



# Application Guidance

## PURPOSE

The RENEW Initiative is a collaborative effort to enhance faculty retention and recruitment within Oregon’s public nursing education programs. Successful projects will clearly identify a challenge, propose evidence-informed strategies, and present measurable outcomes to ensure the goals are achieved within the project period.

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## EVALUATION CRITERIA

As indicated in the RFP, proposals will be evaluated by the Oregon Center for Nursing (OCN) using a comprehensive rubric that assesses the strength and alignment of the proposal based on the following criteria. All proposals are eligible for funding, but applicants may receive feedback for refining certain sections to strengthen their application.

- 1. Clarity and Purpose:**  
Is the proposal clearly written and well-organized, with a specific focus on faculty retention, recruitment, or both?
- 2. Alignment with Grant Aims:**  
Does the proposal align with the core aims of the grant, focusing on system-level interventions that address faculty retention and/or recruitment?
- 3. Incorporation of Feedback:** The proposal incorporates feedback provided from the interviews, demonstrating a strong alignment with the identified needs and opportunities
- 4. Goals & Metrics for Retention/Recruitment:**  
Are the project’s objectives clearly defined, quantifiable, and time-bound, providing actionable indicators for success? Does it provide baseline measures, target metrics, and a plan for ongoing evaluation. Does the proposal show a strong link between the chosen metrics and the project’s objectives?
- 5. Budget Clarity and Justification:**  
Is the budget well-justified, with a clear alignment between the proposed activities and the requested funds?

## 6. Project Timeline:

Does the proposal include a detailed and realistic timeline with clear milestones and deadlines that align with the grant period?

## EVALUATION PROCESS

- Proposals will be reviewed using a rubric based on the criteria listed above.
- The goal is not to disqualify applications but to ensure that all projects are aligned with the RENEW Initiative's objectives and are positioned for success.

Applicants are encouraged to consider the following before applying:

- **Eligible Applicants:** Only Oregon public nursing education programs are eligible.
- **Project Focus:** Projects must focus on faculty retention, faculty recruitment, or both.
- **Project Period:** Projects must start no sooner than July 1, 2025\* and be completed by October 29, 2027.

**\*Note: The distribution of funds is subject to OHA approval and availability.**

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## PROJECT ELIGIBILITY

- **Focus:** Projects must target faculty retention, recruitment, or both within Oregon's public nursing education programs.
  - **Intervention:** Proposals must suggest a specific, system-level intervention to address, prevent, or correct the root causes of identified faculty challenges.
  - **Submission:** Each eligible program may submit one proposal for recruitment and one proposal for retention, or a single combined proposal for both. If submitting a combined proposal, there must be a clear distinction between the recruitment and retention interventions, as well as separate anticipated outcomes for each.
  - **Funding Restrictions:** Funds may NOT be used to supplement ongoing programs or interventions. They must support new initiatives or approaches in alignment with the interview findings.
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## GUIDANCE

Below you will find a walkthrough of each section of the grant application. This document is designed to assist you in preparing your application for the RENEW Initiative grant opportunity,

funded by House Bill 3396, distributed through the Oregon Health Authority (OHA). Please thoroughly review the application guidelines before beginning, as the application cannot be saved or returned to once started.

Next

[Save and Resume Later](#)

**Please Note:** Once you begin your application and click the “Save and Resume Later” button, you will have 30 days to complete and submit your application before it is automatically deleted.

For technical assistance, please contact Priscilla Pimentel via email: [priscilla.pimentel@oregoncenterfornursing.org](mailto:priscilla.pimentel@oregoncenterfornursing.org) or by phone 503-305-4732.

The application consists of four sections with multiple field entries and upload requirements, detailed below.

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## APPLICANT INFORMATION

Applicants will need to provide basic details about their institution and identify the primary contact for this project.

- The **Organization Name** should reflect the full legal name of your institution as registered with the IRS.
- The **Primary Contact Person** will serve as the main point of contact for all communications related to the grant, including inquiries, funding, and reporting requirements.
- The **Fiscal Contact** will be responsible for handling financial matters.
- The **Authorized Signatory** should be the person with the legal authority to sign the grant agreement on behalf of the institution.

Ensure that all contact details are accurate, as these individuals will be involved throughout the grant process.

