



# Quality Improvement Project Program

**Request for Applications: Quality Improvement Project Proposals based on  
Best Evidence to Improve Rehabilitation Care**

**Grant applications are required to be submitted electronically in one PDF document.**

**Due date: June 1, 2023**

**Please visit ARN Website: [ARN Grant Opportunities](#)**



## Quality Improvement Project: Improve Rehabilitation Outcomes for Patients with Disabilities and Chronic Illnesses

The Association of Rehabilitation Nurses (ARN) Advancing Science and Practice Committee requests applications for grant support for quality improvement (QI) projects that are based on the best available evidence and seek to improve rehabilitation outcomes for patients with disabilities and chronic illnesses. This call is funded by the Rehabilitation Nurse Foundation of the Association of Rehabilitation Nurses. Proposed projects should have the potential to change systems of care within an organizational structure. This request for applications is not seeking research proposals.

### General Requirements:

- The principal investigator or project lead must be a current member of ARN.
- The principal investigator (PI) must be a currently licensed registered nurse.
- Proposals will be reviewed by select members of the Advancing Science & Practice Committee and a peer review panel.
- Grant awardees will be expected to present the Quality Improvement (QI) project at ARN's Rehabilitation Nursing Conference and submit a Clinical Feature manuscript to Rehabilitation Nursing Journal (RNJ).
- Proposals must adhere to the attached "Guidelines for Proposals".

### QI Project Funding:

ARN's Advancing Science and Practice Committee provides the following information for the QI Project Proposal:

- Maximum funding available is \$1,000 per recipient.
- Number of awards to be funded will depend on the quality of proposals submitted and the amount of funding requested.
- Funding will be distributed on September 1, 2023, and funded projects must be completed before August 31, 2025.
- Funding cannot be obtained from ARN's Advancing Science and Practice Committee for a project that is already 100% funded from another source. However, a request can be made to ARN's Advancing Science and Practice Committee for funding to expand or enhance a currently funded project.

### Use of Funds:

- Pending IRB approval, the recipient will receive 75% of funding on September 1, 2023. The remaining 25% will be distributed pending the approval of the 12 month progress report.
- Up to \$500.00 of the funds may be designated for travel/hotel to the ARN Annual Conference for presenting the research results.
- Funds will not be awarded to develop a QI proposal.
- Funds may not be used for salaries.
- Funds may not be used to purchase computers.
- Funds may not be used to pay for indirect costs.



## Questions

Nurses who have specific questions or concerns not addressed in this packet should contact the ARN office.

Rehabilitation Nursing Foundation  
8735 W. Higgins Rd., Suite 300  
Chicago, IL 60631  
800.229.7530 or 847.375.6356  
E-mail: [info@rehabnurse.org](mailto:info@rehabnurse.org)



## Introduction

## ARN Mission and Vision

### Statement

ARN's mission is to promote and advance professional rehabilitation nursing practice through professional development, advocacy, collaboration, and research to enhance the quality of life for those affected by disability and chronic illness.

ARN's vision is to improve healthcare delivery through the integration of rehabilitation nursing concepts across the care continuum.

### ARN's Advancing Science and Practice Committee

The ARN Advancing Science and Practice Committee was established in 2017 to promote and support (a) the conduct of research and program evaluation studies that exhibit methodological rigor and are important to rehabilitation nursing; (b) the dissemination and translation of research and program evaluation findings into practice, education, and policy; (c) continuous quality improvement projects that impact the specialty and practice of rehabilitation nursing; and (d) educational venues that focus on the development and translation of science, program evaluation, and quality improvement in varied populations and settings important to the rehabilitation nursing community.

In 2019, the ARN Advancing Science and Practice Committee completed the fourth revision of the [ARN Research Agenda](#). The Research Agenda comprises seven content areas and includes brief descriptions of the

high-priority research issues for each area. Interventions mentioned in each content area were based on the most current and best evidence.

## Rehabilitation and Rehabilitation Nursing

**Rehabilitation** is a philosophy of practice that addresses the care of people with disability and chronic health conditions. Rehabilitation can occur across the life span and is not limited to a specific setting. **Rehabilitation nursing** is a specialty practice area within the scope of professional nursing practice. This specialty includes the diagnosis and treatment of human responses of individuals and groups to actual or potential health problems that stem from altered functional ability and altered lifestyle.

**QI proposals must reflect the ARN mission and vision statement.**

## Guidelines for QI Proposals

### Focus

This Request for Application (RFA) is open to applicants whose QI project is based on the best available evidence, seeks to improve the rehabilitation outcomes of patients with disabilities and chronic illnesses, and reflects the ARN mission.

