



# American Pediatric Surgical Nurses Association Inc.

*Safety and Excellence in the Surgical Care of Children*

## POLICY AND PROCEDURE

<b>PAGE:</b> 1 of 2	<b>REPLACES POLICY DATED:</b> September 30, 2014
<b>EFFECTIVE DATE:</b> November 1, 2015	<b>APPROVED BY:</b> APSNA BOD 2016-2017
<b>NEXT REVISION:</b> October, 2022	
<b>POLICY DESCRIPTION:</b> Grants Policy	
<b>REVIEWED:</b> October, 2016	<b>REVISION:</b> 4/2017, 10/2019

**STATEMENT OF POLICY:** This policy addresses the application criteria for the Scholarship Grants (Educational and Research), and Foster Grant offered by the American Pediatric Surgical Nurses Association, Inc. (APSNA) and the expectations of APSNA with regard to the recipient(s) of the grant.

**Purpose:** The purpose of the APSNA grants is to help APSNA members further their professional goals in keeping with the APSNA mission.

### I. Eligibility criteria for all grants:

- A. Must be an APSNA member in good standing for at least one year
- B. Must be a registered nurse or an advanced practice nurse with a minimum of one-year experience in pediatric surgical nursing who is actively involved in pediatric surgery care, education, or research.
- C. Additional Grant Criteria:
  1. Foster Grant:
    - a. The applicant must meet the entry requirements for the Wound, Ostomy, Continence Nursing (WOCN) program of choice.
    - b. The applicant may be enrolled in a wound or ostomy track or the complete WOCN program.
  2. Research Scholarship:
    - a. The topic may be any aspect of pediatric surgical nursing.

### II. Recipients of APSNA Grants agree to:

- A. Sign a [letter of agreement](#) before funds are dispersed, which further delineates grantee responsibilities.
- B. Complete a [W-9](#) for APSNA's financial records.
- C. Maintain APSNA membership for one year after completion of project/fund allocation.

### III. General Instructions for application:

- A. Submit an Online Application.
- B. Submit current curriculum vitae and/or biographical sketch (if applying for the Research Grant).
- C. Submit a budget that specifies the use of grant funds.
- D. Letter of support from a professional colleague which addresses the following points:
  1. The relationship between the colleagues
  2. The applicant's position and responsibilities
  3. The applicant's interest in and commitment to care of children and families with surgical issues
- E. A cover letter from the applicant to the APSNA Awards Chair which includes the following:

1. Credentials
  2. Experience in pediatric surgical nursing.
  3. Initiatives and involvement in APSNA, if any.
  4. A description of the applicant's professional pediatric surgical nursing and educational goals and how the scholarship being applied for will help the applicant attain them. If applying for the Foster Grant, the letter needs to include what is the applicant's current practice in enterostomal or wound therapy.
- F. Additional submission requirements of Research Grant applicants:
1. A conflict of interest disclosure form within the online application will be completed.
  2. IRB proposal and approval for research project.
  3. In the case of a multi-center trial, one person will be named the Principal Investigator (PI). The PI will be responsible for coordination of the separate IRBs, but will submit one application and one budget.

#### IV. Selection Process:

- A. Applications will be treated as privileged communications with access restricted to members of the review committee and Board of Directors, as applicable. If there is more than one applicant per grant, the applicants and nominators will be blinded to all reviewers: name, place of employment, and any identifiers.
- B. A committee consisting of the following APSNA Board members will review Applications: Director of Education, and the Director of Practice and Quality, and the immediate past Director of Education,
- C. In the event of a tie, the Executive Committee will review the applications and cast the deciding vote. If any member of the Executive Committee is a nominee, an awards committee made up of at least two previous Awards Chairs will be chosen to cast the deciding vote

#### V. Award Process

- A. The award will be given to the applicant who best meets the criteria and fulfills the application process.
- B. The APSNA Awards Chair will notify the recipient of selection.
- C. The APSNA Treasurer will arrange transfer of funds to the recipient, once the applicant signs the letter of agreement.
- D. The amount of the monies awarded to recipients of the Scholarship Grants (Education and Research Grants) will be based on the balance of the Scholarship funds at the time of the award selection. The award amount will be approximately 4% of the balance of the fund, an amount recommended by APSNA's Certified Financial Planner. This is a conservative and standard amount typically withdrawn from investment funds, which does not place the fund at financial risk. The amount awarded from year to year will likely vary based on the performance of the Scholarship fund.

## GRANT APPLICATION SUBMISSION CHECKLIST

- ☐ Application Form
- ☐ Conflict of Interest, Research Grant
- ☐ IRB Documentation, Research Grant
- ☐ Curriculum Vitae or Biosketch (Research Grant)
- ☐ Budget
- ☐ Letter of Support
- ☐ Letter to Award Chair with required elements
- ☐ Membership Verified – Expiration Date Verified

All materials to be submitted to <mailto:awards@apsna.org>