The North Carolina NAPNAP Chapter Continuing Education Grant

This document provides specific directions for submitting the NC NAPNAP Continuing Education Grant. The document includes an overview of the application requirements followed by specific directions for each required item. **If received, this grant award will be in the amount of $500.**

**Overview of the grant purpose and eligibility**

The NC NAPNAP Continuing Education Grant will be awarded to one stellar applicant who demonstrates a professional need for continuing education in a specific topic area related to pediatric health care. Application packets are due via email by **November 30th at 11:59 pm** and should be sent to Dr. April Braswell at braswella@uncw.edu for review. Applicants will be notified by December 30th of their application status. Applicant(s) must be:

- A licensed registered nurse (active) in the state of NC without restriction or encumbrance.
- An advanced practice registered nurse (NP, CRNA, Clinical Nurse Specialist, Certified Nurse Midwife) with approval to practice or APRN student enrolled in a credentialed institution.
- Able to demonstrate need for continuing education.
- A NAPNAP member at the time of funding distribution (i.e. applicants may apply without membership but if they are selected for the award they must become members of NAPNAP via payment of membership dues and show proof of membership prior to receiving the award).
- Willing to and agree to have their name and credentials along with a summary of the continuing education need publicized in pertinent local, state, regional/national media.
- Able to complete all spending related to continuing education procedures within one year of receiving the funding.
- Willing to create and submit a summary report (not to exceed 1-page double spaced in 12 font) of the impact of the continuing education received to NC NAPNAP within one year of the project completion.

**Overview of Required Materials**

The grant proposal must be submitted as one combined PDF file. **All proposal-related documents, including support letters and budgets, must be converted into PDF and combined in the same ONE file.**

**Proposal Formatting**

- The proposal narrative must be in the form of a “Comprehensive Review File” and must not exceed 2 pages of narrative writing. The 2-page narrative limit does NOT include all other supplementary documents.
- Document must be double spaced with one-inch margins on all sides (does not include references, appendices, IRB approval)
- The narrative font should be Garamond, Times New Roman, or Georgia and no smaller than 12 point.
- All files must be uploaded in ONE file existing in PDF format.
- Proposals not conforming to these formatting guidelines will be returned without review.
All Documents Required in the Comprehensive Review File

The comprehensive review file includes all application materials including the CV or resume for the applicant (PI), letters of support, the budget, the full continuing education proposal narrative, and all other documents listed below. The name for this application comprehensive review file must be labeled: PI’s last name and first initial followed by an underscore and then the phrase “NCNAPNAPContEdGrant.” For example, a proposal submitted by a researcher named Jane Smith would be: “SmithJ_NCNPNAAPContEdGrant. Throughout this document, this file is referred to as the comprehensive file. An asterisk * below next to the document indicates it is NOT included in the 2-page narrative limit. The order of the materials included in the review should be as follows:

- Biographical Page * (found as the last page of this document)
- Continuing Education Proposal Narrative (2-page limit, double-spaced)
- Budget Narrative*
- Support letter *
- CV or Resume of PI (lead applicant)

Description of the Comprehensive Review Files in order of their occurrence

Proposal Narrative (2-page limit, double-spaced): The project narrative should be no more than 2 pages (with no minimum word count but the understanding that quality of the application will be affected by what is included in the narrative). Please use 12-point font and separate the narrative into the following headers:

- Title of the Continuing Education Requested
- Background and Significance of this Continuing Education: What is this continuing education about? What is the rationale for its need? Why is this needed for you and your practice area specifically? How will you use this education specifically?
- Implications: What will the impact be on your practice, your community, your place of employment or the patients and families you serve? What are the effects that this continuing education will have on advanced practice nursing, child health, health policy, organizational or institutional policy (or other area)?

Budget Narrative: The budget page should be titled “Continuing Education Budget” and is limited to 150 words in any format the applicant wishes with the exception that the document must be 12-point font. The budget should include a narrative of the amount requested and who these funds would be sent to for the continuing education need.

Support letter: each applicant should include a one-page support letter for the continuing education need proposed. This letter should include an expression of how this continuing education would benefit a stakeholder involved (patients, families, communities, advancement of pediatric healthcare science, or others pertinent.) Examples of those who may write support letters include:

- The administrator or supervising physician at a practice site where the applicant works.
- A community partner liaison who will benefit, coordinate, and/or collaborate with the applicant as a result of this certification.
- Any other pertinent person/persons/group that may provide support necessary to carry out the certification.
A director, supervisor, or manager involved with or understanding to the applicants work.

**CV or Resume of PI (lead applicant):** Please include a CV or resume for the applicant that is limited to 5 pages. This CV should clearly demonstrate your work in pediatrics, your education background, your past and current employment in pediatric health, any service to the community (although not required), and any scholarship/research you have done or are currently working on (although not required).

***See next page for Biographical data

For extra details on grant applications for the NCNAPNAP 2022 cycle please [watch this YouTube video!](https://www.youtube.com/watch?v=dQW4X9j)

**END OF GUIDELINES! Thank you and Good Luck!**

For any questions about this application process please contact Dr. April Braswell, NC NAPNAP Grant Writer at: braswella@uncw.edu
Biographical Page

Lead Applicant Name: ________________________________

Title and Credentials__________________________________________________________

North Carolina RN License Number______________________________________________

Number of years as an RN____________ Number of years as an APRN______________

APRN Approval to Practice Number (if NA because you are a student write N/A)________

If you are a student, please indicate your academic institution enrolled______________

Please indicate your place of employment ________________________________________

Please indicate your academic institution affiliation (if N/A please write N/A)________