF should be notified of any presentation or publication of a supported study

Application Instructions

IMPORTANT: You MUST submit two copies. A blinded version and unblinded version. Check you submission carefully. Failure to send a completely blinded version will automatically disqualify your application.

.Submission should meet ONE of the following award categories:

Award Name	Description	Amount
<i>Research in Progress</i>		
Excellence in Pharmacy Practice Research Award	Research proposals designed to evaluate the impact of a process, service, intervention or assessment on medication-related outcomes. <u>Rubric.</u>	\$1000
<i>Completed Research</i>		
Excellence in Pharmacy Practice Research Award	Research projects designed to evaluate the impact of a process, service, intervention or assessment on medication-related outcomes <u>Rubric.</u>	\$ 3000
The Seymour & Elizabeth Katz Memorial Award	Research which fosters inter-professional relationships and improves patient care through jointly conceived and implemented services. <u>Rubric.</u>	
The David Adelman Pharmacovigilance Award	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. <u>Rubric.</u>	

Research Award Application Required Elements

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

This form is not required but may be used to ensure all elements are included in the submission.

Note steps 5a/b and 6 require submission of a separate document

Step 1 Project Category Select ONE	Excellence in Pharmacy Practice Award: Research in Progress
	Excellence in Pharmacy Practice Award: Completed Research
	The Seymour & Elizabeth Katz Memorial Award
	The David Adelman Pharmacovigilance Award
Step 2 Title of project	Provide full title of project
Step 3 Principal Investigator *	Name _____ Title/Position _____ Institution _____ Division _____ Mailing Address _____ _____ _____ Phone Number _____ *Note – this information should be removed on second/blinded version
Step 4 Other individual(s) collaborating on proposal *	Required elements for all collaborators on the project: Name _____ Title _____ Institution _____ Division _____ *Note – this information should be removed on second/blinded version
Step 5a Research in Progress Submit as a separate document. Note this outline is a minimum expectation. Please provide sufficient detail to allow a complete assessment: Ensure any identifying references such as at the institution, geography, collaborators, etc are removed from the blinded copy	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, study outcomes (e.g., primary, secondary), project rationale and previous work/literature directly related to this project must be included Methodology: ALL METHODS to be used/used to complete the project, (this includes things like, study design, inclusion/exclusion criteria, data collection elements, data collection tool, definitions (as appropriate), database (as appropriate), etc). <i>The evaluator should be able to replicate your project just by reading your submission</i> Timetable for completion of the project Data/statistical analysis must be included as well as the statistical software program being used. 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. References formatted appropriately Rubric.

<p>Step 5b Completed Research (Includes Katz and Adelman awards)</p> <p><u>Submit as a separate document.</u> Note this outline is a minimum expectation. Please provide sufficient detail to allow a complete assessment:</p> <p>Ensure any identifying references such as at the institution, geography, collaborators, etc are removed from the blinded copy</p>	<p>All elements described in 5a should be included as well as:</p> <ul style="list-style-type: none"> Results / outcomes, analysis and discussion. This includes an assessment of the project's impact on pharmacy practice. <p>Proposals may be presented in the manuscript format of the intended publication journal <u>if all the required elements are included.</u></p> <p>Add language reminding submitters to blind references and any manuscripts</p> <p>Katz Rubric. Adelman Rubric.</p>
<p>Step 6 IRB exemption or approval</p> <p><u>Submit documentation of approval as a separate document.</u></p> <p>This will be validated during the initial un- blinded review. Do NOT blind the approval document.</p> <p>Failure to provide documentation will result in disqualification.</p>	<p>IRB approval or exemption for all projects intended to produce generalizable knowledge</p> <p>An investigator may not designate their proposal exempt. Only an IRB can determine if a project is exempt from IRB review.</p> <p>A copy of the IRB approval letter or exempt designation is required</p> <p>Quality improvement projects</p> <p>May be approved through the appropriate institutional process (i.e. P and T, QI committee, etc). Documentation of the review and approval should be provided in the form of either meeting minutes or a letter from the P and T chair or other health-system committee leader.</p>
<p>Step 7 Health Inequities#</p>	<p>Describe the impact of health inequities on the proposed research question and how it is addressed in the study design OR provide a detailed explanation why health inequity considerations are not relevant.</p>
<p>Step 8 Signatures</p>	<p>The signature of the Principles investigator and Department Director or Chair must be on the unblinded copy.</p> <p>REMOVE THIS FROM THE BLINDED COPIES</p>

[Health Equity in Healthy People 2030 - Healthy People 2030 | health.gov](#)