

**Association of Community Health Nursing Educators (ACHNE)  
Evidence Based Practice (EBP) Project Call for Innovative Proposals**

**Purpose:**

ACHNE supports all nurses and nursing students in developing EBP projects that promote excellence in nursing practice, research and education. ACHNE advances EBP projects promoting community/public health through effective teaching, mastery of student learning and/or collaborating to improve health outcomes of individuals, families, across the lifespan or groups, communities or systems across the healthcare continuum.

This grant establishes funding for nurses to engage in scholarly activities locally, statewide, nationally, and/or globally. The overarching goal of this call for EBP project proposals is to foster sustainable academic-clinical partnerships within the broader community that support ACHNE's mission of quality community/public health education and service.

ACHNE supports projects where student, faculty and practice partner collaboration is evident.

**Eligibility:**

Eligibility for the ACHNE EBP Project Call for Innovative Proposals is limited to active ACHNE membership. The requirement is that EBP Project Lead is an ACHNE member and hold a master's or doctoral degree or be enrolled in a doctoral program.

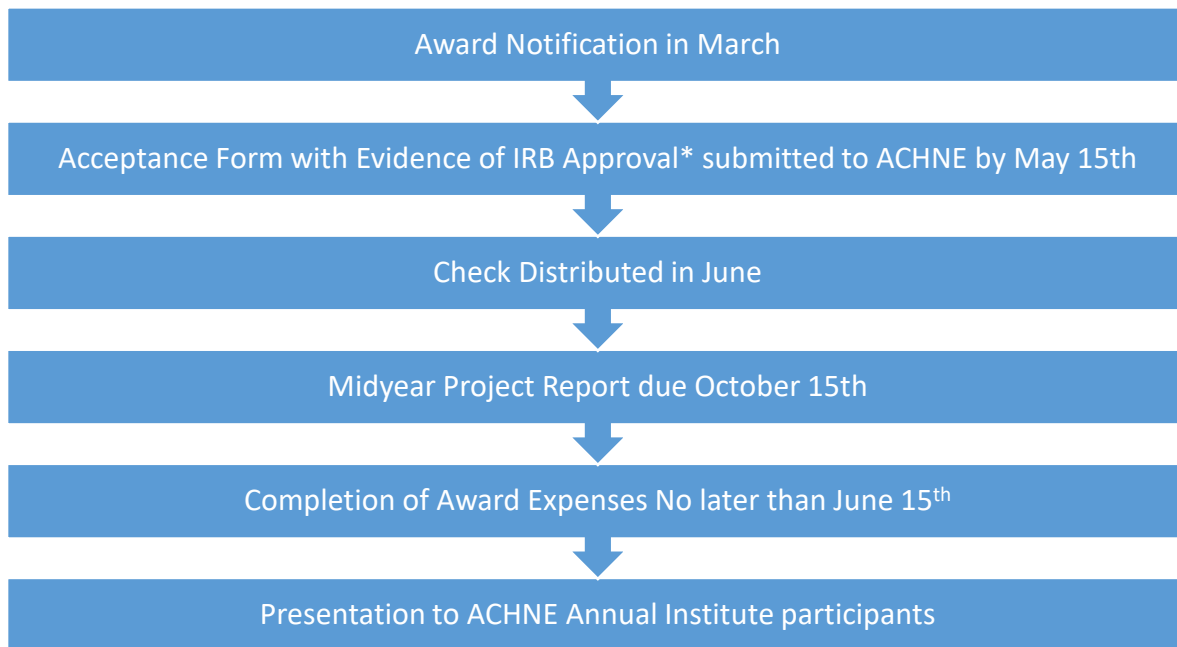
**Award Guidelines:**

Total award amount for a single EBP project is capped at \$5000.00 USD but may be less. Proposals must provide evidence for academic-clinical partnership. Priority consideration will be given to first time applicants and those who meet the initial submission deadline.

