**TWH K**rembil **N**ursing **A**wards

**Checklist: Mandatory Requirements**

* Applicant has contacted Rose Puopolo to notify Selection Committee of “Intent to Submit Proposal” no later than November 1st
* Applicant has submitted Proposal prior to deadline of December 1st
* 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