

STATE OF MARYLAND  
DEPARTMENT OF HEALTH AND MENTAL HYGIENE



**John M. Colmers**  
Chairman

**Herbert S. Wong, Ph.D.**  
Vice-Chairman

**George H. Bone, M.D.**

**Stephen F. Jencks M.D., M.P.H.**

**Jack C. Keane**

**Bernadette C. Loftus, M.D.**

**Thomas R. Mullen**

**Donna Kinzer**  
Executive Director

**Stephen Ports**  
Principal Deputy Director  
Policy and Operations

**Gerard J. Schmith**  
Deputy Director  
Hospital Rate Setting

**Sule Calikoglu**  
Deputy Director  
Research and Methodology

**HEALTH SERVICES COST REVIEW COMMISSION**

4160 Patterson Avenue, Baltimore, Maryland 21215

Phone: 410-764-2605 · Fax: 410-358-6217

Toll Free: 1-888-287-3229

[hsrc.maryland.gov](http://hsrc.maryland.gov)

# **Nurse Support Program II**

**Request for Applications for Phase 9**

**FY 2015**

**Competitive Institutional Grants**

**Response Date: May 2, 2014 at 5:00 p.m.**

**Administrator: Maryland Higher Education Commission**  
**6 N. Liberty Street, 10<sup>th</sup> Floor**  
**Baltimore, Maryland**  
**(410)767-3372**  
**[www.mhec.state.md.us](http://www.mhec.state.md.us)**

## Summary Timetable

Tuesday, March 18, 2014

RFA for NSP II Phase 9  
Competitive Institutional Grants

Monday, March 24, 2014

### **NSP II Technical Assistance Meeting at 10:00 AM Video Conference**

1. Please join my meeting. <https://global.gotomeeting.com/meeting/join/162889117>
2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone. United States (Toll-free): +1 (213) 493-0603, United States: +1 (213) 493-0603

Access Code: 162-889-117

Audio PIN: Shown after joining the meeting

Meeting ID: 162-889-117

3. If any problems with this meeting option, contact Charmon Vaughan at 410-767-3102

Any questions, contact [pdaw@mhec.state.md.us](mailto:pdaw@mhec.state.md.us) to get more information

### **Friday, May 2, 2014      Proposals due by 5:00 p.m. at MHEC**

July 9, 2014	HSCRC Meeting on proposals
July 15, 2014	Notification of grant awards made
July 31, 2014	Projects begin
August 31, 2014	Annual Reports Due for FY 10 - FY14 grants
September 30, 2014	Final Reports Due for all grants ending FY 13
December 1, 2014	Grant funds processed after reports approved

Awards: Range from \$50,000 up to \$300,000 for one to three (1-3) year periods. A one-time no cost extension may be possible, if justified. For more information: [www.nursesupport.org](http://www.nursesupport.org) or <http://mhec.maryland.gov/grants/nspii/nspii.asp>

## Table of Contents

I. Background.....	3
II. Program Authorization.....	5
III. Purpose.....	5
IV. Administration of NSP II.....	6
V. Eligible Initiatives and Priorities for Competitive Institutional Grants .....	6
1. Initiatives for IOM Future of Nursing report (2010) Recommendations	
2. Initiatives to Implement Innovative Approaches to Nursing Education	
3. Initiatives to Facilitate Inter-disciplinary Health Professional Education	
4. Initiatives to Maintain Nursing Student Retention and Success	
5. Initiatives for Faculty Workforce Development	
VI. Application Process.....	9
VII. Technical Assistance.....	15
VIII. Review and Award Process.....	16
IX. Grant Management.....	17

## Appendices

Appendix A	Application Forms Application Cover Sheet Outcomes Chart Sample Budget Narrative Proposed Budget Form Assurances
Appendix B	Annual Report Templates Project and Budget Amendment Forms
Appendix C	Phase 8 Funded Projects
Appendix D	Statewide Initiatives Information

## Nurse Support Program II

### *I. Background*

In July, 2001, the Health Services Cost Review Commission (HSCRC) implemented the first phase of the Nurse Support Program (NSP I) to address the issues of recruiting and retaining nurses in Maryland hospitals. NSP I was designed to allow individual hospitals to submit proposals to address issues specific to their institutions. A large component of NSP I has been scholarship funding to further the education of hospital nurses. As a result of the increased demand for nursing education, the capacity limitations on nursing education programs due to nursing faculty shortages were exposed.

In response to this barrier, the Health Services Cost Review Commission proactively created the Nurse Support Program II (NSP II) to support increased capacity in nursing education programs. At its May 4, 2005, public meeting, the HSCRC unanimously approved an increase of 0.1% of regulated gross patient revenue for use in expanding the pool of nurses in the state by increasing the capacity of nursing programs in Maryland. This funding represents approximately \$8.8 million devoted to NSP II on an annual basis for ten years.

NSP II supports two types of initiatives: 1) Competitive Institutional Grants and 2) Statewide Initiatives.

**This Request for Applications is for the Competitive Institutional Grants Program. Maryland Institutions of Higher Education are invited to apply for funding to support projects that meet the goals of the NSP II.**

Statewide Initiatives are awarded through a separate process. (Appendix D)

Statewide Initiatives assist individual students and faculty through:

- (1) Graduate Nursing Faculty Scholarship and Living Expenses Grants for students to complete the graduate education necessary to become faculty at Maryland nursing schools
- (2) Fellowships for new nursing faculty hired by Maryland nursing programs to expand their enrollments
- (3) Nurse Educator Doctoral Grants for Practice and Dissertation Research to increase the proportion of doctoral prepared nursing faculty

The two types of initiatives, Competitive Institutional Grants and Statewide Initiatives, work together. Institutions seeking Competitive Institutional Grants are encouraged to coordinate their applications with the financial support available through NSP II Statewide Initiatives.

Maryland nursing workforce issues reflect a national trend. In the current economic climate, nurses have delayed retirement, returned to the workforce, moved into hospital settings where wages are higher or opted to work more hours. This economic setting, in conjunction with the increase in nursing graduates facilitated by the NSP I and NSP II, positively impacted the nursing workforce supply. According to the *HSCRC Wage and Salary Survey*, Maryland hospitals increased the number of nurses by 15% and decreased their dependence on agency nurses by 68% between 2007 and 2011. This represents a savings of \$98 million in agency costs related to efforts to reduce hospital turnover and increase the number of registered nurses in the workforce.

Data from the Maryland Higher Education Commission (MHEC) and the Maryland Board of Nursing (MBON) demonstrate success in increasing the number of nursing graduates in Maryland. In FY 2013, 3,026 nursing graduates completed programs designed for entry to practice with 2,598 passing NCLEX for licensure. This is an increase from the 2,615 new nursing graduates in FY 2006 with 2,039 passing NCLEX for licensure. The MBON FY 2013 report reflects the percentage of new registered nurses (RNs) prepared at Bachelors (42%) to Associates (58%). As hospitals move to ANCC Magnet designation and nurse leaders pursue goals set by the IOM blueprint for action to increase the BSN to 80%, this accentuates the need for seamless academic transition and additional educational opportunities for RN-BSN or MSN programs. Advancing educational levels at both the undergraduate and graduate level, enhances the supply of graduate prepared nurses for faculty and advanced practice roles.

NSP II grants have supported new nursing programs at both the undergraduate and graduate level, along with post-graduate teaching certificates and professional development. In the statewide initiatives, new and existing nursing faculty have benefited from graduate scholarships, faculty fellowships and doctoral grants. The initial aims of recruitment and retention were furthered in the IOM call to double the doctorate by 2020. All 26 Maryland Schools of Nursing have participated in at least one of the NSP II grant cycles for broad inclusivity and diversity across the State of Maryland.