### Eligible Applicants

The QI project coordinator must

1. Be enrolled in a Master of Nursing program or have earned a Master of Nursing degree or higher, and
2. Be a registered nurse who is active in rehabilitation nursing.
3. Current member of the Association of Rehabilitation Nurses (ARN)



## Responsibilities of the QI Project Coordinator

1. Completion of the project within 2 years of initial funding.
2. Submission of a progress report to the ARN Advancing Science & Practice Committee every 6 months until the QI project is completed.
3. Submission of a publishable manuscript presenting the findings to the ARN journal, *Rehabilitation Nursing*, within 2 years of completed QI project.
4. Presentation of a paper or poster pertaining to the QI project at an ARN educational conference within 1 year of completed project.
5. Acknowledgment in all project-related publications, papers, and posters that the QI project was supported by the Association of Rehabilitation Nurses Advancing Science & Practice Committee.

## Required Information

Prepare the proposal according to the *Publication Manual of the American Psychological Association* (7th ed.). The proposal narrative is limited to 12 typed, double-spaced pages using 12-point Times New Roman font and 8 ½" x 11" paper with 1-in. margins.

Sections not counted against the 12-page narrative limit are references, project budget, and appendices.

The following Advancing Science & Practice Committee forms and materials are required to complete the submission process:

1. Project Checklist—this form verifies inclusion of all required materials
2. Summary Data Form—this form includes the title of the project and contact information for the project coordinator

3. Administrative Approval Form—this form indicates that the project coordinator has received their employer's approval to conduct the proposed project
4. Abstract Form—using this form, the abstract must be typed, double-spaced, and limited to 350 words and should address a problem, significance, aim(s), QI model, intervention, and plan for analysis
5. If the application is a Master of Nursing student, a letter of support from the applicant's advisor is required.

## Project Proposal Criteria

### Problem

Describe the problem based on **sufficient evidence** and the significance of the problem within health care.

### Aim(s) and Objective(s)

Specify aim(s) and objective(s) of the project that are measurable and time specific. Refer to the Institute for Healthcare Improvement (IHI) website for constructing measurable/time specific aims.

[Science of Improvement: Setting Aims | IHI - Institute for Healthcare Improvement](#)

### Model and Intervention

Describe in detail proposed interventions to address the problem. Include the QI model and principles to support the employment of the intervention.

### Implementation

Describe and identify the processes for implementation (including measurements that will be used to determine outcome/aim). Provide available best evidence to support the measurements proposed in the QI project.

### Data Analysis

Describe the proposed data analysis (formative evaluation) and the outcome (summative



evaluation). Which statistical tests and/or other forms of assessment will support the analysis process?

### System Change

Describe a plan to disseminate expected project findings to key stakeholders such as unit and/or hospital leadership.

### Timeline

Prepare a timeline with project objectives and tasks to be completed in less than 2-years.

Additional Sections (separate from proposal)

#### 1. References

References address the bibliographic information of sources cited in the proposal.

#### 2. Project Budget

The Rehabilitation Nursing Foundation supports the funding for this project. A budget for the entire project must be submitted using the ARN Budget Form. If ARN Advancing Science & Practice Committee funds are to be used for only a portion of the budget, identify the specific items for which you seek support. Identify remaining items to be funded from other sources and in-kind contributions (e.g., your organization). Clearly describe those sources of funding or support in addition to the amount you are seeking from each entity.

The budget must specify the direct costs associated with the research. Travel expenses to the ARN Annual Educational conference for a presentation of the project may be included in the budget but limited to \$500. Indirect costs and travel expenses for other meeting presentations will not be funded by the ARN Advancing Science and Practice Committee. The purchase of a computer will not be funded. Include notation of contributed funds, personnel, or indirect allowances. The budget

must represent sufficient funds to complete the project.

ARN requires studies and projects to minimize the possibility of coercion or undue influence in the process of recruiting and consenting research subjects or project participants, including staff. Compensation refers to anything given to subjects as remuneration for the time and inconvenience of participation in research. Compensation can be monetary or non-monetary, and can be offered in a range of forms, including but not limited to cash, gift cards, vouchers, trinkets, course credit, and the opportunity to enter a drawing for a prize. Compensation is distinct from participant reimbursement, whereby researchers pay some or all of the subjects' costs for participation - e.g. transportation, parking, lodging, etc. Please consider this in your proposal and budget.

### Appendices: Include the following appendices

- a) Appendix A: Measurement methods
- b) Appendix B: Resume or curriculum vitae

### Submission Requirements

1. Submit the entire packet electronically as a **single PDF file**.
2. Complete all proposal materials. Incomplete proposals will not be considered.
3. Address proposals to the ARN Advancing Science and Practice Committee and email to [info@rehabnurse.org](mailto:info@rehabnurse.org).
4. **Deadline: Proposals must be received by June 1, 2023.** Proposals received after this date will not be considered. An email confirmation will be sent within 48 hours of receiving your proposal. There are no exceptions to the deadline.