### Field sections you will see:

1. **Organization Name:** (Full legal name as registered with the IRS)
2. **Organization Address:** (Primary address for your institution)
  - Street 1
  - Street 2
  - City
  - County

- State
- Zip/Postal code
- 3. **Primary Contact Person:** (Person responsible for communication related to this grant)
  - Name
  - Title/Position
  - Email address
  - Phone number
- 4. **Secondary Contact Person (if applicable):**
  - Name
  - Title/Position
  - Email address
  - Phone number
- 5. **Fiscal Contact:** (Person responsible for financial matters related to the grant)
  - Name
  - Title/Position
  - Email address
  - Phone number
- 6. **Provide the name of the payee for disbursing the grant funds.\***
  - a. Provide the mailing address of the payee above for disbursing the grant funds.
  - b. Street address
  - c. City, State, Zip
- 7. **Tax Identification Number:**
- 8. **Authorized Signatory:** (Person authorized to sign the grant agreement)
  - Name
  - Title/Position
  - Email address
  - Phone number
- 9. **Additional Contacts (if applicable):**

If selected, please list any other individuals who should be copied on the grant contract communication.

  - Name
  - Title
  - Email address
  - Phone number

## PROJECT INFORMATION

The project information section requires applicants to provide details of their project. Applicants will provide the project title, total funding requested, and specify project timelines. This information will be used for promotional materials and contractual agreements.

Field sections you will see:

10. **Project Title:** Choose a concise, descriptive title that reflects the core purpose of your project. It should be specific enough to convey the project's focus
11. **Total Amount of Funding Requested:** Clearly state the total funding amount you are requesting. Ensure that this amount aligns with your project's budget, considering all expenses necessary to achieve your goals. Be realistic and justify why this amount is needed for the project's success.
12. **Project Start Date:** Choose a start date that falls within the allowable time frame and ensures ample preparation time. Projects must start no sooner than July 1, 2025\* and be completed by October 29, 2027.

**\*Note: The distribution of funds is subject to OHA approval and availability.**

13. **Intervention End Date:** The intervention end date must be **no later than October 29, 2027**. Ensure that your timeline includes all project activities and allows for a 12-month outcome monitoring period ending by October 27, 2028. Please acknowledge and agree to both statements by clicking the box.
14. **Please specify the primary focus of your project: Choose one**
  - a. **Faculty Retention**
  - b. **Faculty Recruitment**
  - c. **Both Retention and Recruitment**
15. **Project Collaboration:**
  - a. The question asks whether your institution is collaborating with other Oregon public nursing education programs or external entities on your project. In the text box, enter (Yes or No):
    - If you are NOT collaborating with any external programs or entities, type "No." You will not need to provide any additional details in the text box.
    - If you ARE collaborating, type "Yes." You must then provide details of your partnership in the text box. Include the following information:
      1. Names of Partner Organizations: Identify the specific Oregon public nursing education programs or external entities involved.

2. Nature and Scope of the Collaboration: Describe how you are working together (e.g., shared curricula, joint clinical rotations, resource-sharing, research projects, faculty exchanges, etc.).
3. Expected Impact on Recruitment and Retention: Explain how this collaboration will enhance your project's effectiveness in recruiting and retaining nursing students or professionals.

## PROJECT PROPOSAL

The Project Proposal page will walk you through creating a grant application narrative. Each question must be answered completely and thoroughly. Incomplete responses or responses indicating to look elsewhere in the application, “not applicable”, “does not apply”, or a similar type of response will not be considered eligible for review.

On this page, applicants will provide their abstract and build their proposal. If selected, the abstract will be used in promotional materials or other publications to explain your project. It should clearly provide a summary of the proposal. The prompts below the abstract section will be where applicants provide in-depth responses to give detailed information regarding their project. *Grant writing is time-consuming work.* It is highly recommended that applicants download and USE THIS GUIDE to answer the questions well in advance of attempting to submit their application.

