

Have I.....

	MANDATORY PROPOSAL REQUIREMENTS	✓
Established Need	• Does the proposal identify why this Fellowship is required?	
	• Will the need/gap be realistically addressed by this Fellowship?	
	• Is there a strong argument for why the opportunity needs to be developed? (Are there current data/statistics.)	
Included Relevant Candidate(s) Information	• Has a resume/CV been provided for all participants? (fellow/mentors)	
	• Is the candidate(s) currently employed, and will remain employed for the duration of the fellowship?	
	• Does the fellow have at least 3-5 years of experience as a RPN? With at least 1 year of recent practice in the relevant clinical area?	
Identify Organizational Support, Evaluation, Knowledge Transfer and Dissemination	• Did the application indicate that the organization will support staff participation in data collection for evaluation purposes as well as participation in educational sessions?	
	• Does the support appear sufficient to ensure staff participation?	
	• Has the proposal outlined a long-term vision to enhance nursing practice and/or improve patient care within the organization?	
	• Does the proposal indicate how the long-term vision fits within the organization's long-term strategic goals?	
	• Will there be any data collection? Is there supporting documentation related to ethics review?	
Developed a Learning Plan	• Is the plan specific?	
	• Are the learning objectives measurable?	
	• Does a time frame support the objectives?	
	• Are the objectives achievable with the time frame?	
	• Is there evidence for how each learning objective will be evaluated?	
Included a Budget	• Is the budget realistic to achieve all learning objectives?	
	• Does the budget appear to support knowledge transfer following completion of the fellowship?	
	• Is there any matched funding? (In-kind contributions from this organization or a partner organization, other granting agencies, or private corporations?)	
	• Does the proposal sufficiently describe the in-kind contributions?	
	• Does the matched funding/ in kind contribution appear reasonable?	
Obtained Letters of Support	• Does the application include signed letters of support?	
	• Do the letters of support specifically discuss the potential fellow, mentor and fellowship?	
	• Is there support from senior administration; is the intent clear to support the nurse in gaining expert knowledge?	
Documentation	• Have all the required documents for each section been included in the proposal package?	
	• Has the final proposal been reviewed prior to submission?	