



How to Write a Proposal for the RPNAO Leadership/Clinical Practice Fellowship

Remember that the purpose of the fellowships is to improve patient/client/resident outcomes and/or to improve nursing leadership, so make sure that what you propose for the fellowship meets this goal.

Step 1: Problem Identification

The first step is to identify what problem or issue you are trying to learn more about or to solve. This should be outlined in the first paragraph of your proposal. At this point, you should identify how you know that this is a problem. Here you should outline any research that you can find that shows that it is an issue. Quote the statistics from the studies if you can. Make sure the problem you are trying to solve is something that is reasonable for you to learn about or solve. E.g. don't say that you want to solve the nursing shortage!

Step 2: Goal Determination

Next, determine what goals you are trying to achieve. The best way to do this is to come right out and list the goals. Goals should be specific, measurable, attainable, realistic and timely.

Step 3: Outline of Proposed Fellowship

Then, you should describe what you propose to do clearly and concisely. Answer the "5 W's and 1 H". **Who** will be involved? **What** outcomes do you expect to achieve? **What** learning methods would be used? **When** would the fellowship take place? **Where** will you do the fellowship? **Why** would this proposed fellowship meet the goals you outlined earlier? **How** do you propose to meet your goals? Give an overview of what you would do during the fellowship. What would your mentor do? Make sure your mentor has input to the proposal.

Step 4: Summary

Your final section should summarize why you want to participate, why you should be selected to participate, what you plan to do during the fellowship, what support you have confirmed from your organization, and what your mentor has agreed to do.

General Tips:

Give yourself enough time to complete the proposal and have it read by others and if necessary to make recommended changes. Don't leave it to the end. Always ask another person to read your proposal to give you feedback and ideas on how to improve. If it is not clear to another person, it won't be clear to the reviewers.

Write clearly and to the point. Do not use "flowery" language or too many words that are not necessary to give a clear picture of what you are proposing. Include as many details of your plans for the fellowship as possible. The reviewers cannot conceive what you are thinking in your head, so make sure your proposal is clear (RNAO website 2008).

Remember that the reviewers don't know you and can't see you. Make sure the application reflects your suitability for the program. Don't be afraid to "market" yourself. Let the reviewers know all the good qualities you possess.

Finally, make sure you answer all the questions asked of you in the call for abstracts/proposals. The reviewers ask for certain things for a reason. If you don't answer them, you will not be successful.