Field sections you will see:

16. **Project Abstract:** A detailed narrative including your project abstract, purpose, background and evidence, change/implementation plan, and evaluation of outcomes. In 500 words or less, briefly describe the identified challenges, proposed solution, audience and location, expected outcomes, and how success will be measured. *Guidance:* This section is your opportunity to succinctly summarize your entire project. Make sure you highlight the core problem you are addressing, the solutions you will implement, and the quantifiable impact you expect.
17. **Purpose of Project** (200 words or less):
  - a. What specific faculty retention or recruitment challenges does this project aim to address? Why is this issue critical for your institution? *Guidance:* Be clear and specific about the problem. The more precise your explanation, the better reviewers will understand the urgency and necessity of your project. Use data where available to back up your claims.
18. **Target Location and Audience** (200 words or less):
  - a. Be specific about where your project will be implemented and who it will impact. *Guidance:* Describe the exact setting for your project and the group(s) it will

affect. Be as specific as possible to ensure the reviewers can gauge the reach and impact of your intervention.

**19. Project Alignment:**

- a. How does your project align with the aims of the RENEW Initiative? *Guidance:* Focus on how your project’s goals and strategies align with the broader mission of the RENEW Initiative. Show how your project contributes to sustainable improvements in Oregon’s nursing education workforce.

**20. Background and Evidence:**

- a. **Feedback:** How did you engage your faculty and incorporate feedback from OCN in identifying the challenges or solutions proposed by your project?

**21. Description of the Change/Implementation Plan:**

- a. **Proposed Intervention:** Describe the proposed intervention/project in detail (300 words or less). *Guidance:* Provide a clear, step-by-step explanation of how you will implement your project. Make sure the plan is detailed enough for reviewers to understand the feasibility and broad timeline of your intervention.
- b. **Implementation Strategy:** What strategy will you use to implement the project? (300 words or less) *Guidance:* Explain the methods or approaches you will use to ensure the successful roll-out of your project. Consider factors such as resource allocation, team roles, and potential challenges.
- c. **Success Indicators:** How will you know if your plan is successful? (100 words or less)

*Guidance:* Define clear and measurable success indicators that will help you track whether your intervention is effective. These should be tied to the project's key goals and metrics.

**Outcomes and Evaluation:**

**22. Measurable Outcomes:** In this section, you will outline the measurable outcomes for your project and describe how you will track progress and success.

- a. *Guidance:* Your goals should be concrete, quantifiable, and tied to a clear timeline. For example, “Increase faculty retention by 10% over two years” is a goal that provides a specific, measurable target with a defined timeframe.

**23. Tracking and Measurement:** How will you track and measure your outcomes? (Include data collection procedures, analysis, and any tools, if applicable) Describe how you will track and measure the outcomes of your project, including the data collection procedures, analysis methods, and any specific tools or surveys you will use to evaluate success. If exact baseline data is unavailable at the proposal stage, explain how you will collect it once the project is initiated. *Guidance:* Your tracking and measurement plan

should include clear methods for gathering and analyzing data. Whether you are using surveys, interviews, or statistical analysis, make sure your approach is methodologically sound and linked to the project's objectives.

- a. **Sustainability:** How will you sustain your outcomes/project beyond the grant period? (200 words or less) Explain how you will sustain the outcomes and the project beyond the grant period. *Explain how your project's impact will continue after the grant. Include plans for institutional support, ongoing funding, or integration into existing programs.*

**24. Project Timeline:**

- a. Provide a clear timeline with specific dates and major activities for your project, ensuring all activities align with the RENEW Initiative's goals of faculty retention and recruitment. Projects must start no sooner than July 1, 2025 and be completed by October 29, 2027.

**Example Timeline:**

Activity/Task	Milestone? (x)	Start Date	End Date	Notes/Comments
Faculty Needs Assessment		Sept 2025	Dec 2025	Analyze current workload and gaps
Recruitment & Onboarding	x	Oct 2025	Jan 2026	Hire and integrate new faculty members
Workload Balancing Pilot Program		Feb 2026	Dec 2026	Implement flexible scheduling and workload distribution
Midpoint Evaluation & Faculty Feedback	x	Jan 2027	Mar 2027	Assess workload and policy impact on retention
Adjustments To Workload		Apr 2027	Aug 2027	Modify workload and policies based on feedback
Final Adjustments And Policy Development	x	Sep 2027	Oct 2027	Institutionalize best practices before intervention ends

12-Month Monitoring Period Begins		Nov 2027	Oct 2028	Track and document impact and sustainability of outcomes
Final Report Submission	x	Nov 2028	Nov 2028	Submit 12-month outcomes to OCN

25. **Budget Table:** Please use the RENEW Project Proposal Budget template, definitions of each line item is provided below. Once finished, upload your completed Project Proposal Budget template.