The Institute of Medicine's (2010) report, *The Future of Nursing: Leading Change, Advancing Health* recommends that a greater emphasis be placed on making the nursing workforce more diverse, particularly in the areas of gender, race and ethnicity; not only as a means of meeting workforce demand but to improve health outcomes, reduce costs and improve the quality of patient care. This report highlights "having enough nurses with the right kinds of skills will contribute to the overall safety and quality of a transformed healthcare system."

## **II. Program Authorization**

### **Annotated Code of Maryland, Education Article**

#### **§ 11-405. Nurse Support Program Assistance Fund**

(a) "*Fund*" defined.- In this section, "Fund" means the **Nurse Support Program**

Assistance Fund. (b) *Established; status; administration; investments.*- 1. There is a Nurse Support Program Fund in the Commission. 2. The fund is a continuing, nonlapsing fund that is not subject to **§7-302** of the State Finance and Procurement Article 3. The Treasurer shall separately hold and the Comptroller shall account for the fund 4.The fund shall be invested and reinvested in the same manner as other State funds 5. Any investment earnings of the fund shall be paid into the fund (c) *Composition.*- The Fund consists of revenue generated through an increase, as approved by the Health Services Cost Review Commission, to the rate structure of all hospitals in accordance with **§ 19-211** of the Health - General Article. (d) *Expenditures.*- Expenditures from the Fund shall be made by an appropriation in the annual State budget or by approved budget amendment as provided under **§ 7-209** of the State Finance and Procurement Article (e) *Use of money; guidelines.*- The money in the Fund shall be used for competitive grants and statewide grants to increase the number of qualified bedside nurses in Maryland hospitals in accordance with guidelines established by the Commission and the Health Services Cost Review Commission. (f) *Guideline provision for minority recruitment.*- The guidelines established under subsection (e) of this section shall provide that a portion of the competitive grants and statewide grants be used to attract and retain minorities to nursing and nurse faculty careers in Maryland.  
[2006, chs. 221, 222.]

### **III. Purpose**

The purpose of the Health Services Cost Review Commission's Nurse Support Program (NSP I and NSP II) is to increase the number of qualified bedside nurses in Maryland hospitals. The NSP II is distinct from the hospital specific funded initiatives of NSP I, administered by HSCRC. NSP II's focus is on the education of nurses; therefore, concentrating on the nursing educational system including university, college and community college schools of nursing, as well as hospital and school consortia.

### **IV. Administration of NSP II**

HSCRC contracted with the Maryland Higher Education Commission (MHEC) to administer the Nurse Support Program II. As the coordinating board for all Maryland institutions of higher education, MHEC contributes its extensive experience and expertise with the (1) development of applications and guidelines, (2) management of the review process and selection of applicants, (3) ongoing monitoring and evaluation of NSP II funded programs, and (4) the receipt and distribution of NSP II funds submitted by Maryland hospitals in accordance with the HSCRC's schedule of payments. Both the Competitive Grants and Statewide Initiatives are administered by MHEC. Through the centralized administration of these grants, nursing scholarships and faculty fellowships, uniformity of access for all eligible applicants across the state is managed with minimal administrative burden to the participating schools.

## ***V. Eligible Initiatives and Priorities for Competitive Grants***

NSP II may provide funding for competitive grant initiatives that will (1) increase the enrollment and graduation of nurses who will then practice in Maryland hospitals and (2) increase the supply of qualified nursing faculty required to expand the capacity of Maryland's nursing programs.

***Priority will be given to applications that include activities to attract and retain minorities to nursing and nurse faculty careers throughout Maryland.***

In general, NSP II funding will be directed to develop innovative programs that have a statewide impact on the capacity to educate nurses or nursing faculty. These programs may include, but are not limited to: seamless transitions in educational pathways, the development of standardized web-based preceptor instruction, providing guidance in the use of simulation equipment that is available to nursing faculty statewide, combining resources for expansion of nursing enrollments and graduates, and the development of a standardized retention model. The higher expectations are for innovative statewide resource development through advanced technology options and open access professional networking. We encourage grant seekers to identify multiple partners interested in mutual broad long range goals with a clear model that demonstrates evaluation methodology with widely replicable cost-saving strategies.

Applicants are encouraged to collaborate, develop partnerships and address current issues in nursing workforce and nursing education arenas. Applicants are encouraged to provide specific evidence-based support for initiatives focused on improving Maryland's educational capacity and faculty resources. Revenue collections for the NSP II are slated to sunset in FY 2015. As a result, the HSCRC has forecasted declining grant funds beginning in 2014; therefore applicants should consider programs that can be executed with measureable outcomes over shorter timeframes. The grant period for projects under the current RFA (FY 2014) is one to two years with awards ranging from \$50,000 to \$300,000.

Statewide capacity integrates national, state and regional initiatives to increase faculty and educational capacity to meet the identified needs of Maryland's health care workforce planning to "help us reach our goal of developing a national model for the implementation of federal health care reform"(Health Care 2020, GWIB). NSP II requests applicants consider innovative and collegial collaboration to link statewide programs and resources to promote a diverse complement of qualified nursing professionals and well-credentialed nursing educators for the advancement of nursing as outlined in the IOM Future of Nursing (2010) and Maryland's Health Care 2020 (2011) blueprints for action. If an application includes developing resources that will be available for all nursing programs, there should be a written intent to provide NSP with the information in a format for posting on the new Nurse Support Program website.

**Specifically, the FY 2014 & FY 2015 NSP II Competitive Grants will support the following types of initiatives:**

## **1. Initiatives to Implement the IOM's Future of Nursing report (2010) action oriented blueprint in the following recommendations.**

NSP II funding will be available to implement initiatives specific to individual programs that meet overall NSP II goals. Projects must provide an objective method of evaluating outcome data.

- IOM Recommendation 4: Increase the proportion of nurses with a baccalaureate degree to 80 percent by 2020
- IOM Recommendation 5: Double the number of nurses with a Doctorate by 2020
- IOM Recommendation 6: Ensure that nurses engage in lifelong learning
- IOM Recommendation 8: Build an infrastructure for the collection and analysis of inter-professional health care workforce data

## **2. Initiatives to Implement Innovative Approaches to Improved Educational Systems.**

NSP II funding will be available for individual or consortia of Maryland institutions with nursing degree programs to implement creative approaches to clinical education. Improving the education system and developing seamless pathways for ease of transition to higher levels of education among nursing students is integral to increasing the number of nurses with baccalaureate degrees. It can be accomplished through a number of different programs and educational models, including: traditional RN-to-BSN programs; traditional 4-year BSN programs at both universities and some community colleges; collaborative educational partnerships to allow for automatic and seamless transitions from an ADN to a BSN; new providers of nursing education; simulation and distance learning through online courses; and academic-service partnerships. New approaches and educational models are needed to ensure curricula are readily adaptive to increasing technological and evidence-based changes in patient care. At their January 11, 2013 meeting, the Maryland IOM committee #4 recommends using the *Massachusetts Future of Nursing Competency Model* as the foundation in Maryland to facilitate partnerships between community colleges and universities to promote transitions from ADN to BSN. This may include, but is not limited to, low-, medium-, or high-fidelity simulation equipment and related supplies, use of standardized patients, or creative scheduling of clinical experiences. Simulation learning requests must be supported by individual program data on how it will enhance the graduations or licensure rates. Projects must provide an objective method of evaluating outcome data.

## **3. Initiatives to Facilitate Inter-disciplinary Education.**

NSP II funding will be available to facilitate inter-disciplinary health professional education. This may include, but is not limited to, clinical simulation experiences, problem-based learning experiences, shared resources or supplies, activities to increase inter-professional collaboration. This includes removing barriers and promoting successful transitions by veterans and other displaced workers into



nursing career paths. Participate with NSP I funded hospital based Nurse Residency programs, to support Associate Degree nurses with incentives to continue on for the BSN degree. These should be collaborative arrangements between medical facilities and regional educational institutions. Projects must provide an objective method of evaluating outcome data.

