



MARGARET E. WILKES SCHOLARSHIP FUND AWARD 2019-2020 PROGRAM DESCRIPTION

The Margaret E. Wilkes Scholarship at the University of Pittsburgh School of Nursing was created and generously funded by James and Margaret Wilkes, longtime Pitt supporters who met while Mrs. Wilkes was working as a nurse at the Western Psychiatric Institute & Clinic (WPIC).

After graduating from nursing school, Mrs. Wilkes worked at WPIC and met her husband, James, who was a Pitt student working as an attendant in the hospital. Mrs. Wilkes worked as a nurse for only a year or two but feels strongly that her time at the hospital had quite an impact on her. To this day, she has an affinity for nurses and keeps up with the profession by reading newspaper articles and books about medicine or attending lectures on health care.

The Wilkes Scholarship was created in 2008 with an initial gift of \$30,000. Due to their annual support of the fund, it now has a balance of more than \$183,000. The scholarship supports a nursing student pursuing their PhD in order to help with the shortage of nursing educators. The Wilkes hope that the recipient of their scholarship will one day use the education attained to teach other nurses.

The maximum amount available for 2019-20 is \$11,236 that can be used to pursue their PhD in the University of Pittsburgh School of Nursing. Funding will cover expenses starting July 1, 2019 through August 31, 2020.

Deadline for submission is **4:00 pm EST, Monday June 24, 2019**. Notification of the award will be made by mail and announced at the School of Nursing's Scholarship and Awards Luncheon in the fall.

If you are interested in applying for more than one PhD student research award, please submit one application and indicate your award interest using the attached checklist. At most, one award will be issued per application.

Please submit your proposal to:

Margaret E. Wilkes Scholarship Fund Award Application Committee
C/o Kathleen Kennedy
Center for Research and Evaluation
University of Pittsburgh School of Nursing
3500 Victoria Street, Room 360
Pittsburgh, PA 15261
Telephone: 412-624-4854
Fax: 412-624-1201

ELIGIBILITY CRITERIA

1. The applicant must be a student enrolled full-time, in good standing in the PhD Program at the University of Pittsburgh School of Nursing.
2. The applicant must demonstrate financial need. Cindy Henderson (hendersn@pitt.edu, 412-624-2406) in Student Affairs and Alumni Relations can provide assistance with completing the necessary forms.
3. Principal investigators (PIs) are limited to submitting one application per year.
3. If the project is part of a larger project, applicants must delineate the portion of the larger research project that is the PI's responsibility.
4. Applicants are required to notify and return unused funds to the University of Pittsburgh School of Nursing if funding is received from other sources.
5. Awards may be repeated to a PhD student if the proposal is meritorious.
6. Qualified candidates shall submit a brief research proposal, including a budget. Budgets should be prepared with the assistance of the grants management staff in the Office of the Dean of the University of Pittsburgh School of Nursing.

APPLICATION REQUIREMENTS

1. **The application deadline is 4:00 pm EST, Monday, June 3, 2019.** All proposals must be received at the University of Pittsburgh School of Nursing by this date. No extensions for submission will be granted.
2. Proposed projects requiring funds in excess of the award amount will be reviewed; however, actual sources of funding to support a larger amount need to be identified.
3. Paper-and-pencil Instruments proposed for use in the study should be included in the appendix.
4. Submit the proposal **electronically as a PDF to:**

Margaret E. Wilkes Scholarship Fund Award
C/o Kathleen Kennedy
Center for Research and Evaluation
University of Pittsburgh School of Nursing
3500 Victoria Street, Room 360
Pittsburgh, PA 15261
Telephone: 412-624-4854
Fax: 412-624-1201
E-mail: kke100@pitt.edu

APPLICATION GUIDELINES
Margaret E. Wilkes Scholarship Fund Award Criteria

Items 3 through 6 should not exceed five (5) single-spaced, single-sided, typewritten or computer-generated pages. Print size should not be less than 11 characters per inch (cpi).

