

Research and Scholarship Award Application



School of Nursing
UNIVERSITY OF WISCONSIN-MADISON

Application Components Uploaded as single pdf:

1. Research and Scholarship Award Application (fillable PDF), which includes your budget
2. Project Summary (BSN Honors and DNP students) or Research Plan (PhD students)
3. CV or Resume

Instructions

1. Review the annual [Research and Scholarship Award information](#) on the Student Site.
2. Complete this application form.
3. Prepare your Project Summary or Research Plan, or Description of Professional Development Opportunity.
4. Prepare your CV/Resume.
5. Save this application, your Project Summary or Research Plan, and your CV/Resume as a single PDF using the following naming convention: "Last Name_First Name_Research Award" before uploading.
6. Submit the PDF via the application upload to Box feature found on the [Student Site page](#).

Today's Date:

Student Information

First Name:	Last Name:
Email:	Campus ID:

Academic Program:

Please provide a brief summary of any past or current funding you have received to support your research or scholarship:

Advisor/Mentor Information

Faculty Advisor Name(s):

Research Mentor Name(s):

Students must notify their Faculty Advisor(s) and/or Research Mentor(s) of their intention to apply for a Research and Scholarship Award. Please provide the name of the advisor/research mentor(s) with whom you discussed this submission and check the box to indicate you received their endorsement of your application:

Advisor/Mentor Name(s):

Endorsement

Title of Project or Research:

Additional sections prepared as separate files and combined into a single pdf:

Project Summary: BSN Honors and DNP students are asked to provide a Project Summary. This narrative should include a summary of the proposed project, including purpose/problem, methodology, and significance to nursing or health. Please also include an explanation of how the proposed work supports your efforts in establishing or furthering your scholarly interests. There is a 750-word limit. Students must format the Project Summary as follows: single-spaced, 11 point Arial font, 0.5" margins.

Research Plan: PhD students are asked to provide a full Research Plan. This should include specific aims, significance and background, methodology, impact on advancing nursing knowledge, preliminary data (if any), and plans for dissemination and translation. Please also include an explanation of how the proposed work supports your efforts in establishing or furthering your research interests. There is a 2,000-word limit. Students must format the Research Plan as follows: single-spaced, 11 point Arial font, 0.5" margins.

Professional Development Opportunity: All students are asked to provide a short description of the professional development opportunity they wish to engage in. This opportunity can take many forms, including: attending a conference, participating in a webinar or series, etc. Please include the name and location of the opportunity, as well as a brief explanation of how the professional development experience will impact your educational goals. You will not submit a budget, but rather a breakdown of costs (registration, travel, lodging, meals, etc) associated with the professional development opportunity. There is a 500-word limit.

Budget

Complete this table with a brief description of the expenses associated with each Budget Category (as applicable) and a Cost Estimate for each category. Please refer to the [Research and Scholarship Award Budget Worksheet](#) (see below) for assistance and a sample budget to inform your work.

Personnel (Salary & fringe)	\$
Equipment	\$
Travel	\$
Materials and Supplies	\$
Services	\$
Meals <i>(complete this section for Professional Development)</i>	\$
Registration <i>(complete this section for Professional Development)</i>	\$
Other	\$
Total	\$

Research and Scholarship Award Budget Worksheet

The budget submitted as part of the award application is a line item (tabular) representation of the expenses associated with the proposal project. Cost estimates need to be as accurate as possible to cover the expenses proposed in the project. Awards may be up to \$4,000 though most are in the \$1,000–\$3,000 range.

Budget Categories

Add description of costs under applicable Budget Categories. Typical Budget Categories may include:

Personnel

Compensation in the form of wages paid to UW students who are hired to work on this study. Processed through UW payroll, salaries must include applicable fringe calculations. ([UW-Madison Fringe Rates](#))

e.g. Student Hourly Assistant @ \$15/hr for 80 hrs = \$1,200 in salary

Student Employee fringe rate = 1.80%

\$1,200 * 1.018 fringe rate = \$1,221.60 total personnel cost

Equipment

Equipment refers to non-consumable items with a useful life of more than 1 year.

Note: All equipment must be returned to the School of Nursing at the end of the study per UW System procurement regulations.

Travel

Travel must be identified as either domestic or foreign. Common expenses are mileage for field work, parking for research participants, and conference travel for dissemination. Costs may include public transportation, personal vehicle mileage, rental car costs, airfare, lodging, or per diem expenses.

Tools: [UW-Madison Travel & Reimbursement Site](#) and [current mileage reimbursement rate](#).

Note: You must be an authorized driver to be eligible for mileage reimbursement.

Materials & Supplies

All consumable materials such as paper and postage for recruitment and consent forms, meeting expenses, and lab supplies. Fees for assessment instruments and software licenses are also considered supplies. (see [UW Software Library](#) for available licenses)

Services

A contract or agreement with a person who is not a UW student or employee, a UW department that offers services to the public, or an outside company for their work on this project. Some examples are consultants, printing services, and transcription services. Contractual costs do not include fringe calculations. Contract descriptions should include an overview of the task or service with either an hourly rate or daily rate provided or the cost per unit if applicable.

Some UW departments offer services for a fee. Since you are not paying for a specific employee's time, these expenses will be included in the service contract section. Examples are WINRS, a School of Nursing division specializing in recruitment and retention, DoIT for printing, and [WiSOR for transcription](#).

Other

Anything that doesn't seem to fit one of the other categories. Some common items are subject incentives and rental fees.

Subject Remuneration

Nominal cash incentives provided to study subjects to assist with recruitment and to acknowledge the time and effort participants contribute to the study.

Rental / User Fees

The cost to reserve computer time/data storage or space for lab specimen storage.

Sample Budget

This is a sample budget to inform your work as you complete the budget table on the application form.

Budget Category	Cost Estimate
Salaries and Wages A student will be hired to assist with compilation of survey results. Compensation at \$15/hr for 20 hours + 1.8% fringe costs.	\$305.40
Equipment None	\$0
Materials and Supplies Important Nursing Organization (INO) Mailing List: Mailing addresses of a random sample of 100 INO members who have identified their practice role as “staff nurse” will be purchased at the non-profit rate [\$50 per one hundred records]. The mailing list will cost \$100 plus a \$25 processing fee, a \$15 setup fee, and approximately \$10 shipping and handling fee.	\$150
Travel Mileage reimbursement is requested for one roundtrip drive to Milwaukee, WI, to meet with J. Smith of the Milwaukee Survey Center to discuss feedback on survey design [UW standard rate \$0.625 per mile, 85 miles]	\$51.13
Services J. Smith, Associate, Milwaukee Survey Center, will provide 5 hours of consultation time [\$50/hr] to review the survey and provide feedback on item wording, layout, etc.	\$250
Meals <i>(complete this section for Professional Development)</i> Dinner for one night after conference attendance.	\$15
Registration <i>(complete this section for Professional Development)</i> Registration for Nursing & Advanced Practice Cancer Care Symposium	\$175
Other: Participant Remuneration A total of \$275 is requested to offer five \$50 VISA gift cards in a drawing among persons who complete the survey. A service charge of \$5 per card is charged by US Bank. Entry in a prize drawing is a method commonly used to enhance survey participation rates.	\$275
Total Cost Estimate	\$1,031.53