

ANA-New York  
and  
Foundation of New York State Nurses, Inc.

## **2018 Research Fellow Application Packet**

ANA- New York (ANA-NY) and the Center for Nursing Research at the Foundation of New York State Nurses, Inc. (FNYSN) are pleased to announce the 2018 call for Research Fellow applicants. This is a voluntary two-year program for nurses who are interested in improving their research skills under the direction of a coach from the Foundation's Cathryne A. Welch Center for Nursing Research. The Fellow chosen will complete a research-related project.

What benefit might the Fellowship offer your career or the career of someone in your agency? This is a valuable opportunity to be involved with nurses who are involved daily in research activities; to have them available for consultation and support while completing a research project of your choosing. Today agencies are dealing with an emphasis on evidence-based practice in nursing. What benefit might the Fellowship offer an agency to have one of its nurses involved in this Fellowship program?

Please consider the potential and interest of the nurses you know and encourage them to apply for the 2018 Fellow position.

Applications and supporting documents from an individual interested in this position must be received at this address no later than **April 6, 2018**:

Jeanne Westcott, PhD, RN  
The Veronica M. Driscoll Center for Nursing  
2113 Western Avenue, Suite 1  
Guilderland, NY 12084  
jwestcott@FoundationNYSNurses.org

The Application Packet for the Research Fellow includes:

1. Research Fellow Program Description
2. Application Form
3. Sample Timetable of Activities
4. Sample Supervisor Letter
5. Selection Criteria for Award (for informational purposes only)

# Research Fellow Program Description

## Overview

ANA-New York and the Foundation of New York State Nurses, Inc. are honored to sponsor the Research Fellow program for nurses interested in growing their research knowledge and skills to advance nursing practice. This voluntary commitment provides practicing nurses with an opportunity to participate directly with nurse researchers who serve on the Foundation's Cathryne A. Welch Center for Nursing Research. The Fellow will be coached by a member who will assist her/him in completing a research related project. In addition, the Fellow will participate in Center for Nursing Research meetings. The 2018 Research Fellow will:

Participate in all Foundation of New York State Nurses Center for Nursing Research meetings at ANA-New York expense;

Receive personalized coaching on a research-related goal such as:

- an evidence-based practice project;
- preparing a manuscript for publication;
- preparing education programs related to research;
- designing a research protocol for implementation; or
- implementing a research project designed by the Fellow.

## Outcomes

Upon successful completion of the research fellowship, the Fellow will demonstrate competencies in research as evidenced by ONE of the following:

1. Presentation on research and/or research experiences to a group of health professionals or to members of the community; OR
2. Presentation of a manuscript related to research; OR
3. Development or evaluation of an evidence-based practice protocol or other clinical intervention resulting from the research fellowship experience; OR
4. Development of a research or research utilization proposal; OR
5. Completion of the Fellow's own, or the Fellow's Institution's, special research related topic.

## Eligibility

- ✓ Registered Professional Nurse in New York State.
- ✓ Bachelor's degree or higher degree in Nursing, but not a doctorate or enrolled in a doctoral program.
- ✓ The 2018 Research Fellow will be sponsored by ANA-New York– therefore the applicant must be a member of ANA-New York (membership information is available at [www.nursingworld.org/joinANA](http://www.nursingworld.org/joinANA))

# **Application Form**

## **1. Contact Information**

Name of Applicant:

Home Address:

Telephone Number \_\_\_\_\_  
(Home) (Work)

E-mail Address (H):

E-mail Address (W):

Present Position/Title:

Employer:

Employer Address

## **2. Eligibility Criteria**

ANA-New York  
Membership Number \_\_\_\_\_

Registered Professional Nurse in New York

Baccalaureate degree\* or higher degree\* in Nursing. Nurses with doctoral degrees or who are enrolled in a doctoral program are not eligible.

\* Applicant may have a baccalaureate degree in another field if the applicant has a higher degree in Nursing

## **3. Required Documents for Applicant**

All required documents should be submitted with **your name on each page, have one-inch margins, and at least 11 point font lettering.**

a. A current resume or curriculum vitae.

b. List of organizational memberships, participation, and/or committee offices held if not included and/or highlighted on your vitae.

c. A two page statement that includes:

1. a description of your **current work responsibilities**. Include if applicable, any activities related to research;
2. a description of what you believe this fellowship will **help you accomplish**;
3. **evidence of your potential** for participating in research activities. Include examples of achievements and future plans in relation to research activities and educational goals.

d. Provide a recommendation by a professional colleague who possesses a minimum of a master's degree and who is involved in research activities. This person does not need to be a nurse but should be able to address your potential for research activities and related scholarship.

e. Provide a second recommendation from your supervisor that will attest to your organization's support for the Research Fellowship. See Sample Supervisor's Letter in this packet.

