



Research Career Development Awards Program

Updated May 11, 2017

Letter of Intent Submission Instructions

NOTE: The Online system is ONLY for Application submissions

Email Letters of Intent and biosketches to info@onsfoundation.org

**Please read the application instructions
prior to submitting your Letter of Intent.**

ONCOLOGY NURSING SOCIETY FOUNDATION
RESEARCH CAREER DEVELOPMENT AWARDS PROGRAM (RE02)
LETTER OF INTENT INSTRUCTIONS

DEADLINE DATES:

- **Research Career Development Award Letters of Intent Due: June 1, 2017**

PURPOSE OF AWARD: The purpose of the ONS Foundation Research Career Development Awards Program is to support short-term oncology research training and mentorship. The ONS Foundation Research Career Development Award funds activities to increase the recipient's knowledge and experience to build a foundation and develop a trajectory for an oncology research program. The Research Career Development Award provides funding for individuals with a PhD degree in nursing or a related discipline to work with an investigator who has an existing program of research that is relevant to oncology nursing and the proposed activities of the research career development project. Please refer to further details on the purpose and description of awards in the application instructions found on the ONS Foundation Website at: (<http://www.onsfoundation.org/apply/re/RCDA>).

ELIGIBILITY: The applicant must be a registered nurse with a completed PhD degree in nursing or a related discipline. Research Career Development Awards are available for beginning researchers. A beginning researcher is eligible up to eight years after completing a PhD degree.

GENERAL INSTRUCTIONS: The letter of intent is due by email 1 month prior to the application submission date. Letters of intent are used to select qualified reviewers and ensure that the proposed project meets the purpose. The submission and acceptance of a letter of intent does not imply that the applicant will receive funding. Investigators will be notified if projects are deemed inappropriate for this particular application. Applications without a prior letter of intent will not be considered for funding.

Download Letter of Intent and Biosketch forms from the ONS Website at: <http://www.onsfoundation.org/apply/re/RCDA>

Biographical Sketches: *Attach the completed biosketch forms to the email along with the letter of intent form, when submitting)*

- Biosketch form – use PHS 398 or download from ONS Foundation website at: <http://www.onsfoundation.org/apply/re/RCDA>).
- Please attach a completed biosketch, for both the applicant and mentor.
 - ***The ONS Foundation requires that the most recent research funding history, including role and amount of funding, of the applicant and the mentor, be included on the Biosketch Form. If there has been no funding within the past 3 years, please include any funding within the past 10 years.***

INSTRUCTIONS FOR COMPLETING THE LETTER OF INTENT FORM:

Complete all areas of the form as instructed below:

- **Applicant:** (Name, credentials, institutional affiliation and email address)
- **Mentor:** (Name, credentials, institutional affiliation and e-mail address)
- **Title of the project:**
- **Brief statement describing the proposed project** (*limited to 30 lines*), including the following areas:
 - ◆ Purpose/Specific Aims
 - ◆ Specific Career Development Activities
 - ◆ Expected Outcomes
 - ◆ Role of Mentor

All Letters of Intent, including biosketches, must be emailed to

info@onsfoundation.org by June 1, 2017.

Receipt of the Letter of Intent and biosketches will be confirmed via e-mail. *If no response has been received within two days after the letter of intent deadline, contact the ONS Foundation Research Department at: Phone: 866-257-4667 (Option 4) or Email: info@onsfoundation.org*



Research Career Development Awards Program (RE02)
LETTER OF INTENT FORM

Separate fillable form also available for download from <http://www.onsfoundation.org/apply/re/RCDA>

Please review Letter of Intent instructions for specific requirements.

Letters of Intent are to be emailed to info@onsfoundation.org by **June 1, 2017**

*Note: Applications without a prior letter of intent form will not be considered for funding. **No letters will be accepted after 6/1***

Applicant: (Name, credentials, institutional affiliation)

Name & Credentials:

Institution:

Email Address:

Mentor: (Name, credentials, institutional affiliation)

Name & Credentials:

Institution:

Email Address:

Title of the project:

Brief statement describing the proposed project: *(Please limit the description to 30 lines)*

Include the following areas:

Purpose/Specific Aims:

Specific Activities for Career Development:

Expected Outcomes:

Role of the Mentor: