Nursing Leadership Network of Ontario (NLN.ON) Education & Research Awards
An Interest Group of the Registered Nurse’s Association of Ontario

APPLICATION TOOLKIT

Involvement • Commitment • Empowerment

Revised August 2011
Nursing Leadership Network of Ontario

Education & Research Awards
Program Guidelines

NLN.ON Vision
Inspiring, supporting, and advocating today for nursing leadership tomorrow.

NLN.ON Mission
NLN.ON is an interest group of the RNAO that inspires, promotes, and influences nursing leaders and nursing leadership through innovation, integration and collaboration.
A. **Education Awards** - Deadline for Submission November 1st

**Education Awards consist of:**

1. **Dorothy Wylie Fellowship**
   
   This fellowship is for NLN.ON members who are studying on a full time basis in a graduate program in nursing or a related field. The award is in the amount of $2,000.

2. **Education Grants**
   
   Grants are available for studies in an undergraduate program in nursing or a graduate program in nursing or a related field. This is for NLN.ON members who are studying on a part-time or full-time basis. One grant in the amount of $1,500 is available for full-time study and two grants of $1000 each are available for part-time study.

3. **Education Grant for Student Nurses**
   
   A grant of $1,000.00 is available for a student registered full time in an undergraduate nursing program.

**Information & Expectations for Dorothy Wylie Fellowship and Education Grants**

1. Applicants must be current members of the interest group for at least one year. The recipient is expected to maintain NLN.ON membership throughout the duration of the award.

2. If the award recipient is unable to successfully complete the program for which the award was granted, the recipient will notify the NLN.ON Education Representative. The amount of the award to be returned to the NLN.ON will be determined by the NLN.ON Executive Committee, taking into consideration the recipient’s progress and reasons for lack of success.

3. Applicants must be accepted into a baccalaureate, masters, or doctoral program on a part-time or full time basis (as required by award criteria) and submit proof of acceptance.

4. Priority will be given to those applicants who have not received previous awards.

5. The recipient is expected to provide NLN.ON with one of the following within one year of receipt of the award:
   
   - an article for the NLN.ON newsletter;
   - or an abstract submitted for the annual conference

6. The Executive Committee of NLN.ON reserves the right not to grant education awards if there are no qualified candidates.
7. Applications will be considered by the NLN.ON Education Committee, chaired by the NLN.ON Education Representative, according to the criteria outlined below.

- Completed online application form
- Letter outlining professional goals and objectives and how this course of study will contribute to nursing leadership practice
- Résumé
- Two References
- Acceptance letter and proof of payment of tuition fees

**Application Process**

The NLN.ON Office must receive applications by **November 1st**.

It is the responsibility of the applicant to ensure that her/his application is complete.

A complete application package for the Dorothy Wylie Fellowship and Education Grants includes:

a. A completed Online Application which includes contact information, program information, career goals and resume or CV

b. A copy of the letter of acceptance AND proof of payment of tuition fees

c. Two completed Reference Forms For Education Awards

**Accompanying documents for the Dorothy Wylie Fellowship and Education Grants should be submitted to**

Education Representative of NLN.ON

c/o First Stage Enterprises Inc.
1 Concorde Gate, Suite 109, Box 26
Toronto, Ontario M3C 3N6
Phone: 416-426-7229
Fax: 416- 426-7280
Email: info.nln.on@firststageinc.com
Note: One of the two referees must be a nurse who is a current NLN.ON member.

- Referees must be able to speak to the applicant’s leadership potential, professional performance and educational aptitude.
- Send the reference forms included in this kit to the referees.
- Completed forms are to be returned directly to the Education Representative at the address of the NLN.ON office.

The Awards Committee chaired by the Education Representative will review each application.

Recommendations will be brought to the NLN.ON Board for approval

The NLN.ON Education Representative will advise applicants in writing of the outcome of their applications.

Successful applicants must sign an Education Award Letter of Agreement.

The education award recipients will be notified prior to the annual conference.

Each successful award recipient will be asked to provide the NLN.ON with a brief bio and a digital picture to display at the annual conference.
Information & Expectations for Student Nurse Education Award

1. Applicants must be an undergraduate student in an undergraduate nursing program and submit proof of university registration.

2. The recipient cannot be a post diploma student.

3. Applicants must be a member of the RNAO and NLN.ON. *(Check the RNAO [www.rnao.org](http://www.rnao.org) and NLN.ON [www.nln.on.ca](http://www.nln.on.ca) websites for details on student membership.)*

4. Priority will be given to those who have not received the award before.

5. The recipient is expected to have demonstrated leadership interest and ability in the undergraduate program. For example: involvement in student council, leadership in university group, development and implementation of a program that is recognized by the university and/or community.

6. The recipient is expected to provide the NLN.ON with one of the following within one year of receipt of the award:
   a. an article for the NLN.ON newsletter
   b. or an abstract for a poster or paper submitted to the annual conference.

7. The Executive Committee for the NLN.ON reserves the right not to grant the award if there are no qualified candidates.

8. Applications will be considered by the NLN.ON Education Committee, chaired by the Education Representative, according to the criteria outlines below:
   a. Completed application form
   b. A letter outlining professional goals and demonstrated leadership activities in the undergraduate nursing program
   c. Resumé
   d. Two references with at least one providing support for leadership activities in the undergraduate program.
   e. Acceptance letter and proof of payment of tuition.

Accompanying documents for the Student Nurse Education Award should be submitted to

Education Representative of NLN.ON

c/o First Stage Enterprises Inc.
1 Concorde Gate, Suite 109, Box 26
Toronto, Ontario M3C 3N6
Phone: 416-426-7229
Fax: 416-426-7280
Email: info.nln.on@firststageinc.com
B. **Research Awards** – Deadline for Submission is November 1\textsuperscript{st}

*Up to $2,000 is available to be awarded annually to successful candidates. Candidates for this award must be RNAO members and preference is given to NLN.ON members.*

**Information & Expectations**

1. Applicants must be RNAO members. Preference will be given to 1) NLN.ON members, 2) Nursing Research Interest Group (NRIG) members, and 3) all other RNAO members.

2. In the event the research project, for which the award was granted, cannot be initiated or completed, the researcher will notify the NLN.ON Education Representative. The amount of the award to be returned to NLN.ON will be determined by the Executive Committee, taking into consideration the researcher’s progress and reasons the research will not be completed.

3. The recipient is expected to provide the NLN.ON Education Representative with a copy of the research report within 6 months of the completion of the project.

4. In addition, the recipient will be asked to provide to the NLN.ON Educational Representative one of the following:
   - an article for the NLN.ON newsletter; or
   - an abstract submitted for the annual conference.

5. The Executive Committee of NLN.ON reserves the right not to grant research awards if there are no qualified candidates.

6. The NLN.ON Education Committee, chaired by the Education Representative reviews the applications.

7. Recommendations are brought to the NLN.ON Board for approval.

8. The following criteria will be used to evaluate the research applications:
   - relevance to nursing leadership issues
   - clarity of research goal(s)
   - clearly defined research question(s)/ hypotheses
   - clearly articulated theoretical framework
   - synopsis of the literature review
   - appropriate design, methodology, and analysis
   - clearly defined budget
• ethical review where applicable
• scientific merit and rigor
• letters of support where applicable

**Application Process**

Applications must be received by the NLN.ON Education Representative by **November 1st**

A complete application includes:

- A completed online Application
- Proposal (submitted in the online application) with no identifying information about the researchers (for the purpose of a blind review).
- Letters of support from agencies, where applicable, or from a University representative in the case of graduate students
- Confirmation of ethical review, where applicable, must accompany the covering letter

<table>
<thead>
<tr>
<th>Accompanying documents for the Research Awards should be submitted to</th>
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<tbody>
<tr>
<td>Education Representative of NLN.ON</td>
</tr>
<tr>
<td>c/o First Stage Enterprises Inc.</td>
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<tr>
<td>1 Concorde Gate, Suite 109, Box 26</td>
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<tr>
<td>Email: <a href="mailto:info.nln.on@firststageinc.com">info.nln.on@firststageinc.com</a></td>
</tr>
</tbody>
</table>

The NLN.ON Education Representative will advise applicants in writing of the outcome of their applications.