Proposals may include requests to support reasonable project-related expenses, including, but not limited to: travel to project sites; implementations supplies; instrumentation and/or software to analyze data; participant incentives; and up to \$500.00 USD may be used for dissemination related costs such as poster development and/or printing for handouts. Honorariums for experts/consultants that add to the quality of the project are accepted with justification.

Funds may not be used to: Support travel or hotel accommodations to conferences; pay salary or stipends.

All grant funds are to be used between July 1<sup>st</sup> of awarding year and June 30<sup>th</sup> of the subsequent year. Please note that checks will be presented at the Annual Institute. Recipients are strongly encouraged to attend the Annual Institute to accept the award and to be recognized by the membership (Figure 1).



\*EBP/QI Project may not require IRB Approval however, evidence of facility/agency/university approval is required

Figure 1. Award Timeline

### **Proposal Format:**

Proposals should include budget and excluding references. Supporting information can be placed in appendices but should be kept to a minimum. The proposal should follow the following format (headings should be used):

Problem statement. Proposal reflects minimum of one paragraph establishing: Relevance/severity of problem, Justification/background, and a gap in nursing practice.

Practice-focused Question. Use a question using a Population, Intervention, Comparison, Outcome, Time (if applicable) (PICOT) framework.

Impact. Assuming a successfully completed project, proposal should reflect a description of anticipated impact (e.g., policy, system, community, social determinants, vulnerable population, and practice) where a system level change (local, state, regional, national, or global/international) is described and project sustainability is addressed.

Context of Project. Proposal should describe setting and present evidence of partnership support (letter of support is required).

Sources of Evidence. Proposal succinctly describes the literature that supports the need to address the clinical problem and the intervention. A table of evidence is provided, and evidence is critically appraised and synthesized.

Approach/Procedural Steps. Proposal describes the design of the project with details that address: implementation plan (include timeline), description of team members' roles, data collection plan, necessary resources and ethical considerations (e.g., IRB, if applicable).

Evaluation and Dissemination Plans. In 1-2 paragraphs, proposal describes how applicant plans to evaluate success of project (e.g., models, outcomes, other). Proposal addresses how applicant plans to disseminate information.

Alignment. In 1-2 paragraphs, proposal describes alignment with ACHNE mission, vision, and/or priorities. Additionally, sections of the project are aligned with one another.

Budget and Budget Justification. Proposal budget includes expenses essential to completion of the proposed EBP project. ACHNE monies may not be used to fund salaries for investigators, expenses related to education or indirect costs. Educational expenses not covered such as expenses for preparation of theses, DNP project, dissertations, travel associated with project approval, tuition and/or textbooks. Budget contains a realistic assessment of cost, with justification of expenses. Funds must be essential to complete project.

Ability of applicant to conduct the project. Proposal demonstrates that applicant has the ability and knowledge to complete the project.

References. Include only references NOT presented in the evidence table. Complete in APA format.

### **General Instructions to Applicants for Proposal Submission:**

1. Write your proposal using the format cited above. Note, these documents will NOT be submitted but are to help you in organizing the required information. Using a word document for this is recommended as you will be able to copy and paste into the Online Application.
2. The format for the proposal is provided above; please include in-text citations and references in APA format. Include page numbers and a running head for any uploaded files.
3. All correspondence will be addressed to the Application Submitter. It is strongly recommended that the Submitter also be the Project Lead.
4. [Create your online application to the ACHNE Research and EPB Small Grants Awards by clicking here.](#)  
NOTE: Before you can begin your application, you will be prompted to log in or set up an account with Oxford Abstracts. If you have previously used Oxford Abstracts for another event, such as the ACHNE Annual Institute, you may use the same username and password, but MUST use the link above to access the ACHNE Small Grants and EBP Awards submission forms.
5. Once the submission is complete, proposers will receive an automated confirmation by email receipt. If you do not receive a confirmation that your submission is complete, and it is not in your spam folder, contact Roxy West at the ACHNE office, [info@ACHNE.org](mailto:info@ACHNE.org) or 937-586-3727.
6. Paper copies will not be accepted. Proposals must be submitted by **February 17, 2023, at 5:00 PM EST.**
7. Online applications must be completed to be reviewed and should include the following:
  - a. Abstract of the proposed research (250 words or less).

