

Education Grant

Online Application Instructions

Please review the Funding Opportunity Announcement for the grant program that you are applying to before submitting an application to ensure the program is currently open to applications and understand all program requirements.

These instructions pertain to the following AANA Foundation Grant Programs:

- DEI Education Grant

All applications are to be completed electronically in the online grants management system, adhering to the guidelines outlined in this instructions document. Do not send a hard copy of the application.

When applications are open for submission (typically 60 days before application due dates) and you are ready to apply, you can access the application module on our electronic grants management [Application Site](#). Click on the [Applicant Request Form](#) at the top of the web page and complete the information listed on the form. Please do not delay in submitting an Applicant Request Form to ensure you have enough time to access the system before the deadline. Please use the email that you have registered with AANA Membership (if you are a member) when establishing a profile with the Applicant Request Form.

We will review the information on your request form and process your request to set up a profile in the grants management system. Once the review process is complete, you will receive an email providing a web link with login credentials for the grants management system. Please check your inbox (and spam box) for this email which will include next steps about how to begin your application – it should appear within three business days. Upon email receipt, please log in to the system and set your password using the link provided. It is important that this password is set within 48 hours to avoid expiration of the link. Should you have questions about this process or not receive an email providing login credentials within a few days after submitting your request form, please reach out to us at Foundation@aana.com or call 847-655-1170.

Note: You only need to complete an Application Request Form one time to become established in our grants management system. For future applications you do not need to submit this Form again.

We recommend that you download these instructions and prepare your application content outside of the system, such as in a Word document. You will be able to copy and paste all content into the system when you are ready to submit. You will want to have all content and files available at the time of submission for ease of application completion. For large or complex tables and figures, you may consider including them as uploads in the final appendices section, using PDF file format, given system character requirements.

The following content will be requested in the online application module.

About You

Review the contact information pre-populated from your Applicant Request Form, including organization name, address, Principal Investigator (PI) name, PI email, PI phone, and PI credentials (degrees). Indicate whether you accessed the Foundation Resource Center (e.g., secured a mentor or consultant to help with your application).

As you proceed, you will receive an email with your application reference number. You can retrieve your application at a later time using the "Continue an Existing Application" tab and entering this number. You may also directly continue to complete the application.

Applicant and Project Information Sheet

Complete the required information about AANA membership status and name, Organizational Representative, funding amount requested (direct and indirect costs), human subjects involvement, and plans for inventions.

Funding Rationale (approximately 80 words or ¼ of a single-spaced page)

Please tell us why the AANA Foundation should fund your project. In crafting the rationale, consider the AANA Foundation mission, evidence-based practice priorities, potential impact, and the priorities stated in the Funding Opportunity Announcement.

Abstract and Relevance Statement (2000 characters, including spaces, approximately 320 words or about 1 single-spaced page)

- The abstract should include a short description of the education initiative, highlighting the education objectives, goals, strategy, audience, and anticipated impact.
- The abstract should be able to stand alone in describing your project and be written in a way so that the content is accessible to a variety of audiences.
- In one to two sentences, the relevance statement should indicate anticipated importance and applicability to policy and/or practice in nurse anesthesiology.

I. Title (255 characters, including spaces)

Use a descriptive title that highlights the purpose and goals of the education initiative.

II. Specific Aims (approximately 800 words, or about 1.5 single-spaced pages)

- The specific aims summary should stand alone and is the most important single section of your proposal.
- The summary should begin by briefly addressing the topic, stating what is currently known about educational needs and gaps, goals of the education project, targets of the education, and potential impact of the work.
- Clear and specific aims should be stated (typically 2-3), numbered or separated into bullet points. Aims should be short, concise statements (1 to 3 sentences)

about the educational objectives that you plan to accomplish and the expected outcomes. Consider whether your stated specific aims are logical and achievable and if they adequately address your implementation strategy.

- Complete the specific aims page with a brief statement of why the educational approach is innovative, the potential outcomes, and the expected impact of the education strategy on the nurse anesthesiology profession.

III. Educational Strategy (approximately 4000 words or about 8 single-spaced pages)

The Educational Strategy section contains 5 subsections including Description and Statement of Need, Educational Goals, Delivery Format, Audience, and Outcomes and Measures of Success. Use these subheadings to organize this section of the proposal. Use in-text citing with AMA Manual of Style 11th edition format and include the references in the separate Reference section, later in the application module.

A. Description and Statement of Need (20% of the Educational Strategy Section; Maximum Length: approximately 800 words or about 1.5 single-spaced pages)

- The goal of this subsection is to answer the “so what” question with respect to the planned education initiative.
- Begin this section by providing the context of what is already known about the status of knowledge and educational gaps, with a brief, clear, and concise background discussion.
- Follow this discussion by addressing the importance of implementing an educational strategy, and ways the strategy will address a critical barrier to progress in the field. Describe the data and sources that validate the problem.
- Provide a brief overview of the DEI and educational objectives, delivery format, and audience to be served.
- Describe how your educational initiative will be significant for the nurse anesthesia community and how it aligns with AANA Foundation’s mission.

B. DEI and Educational Goals (20% of the Educational Strategy Section; Maximum Length: approximately 800 words or about 1.5 single-spaced pages)

- The goal of this subsection is to describe the DEI issue and topics to be addressed by the educational activity.
- Explain the goals and what you hope to achieve with the educational activity.
- Describe how the activity will advance diversity, equity, and inclusion and impact the profession and patients.
- Describe how your organization is positioned to offer unique and effective DEI education to the anesthesia community.

