

Illinois Healthcare Action Coalition
Public Health Nurse Leaders Workgroup

Application Process for Funding for
Academic-Practice Partnership Grant Applications
Spring 2022

Application Procedure:

- All questions must be answered. Incomplete applications will not be considered for review. Unless indicated otherwise, attaching curriculum vitae (CV) or resume in place of filling in blanks is not acceptable.
- Applications must be completed electronically. The application form can be accessed through links on the Illinois Nurses Foundation (<https://www.illinoisnurses.foundation/>) and the ANA-Illinois (<https://www.ana-illinois.org/>) websites.
- It is the responsibility of the applicants to submit a signed (electronically) and completed application with all supporting materials by the posted deadline. Materials received after the posted deadline will not be included with the application.
- Submitting electronic applications through the INF online system is required. Electronic applications must be received by the posted deadline.
- Applicants will receive an e-mail acknowledging receipt of the application.
- Completed applications are due January 15, 2022.

Review Process:

- All completed applications will be submitted to and reviewed by a grant review team; each grant will be independently reviewed by three team members.
- Allocation of funds is based on the quality of the project proposal and applicant's/applicants' qualifications.
- Applicants will be notified of the review team's decision by the notification deadline as posted on the website and in the application materials.
- Supplemental funding from other organizations is acceptable, as long as funds are not used to pay for the same item twice.
- Applications may be submitted prior to receipt of IRB approval (when relevant). Distribution of funds will be conditional upon written IRB approval prior to the start of the project.
- The liaison for the IHAC Public Health Nurse Leaders Workgroup must be notified by email if a principal investigator (PI) changes during the funding period.
- If the project is not completed, any unused funds must be returned to the IHAC Public Health Nurse Leaders Workgroup via the Illinois Nurses Foundation unless there is a clear plan to continue the study. This plan must be submitted in writing to the IHAC Public Health Nurse Leaders Workgroup immediately.
- An intermediate report on the project may be requested within three months after the funding is initially awarded. A reminder about the report will be sent to the primary applicant.

- A final report on the project must be submitted within 60 days following the end of the project as noted in the timeline in the grant application. Reminders will be sent to awardees to ensure that the report is submitted in a timely manner.

Reports and Publications:

- A final report must be submitted no later than 60 days after the end of the project as outlined in the timeline in the application. If a final report is not received, funding must be returned.
- Mention of the funding source “**Illinois Healthcare Action Coalition, Public Health Nurse Leaders Workgroup/Robert Wood Johnson Foundation**” is required in all publications and presentations.
- A copy of any articles, presentations, and published information regarding the study must be submitted to the IHAC PHNLW Coordinator, Linda B. Roberts, MSN, RN, at linda.b.roberts@illinois.gov.
- The primary investigator/project manager is encouraged to submit an abstract for a poster presentation at the annual ANA-Illinois Professional Issues Conference prior to publication.
- If a recipient (primary investigator/project manager) of the funds changes affiliations, ceases involvement in the project for which the grant was made, or ceases to fill the role of the primary investigator/project manager, the remaining team members must submit a report indicating a plan for continuation of the research/project. The IHAC PHNLW Coordinator, with support of the reviewer, will then determine if funding will be continued.

All applicants will receive an email to indicate if their applications have been funded following the review process.

Proposed Budget: Example

Budget Item	Description	Cost	Justification
Printed teaching materials	500 copies @ \$1.50 ea.	\$750	Family education materials for use by nursing students
Supplies	Paper, copying, envelopes	\$350	Handouts, quizzes, 3 month follow-up questionnaire
Video production	Teaching video production & DVDs for families	\$1000	To ensure consistency of teaching at all clinical centers
		Total \$2100	

Proposed Timeline: Example

Time frame (by dates or weeks)	Task
Weeks 1-2	Production of video by students, PHNs, faculty (planning completed in advance)
Weeks 3-6	Community education in 8 locations with students, PHNs, and faculty: video and print materials with learning assessment/quiz
Weeks 7-8	Review and summary of quiz results; teaching materials to be revised to emphasize problematic content
Weeks 18-20 (next semester)	Next semester students, PHNs, and faculty implement next round of community education
Succeeding semesters	Teaching program integrated into community health locations as joint project of SON and community health agency/public health agency partners