1. **Title page:** Include title of the study, name of the investigator(s), name of the institution, name of award, complete address, telephone number and e-mail address.
2. **Abstract:** Compose a brief statement (300 words) justifying the proposed project and assessing the project's clinical importance.
3. **Introduction and Specific Aims:** Provide a brief introduction and list the specific aims, hypotheses, and/or research questions of the project.
4. **Significance/Innovation:** Describe the significance and innovation of the proposed study.
5. **Background:** Present a concise critique of the literature supporting the proposed project.
6. **Design and Methodology:** Include the following as appropriate to the study design: study design, setting and sample, dependent and independent variables, reliability and validity of instruments, justification of the sample size, procedures for data collection, and data analysis.
7. **Human and/or Animal Subjects:** Describe risk, benefits and measures for minimizing risks and indicate Internal Review Board (IRB) status as per NIH Guidelines, not to exceed one page.
10. **Budget:** Calculate a proposed budget and justification for a maximum amount of the award amount with general categories of expenses listed, not to exceed two pages.
11. **Biosketch:** Include a biosketch of the principal investigator, using the current four-page NIH format.
12. **Resources and Environment:** Include only for students working outside of the University of Pittsburgh School of Nursing.
13. **Appendix:** Include instruments to be used in the study.
14. **Letter of support from the advisor/dissertation chair attesting to applicant's qualifications and ability to conduct the proposed study.**

MARGARET E. WILKES SCHOLARSHIP FUND AWARD

REVIEW

1. Recipients of this award shall be selected by a School of Nursing Selection Committee, with the approval of the Dean of the School of Nursing. The Selection Committee shall be comprised of three faculty members from the PhD Council, one of whom shall be the PhD Program Coordinator.
2. After recipient of the award is notified, all principal investigators will be notified of the disposition of their application. Written comments from the reviewers will be available upon request.
4. Applications are treated as privileged communication and are restricted to members of the Research Review Committee, University of Pittsburgh, School of Nursing staff and consultants.

FUNDING

1. Grants are awarded **July 1** and are funded for one year. Under no circumstances will more than the specified maximum funding be awarded.
2. Priority for funding is based upon the scientific merit, significance and innovation of the proposal with consideration given to the investigator's ability to conduct the study. The project's potential for leading to further research, and its contribution to nursing knowledge or knowledge in other fields will be considered.
3. Proposals for research involving any human population must be reviewed by a human subjects review committee (institutional review board) which operates under officially accepted assurances from the Department of Health and Human Services. **No funds will be awarded until the documentation is received by the University of Pittsburgh School of Nursing.**
4. Proposals for research involving any animal population must include documentation that the laboratory where research is to be conducted is an accredited animal research laboratory. **No funds will be awarded until the documentation is received by the University of Pittsburgh School of Nursing.**
5. All outstanding documentation and conditions must be received within 60 days of the award notification to maintain eligibility for the award. No funds will be disbursed until all conditions of the grant are fulfilled. Requests for extensions to satisfy funding requirements will be considered only under exceptional conditions. Awards which fail to satisfy the requirements within the 60-day period will be declared ineligible.
6. Extensions: All deadline extension requests must be in writing addressed to Director of the Center for Research and Evaluation in the University of Pittsburgh School of Nursing. All extension requests will be responded to in writing giving specific dates that constitute the new deadlines. Extension requests in excess of one year from the original reporting dates for either the narrative or the financial report will be considered only under exceptional circumstances.

7. Expense reimbursement: Applicants may select one of two payment options:
Option A. Expense vouchers with supporting receipts are sent to the University of Pittsburgh School of Nursing by the grantee for direct payment by the University's Payment Processing via the University of Pittsburgh School of Nursing for approved expenses.
Option B. The grant funds are administered by an affiliated institution. The University of Pittsburgh School of Nursing makes a lump sum payment to the institution in the amount of the award.

If funding is handled through an applicant's institutional affiliation, that institution must be a public organization or 501(c) (3) institution as defined by the Internal Revenue Service, and the institution must furnish satisfactory assurances that funds granted will be expended solely for the purposes for which the grant is made. No funds will be awarded until the documentation is received by the University of Pittsburgh School of Nursing.