#### **4. Initiatives to Maintain Nursing Student Retention and Success:**

NSP II funding will be limited to those programs who demonstrate they were not eligible for support by the Maryland Hospital Association in this round of the *Who Will Care* grants. Per the recent *Who Will Care* grant program, “Two thirds of the funding will be set aside for projects that focus on student retention in grants not to exceed \$250,000 over three years” in a total of \$2.5 million budgeted by this alternative program that also supports nursing education. In order to ensure broad coverage of identified needs and avoid duplicative funding, only partnerships between groups of nursing programs contracting with experienced leaders in retention models are encouraged to apply. This will help identify effective strategies for working with diverse student populations, and the redesign of the nursing curricula across programs. Projects must provide an objective method of evaluating the causes of nursing student drop-outs or stop-outs, and developing effective interventions to address them.

#### **5. Initiatives to Increase Faculty Development in Workforce Planning**

Examples of fundable activities include:

- Develop a Maryland statewide faculty workforce plan- to determine faculty needs, to educate nurses and optimize utilization of limited faculty resources.
- Develop innovative solutions to address faculty salary disparities.
- Determine impact of wage freezes, along with the increasing contractual and adjunct faculty use. Provide a fiscally sustainable plan for faculty retention.
- Promote nursing education as a desired career path.
- Assess and evaluate faculty development activities.
- Promote a statewide standard to increase the percentage of doctoral completions, achievement of advanced professional credentials and certifications as nurse educators.
- Develop open access web-based faculty resources, openings, registry, etc.
- Develop a central nursing workforce data center which monitors progress towards the IOM recommendations, supporting research based policy decision making.
- Evaluate successful strategies for nursing programs to identify, recruit, retain and assist qualified nurses to grow into faculty careers- targeting diversity, ie: younger ages, male gender and ethnic, racial or cultural diversity to reach underrepresented groups in nursing faculty and the nursing profession.

In addition to increased numbers of BSN-educated nurses, schools of nursing must build their capacities to prepare more students at the graduate level who can assume

roles in advanced practice, leadership, teaching, and research. While 13 percent of nurses hold a graduate degree, one percent hold a doctoral degree. Nurses with doctorates are needed to teach future generations of nurses and to conduct research that becomes the basis for improvements in nursing science and practice.

## ***VI. Application Process***

The application guidelines follow. These guidelines are intended to provide a structured format to facilitate the evaluation process. Additional information may be requested during the review process to clarify specific issues.

### **Application Format**

- The application narrative must be limited to a maximum of 15 single-spaced pages.
- Pages must have one-inch margins.
- Pages must be 8½ by 11 inches in size.
- Application narrative pages must be numbered.
- Appendix material must only include relevant information. (The appendices are not counted in the 15 page proposal limit and should provide program approvals, evidence-based literature, program credentialing, new job descriptions and other items to support the proposal).

**One signed original proposal and eight paper copies must be submitted to MHEC offices at 6 N. Liberty Street, 10<sup>th</sup> floor, Baltimore, MD no later than Friday, May 2, 2014 by 5 p.m.**

Applications for all Competitive Institutional Grants must include the seven sections identified below. Detailed instructions are provided for each section.

- I. Cover Sheet
- II. Abstract
- III. Table of Contents
- IV. Proposal Narrative
- V. Budget and Cost Effectiveness
- VI. Memorandum of Understanding, if applicable
- VII. Assurances

#### **I. Cover Sheet** (required, use form in Appendix A)

**2. Abstract** (required) The abstract should be clearly written for an educated but general audience. It should indicate what strategies the project will undertake and how these strategies address the project goals. The abstract should be 250 words or less. This abstract may be reproduced as is or edited for inclusion in press releases and other publications describing the grant program.

### **3. Table of Contents** (required)

### **4. Proposal Narrative** (required)

#### **A. Needs Assessment and Proposed Initiative** (10 points)

- Briefly explain your project and how it will increase the number of registered nurses graduating from Maryland nursing programs with a commitment to work as bedside nurses in Maryland hospitals.
- If your application involves the recruitment and/or education of additional nursing faculty, show the connection between the increased number of faculty and an increased number of nursing students and graduates.
- Identify how the proposal supports the priority of attracting and retaining minorities in nursing and nurse faculty careers throughout Maryland.
- Provide current baseline data for each nursing program to be impacted by the proposal. Utilize data reported annually to the Maryland Board of Nursing and/or the National League of Nursing whenever possible. Data should include but not be limited to:
  - o Number of nursing enrollments of each nursing program in AY 2013
  - o Number of graduates and graduation rate for each nursing program in AY 2013
  - o Passage rate of graduates of each nursing program on any required nursing licensing exams in AY 2013
  - o Number and type of full-time and part-time nursing faculty in AY 2013
  - o Projects should be evidence-based, referencing research or professional sources

#### **B. Project Goals and Objectives** (15 points)

- Clearly articulate the specific aims of your project in measurable terms and indicate the time frame for achievement of goals and objectives in the near and longer term.
- Describe what will be achieved for whom and by whom.
- Goals and Objectives must be concrete and quantifiable.
- Specify anticipated outcomes by project end date.
- The Goals and Objectives must relate to the goals of NSP II and not the professional development of the individual nurse or nursing student.
- Project Objectives should follow “SMART” guidelines; that is, they must be Specific (narrow and name target population to be served), Measurable (reference quantifiable data), Achievable (possible and plausible), Results-oriented (have clear outcomes), and Time-bound (have deadlines).

#### **C. Scope of the Proposed Initiative** (30 points)

- Provide a detailed description of the proposed initiative (e.g., for initiatives to increase nursing faculty, specify the number of additional nursing faculty to be

added and how they will be identified or developed, describe program enhancements and delineate expected increases in enrollments and graduations).

- Include clear role descriptions for all participating partners.
- Provide a time frame for implementation of all elements.
- Provide a plan for sustainability following NSP funding.
- Identify whether funding also will be sought for NSP II Statewide Initiatives to provide fellowships and scholarships/living expenses grants to your eligible nursing students and faculty.
- For each nursing program proposed to be funded through NSP II, provide the following information: proposed number of additional students, additional minorities, additional bedside nurses and additional nurse faculty made possible by NSP II funding. Please complete the table in the application for the grant period. Please use the table (Appendix A) throughout application and reporting.
- If professional collaboration on articles for publication in nursing journals on a related subject, i.e.: the nursing workforce, educational programming, improving retention rates or presentations at professional meetings are planned, please include these in your projections and report activities that promote the Nurse Support Program II.

#### **D. Management Plan (15 points)**

- Describe each participating partner/institution's roles and responsibilities as well as the benefits to be gained from any proposed collaboration.
- Provide a work plan that lists major management actions and assigns responsibilities to key staff personnel. It should be clear what each project staff person does. Project duties should be clearly linked to the budget, as well as management and activity plans.
- Provide a clear organizational structure and milestones for accomplishing the proposed management actions.
- Describe the time commitment of the project director and other key personnel. This may provide an opportunity to utilize in-kind services.
- Recruitment is a key element in project success and as such must be carefully planned. Retaining participants is crucial. A good management plan will address both of these issues.
- The management plan should articulate participants' incentives for being participants and strategies being used to retain participants.
- Provide one-page résumés of key personnel in the appendices. Administrative costs are to be kept to a minimum. Therefore, this may be an opportunity to demonstrate in the management plan the utilization of in-kind services for the administration of the project.
- While some staff may be hired once the grant is secured, there is a strong preference for identifying staff, especially key staff, before the application is made. If any staff members, such as a project manager, faculty or other personnel, are to be hired after the grant is secured, the person's name and

resume should be submitted to MHEC within eight weeks of the grant award. Projects should not be delayed because of personnel vacancies.

