Association of Community Health Nursing Educators (ACHNE)
Evidence Based Practice (EBP) Project Grants

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 members. The requirement is that EBP Project Lead is an ACHNE member and holds a master's or doctoral degree or is enrolled in a doctoral program.
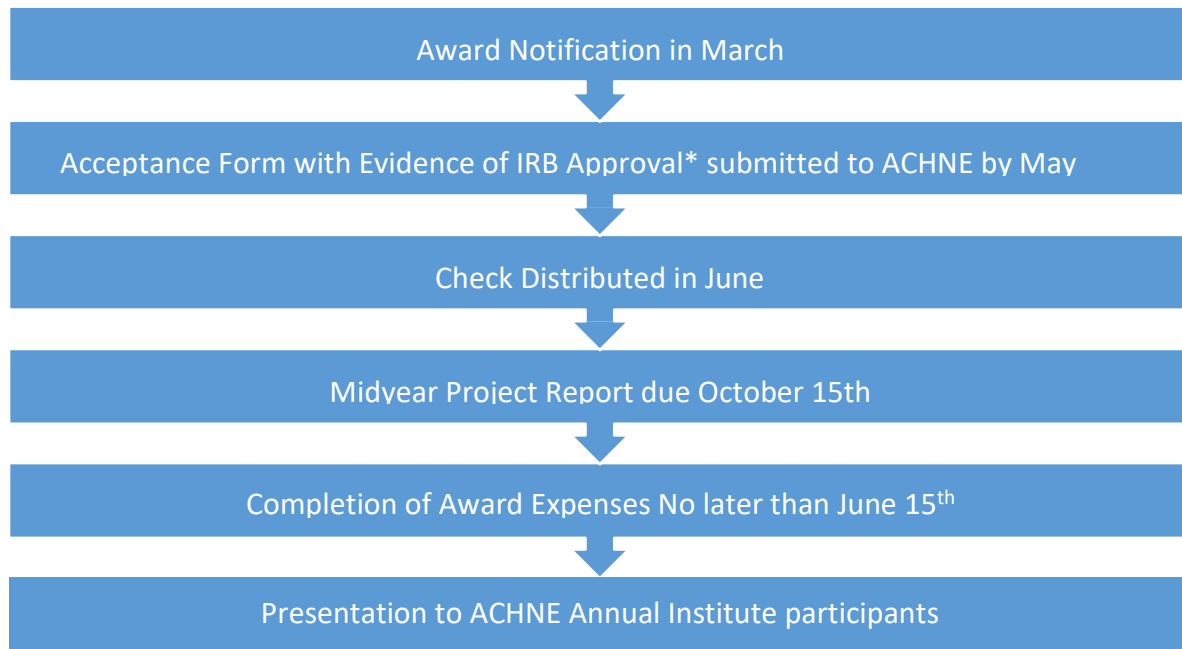
Award Guidelines:

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; implementation 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 1st of the awarding year and June 30th 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).

```
┌─────────────────────────────────────────────────────────────┐
│              Award Notification in March                      │
└─────────────────────────────────────────────────────────────┘
                             ▼
┌─────────────────────────────────────────────────────────────┐
│  Acceptance Form with Evidence of IRB Approval* submitted     │
│                    to ACHNE by May                            │
└─────────────────────────────────────────────────────────────┘
                             ▼
┌─────────────────────────────────────────────────────────────┐
│              Check Distributed in June                        │
└─────────────────────────────────────────────────────────────┘
                             ▼
┌─────────────────────────────────────────────────────────────┐
│        Midyear Project Report due October 15th                │
└─────────────────────────────────────────────────────────────┘
                             ▼
┌─────────────────────────────────────────────────────────────┐
│    Completion of Award Expenses No later than June 15th       │
└─────────────────────────────────────────────────────────────┘
                             ▼
┌─────────────────────────────────────────────────────────────┐
│      Presentation to ACHNE Annual Institute participants      │
└─────────────────────────────────────────────────────────────┘
```

*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 a 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. Please include in-text citations and references in APA format. Include page numbers and a running head for any uploaded files.
2. All correspondence will be addressed to the Application Submitter. It is strongly recommended that the Submitter also be the Project Lead.
3. 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 to access the ACHNE Small Grants and EBP Awards submission forms.
4. Applications must be in duplicate and both in pdf file format:
   - File # 1: Original file with applicant names and identifying information (label as original)
   - File # 2: Redacted file with all names and identifying information removed (label as redacted)
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 or 937-586-3727.

6. Only electronic pdf application files will be accepted. Proposals must be submitted by February 14, 2025, at 5:00 PM EST.

7. Submitted applications must be completed to be reviewed and should include the following:

   a. Application for Evidence Based (EBP) Project Grants Form (see below)

   b. Abstract of the proposed project (250 words or less)

c. Proposal body and references (see Proposal Format for specific directions)
d. Biographical sketch of each project team member (describe your qualifications and experience for your role in the project)
e. 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

Questions regarding the online submission software should be submitted to the ACHNE Office, 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 14, 2025, at** 5:00 pm EST
Announcement of Awards (estimated): **March 31, 2025,** at 5:00 PM
Mid-Project Report: **October 15, 2025**
Final Project Report: **April 30, 2026**
Completion of Award expenses: **May 15, 2026**

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.

NOTE: Any presentations and publications resulting from this grant must acknowledge the ACHNE as the funding source.

Questions
Questions about proposal preparation or review can be addressed to Stephanie Duea, EBP Award Subcommittee Chair, at dueas@uncw.edu

Ann M. Stalter and Lynn Blanchette serve as the ACHNE Research Committee Co-Chairs. Ann can be reached at ann.stalter@wright.edu and Lynn can be reached at lblanchette@ric.edu

Association of Community Health Nursing Educators

Application for Evidence-Based (EBP) Project Grants Form

Name and credentials of Project Lead:
Project Title:
Address of Project Lead: Institution: Street: City, State, Zip Code: Phone: Email:
Are you currently an ACHNE member?   **Yes**   **No**
Are you currently a doctoral student?   **Yes**   **No**
Are you currently a community/public health faculty member?   **Yes**   **No**
Are you currently a community/public health practice partner?   **Yes**   **No**

Have you received ACHNE funding in the past 5 years? _____**Yes** _____**No**
 	
                            If yes, month/year _____
 	
Have you applied for, plan to apply for, or are now receiving support for this project?
    _____**Yes*** _____**No**
If yes, please identify source and amount requested.
 	
*If other support is received after this application is reviewed or has been funded, please notify the Research Chairperson.

Are human subjects involved? _____**Yes** _____ **No**
 	
    Institutional Review Board action:
 	
    Approval date or submission date (if not approved):

Are there other collaborative partners on this project? ____ **Yes** ____ **No** **Please include contact information for each partner and the role they play in the project:** Name and credentials: Institution: Street Address: City, State, Zip Code: Phone: Email:
Total amount of budget: $ _____   **Budget justification must be attached.**
Anticipated start date: **Anticipated completion date:**