The affiliated institution is encouraged to administer the grant without charging indirect costs against the grant. However, an institution may charge no more than 5 percent of the grant as an indirect cost and this must be included in the total amount of funding requested.

8. The distribution and expenditure of funds on the part of the institutional affiliation and the foundation shall be in accordance with standard accounting procedures.
9. The University of Pittsburgh School of Nursing will not consider requests or assume responsibility for any costs incurred prior to the award date.
10. Expenses must be incurred within the one-year grant period or approved extension deadline.
11. Unexpended funds will be retained by the University of Pittsburgh School of Nursing (Option A grants) or returned to the University of Pittsburgh School of Nursing (Option B grants) when the funding period terminates.
12. Permission may be granted to move funds from one budget category to another as long as no additional expense to the University of Pittsburgh School of Nursing is involved.
13. The University of Pittsburgh School of Nursing may grant permission to transfer funds to a different institution in the event of a change in the investigator's institutional affiliation with approval of the Research Review Committee. A written request should be directed to the Research Review Committee Chairperson.

FINAL REPORTS

1. The principal investigator is responsible for producing a 2-page final report and an abstract (approximately 250 words) summarizing the results of the study that must be submitted with the final narrative. Since the abstract will be used to report the study to a general audience, the abstract must be written for the lay reader.

2. Reporting time frame - Financial:

It is the responsibility of the principal investigator or institution to submit **a final financial report no later than 60 days after the expiration of the funding period.**

3. Reporting time frames - Narratives:

Principal investigators are responsible for the **final narrative reports due 90 days following expiration of the original or amended project funding period.**

4. **Failure to comply with deadlines for final reports will disqualify the researcher from receiving University of Pittsburgh School of Nursing grants in the future. The researcher's file may be closed if no communication is received within 30 days of the expired deadline.**

PUBLICATIONS

1. Publications resulting from the award must acknowledge the support from the University of Pittsburgh School of Nursing through the Margaret E. Wilkes Scholarship Fund Award as described in the award letter.
2. The investigator will provide the University of Pittsburgh School of Nursing with a reprint of any publication resulting from the research.
3. The University of Pittsburgh School of Nursing may wish to publish portions of any or all reports, documents and materials developed in the course of research and will do so only with the permission of the investigator.

COPYRIGHT

Any and all reports, documents, and materials developed in the course of the research may be copyrighted and published in the name of the investigator, provided:

1. If the University of Pittsburgh School of Nursing funds are used in whole or in part to meet costs of publication, the costs will be a first charge upon any royalties and will be refunded to the University of Pittsburgh School of Nursing out of the first royalties received, before any royalties are retained by the investigator or the sponsoring institution.
2. Any publication will contain a notice that the research was supported in whole or in part by a grant from the University of Pittsburgh School of Nursing.
3. The University of Pittsburgh School of Nursing is granted a royalty-free, non-exclusive, irrevocable license to reproduce or purchase any reports, documents, or materials and to translate them, or publish them, either directly or through assignees or sublicenses.

PATENTS

In the event that any inventions are developed in the course of the research, the investigator may file patent applications, provided:

Exceptional situations not specifically addressed in these policies will be directed to the Dean of the University of Pittsburgh School of Nursing for final determination.

1. The inventions are promptly reported to University of Pittsburgh School of Nursing.
2. The patent application shall include a statement in the first paragraph of the specification that the invention was made in the course of research supported in whole or in part by a grant from the University of Pittsburgh School of Nursing.

3. The University of Pittsburgh School of Nursing is granted a royalty-free, non-exclusive, irrevocable license to use the inventions for purposes of further research, either directly or through assignees or sublicenses, but not for the purposes of commercial development or exploitation

Questions may be directed to Kathleen Kennedy, University of Pittsburgh School of Nursing, 3500 Victoria Street, 360 Victoria Building, Pittsburgh, PA 15261, 412-624-4854 or e-mail at kke100@pitt.edu.