The management plan will be evaluated on:

- o adequacy to achieve the objectives of the proposed project on time and within budget
- o extent to which program management is clearly defined (who will do what, when, and where)
- o extent to which the plan maximizes the effectiveness of the project
- o extent to which existing staff and in-kind services offer support

**E. Project Evaluation (20 points)**

- Detail how the success of the proposed initiative will be objectively measured. Identify how data will be collected and reported as well as the measurement techniques to be employed during the evaluation process.
- To the extent possible, utilize data reported annually to the Maryland Board of Nursing and your accrediting agency (e.g., NLNAC or CCNE).
- Annual reports will be required of each funded project and will include a narrative, performance data and financial information.
- Data to be reported will include but not be limited to the following information for nursing programs impacted by the initiative: enrollments, graduates, graduation rates and passage rates on any required nursing licensing exams. Also included will be the current employment status for nurses and nursing faculty who directly benefited from NSP II funding. Successful applicants must provide a standard set of data for the evaluation of the program.
- Where possible, the required data are specified in the Request for Applications.

***As with other multi-year grants, continued funding is dependent upon outcomes. Please note the restrictions related to “carryover” from prior fiscal years of underutilized funding.***

**5. Budget and Cost Effectiveness (10 points, use budget form in Appendix A)**

**A. Budget Summary**

Show all planned expenditures for the project. Identify the following:

Column 1	“NSP II Funds Requested” is the amount of the grant being requested.
Column 2	“Any Matching Funds” will be both cash and in-kind contributions from the applicant who will serve as the fiscal agent if the grant is awarded.
Column 3	“Other Funds” shows funds or in-kind contributions committed to this project by partners, cooperating organizations or others.

Annual and Final Financial Reports have a similar format but must clearly distinguish between approved expenditures and actual expenditures.

- Proposals must include a detailed budget for each year for which funds are requested, as well as a total budget for the entire project.
- Budgets should identify in-kind contributions and matching funds, if applicable.
- Funds may be used for salaries, technology, supplies, instructional equipment, in-state travel, and other direct expenses essential to the conduct of the initiative.
- A 3% annual increase in salaries and direct costs is allowed to offset inflation.
- Within the grant proposal budget, an applicant is requested to reflect any offset to expenses from increased revenue due to additional tuition and fees from the enrollment of additional nursing students.
- Up to eight percent (8%) of the funds requested from the grant program to cover the cost of the project may be claimed for indirect cost recovery.

## **B. Budget Narrative**

- Prepare a budget narrative to accompany the budget and provide a justification for requested funds. (See Appendix A for a sample budget narrative.)
- In the budget narrative, explain the rationale for each line of the budget summary, both for grant expenditures and matching funds. This narrative, which will be organized by the corresponding line item on the budget summary, must show how the amounts indicated were determined.
- In the budget and budget narrative, clearly link all costs to the project activities detailed in the Plan of Operation. All activities must be accounted for in the budget and budget narrative.
- Provide evidence of institutional commitment to the project, including the amount of staff time dedicated to the project and in-kind contributions.
- Included in the budget narrative must be a statement that any NSP II funds will augment and not supplant funding or other resources already committed by the institution.
- Demonstrate a budget transition towards self-sufficiency.

The application's budget and cost-effectiveness will be evaluated on the extent to which:

- o the budget is adequate to support the project
- o costs are reasonable in relation to the objectives and design
- o the budget shows self-sufficiency by the end of the project
- o offsets to expenses, such as increased revenue related to increased enrollment, are reflected in the budget request
- o there is adequacy of support—including facilities, equipment, supplies, and other resources—from the partners

- o administrative costs are kept to a minimum.

**Grants awards will range from \$50,000 - \$300,000. The grant period is July 2014 – June 2016 with the possibility of a one-time extension or July 2014 to June 2017 with no option of extension. Projects of one to three years may be proposed.**

***Higher awards may be considered for consortia driven projects with significant opportunity for statewide impact. MHEC, on behalf of HSCRC will negotiate the size of budgets as required by the resources available.***

### **C. Ineligible Expenses**

- Student salaries, stipends and scholarships (scholarship and living expenses grants and fellowships are available through NSP II State Initiatives)
- Entertaining (excludes light fare for faculty recruitment sessions, professional development sessions, etc.)
- Non-instructional equipment (these are not equipment grants)
- Travel to out-of-state professional conferences, unless it is demonstrated that attendance at a meeting will directly and significantly advance the project
- Construction and renovation of facilities; or equipping new facilities

### **6. Memorandum of Understanding (if applicable)**

- For applications involving consortia of nursing schools and/or hospitals, submit a copy of a fully executed Memorandum of Understanding (MOU) between the separate institutions whose cooperation is essential to the success of the proposed initiative.
- Specify the roles and responsibilities of the parties and include approval of the submitted budget and acknowledgment of the use of any resources real or in-kind pledged to the initiative.

### **7. Assurances (required, use form in Appendix A)**

## **VII. Technical Assistance**

A technical assistance meeting will be held by video conference to afford potential applicants pre-submission assistance. Topics will include a program overview, an overview of this RFA, and discussion of the RFA requirements.

If you plan to attend the meeting, please register by e-mail with Peg Daw at [pdaw@mhec.state.md.us](mailto:pdaw@mhec.state.md.us) . See Summary Timetable on page 2 for details.

If you have questions about the application format or require other assistance, contact

Melinda Vann, Director, Outreach and Grants Management at the Maryland Higher Education Commission (MHEC). [mvann@mhec.state.md.us](mailto:mvann@mhec.state.md.us) or 410-767-3269.

Project directors are also encouraged to contact the MHEC whenever they have questions about grant implementation or management.

Peg E. Daw, MSN, RN-BC  
NSP II Coordinator  
Maryland Higher Education Commission  
6N Liberty Street, 10<sup>th</sup> Floor  
Baltimore, Maryland 21201  
[pdaw@mhec.state.md.us](mailto:pdaw@mhec.state.md.us)  
(410) 767-3372

Or see the Nurse Support Program Website for both NSP I and NSP II programs

[www.nursesupport.org](http://www.nursesupport.org)

### ***VIII. Review and Award Process***

#### **1. Review Process**

- Applications must be received by the deadline of May 2, 2014.
- Applicants will be sent notification that their proposal has been received and assigned a proposal number. Please reference this proposal ID # in all correspondence.
- A panel of qualified reviewers will read each proposal according to the criteria summarized below as described in the Proposal Format. Every proposal is read by at least five reviewers. Every effort is made to ensure that there are no conflicts of interest.
- Reviewers may be from Maryland or from other states and will have suitable qualifications to review the proposals.
- The review panel established by HSCRC and MHEC will review all applications and make recommendations regarding the selection of proposals that best meet established goals for this program.
- Each proposal will be evaluated based on the criteria described in the proposal narrative section and summarized below. The rating given for each criterion (see below) will serve as a significant, but not the only, aspect of the judgment made by the review panel.
- The review panel convenes after each member has read the proposals individually. At this meeting, the panel comes to consensus on the projects that should be recommended for funding.



- The panel is encouraged to provide constructive feedback to applicants through collated responses and to make recommendations on the level of funding and adjustments that the project staff might make to improve the project.
- The recommendations of the review panel will be presented to the HSCRC, who will make the final determination.

<b>Criteria</b>	<b>Maximum Points</b>
<b>Needs Assessment and Proposed Initiative</b>	<b>10</b>
<b>Project Goals and Objectives</b>	<b>15</b>
<b>Scope of Proposed Project (Plan of Operation)</b>	<b>30</b>
<b>Management Plan</b>	<b>15</b>
<b>Project Evaluation</b>	<b>20</b>
<b>Budget and Cost Effectiveness</b>	<b>10</b>
<b>Total</b>	<b>100</b>

- Applications must include all requisite information.
- State priorities, support of diversity, and regional needs will also be taken into consideration.

In prior funding rounds, the review panel identified a number of common themes that contributed to the decision not to recommend the proposals. Those themes include:

- New degree programs that had not progressed sufficiently in the approval process
- Using grant funds in lieu of institutional funding or without clear sustainable intent
- Vague objectives, delayed timelines, weak performance measures, unrealistic outcomes
- Excessive cost per graduate, i.e.: large numbers of new faculty for few additional students. Total faculty request should not exceed 50% of budget allowance
- Excessive expenses for equipment, surveys, consultants, and/or administration

## **2. Notification of Awards**

A grant award will be issued after approval of awards and acceptance of the negotiated grant award amount by the project director and MHEC, in collaboration with HSCRC. Preliminary notification of awards will be made on or around June 15, 2014, by phone or e-mail. Written grant awards notification will follow shortly thereafter.

Projects may not begin until they have been approved by MHEC, in collaboration with HSCRC; the project director has completed budget negotiations; and the budget has been approved by MHEC, in collaboration with HSCRC.

## **IX. Grant Management**

### **1. Fiscal Procedures**

All funds under this program must be assigned to a specific account. If an institution receives more than one grant award, separate accounts must be established for each. For this grant cycle, institutions will receive sequential payments, one at the time of the award and subsequent ones after the required interim Annual Reports have been accepted. Expenditures in excess of approved budget amounts will be the responsibility of the recipient institution.

### **2. Post-Award Changes**

***The grant recipient shall obtain prior written approval utilizing the Project Amendment and Budget Amendment Forms to submit requests for any change to the scope or objectives of the approved project including carry-over fund requests in Annual Reports. This includes any changes resulting in additions or deletions of staff and consultants related to or resulting in a need for budget reallocation.***

The grant recipient must obtain prior written approval from MHEC (working in collaboration with HSCRC) specifically:

- To continue the project during any continuous period of more than three (3) months without the active direction of an approved project director
- To replace the project director (or any other persons named and expressly identified as a key project person in the proposal) or to permit any such person to devote substantially less effort to the project than was anticipated when the grant was awarded (please submit a project amendment form along with the proposed project director's resume)
- To make budget changes exceeding \$1,000 or 10% in any category, whichever is greater
- To retain funds in the Annual Report as carry-over. A project amendment and budget amendment form, along with a new proposed budget for the use of the funds remaining from the prior FY should be submitted for approval

Grantees must also request written approval to extend the expiration date of the grant if additional time beyond the established termination date is required to ensure adequate completion of the approved activity within the funds already made available.

***A single extension, which shall not exceed twelve (12) months, may be made for this purpose and must be requested no less than 1 month prior to the originally established expiration date. The final extension date for any new proposals will not exceed FY 2017.***

The request must explain the need for the extension and include an estimate of the unobligated funds remaining and a plan for their use. The fact that unobligated funds may remain at the expiration of the grant is not in itself sufficient justification for an extension. The plan must adhere to the previously approved objectives of the project.

### **3. Program Closeout, Suspension, Termination**

***A. Closeout:*** Each grant shall be closed out as promptly as feasible after expiration or termination. In closing out the grant, the following shall be observed:

***The grant recipient shall immediately refund or otherwise dispose of any unobligated balance of cash advanced to the grant recipient, in accordance with instruction from MHEC working in collaboration with HSCRC.***

- The grant recipient shall submit all financial, performance, evaluation, and other reports required by the terms of the grant within 90 days of the date of expiration or termination.
- These include Final Reports, Final Budget Summary and validation for the reimbursement of any remaining grant funds.
- The closeout of a grant does not affect the retention period for State and/or federal rights of access to grant records.

***B. Suspension:*** When a grant recipient has materially failed to comply with the terms of a grant, MHEC, acting in collaboration with HSCRC, may suspend the grant in whole or in part, upon reasonable notice to the grant recipient. The notice of suspension will state the reasons for the suspension, any corrective action required of the grant recipient, and the effective date. Suspensions shall remain in effect until the grant recipient has taken action satisfactory to MHEC and HSCRC, or given evidence satisfactory to MHEC and HSCRC, that such corrective action will be taken or until MHEC/HSCRC terminates the grant.

***C. Termination:*** MHEC, acting in collaboration with HSCRC, may terminate any grant in whole or in part at any time before the date of expiration, whenever MHEC, acting in collaboration with HSCRC, determines that the grant recipient has materially failed to comply with the terms of the grant. MHEC, acting in collaboration with HSCRC, shall promptly notify the grant recipient in writing of the termination and the reasons for the termination, together with the effective date.

The grant recipient may terminate the grant in whole or in part upon written notification to MHEC and HSCRC, setting forth the reasons for such termination, the effective date, and, in the case of partial terminations, the portion to be terminated. However, if, in the case of a partial termination, MHEC, acting in collaboration with HSCRC, determines that the remaining portion of the grant will not accomplish the purposes for which the grant was made, MHEC, acting in collaboration with HSCRC, may terminate the grant in its entirety.

Closeout of a grant does not affect the right of MHEC, acting in collaboration with HSCRC, to disallow costs and recover funds on the basis of a later audit or review, nor does closeout affect the grantee's obligation to return any funds due as a result of later refunds, corrections or other transactions.

#### **4. Records**

Grant recipients must retain the following records for a period of five (5) years after project completion:

- records of significant project experience and results
- records that fully show amount of funds under the grant, how the funds were used, total cost of projects, *all costs provided from other sources*, and other records to facilitate an effective audit
- records to show the grant recipient's compliance with program requirements, including how the project is grounded in scientifically based research
- participant data (e.g., number of students participating in retention activities; number of new faculty members, etc.)

#### **5. Reporting Requirements**

MHEC and HSCRC staff may conduct site visits, undertake telephone interviews, or request written materials for this purpose. Project directors should maintain records indicating when and where activities took place, who participated in each activity by name, and how funds were expended, as well as what the total project cost is. In addition, project directors should maintain evidence that demonstrates whether activity and project goals are being met.

***Formal interim annual and final reports will also be required from all grantees. At the end of the grant, both a financial and a narrative report will be due to the Commission. Final reports should address the items described below under "The Financial Report" and "Narrative Reports."***

##### **A. Annual Reports**

- a chart of project activities that have occurred with number of participants
- a budget that shows how much of the grant has been spent and how much remains in each line item of the original accepted budget proposal

- responses to the other questions posed on the annual report form (Appendix B)
- evidence that sufficient progress is being made on the project to warrant continuation
- a financial report signed by the institutions' financial officer when there are unspent funds that will be requested for carryover
- a project amendment and budget amendment (Appendix B) form if changes are requested for the next fiscal year, i.e.: carryover funds, reallocation of funds from original budgets or changes from the originally approved plan
- be submitted in electronic and paper format, using excel budget versions
- the proposal identification number assigned by MHEC
- the second and additional payments will be contingent upon the acceptance of the interim report by the Commission

## **B. Final Reports**

- Final reports have a financial report section and a narrative report section (see below for details)
- The final report includes evaluation of the grant based on the accepted evaluation plan components from the proposal with measurable outcomes data and recommendations for improvements.
- Final reports should include the same participant and activity charts requested for the annual report but report the information for the full term of the grant (not just the final year of the grant).
- The final report includes a Final Budget Summary and a Budget Narrative
- The final report should be submitted in electronic and paper format by the Project Director to MHEC.
- **The Final Budget Summary must be signed by a financial officer at the institution serving as the fiscal agent. Any remaining grant fund balances must be returned along with the Final Budget Summary.**
- Final Budget Summary excel documents for use at the conclusion of the projects will be available at <http://mhec.maryland.gov/grants/nspii/nspii.asp> and [www.nursesupport.org](http://www.nursesupport.org) or by contacting the NSP II Office at 410-767-3372.
- Final reports must be submitted. Failure to submit a final report will make the project director ineligible to apply for future grants and may place the program on notice.