**Guidelines for budgeting:**

- **Personnel Costs:** List the staff members involved, their roles, time commitment, and how their efforts support the project.
- **Fringe Benefits:** Explain how fringe benefits are calculated, aligned with institutional policies.
- **Travel Costs:** Provide a justification for travel, including destinations and purposes directly related to the project.
- **Equipment & Software Costs:** Ensure equipment purchases are necessary for the project, not for general use.
- **Marketing & Outreach Costs:** List any marketing and or outreach purchases are needed for the project.
- **Other Direct Costs:** List additional costs (e.g., materials, supplies) necessary for implementation.
- **Indirect Costs:** Ensure indirect costs do not exceed 10%.

26. **Budget Justification Narrative:**

Please provide a justification for each expenditure you are requesting in your budget. For each line item, explain how the requested funds are essential to the success of your project. Clearly connect each expenditure to specific project activities, objectives, or outcomes. This justification should demonstrate how the funds will contribute to achieving your project’s goals and ensuring measurable impact.

**FINAL STEPS**

The final page of the application is where applicants will upload other components required for this grant application. Applications received without the required components will not be considered eligible for review.



**27. Letters of Support:**

- a. Letters demonstrating organizational commitment to the project. Letters should highlight your organization's long-term commitment to sustaining the project beyond the grant period.

**28. Provide details for the Project Lead/Principal Investigator and other project team members:**

- **Project Lead/Principal Investigator:**
  - Name
  - Organization
  - Position/Title
  - Credentials
  - Email
  - Telephone
  - Project Responsibilities
- **Other Project Team Members:**
  - Name
  - Organization
  - Position/Title
  - Credentials
  - Email
  - Telephone
  - Project Responsibilities
- **Collaborative Partnerships (if applicable):** Provide demographic details of any partnership personnel that will support the project team, i.e. clinical partners or external stakeholders are involved.
  - Name
  - Organization
  - Position/Title
  - Credentials
  - Email
  - Telephone
  - Project Responsibilities

**Upload Appendices (Optional)**

Use this upload for additional attachments in the form of appendices (surveys, tools, design maps, etc.)

## ATTESTATION

Before submitting, applicants must sign the attestation that they are authorized by their organization to apply.

### Submission Instructions:

1. **Application Deadline:**
    - All applications must be submitted by May 2, 2025, 11:59 PDT. Late submissions will not be accepted.
  2. **Review Process:**
    - Applications will be reviewed by Oregon Center for Nursing using the criteria outlined above. Notifications will be sent to all applicants by May 31, 2025. Successful applicants will receive instructions on the next steps.
  3. **Post-Award Requirements:**
    - Awardees will be required to submit progress reports, participate in evaluation activities, and contribute to dissemination efforts throughout the grant period.
  4. **Key Contacts:**
    - For questions or technical assistance, contact Priscilla Pimentel at [priscilla.pimentel@oregoncenterfornursing.org](mailto:priscilla.pimentel@oregoncenterfornursing.org).
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## RESOURCES

**Budget Template:** Download and use the provided budget template to ensure compliance with submission requirements.

IRB approval is not required unless the proposal focuses on human subject research, in which case determination of IRB involvement must be sought from the applicant's Ethics Review Board.

If awarded, the grantee agrees to participate in applicable publications or presentations such as OCN-supported conferences, abstracts on OCN's Website, or other dissemination strategies as deemed appropriate by the Oregon Center for Nursing. The grantee further agrees to include in all publications or other materials produced in relation to this work the following text and link: "This project is/was supported by funds received from the Oregon Center for Nursing [RENEW Initiative.](#)"

*Applicants will receive a status notification via email from an OCN staff member by May 31, 2025. Please do not email to check on the status of your application prior to this date.*

If you have any questions, please reach out to  
[priscilla.pimentel@oregoncenterfornursing.org](mailto:priscilla.pimentel@oregoncenterfornursing.org)