Successful applicants must sign a **Research Award Letter of Agreement.**

The Research Award recipients will be notified prior to the annual conference.

Each successful applicant will be asked to provide the Education Representative with a digital picture to display at the annual conference.
RESUME GUIDELINES FOR AWARDS

For the purposes of the NLN.ON Education & Research Awards online application process, you are limited to a maximum of 2 pages. The format is plain text in HTML and may be altered when cutting and pasting your document into the appropriate text box online. Note that only the first 2 pages will be reviewed. Font MUST be Times New Roman 12. Below is a suggested format for a resume.

Short term Career Goals: (relate specifically to your current/proposed nursing education program or research project and the advancement of nursing practice).

Long Term Career Goal: (relate specifically to outcomes of proposed scholarly program or research project and the advancement of nursing practice).

Educational Background: (note any previous degrees, diplomas, certifications).

Professional Work and/or Clinical Experiences: (in a brief description of your professional work experience or clinical experiences, emphasize activities/opportunities that demonstrate your creativity, organizational and interpersonal skills, initiative and leadership ability).

Formal and Informal Scholarly Activities: (identify recent scholarly, academic activities/professional development activities that highlight and reflect your interests and skills in the areas of critical thinking, scholarly writing and research/discovery). When completing the online application, there is another text box to attach a listing of recent publications & completed research. Only Research Award Applicants are required to complete this section.

Professional and Community-based Volunteer Activities: (include volunteer activities in which you have been actively involved, noting leadership roles).

Professional Memberships: (include any memberships in professional organizations or other professional groups).

Employment Background: For nursing students without prior professional nursing experience (briefly describe employment experiences that have helped you to develop nursing related skills).
REFERENCE FORM

FOR

AWARDS
Confidential

NLN.ON Reference Form for Awards

Applicant: ____________________________________________________________

Sur n a m e       F i r s t  N a m e

Section I
Rate the following criteria (A) through (I) using the numeric score below of 1 to 5. Compare the applicant on each item assessing his/her ability to meet these criteria. As a part of the assessment, take into consideration the experience and education of the applicant.

<table>
<thead>
<tr>
<th>Score</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>1</td>
<td>Poor</td>
</tr>
<tr>
<td>2</td>
<td>Below Average</td>
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<tr>
<td>3</td>
<td>Average</td>
</tr>
<tr>
<td>4</td>
<td>Above Average</td>
</tr>
<tr>
<td>5</td>
<td>Outstanding</td>
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</table>

<table>
<thead>
<tr>
<th>Score</th>
<th>Criteria</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>A. Demonstrates commitment to NLN.ON's vision and goals</td>
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<tr>
<td></td>
<td>B. Demonstrates leadership in professional role</td>
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<td></td>
<td>C. Demonstrates commitment to life long learning</td>
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<td></td>
<td>D. Demonstrates ability to work effectively with groups to achieve goals</td>
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<td></td>
<td>E. Demonstrates critical thinking and analysis in relationship to learning</td>
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<td></td>
<td>F. Demonstrates critical thinking and evidence based practice in professional role</td>
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<tr>
<td></td>
<td>G. Demonstrates effective communication skills, both verbal and written</td>
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<td></td>
<td>H. Demonstrates academic ability to achieve degree</td>
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<tr>
<td></td>
<td>I. Demonstrates perseverance to achieve goal</td>
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</table>

Total Score

Total Score Divided by 9
Section II

Based on your knowledge of the applicant, describe any outstanding or limiting characteristics that you consider of special significance:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Attach page if additional space is required

Based on your above assessment, would you recommend the applicant for NLN.ON Education Award:

☐ without reservation
☐ with reservation
☐ do not recommend this applicant

How long have you known the applicant: ________________________ years

In what capacity:______________________________________________

Signature:____________________________________________________

Position:_____________________________________________________

Address:_____________________________________________________

Return reference letter as an MS Word document attachment directly to info.nln.on@firststageinc.com by November 1st 4 p.m. EST.