Application Guidelines

PURPOSE

The RN Well-Being Project is a collaborative initiative that aims to fund projects from various geographic and practice settings to implement effective changes designed to help Oregon's nurses get back to wellness. Ideal projects will have clearly identified a well-being challenge through the lens of their nurses and will use an evidence-informed approach to detect and resolve the root cause of the challenge. Projects aimed at improving the wellness of underrepresented and under-resourced nurses, nurses in rural or frontier communities, as well as nurses who provide direct care to aging populations or people with disabilities, are strongly encouraged.

SELECTION CRITERIA

As indicated in the RFP, proposals will be evaluated by a review committee of nurse volunteers who will score based on clarity, purpose, background, evidence, description of the change or implementation plan, evaluation methods and outcomes, timeline, budget justification, and strength of organizational support for sustainability. Final project selection will consider rubric scores while meeting the aims of geographic and practice setting variety, diversity in nurses impacted, and communities served. *Applicants are encouraged to consider the following before applying:*

1. **RELEVANCE**: The well-being challenge was identified by the organization's nurses. The proposal addresses root causes impacting nurse well-being through an evidence-informed innovative, or novel approach.
2. **DESIGN**: The project aims, design, data collection methods, and data analysis plan are aligned with the project purpose and are clearly described.
3. **FEASIBILITY**: The proposal is appropriately scoped to the applicant's ability, organizational resources, and budget, ensuring the work can be completed within two years.

PROJECT ELIGIBILITY:

- ✓ The organization's nurses must have identified the challenge being addressed in the proposal in your organization.
- ✓ The project must take place in Oregon to benefit Oregon-based LPNs, RNs, or APRNs, which may include their support staff.
- ✓ The project must propose a specific system-level environmental intervention for sustainable nurse well-being that addresses, prevents, or corrects the cause of an underlying stressor.
- ✓ Only one proposal per application will be accepted. However, organizations may submit multiple applications with unique proposals.
- ✓ Funds may not be used to sustain a current program.

GUIDANCE

Below you will find a walkthrough of each section of the grant application. This document is designed to answer some questions and aid applicants in preparing for the application. Applications must be prepared in advance. Applicants will not have an opportunity to save/return to the application once started. The application has three sections with multiple field entries, including one upload requirement. Each section is described below. For technical assistance, please email: dawne.schoenthal@oregoncenterfornursing.org.

APPLICANT INFORMATION

Applicants will be asked basic questions for the parent organization and identify the lead contact for the project. The parent organization is the name of the company or system that owns/controls the area where the project will take place. For instance, if the organization has multiple campuses/offices, the parent company name would be the global identity rather than the affiliate name and address. If individually owned or operated, you would enter the business name here.

The name and contact of the person requested in this section should be the person that can answer questions about the grant application and, if selected, be the contact for funding and reporting requirements.

PROJECT INFORMATION

The project information section requires applicants to provide details of their project. In this section, applicants will provide the project title. This title will be used to reference the project in any promotional materials and contractual agreements if selected for funding. Applicants will then be asked to enter high-level information about their project such as the funding amount requested and areas of impact. The last part has a series of yes/no questions. Multiple funding sources provide the Well-Being grant opportunities, and answers to these questions help us determine which funding source you may be eligible to receive. Regardless of your answers, all funding sources are competitive. Answering 'yes' to any of these questions does not guarantee a funding opportunity.

FINAL STEPS

The final page of the application is where applicants will provide their abstract, proposal, and required attestations. The project abstract will be required as part of the application and is separate from the project proposal. If selected, the abstract will be used in promotional materials or other publications to explain your project. The abstract may not exceed 500 words and should include the following:
   a. Problem
   b. Proposed solution
   c. Participant information

          i.   Target audience & location
    d. Assessment/evaluation
          i.   How will you measure success?
         ii.   What is the intended outcome?

The application will require one upload. The evaluation committee and OCN staff will review the upload packet. Please use the guidelines below in preparing your upload.

1. Limit the proposal to 10 pages (single-spaced).
2. Format the proposal according to APA 7th edition conventions with numbered pages.
3. Text must be black (no color) in Times New Roman font size 12. Bold, italics, underlines, as well as hyperlinks are permitted.
4. Upload all required sections as a single PDF.
5. The pdf file name should match the project title.
6. Pages should be arranged in the following order using the provided numbered section headers in bold:

1. **Purpose of the project**
   a. What is the specific well-being challenge this project aims to address?
   b. What is your target location and audience?
   c. How does this align with the aims of the grant?

2. **Background and evidence** (why is this an issue for *your* organization's nurses and their support staff?) *The response should demonstrate the documented means by which the organization's nurses identified the challenge.*
   a. Overview of relevant literature (evidence-informed).
   b. Summary of evidence to support this work.

3. **Description of the change/implementation plan**
   a. Description of the proposed intervention/project.
   b. Anticipated impact on the target audience.
   c. Include (attach) any change process/implementation tools, if applicable.

4. **Evaluation of the outcomes**
   a. Description of the evaluation measures you intend to collect.
      i. Include very specific evaluation process and outcomes metrics, as appropriate.
      ii. Data collection procedures.
      iii. Data analysis procedures.
      iv. Include (attach) any metrics/tools, if applicable.
   b. Long-term monitoring and sustainability.

5. **Project timeline**
   a. Include a timeline for the project representing major activities and with specific deadlines that meet/exceed grant aims. *Only activities beginning on or after March 01, 2023, are eligible for funding.*

6. **Budget and justification** (Include as an appendix – not included in the total page limit). A budget template has been provided for applicants, which can be found here. If creating your own, the table must include three columns and a narrative:
    a. Column 1: Description of each item/service being requested.
    b. Column 2: Cost of each item/service being requested.
    c. Column 3: A brief justification for each item/service being requested.
    d. Below the table, provide a brief narrative of the project budget to include details of how the expenses contribute to the project's success. *If leveraging other funding sources for this project, please indicate the source, amount, and use of those funds here.*

7. **Letter(s) of support** (Include as an appendix, not included in the total page limit)
    a. Letter(s) should address organizational support for this work with a clear understanding of the project and how this work will impact long-term well-being. *Only one letter is required. Please include no more than three.*

8. **Project team demographics**
    a. Project lead/principal investigator
        i. Name
        ii. Organization
        iii. Position/Title
        iv. Credentials
        v. Email
        vi. Telephone
        vii. Educational background
        viii. Relevant experience to support this work
    b. Please list other project team members and include the following for each:
        i. Name
        ii. Organization
        iii. Position/title
        iv. Credentials
        v. Email
    c. Please list collaborative partnership details, if any.

IRB approval is not required unless the proposal focuses on human subject research, in which case determination of IRB involvement must be sought from the applicant's Ethics Review Board.

Before submitting, applicants must attest that they are authorized by their organization to apply and are willing to participate in an awareness campaign if selected. Applicants will receive a status notification via email from an OCN staff member by March 01, 2023. Please do not email to check on the status of your application before this date.