## **Evaluation Procedures**

Proposals will be reviewed by select members of the ARN Advancing Science and Practice Committee and a peer review panel.

## **Notification of Award**

Grant recipient(s) will be notified by August 1, 2023. Pending IRB approval, the recipient will receive 75% of funding on September 1, 2023. The remaining 25% will be distributed pending the approval of the 12-month progress report.



# Quality Improvement (QI) Project Proposal Checklist

Project Coordinator \_\_\_\_\_ Today's Date \_\_\_\_\_

Title of QI Project \_\_\_\_\_

## Enclosed Criteria for ALL QI Projects

- QI Proposal Checklist
- QI Proposal Summary Data Form
- QI Proposal Administrative Approval Form
- QI Proposal Abstract Form
- QI Project Proposal

Should include: (12-pages)

- Problem
  - Aims
  - Model and Intervention
  - Implementation
  - Data Analysis
  - System Change
  - Timeline
- Additional pages (not included in 12-page limitation)
  - References
  - Project Budget
- Appendices (include the following for Research Grants)





- Measurement Methods
- Resume or Curriculum Vitae
- Letter of Support (if doctoral or master's candidate, letter from Project Committee Chair/Advisor)

**Email Proposals by June 1<sup>st</sup>, 2023 (Noon Central time) to:**

Association of Rehabilitation Nurses

Email: [info@rehabnurse.org](mailto:info@rehabnurse.org)



# Quality Improvement (QI) Project Summary Data Form

Title of QI Project Proposal \_\_\_\_\_

Name and credentials of Project Coordinator \_\_\_\_\_

Amount of funding requested \_\_\_\_\_

If awarded, QI grant funds should be dispersed to:

Institution or Agency

Individual Project Coordinator

Federal Id # \_\_\_\_\_

Social Security # \_\_\_\_\_

*Please check the box that indicates your preferred mailing address (home or place of employment).*

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Place of Employment \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Telephone Number \_\_\_\_\_

Preferred Email Address \_\_\_\_\_

Professional Title \_\_\_\_\_

Licensed registered nurse numbers and states \_\_\_\_\_

Institution where QI project will be conducted \_\_\_\_\_

Address \_\_\_\_\_

Name and title of administrative officer of the institution \_\_\_\_\_

Institution Telephone Number \_\_\_\_\_

Name and credentials of co-coordinator(s) *if applicable* \_\_\_\_\_



# Quality Improvement (QI) Project Administrative Approval Form

Dear Administrator:

The individual named below plans to submit a QI project proposal to the Association of Rehabilitation Nurses (ARN) Advancing Science and Practice Committee with the intent of securing a nursing research grant. The Advancing Science and Practice Committee has the responsibility of promoting and supporting initiatives that advance the science and practice of rehabilitation nursing.

The ARN Board of Directors requests your signature as an administrator of the institution or agency in which the Project Coordinator is employed. Your signature indicates that the completion of this QI project by your employee, if granted ARN funding, is approved by your institution or agency. Thank you for your time and your support of this worthwhile study. Please return this form to the Project Coordinator, who will enclose it with other application materials.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Gayle Irvin', written in black ink.

Gayle Irvin, MPH CAE  
ARN Executive Director

Name of Project Coordinator: \_\_\_\_\_

Title of QI Project: \_\_\_\_\_

Name of institution or agency at which the Project Coordinator is employed:

\_\_\_\_\_

Signature of administrative office of the institution: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



# Quality Improvement (QI) Project Abstract & Impact Statement Form

**Proposal Abstract:** In 350 words, define the QI problem, state the aims, describe the QI model with proposed intervention, discuss the plan for data analysis, and state the plan for disseminating the findings to key stakeholders.



**Impact Statement:** In 350 words, explain in qualitative or quantitative detail the anticipated value and impact of your project in its field.



# Quality Improvement (QI) Project Budget Form

List requested funds and justification for each. Include only direct costs. Indirect costs are not funded. Describe other sources of funding (i.e. organization and amount). Please refer to the current RFA for budgetary guidelines.

ARN requires studies and projects to minimize the possibility of coercion or undue influence in the process of recruiting and consenting research subjects or project participants, including staff. Compensation refers to anything given to subjects as remuneration for the time and inconvenience of participation in research. Compensation can be monetary or non-monetary, and can be offered in a range of forms, including but not limited to cash, gift cards, vouchers, trinkets, course credit, and the opportunity to enter a drawing for a prize. Compensation is distinct from participant reimbursement, whereby researchers pay some or all of the subjects' costs for participation - e.g. transportation, parking, lodging, etc. Please consider this in your proposal and budget.

Item	Requested Amount	Justification

Total Amount Requested: \_\_\_\_\_

## Other Sources of Funding

In the space below list other received or requested funding amounts pertinent to this project (funding source and amount as well as in-kind contributions)