C. Delivery Format (20% of the Educational Strategy Section; Maximum Length: approximately 800 words or about 1.5 single-spaced pages)

- The goal of this subsection is to describe the format and location of the education activity (e.g., in-person workshop, online training module, lectures).
- Specify who will deliver the education (e.g., speakers, faculty), including demographics, experience, and credentials.
- Describe any partners assisting in developing or delivering educational content.

D. Audience (20% of the Educational Strategy Section; Maximum Length: approximately 800 words or about 1.5 single-spaced pages)

- The goal of this subsection is to describe the audience to be served by the education activity.
- Include the anticipated number of participants, audience type (e.g., nurse anesthesia residents, faculty, patients, general public), geographic reach, how the audience will be identified, and any credit offered to the audience for participation (e.g., CME).
- Describe any relevant partners assisting in identifying and reaching the audience.

E. Outcome and Measures of Success (20% of the Educational Strategy Section; Maximum Length: approximately 800 words or about 1.5 single-spaced pages)

- The goal of this subsection is to describe the key results anticipated from the educational activity.
- Describe the methods used to evaluate the educational activity.
- Include the specific outcomes of interest and any assessments to be employed to measure success and impact.

IV. References

Use in-text citing with AMA Manual of Style 11th edition format in the Education Strategy section with numbers to include references for statements; e.g., ¹ or [1]. Provide numbered references that correspond to the in-text numbered citations in the Education Strategy.

V. Timeline

Provide a listing of the activities and milestones to be completed by month, with a narrative description of each activity and milestone.

Note: The next section is the file upload section where you will need to upload all the required documents in one session. Please ensure these files are prepared for immediate upload before progressing. All Forms and Templates are available on the main grants management site under "Download Forms."

- You are **required to upload ALL documents in a single session**, and **only when you are fully prepared to complete and submit your application**. Uploading documents in multiple attempts is **not permitted** and may result in **duplicate records, processing errors, or rejection of your submission**.
- **Do NOT close, refresh, or navigate away from this page** at any point before clicking **"Save and Submit"** and successfully completing the submission. Failure to do so may result in **permanent loss of your uploaded documents and application data**.
- All files **must be named exactly as follows**:

LastName_FirstName_DescriptiveFileName (Example:
Doe_John_SurveyTool)

Submissions with incorrectly named files may be **delayed or rejected**.

- You must **verify that ALL required documents have been uploaded** before proceeding. **Incomplete submissions will not be processed.**
- **Once you click "Submit," this action is final.** You will **not be able to return, edit, or upload additional documents under any circumstances.**
- To proceed: upload all required files on this page, then click "**Save and Submit**", followed by "**Submit.**" Your application will only be considered complete after both steps are successfully executed.

VI. Biographical Sketch of Key Personnel (upload)

Upload a Biosketch for each of the key personnel on the project. Key personnel contribute in a substantive way to the scientific development of the project and may or may not receive salary support for work on the grant. Key personnel may be Principal Investigators, Co-Investigators, Consultants, or occupy other significant roles on the project. Use the AANA Foundation Biosketch Template. Biosketches should include information about education and training; a personal statement with a brief description of role on the project; positions and honors; and contributions to science including any history of AANA Foundation funding. There is no character limit but each Biosketch should typically not exceed 5 pages.

Accepted formats .docx,.doc,.pdf,.xlsx,.xls,.csv,.xml.jpeg,.jpg.

VII. Budget and Budget Justification (upload)

Use the Budget and Justification Template to outline costs. A narrative Budget Justification is required that provides additional information about each budget category that supports the budget request. Be as specific as possible. The AANA Foundation Grants Policy Statement and Funding Opportunity Announcements specify allowable costs for grant programs. Costs proposed should be necessary and reasonable to conduct the work described. Indirect costs are typically not allowed for education projects. Upload the Budget and Justification Form Template as an attachment.

Accepted formats .docx,.doc.

VIII. Human Subjects (upload – Form)

Use the Human Subjects Template to provide information about research classification and human subjects/vertebrate animal involvement. This template specifies whether the project is classified as research, if human subjects or vertebrate animals are involved, if the project is exempt from human subjects regulations, if determination documentation is available, and if IRB/IACUC review/approval has occurred.

Accepted formats .docx,.doc.

IX. Appendices (uploads)

Additional appendices are optional to upload. Examples of appendices include:

- i. Educational curricula samples.
- ii. Webinar or training content.
- iii. A copy of a letter from individuals, departments, or organizations providing support for the proposed education initiative.
- iv. For resubmissions or revisions, a one-to-two page response to reviewer comments.

Accepted formats .docx,.doc,.pdf,.xlsx,.xls,.csv,.xml.jpeg,.jpg.

Affirmation

With application submission, you agree that you meet eligibility criteria stated in the Funding Opportunity Announcement and certify that all statements made in the application are complete and accurate. You understand that:

- Falsification in the application or other attachments will disqualify the application.
- Failure to follow all instructions will render the application incomplete and will be withdrawn from review.
- The AANA Foundation Research and Scholarly Activities Committee makes recommendations to the Foundation Board of Trustees for funding. The decision of the Board of Trustees is final.

If you are awarded a grant, acceptance of funds indicates agreement with all terms stated in the AANA Foundation Grantmaking Policy and the Notice of Award.

When your application is complete, click Save and Submit.