

## **Krembil Nursing Awards Checklist: Mandatory Requirements**

- Applicant has contacted [Rose Puopolo](#) to notify Selection Committee of "Intent to Submit Proposal" no later than November 1<sup>st</sup>
- Applicant has submitted Proposal prior to deadline of December 1<sup>st</sup>
- The proposal conforms to the required format and length
- The applicant has a minimum of one year of work experience as an RN or RPN.
- The Krembil Mentor is identified
- Full contact details for each participant (2 Primary Investigators, primary and/or Krembil mentor, direct manager, team members and mentoring team member(s)) are listed on the Title Page of the Proposal, including an email address.
- Budget contains a detailed breakdown of costs
- A statement describing the approach the applicant has taken for investigating Ethics Approval is included in the proposal discussion question.
- A statement indicating whether or not Ethics Approval will be required is contained in the proposal body AND one of the Letters of Support.
- Direct Manager's Letter of Support contains a statement indicating that the applicant will be released from regular duties and given protected time for Krembil Awards work.

The following are included as appendices:

- Letter of Support from the Direct Manager
- Letter of Support from the Primary Mentor