Application Guidelines

### PURPOSE

The RN Well-Being Project is a collaborative initiative that aims to fund projects from various geographic and long term care practice settings to implement effective changes designed to help Oregon's nurses and their support staff 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.

### 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 the grant period.

### PROJECT ELIGIBILITY:

* The organization's nurse(s) 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 four sections with multiple field entries, including four upload requirements. 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.

Applicants will also be asked to indicate how they heard about the grant opportunity.

Field sections you will see are:

**Organization Name:**

**Organization Address:**

**Contact Information (for the person responsible for the grant application):**

 **Name:**

 **Email:**

 **Position:**

 **Phone:**

 **How Did You Hear of the Grant Opportunity?**

### 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. Answering 'yes' to any of these questions does not guarantee a funding opportunity.

Field sections you will see are:

**Project Title:**

**Total Amount of Requested Funding:**

**Select the License Types Impacted by the Project**

 **APRN**

 **CNA**

 **LPN**

 **RN**

 **Support Staff (caregiver and other unlicensed personnel)**

**Practice Setting (select one):**

 **Home Health**

 **Hospice**

 **Residential Care**

 **Memory Care**

 **Skilled Nursing Facility/Nursing Home**

 **Assisted Living**

 **Adult Foster**

 **Other Long Term Care Setting**

**Does your project directly impact nurses or their support staff (not patients or patient populations) that are members of historically underrepresented or under-resourced communities? \*
(e.g. BIPOC, LGBTQ+, economically disadvantaged, people with disabilities, immigrants, etc.)**

* + ** Yes**
	+ ** No**

**Does your project directly impact nurses and their support staff working in rural or frontier communities?\***

* + ** Yes**
	+ ** No**

### PROJECT PROPOSAL

The Project Proposal page will walk you through creating a grant application narrative. Each question must be answered completely and thoroughly. **Incomplete responses or responses indicating to look elsewhere in the application, “not applicable”, “does not apply”, or a similar type of response will not be considered eligible for review.**

On this page applicants will provide their abstract and build their proposal. If selected, the abstract will be used in promotional materials or other publications to explain your project. It should clearly provide a summary of the proposal. The prompts below the abstract section will be where applicants provide in depth responses to give detailed information regarding their project. *Grant writing is time consuming work.* It is highly recommended that applicants download and USE THIS GUIDE in answering the questions well in advance of attempting to submit their application.

Field sections you will see are:

**Project Abstract\***

**In one paragraph, briefly describe the identified stressor, the proposed solution, the audience and location, expected outcomes, and how you’ll measure success (500 words or less).**

**Purpose of Project**

**What is the specific well-being challenge this project aims to address?\***

**(In 200 words or less)**

**What is your target location and audience?\***

**Be specific about where your project will be implemented and who it will impact (200 words or less).**

**How does your project align with the aims of this grant opportunity?\***

**Your response should clearly indicate how your project meets the three grant aims listed in the RFP.**

**Background and Evidence**

**Please explain how you engaged your nurses to identify the stressor you are proposing to address.\***

**Please explain how you involved your nurses to determine the root cause of the identified stressor.\***

**What literature or evidence do you have to support this work?\***

**What evidence do you have that your intervention will provide you the outcomes you are looking for? Use citations.**

**Description of the change/implementation plan**

**Please describe the proposed intervention/project in detail.\***

**(300 words or less)**

**What strategy will you use to implement the project?\***

**Please be specifc in how you will execute your project (300 words or less).**

**How will you know if your plan is a success?\***

**Briefly indicate the general outcome you are expecting (100 words or less).**

**Evaluation of the Outcomes**

**Please list the measurable outcomes (SMART Goals) for your project.\***

**If you are not familiar with SMART goals, this video may be helpful: (Copy/Paste link in your browser)** [**https://tinyurl.com/GrantSMART**](https://tinyurl.com/GrantSMART)

**How will you track and measure your outcomes?\***

**(Include data collection procedures, analysis, and any tools, if applicable)**

**How will you sustain your outcomes/project beyond the grant period?\***

**(200 words or less)**

### FINAL STEPS

The final page of the application is where applicants will upload the other four components required for this grant application. **Applications received without the required components will not be considered eligible for review.**

Field sections you will see are:

**Upload Timeline\*
*Please list specific dates and major activities for your project. Only activities beginning on or after June 01, 2023, are eligible for funding.***

**Upload Budget\*
*Use budget template provided (Copy/Paste link in your browser)*** [***https://tinyurl.com/OCNBudgetTemplate***](https://tinyurl.com/OCNBudgetTemplate)

**Upload Letter of Support\*
*Letter should address organizational support for this work with a clear understanding of the project and must mention how this work will be sustained to impact long-term well-being. Only one letter is required and will be reviewed. Please DO NOT include more than one letter.***

**Upload Team Demographics\*
*Use the template provided: (Copy/Paste link in your browser)*** [***https://tinyurl.com/GrantProjectTeam***](https://tinyurl.com/GrantProjectTeam)

**Appendices (Optional)
*Use this upload for additional attachments in the form of appendices (surveys, tools, design maps, etc.)***

**Required\***Authorization
*By submitting this application, the applicant attests that they are authorized to represent the organization named above that is applying for the Well-Being grant, and all materials and information submitted are accurate and true.*

**Required\***Participation
*If selected, the organization agrees to participate in applicable publications or presentations such as OCN-supported conferences, abstracts on OCN’s Website, or other dissemination strategies as deemed appropriate by the Oregon Center for Nursing.*

 *The evaluation committee and OCN staff will review completed applications. Applicants will receive a status notification via email from an OCN staff member by May 16th, 2023. Please do not email to check on the status of your application before this date.*

If you have any questions, please reach out to dawne.schoenthal@oregoncenterfornursing.org.