Quality Improvement (QI) Project Proposal Checklist

Project Coordinator

Title of QI Project

**Enclosed Criteria for** **ALL** **QI Projects** **Received**

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 September 1st, 2022 (Noon Central time) to:**

Association of Rehabilitation Nurses  
Email: [info@rehabnurse.org](mailto:info@rehabnurse.org)