**C. Narrative Reports** include the results of the evaluation plan outlined in the project proposal and document the project outcomes. These reports will include an executive summary. The summary will include performance data and program evaluation that address the initiative funded and how the funded proposal advanced the ultimate ongoing statewide effort *“to increase the number of qualified bedside nurses”*.

***The Financial Report should be structured like the approved budget, with both a budget summary and a budget narrative. Grantees should keep records indicating how funds are expended, the total cost of project activities, the share of the cost provided from other sources (in-kind or otherwise), and any other relevant records to facilitate an effective audit; such records should be held for five (5) years after the grant ends.***

## **6. Acknowledgment of Support and Disclaimer**

***An acknowledgment of the HSCRC must appear in any publication of materials based on or developed under this project in the following manner:***

*“The activity that is the subject of this [type of publication (e.g., book, report, film)] was produced with the assistance of a Nurse Support Program II grant under the auspices of the Health Services Cost Review Commission.”*

Materials, except those published in academic journals, must also contain the disclaimer:

*“Opinions, findings, and conclusions expressed herein do not necessarily reflect the position or policy of the Health Services Cost Review Commission and no official endorsement should be inferred.”*

All media announcements and public information pertaining to activities funded by this grant program should acknowledge support of the Nurse Support Program II Grant Program under the auspices of the Health Services Cost Review Commission.

**At such time as any article resulting from work under this grant is published in a professional journal or publication, two reprints of the publication should be sent to MHEC and HSCRC, clearly labeled with appropriate identifying information.**

Please remember to acknowledge the financial support provided by the Nurse Support Program during interviews with reporters for local newspapers.

If programs supported by NSP II include web releases, these need to include a recognition of funding by HSCRC through NSP II.

### **IMPORTANT INFORMATION FOR EXISTING GRANTS AND NEW PROPOSALS:**

**Carryover requests will continue to be approved on a case-by-case basis. All requests to roll over or carry forward funding from the prior fiscal year into the coming fiscal year must be accompanied by a clear rationale based on supporting evidence.**

**Any funds remaining at the end of the fiscal year should be returned with the annual report and budget summary. Late annual reports will not be eligible for carryover approval. Future year funds will be released after required reports are processed, so it is very important that all project directors submit timely reports and updates.**

## References

American Association of Colleges of Nursing's *Special Survey on Vacant Faculty Positions for Academic Year 2012- 2013* <http://www.aacn.nche.edu/leading-initiatives/research-data/vacancy12.pdf>

Institute of Medicine, (2010) report, *The Future of Nursing: Leading Change, Advancing Health*. Retrieved from <http://www.iom.edu/Reports/2010/The-Future-of-Nursing-Leading-Change-Advancing-Health.aspx>

Health Services Cost Review Commission, Nurse Support Program II, [www.hscrc.gov](http://www.hscrc.gov)

Maryland Higher Education Commission, Nurse Support Program II, [www.mhec.state.md.us](http://www.mhec.state.md.us)

Michie's Annotated Code of Maryland, Education, 2006, 11-405, pg. 502, Matthew Bender & Company, Inc., Charlottesville, VA.

Maryland IOM Action Committee #4, verbal communication from Barb Nubile, co-chair to P. Daw, MHEC from the meeting in Elkton, Maryland on 1/11/13 to promote transitions from ADN to BSN.

## Appendix A



## Nurse Support Program II Phase 8 – Competitive Institutional Grants

Lead Applicant Institution/Organization:

Title of Project:

---

Partnership Members:

---

Type of Competitive Grant Initiative: (Check (✓) all that apply.)

<input type="checkbox"/>	Initiatives to Implement the IOM's Future of Nursing report (2010) action oriented blueprint in the following recommendations.	<input type="checkbox"/>	Initiatives to Implement Innovative Approaches to Improved Educational Systems.
<input type="checkbox"/>	Initiative to Increase Nursing Student Retention **additional documentation required.	<input type="checkbox"/>	Initiatives to Facilitate Inter-professional Education.
<input type="checkbox"/>	Innovative Initiatives supported by research that will enhance educational capacity	<input type="checkbox"/>	Initiatives to Increase Faculty Development in Workforce Planning

Projected Outcomes: (Identify below the number of additional nursing enrollments, graduates and/or faculty projected as a result of the proposed initiative.)

	<b>Projected Increase</b> ( # of Additional pre-licensure, undergraduate or graduate degree completions)
Nursing Enrollments	
Nursing Graduates	
Nursing Faculty	
Other (please specify- how will this program be	

measured- intended outcomes	
--------------------------------	--

Funds Requested: \_\_\_\_\_

Value of Match Provided (Funds, In-Kind, etc.): \_\_\_\_\_

Project Duration: \_\_\_\_\_

Project Director(s): \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

Grants Office Contact, Name & Title (post award):

\_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone number: \_\_\_\_\_

\_\_\_\_\_

Finance or Business Office Contact, Name & Title:

\_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Certification by Authorizing Official:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature:

\_\_\_\_\_

**Measurable Outcomes- How many and what percentage of participants do you expect to achieve each objective**

Please complete the cells of the following graph that may apply to your program for the proposed grant period and objectives of the initiative. These numbers are those additional faculty, students, etc., that will be made possible by NSP II funding. Use specific outcomes to your proposal and define how they will reach overall NSP II goals.

NSP II Measurable Outcomes Table					
Academic Year	AY xx	AY xx	AY xx	AY xx	AY xx
New Faculty Employed					
Total Additional Students Admitted					
Total Male					
Total Hispanic					
Total African American					
Total Additional Minority Students					
Total Information Sessions					
New Courses Initiated					
Nursing Students Tutored					
Review Sessions Provided					
Retention Rate ( percentage)					
Total Nursing Students Graduated					
NCLEX Pass Rate					
Total New Bedside RN's					
Total MSN Graduates					
Total PhD Graduates					
Total New Faculty Prepared RN's					

Include columns for ALL students and a separate column for NSP II Funded Increases  
 Include a copy of your most recent submissions to the accrediting body for the program.  
 Please share other measurable outcomes that may be unique to your program.

## Sample Budget Narrative

### Nurse Support Program II – Competitive Institutional Grants

#### Lead Institution:

---

**Project Title:** \_\_\_\_\_

*(These partial examples are provided only to demonstrate the format requested for the budget narrative. Provide as many sheets of paper as needed to provide justification for each line of the budget summary, as outlined in the RFA.)*

#### A. Salaries & Wages

**Professional Personnel:** Column 1: Dr. Jill Smith, the project director, will spend 10% of her time in project activities during the academic year. Maryland State University requests only the amount it will cost the university to pay an adjunct to replace Dr. Smith in one course. Request = \$4,900

Column 2: The university will contribute the difference between the \$4,900 requested and 10% of Dr. Smith's 10-month annual salary as in-kind cost share valued at \$3,100. Match = \$3,100

#### **Other Personnel:**

Column 1: a. Administrative Assistant (1): Request = \$12.00/hour x 5 hours/week x 78 weeks = \$4,680 (Assistant's time not included as an indirect cost; time is scheduled for grant work)

Column 2: Assistant's fringe benefits contributed as match: 5 hrs/wk x 78 weeks x 33% benefits rate x \$12/hr. = \$1,560

B. Fringe Benefits for the project manager's spring semester release time are calculated at 33%. Request = \$12,250 x .335 = \$4,103.75

**C. Travel:** Request = \$0.485 cents per mile x 10 trips to \_\_\_\_\_ x 60 miles/trip = \$291 for meetings with partnering institutions.

