

Research Request for Resources Application

Application:

Applicants interested in requesting resources and support from the Medical Staff Society at North Shore University Hospital must complete the application provided in Attachment A and should respond to each category of questions described, in full. All applications must include the following sections:

- Cover page
- Document checklist
- Executive summary
- Project summary, timeline, and deliverables
- Northwell Health protocol template or research plan
- IRB application, if applicable
- Budget and budget justification

Evaluation Criteria:

Complete proposals will be reviewed by the Medical Staff Society Advisory Board at their regularly scheduled meeting, and the criteria used to evaluate the applications received can be found in Attachment B of the application packet. **Incomplete applications will not be considered.**

Contact Information:

All communication regarding this application should be made to Sherryl Mathew, administrator for the Medical Staff Society Office.

Phone: (516) 562-2995

Email: Smathew59@northwell.edu



ATTACHMENT A: Application Template
Cover Page

Applicant Contact Information:

Name of Principal Investigator: _____

Address: _____

Phone #: _____ Email: _____

Coinvestigator(s): _____

Project Information:

1. Title of Project Proposal: _____

2. IRB #, if applicable: _____

3. Intended project period dates: _____

Other Funding Sources:

1. Prior grant funding for this project, if applicable: _____

2. Current grant funding for this project, if applicable: _____

3. Grant funding status (if any) for the current proposal: _____



ATTACHMENT A: Application Template

Document Checklist

Please include the following attachments in your application packet:

- ☐ Draft of IRB application, if applicable
- ☐ Northwell protocol template or research plan (if your study does not include human subjects)*
- ☐ Budget and budget justification

Please answer the following in your budget/budget justification:

- Are you requesting research time? How much time and percent effort?
- Are you requesting research funds? How much and how will it be distributed?
- Are you requesting research support (i.e., research nurse/coordinator/aide)?

*Northwell protocol templates can be found at:

<https://feinstein.northwell.edu/for-professionals/human-research-protection-program/protocol-consent-form-templates>



ATTACHMENT A: Application Template

Executive Summary

The executive summary is a brief summary of the project proposal. It should describe the key components of the application, including the project scope, timeline, measures of success, and deliverables.



ATTACHMENT B: Project Summary, Timeline, and Deliverables

1. What is the purpose, goal(s), and objective(s) of the project?

2. How will this further your research aims and research career?

3. Next steps: if the project is funded, what will this project lead to?

4. What is the current status of your research?

5. For what interim period do you anticipate needing funding?

6. Are you requesting gap funding?

ATTACHMENT B: Project Summary, Timeline, and Deliverables

7. Please include current progress and data to date:

8. How will you carry out this project? Please provide a timeline of progress or utilize the table below:

Activity	Start Date	End Date	Responsible Person(s)

9. What performance measure(s) will you use? How will you evaluate the success of your project? Measures should relate to the goals and objectives of the project.