- b. Proposal body and references (see Proposal Format for specific directions).
- c. Biographical sketch of each project team member (Describe your qualifications and experience for your role in the project.)
- d. Appropriate appendices (see Proposal Format for details).

**Proposal and Award Questions should be submitted to:  
Dr. Stephanie Duea, Chair of EBP Grant Award Sub-Committee  
[dueas@uncw.edu](mailto:dueas@uncw.edu)**

**Questions regarding the online submission software should be submitted to the ACHNE  
Office, [info@ACHNE.org](mailto:info@ACHNE.org).**

**Proposal Evaluation & Review Criteria:**

This is a competitive award process. Each proposal will be peer-reviewed by the ACHNE Research Subcommittee using a double-blind process. Review of proposals will be based on adherence to proposal format and alignment with goals of this call for proposals.

**Critical Dates:**

Proposal submission deadline: **February 17, 2023, at 5:00 pm EST**

Announcement of Awards (estimated): **March 31, 2023, at 5:00 PM**

Mid Project Report: **October 15, 2023**

Completion of Award expenses: **May 15, 2023**

**Post Award Requirements:**

After receiving an award, and to be eligible for future awards, the recipient will be required to:

- (1) submit a brief report (no more than one page) that includes the significant outcome resulting from the EBP Project grant to the ACHNE President by the last day of April in the academic year that follows the year in which the award was made; and,
- (2) submit an abstract for presentation at the next ACHNE Annual Institute.

Any presentations and publications as a result of this grant must acknowledge the ACHNE as the source of funding.

**Questions**

Questions about proposal preparation or review can be addressed to Stephanie Duea, EBP Award Subcommittee Chair, at [dueas@uncw.edu](mailto:dueas@uncw.edu)

Ann M. Stalter and Lisa Turner serve as the ACHNE Research Committee Co-Chairs. Ann can be reached at [ann.stalter@wright.edu](mailto:ann.stalter@wright.edu) Lisa can be reached at [turnerli@berea.edu](mailto:turnerli@berea.edu)

**Association of Community Health Nursing Educators**  
**Application for Evidence Based (EBP) Project Funds Form**  
**Do NOT Submit this form. It is for your use only.**

<b>Name and credentials of Project Lead:</b>
<b>Project Title:</b>
<b>Address of Project Lead:</b> Institution: Street: City, State, Zip Code: Phone: Email:
<b>Are you currently an ACHNE member?</b> _____ <b>Yes</b> _____ <b>No</b>
<b>Are you currently a doctoral student?</b> _____ <b>Yes</b> _____ <b>No</b>
<b>Are you currently a community/public health faculty member?</b> _____ <b>Yes</b> _____ <b>No</b>
<b>Are you currently a community/public health practice partner?</b> _____ <b>Yes</b> _____ <b>No</b>
<b>Have you received ACHNE funding in the past 5 years?</b> _____ <b>Yes</b> _____ <b>No</b> If yes, month/year _____
<b>Have you applied for, plan to apply for, or are now receiving support for this project?</b> _____ <b>Yes*</b> _____ <b>No</b> <b>If yes, please identify source and amount requested.</b>  <i>*If other support is received after this application is reviewed or has been funded, please notify the Research Chairperson.</i>
<b>Are human subjects involved?</b> _____ <b>Yes</b> _____ <b>No</b>  <b>Institutional Review Board action:</b>  <b>Approval date or submission date (if not approved):</b>
<b>Are there other collaborative partners on this project?</b> _____ <b>Yes</b> _____ <b>No</b> <b>Please include contact information for each partner and the role they play in the project:</b>  Name and credentials: Institution: Street Address: City, State, Zip Code: Phone: Email:
<b>Total amount of budget: \$</b> _____  <b>Budget justification must be attached.</b>
<b>Anticipated start date:</b>
<b>Anticipated completion date:</b>