#### D. Participant Support Costs

##### 1. Stipends:

2 faculty members develop on-line courses @ \$2,500 each per course  
Request = \$2,500 x 2 faculty x 6 courses = \$30,000

#### E. Other Costs

Other: Snacks for 2 faculty recruitment seminars Request = \$5/participant x 5 seminars x 50 participants/seminar = \$1,250, Supplies for project director \$250, Printing faculty recruitment brochures \$1,200

<b>BUDGET SUMMARY ( each year to be described on application- see <a href="http://www.mhec.state.md.us">www.mhec.state.md.us</a> for excel spreadsheet template- for all years)  Nurse Support Program II – Competitive Institutional Grants Lead Institution &amp; Project Title:</b>  <hr/> <hr/> A. Salaries & Wages Professional Personnel List each by name and title	<b>SOURCE OF FUNDS</b>		
	<b>COLUMN 1  NSP II FUNDS REQUESTED*</b>	<b>COLUMN 2  INSTITUTION'S MATCH OF FUNDS</b>	<b>COLUMN 3  OTHER FUNDS**</b>
1.			
2.			
3.			<b>Prepare separate budgets for each year of the grant, along with a comprehensive budget for the entire grant period that is cumulative and includes each year on one excel spreadsheet</b>
4.			
Other Personnel (list by job category & note # of each)			<b>Describe institutional support and sustainability plan.</b>
5.			
6.			
Total Salaries and Wages			
B. Fringe Benefits			
C. Travel			
D. Participant Support Costs (specify)			
Total Participant Costs			
E. Other Costs			
1. Materials and Supplies			
2. Consultant Services			
3. Computer Services			
4. Other (specify)			
Total Other Costs			
F. Total Direct Costs (A through E)			
G. Indirect Costs (cannot exceed 8% of F)			
H. Total (F & G)			

**Nurse Support Program II**

**Application Budget Summary**

Lead Institution: \_\_\_\_\_

Partner Institutions or Organizations: \_\_\_\_\_

Project Title: \_\_\_\_\_

Total Grant Funds Requested: \$ \_\_\_\_\_

Grant Funds Requested Per Year	Year 1	Year 2	Year 3	Total Amount of Funds Requested Over Grant Period	Total Institution Funds Over the Grant Period	
	FY 2015	FY 2016	FY 2017		Match or In Kind Contribution	Other Funds
<b>A. Salaries &amp; Wages</b>						
Professional Personnel : List by name & title						
1						
2						
3						
4						
Other Personnel:						
Total Salaries & Wages						
<b>B. Fringe Benefits</b>						
<b>C. Travel</b>						
<b>D. Participant Support Costs</b>						
Specify:						
<b>E. Other Costs</b>						
1. Materials and Supplies						
2. Consultant Services						
3. Marketing Services						
4. Computer Services						
5. Other						
<b>F. Total Direct Costs (A through E)</b>						
<b>G. Indirect Costs (cannot exceed 8% of F)</b>						
<b>H. Total Costs</b>						

Excel documents available at [www.nursesupport.org](http://www.nursesupport.org)

## **ASSURANCES**

The Applicant hereby affirms and certifies that it will comply with all applicable regulations, policies, guidelines, and requirements of the Health Services Cost Review Commission (HSCRC) and the State of Maryland as they relate to the application, acceptance, and use of Nurse Support Program II funds in this project. Also, the Applicant affirms and certifies that:

1. It possesses legal authority to apply for the grant; e.g., an official act of the applicant's governing body has been duly adopted or passed, authorizing filing of the application, including all understandings and assurances contained therein and directing and authorizing the person identified as the official representative of the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
3. It will enter into formalized agreement(s) with the local hospitals in the area(s) of proposed service, as well as with other members of the collaborative, where applicable.
4. It will expend funds to supplement new and/or existing programs and not use these funds to supplant non-grant funds.
5. It will participate in any statewide needs assessment program or other evaluation program as required by the HSCRC.
6. It will give the HSCRC, the Maryland Higher Education Commission as the Grant Administrator, and/or the Legislative Auditor, through any authorized representative, the right of access to, and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the HSCRC concerning special requirements of law and other administrative requirements.

---

Institution

---

Signature of Authorized Institutional Authority

Name and Title Printed \_\_\_\_\_ Date \_\_\_\_\_

## **Appendix B**



**Nurse Support Program II  
Annual Report  
Due July 31, 2014**

Reporting Period: July 1, 2013 – June 30, 2014

Grant Number: NSP II \_\_\_\_\_

Lead Institution: \_\_\_\_\_

Partnership Members: \_\_\_\_\_

Project: \_\_\_\_\_

Project Director(s): \_\_\_\_\_ Campus Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Campus Mail Address: \_\_\_\_\_

\_\_\_\_\_

Please submit report to: Outreach and Grants Management-  
Nurse Support Program II  
Attn: Peg E. Daw, MSN, RN-BC  
Maryland Higher Education Commission  
6 N. Liberty Street, 8<sup>th</sup> floor  
Baltimore, Maryland 21201

Phone: 410-767-3372

E-mail: pdaw@mhec.state.md.us

## Part 1

Please report on the annual progress of your NSP II project. For each initiative (e.g., hiring faculty, enrolling more students, retaining students) covered in the project, please provide the goals and objectives; then address the actions taken, timeline, and a detailed description of the progress made for the year.

Sample:

Goal 1:

Objective 1:

Actions Taken:

Timeline:

Progress:

Objective 2:

Actions Taken:

Timeline:

Progress:

Goal 2:

Objective 1:

Actions Taken:

Timeline:

Progress:

Objective 2:

Actions Taken:

Timeline:

Progress:

Goal 3:

Objective 1:

Actions Taken:

Timeline:

Progress:

Reminder: Please complete the budget summary in the Excel document format, showing remaining funds in the third column. If you are requesting to carry forward unspent funds into FY 2014 to meet project goals, please submit an adjusted budget for FY 2014, along with a Project Amendment and Budget Amendment form with details.

## Part 2

### Measurable Outcomes

Please complete the cells of the following graph that apply to your program for FY 2013-2014. These numbers are those additional faculty, students, etc., made possible by NSP II funding:

NSP II Measurable Outcomes Table					
Academic Year	AY xx	AY xx	AY xx	AY xx	AY xx
New Faculty Employed					
Total Additional Students Admitted					
Total Male					
Total Hispanic					
Total African American					
Total Additional Minority Students					
Total Information Sessions					
New Courses Initiated					
Nursing Students Tutored					
Review Sessions Provided					
Retention Rate ( percentage)					
Total Nursing Students Graduated					
NCLEX Pass Rate					
Total New Bedside RN's					
Total MSN Graduates					
Total PhD Graduates					
Total New Faculty Prepared RN's					

Please explain any discrepancies between the proposed and the actual numbers.  
 Is the project progressing on target to meet the goals and objectives as outlined in the approved proposal? If not, please explain why.  
 If the project is not on target, what adjustments will be made?  
 What are the greatest challenges and/or major issues faced by the project? How will these be addressed?  
 What aspects of the project have been the most successful?

Include overall program data and then report on specific increases or successes due to the additional funding provided by the NSP II.

Include a copy of the latest information submitted to accrediting bodies or other formal reviews to inform policy and future NSP II program direction.