Please submit one electronic copy with electronic signature (may also send a scanned copy) of the above application form and all required documentation to:

Jeanne Westcott, PhD, RN  
Foundation of New York State Nurses  
The Veronica M. Driscoll Center for Nursing  
2113 Western Avenue, Suite 1  
Guilderland, New York 12084-9559  
[jwestcott@FoundationNYSNurses.org](mailto:jwestcott@FoundationNYSNurses.org)

APPLICATIONS SHOULD BE RECEIVED BY 5:00 PM ON APRIL 6, 2018

## Sample Timetable of Activities

<b>First Year</b>	
Spring	<ul style="list-style-type: none"> <li>◆ Review of applicants by Scholarship, Awards and Application subcommittee</li> <li>◆ Appointment of Fellow by ANA-NY Board of Directors</li> </ul>
Spring/Summer	<ul style="list-style-type: none"> <li>◆ Orientation Program (1 day) (Place TBD)</li> <li>◆ Discuss personal goals for Fellowship</li> <li>◆ Complete initial interview/feedback questions</li> </ul>
Spring/Summer	<ul style="list-style-type: none"> <li>◆ Attend/participate in CNR annual meeting</li> <li>◆ Be prepared to discuss your draft goals for the Fellowship</li> <li>◆ Select a mentor</li> </ul>
Spring/Summer	<ul style="list-style-type: none"> <li>◆ Attend/participate in CNR meetings as indicated</li> <li>◆ Update goals</li> <li>◆ Begin to formulate ideas for your special project(s)</li> </ul>
Fall/Winter	<ul style="list-style-type: none"> <li>◆ Attend/participate in meetings as indicated</li> <li>◆ Assess personal Fellowship goals</li> <li>◆ Complete 6 month interview</li> </ul>
September/October	<ul style="list-style-type: none"> <li>◆ ANA-New York Convention</li> <li>◆ Attend/participate in meetings as indicated</li> </ul>
<b>Second Year</b>	<ul style="list-style-type: none"> <li>◆ Calendar as described above</li> <li>◆ Evaluate Fellowship activities and goals</li> <li>◆ Revise goals</li> <li>◆ Plan program of activities to meet goals</li> <li>◆ Complete Fellowship project</li> <li>◆ Complete final interview</li> </ul>

Please Note: Individualized learning activities can also be arranged for each Fellow with the various members of the Steering Committee as well as the sponsoring organizations.

## **Sample Supervisor Letter for 2018 Application**

Foundation of New York State Nurses, Inc.  
Center for Nursing Research  
The Veronica M. Driscoll Center for Nursing  
2113 Western Ave, Suite 1  
Guilderland, New York 12084-9559

Dear Selection Committee for Nursing Research Fellowship:

I am pleased to nominate \_\_\_\_\_ for the ANA-New York 2018-2020 Nursing Research Fellowship. I understand this two year program enables \_\_\_\_\_ to participate in the research related activities of the Foundation of New York State Nurses Cathryne A. Welch Center for Nursing Research. I understand that (she/he) will receive individualized coaching to accomplish a project that will enhance (his/her) understanding of research and evidence-based practice.

I understand that \_\_\_\_\_'s participation in this program will involve attendance at an annual meeting and occasional telephone conference calls. This will involve no direct cost to our organization but rather \_\_\_\_\_'s travel will be subsidized by ANA-New York. Our organization is not obligated to offer \_\_\_\_\_ duty time to participate in this program but we may consider it because of the long term benefits this program enables our staff member to bring to our facility.

We fully endorse \_\_\_\_\_'s nomination for this program and look forward to the ways in which this valuable experience will contribute to our organization.

Supervisor signature block

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## **Selection Criteria (For Information Only – Do Not Complete)**

Please check whether the candidate’s documents met or did not meet the indicated criteria, in addition, rank the \*criteria using the below scale and calculate a total.

\*Degree to which a particular criterion was MET:

1 = average;

2 = above average;

3 = exceptional

<b>Selection Criteria</b>	<b>Met Yes No</b>	<b>Score</b>	<b>Comments</b>
<b>Eligibility</b>			
ANA-New York Member		N/A	
Baccalaureate or higher degree in Nursing		N/A	
<b>Specific Criteria</b>			
<b>1. CV</b> <ul style="list-style-type: none"> <li>▪ Professionally presented</li> <li>▪ Up-to-date</li> </ul>			
<b>2. Lists organizational membership, participation and offices if not included in CV</b> <ul style="list-style-type: none"> <li>▪ Listed appropriately in CV or listed appropriately on separate paper</li> <li>▪ Member of _____ professional groups, including specialty</li> <li>▪ Member of _____ national honor societies</li> <li>▪ Indicates active participation</li> <li>▪ Indicates offices held</li> </ul>			
<b>4. Articulates a sense of what he/she wants to achieve as a result of the fellowship.</b> <ul style="list-style-type: none"> <li>▪ Clearly stated?</li> <li>▪ Feasible?</li> <li>▪ Attainable within structure of program?</li> </ul>			
<b>5. Long-range plans for research activities</b> <ul style="list-style-type: none"> <li>▪ Research activities stated clearly</li> </ul>			

Selection Criteria	Met Yes No	Score	Comments
<p><b>6. Narrative indicating potential for conducting research</b></p> <ul style="list-style-type: none"> <li>▪ Clearly stated examples of achievements of: <ul style="list-style-type: none"> <li>○ research activities</li> <li>○ educational goals</li> </ul> </li> <li>▪ Clearly stated examples of future plans: <ul style="list-style-type: none"> <li>○ research activities</li> <li>○ educational goals</li> </ul> </li> <li>▪ All statements fit within 2 pages.</li> <li>▪ Indicates potential of candidate in relation to research activities</li> <li>▪ Indicates that candidate demonstrates scholarship in his/her work</li> <li>▪ Positive recommendation</li> </ul>			

\_\_\_\_\_ Total Score \* Criteria

\_\_\_\_\_ All Criteria Met (Yes/No)