**Annual Report Budget Summary**

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

Grant #: \_\_\_\_\_ Institution: \_\_\_\_\_

Project Title: \_\_\_\_\_

Report Period: \_\_\_\_\_

A. Salaries & Wages	SOURCE OF FUNDS				
	NSP II FUNDS			INSTITUTION FUNDS	
	Original Approved Budget for FY 2014	Projected Expenditures as of June 30, 2014	Variance-Amended Original Amount	Institution Match Funds	Other Funds
Professional Personnel List each by name and title					
1					
2					
3					
<b>Total Salaries and Wages</b>					
B. Fringe Benefits					
C. Travel					
D. Participant Support Costs (specify)					
E. Other Costs					
1. Materials and Supplies					
2. Consultant Services					
3. Computer Services					
4. Other (specify)					
F. Total Direct Costs (A through E)					
G. Indirect Costs (cannot exceed 8% of F)					
H. Total (F & G)					

I certify that the financial information presented in this report is accurate.

Project Director: \_\_\_\_\_ Signature \_\_\_\_\_

Financial Officer: \_\_\_\_\_ Signature \_\_\_\_\_

**Nursing Support II Competitive Grant Program  
Project Amendment Request  
Justification Form**

Grant recipients must obtain prior written approval to make any significant change in activities, key personnel or budget reallocations to the approved project. Requests for project revisions, including no cost extensions, should include explanation and justification for the requested changes, as well as, a revised budget where applicable. Use the forms provided. Please be specific when explaining all requested changes and include updates to activities timelines. Refer to *Post Award Changes* in the original RFA.

.....  
**Date:** \_\_\_\_\_

**Grant #:** \_\_\_\_\_ **Project Title:** \_\_\_\_\_

**Project Director:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Section A. Amendment Request Type**

- |  |   |
|--|---|
| <input type="checkbox"/> Project Extension       | <input type="checkbox"/> Programmatic Changes |
| <input type="checkbox"/> Reallocate Funds        | <input type="checkbox"/> Carry-Over Amendment |
| <input type="checkbox"/> Project Director Change | <input type="checkbox"/> Other                |

**Section B. Amendment Request Explanation**

Description:

Reason:

Expected Results:

Submit resume for new project director with request

**Section C. Project Extension: Additional Requirements**

Include revised timeline, estimated participants and role of key staff during extension

**Nurse Support Program II – Competitive Grant Program  
BUDGET AMENDMENT REQUEST**

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

Grant #: \_\_\_\_\_

Institution: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Budget Year to be Amended: (e.g. Year 2)

Are any or all of the fund reallocation request carryover from the prior year? (Y/N)

Carryover amount \$ - Carryover from Project Year \_\_

	SOURCE OF FUNDS				
	NSP II FUNDS			INSTITUTION FUNDS	
	Original Approved Budget for FY 2015	Amended Budget (how will Carryover funds be used)	Final Amended Budget for FY 2015	Institution Match Funds	Other Funds
A. Salaries & Wages					
Professional Personnel List each by name and title					
1					
2					
3					
Total Salaries and Wages					
B. Fringe Benefits					
C. Travel					
D. Participant Support Costs (specify)					
E. Other Costs					
1. Materials and Supplies					
2. Consultant Services					
3. Computer Services					
4. Other (specify)					
F. Total Direct Costs (A through E)					
G. Indirect Costs (cannot exceed 8% of F)					
H. Total (F & G)					

## Appendix C

For FY 2014, 15 proposals were received. The seven member Grant Review Panel comprised of nursing administrators, hospital and emeritus university educators, and MHEC and HSCRC staff, reviewed all of the applications and ranked application according to a scoring rubric. All applications were recommended for funding with certain revisions as recommended by the Panel. The applications were diverse and representative of broad geographic locations and educational strategies.

The most highly recommended applicant presented an innovative program for veterans with past or present status of a “Navy Corpsman”, “Army 91WM6” or “USAF4NO” skill identifier. These individuals will be recruited to participate in an accelerated registered nurse program with expected completion in 13 months, through smooth transitions, online delivery and ongoing support systems.

Five were focused on streamlining Associate Degree to Bachelor’s completion. Several focused on advancing inter-professional education with simulation, improving minority outcomes, and leadership development. Other applicants are starting a new DNP program at an HBI, an RN-MSN program in western Maryland and a postgraduate psychiatric nurse practitioner option. Eleven Maryland schools and fourteen partner institutions will be involved in the fifteen proposed one to two year grant funded projects totaling \$3,907,977.

Bowie State University	A Faculty Pipeline, RN-MSN	Dr. Doris Clark
Community College of BC	Associate to Bachelors (ATB)	Ms. Karen Wons
Coppin State University	Doctor of Nursing Practice	Dr. Joan Tilghman
Frostburg University	Pathway to MSN	Ms. Heather Gable
Hagerstown Community College	3+1 route to BSN	Ms. K. Hammond
Howard Community College	Inter-professional Simulation	Dr. Georgene Butler
Johns Hopkins University	Post-grad Psychiatric NPs	Dr. Karen Kverno
Johns Hopkins University	Inter-professional Simulation	Dr. Laura Taylor
Johns Hopkins University	Faculty Leadership Models	Dr. Pam Jeffries
Montgomery College	Military to ADN (M2ADN)	Ms. Barb Nubile
Sojourner-Douglass College	Minority RN Success	Dr. Arlene Johnson
Stevenson University	Academic Service Partners	Dr. Judith Feustle
University of Maryland	RN-BSN	Dr. Janice Hoffman
University of Maryland	Master’s for Clinical Faculty	Dr. Mary Etta Mills
University of Maryland	Inter-professional Faculty	Dr. Shannon Idzik

Abstracts from all previously funded proposals available at [www.nursesupport.org](http://www.nursesupport.org)



## Appendix D

## **Statewide Initiatives**

Statewide Initiatives support individual funding for nursing faculty recruitment and retention efforts through advancing educational preparation and professional development. This is a multi-pronged approach with three programs: the Hal and Jo Cohen Graduate Nursing Faculty Scholarships (GNF), the New Nurse Faculty Fellowships (NNFF) and Nursing Educator Doctoral Grants (NEDG). Over the last 8 years, these programs have supported the development, recruitment and retention of nursing faculty for Maryland nursing programs. All programs include service commitments to the sponsoring university or college nursing program. Additional nomination and application information is available at [www.nursesupport.org](http://www.nursesupport.org).

### **Hal and Jo Cohen Graduate Nursing Faculty Scholarships and Living Expenses**

This financial aid program is jointly administered by the Office of Student Financial Assistance (OSFA) and Office of Outreach and Grants Management at MHEC. An individual must be a Maryland resident and be enrolled at a Maryland college or university as a graduate student in a Master's of Science in Nursing (MSN) program, post-graduate certificate program in nursing education, Doctorate (PhD, DNP, EdD) program or another graduate-level nursing program required to prepare the individual to become nursing faculty. The Graduate Nursing Faculty Scholarship is nomination based for full tuition while the additional Living Expenses Grant, is need-based with submission of financial documents. Tuition coverage is the primary purpose and Scholarship awards are funded before Grants are awarded.

### **New Nurse Faculty Fellowship Program**

The new faculty fellowships are available to Maryland institutions with nursing degree programs through nominations of newly hired full-time, tenured or tenure-track faculty or clinical-track nursing faculty. These fellowships will assist Maryland nursing programs in recruiting and retaining new nursing faculty to produce the additional nursing graduates required by Maryland's hospitals. The awards may be used to assist new nursing faculty with professional expenses, such as professional development, loan repayment, and other relevant expenses.

### **Nurse Educator Doctoral Grants for Practice and Dissertation Research**

This competitive grant program is designed to support Nursing Ph.D. candidates' dissertation work and Doctorate of Nursing Practice (DNP) candidates' scholarly capstone project work. School of Nursing Deans and Directors nominate nursing doctoral candidates, who are interested in serving as nursing faculty.