



Agnes Marshall Walker Foundation (AMWF) Travel Grant Application

These guidelines, prepared by the Agnes Marshall Walker Foundation (AMWF), are offered to elaborate on the required documentation for the AMWF Travel Grant and provide insight regarding what the review committee expects from applicants. Adherence to these guidelines does not guarantee that the applicant will receive a grant. Applicants may seek additional clarification from any member of the AMWF staff or board.

Purpose:

Provide financial assistance to neuroscience nursing professionals *to attend the 2020 AANN Annual Meeting*.

Amount of Travel Grant:

\$750.00 which can be used for registration, special sessions, and/or travel & hotel expenses; the total number of awards and amount of each award will be determined by the AMWF Board of Trustees.

Eligibility:

1. Open to all neuroscience nursing professionals.
2. Current (or newly elected) AANN Board, ABNN Board, AMWF, and WFNN Board members are excluded from applying for this grant.
3. The applicant is not eligible if they have received a grant for travel, certification, recertification, or research grant from AMWF in the past 5 years.
4. One letter of recommendation from a local chapter leader or supervisor in support of applicant must be submitted. This letter, along with one copy of the nursing license or RN Certificate, must be scanned into electronic format and submitted with the email application.

Application Guidelines

1. One complete, **typed copy** of the grant application. **Hand-written applications are not accepted and will be automatically denied.** Applications with improper grammar and punctuation will not be accepted.
2. **Letter of recommendation (using template below):** Submit one (1) typed letter of recommendation from a colleague or supervisor in support of the applicant's pursuit of the AANN Annual Meeting. Letters should refer to the applicant's activities as related to neuroscience nursing or leadership and/or research.
3. **Personal Essays (using template below):**
 - a. Essay #1 should describe the applicant's primary job role and its relation to neuroscience nursing. Include any key work accomplishments within the past five (5) years. (500 word maximum)
 - b. Essay #2 should describe reasons for seeking to attend the AANN Annual Meeting. Applicant should also describe perceived benefits for career advancement. (500 word maximum)
4. Copy of nursing license or RN Certificate (international members)

Deadline:

1. Completed applications must be **received** at the AMWF Headquarters by email no later than **Monday, August 5, 2019. AMWF only accepts submissions via email.**
 - a. Email to grants@AMWF.org (subject line: 2020 AANN Annual Meeting Travel Grant Application)
2. Incomplete applications will not be considered.

Review Process:

1. All applications will be blinded and removed of any identifying information.
2. Completed, blinded applications will be reviewed by the Agnes Marshall Walker Foundation (AMWF) Grant Review Committee and scored based on the applicant's compliance with eligibility criteria as well as professionalism, quality and comprehensiveness of response.
3. If you have not obtained notification that your application has been received at the AMWF office by 2 weeks after the send date, please contact AMWF at info@amwf.org.

Notification:

All applicants will be informed of the AMWF Board decision prior to early September of 2019.

Questions:

If you have any questions about this grant or the application process, please contact AMWF staff at grants@AMWF.org.

Recipients of this grant agree to:

1. Utilize grant funds towards attendance to the 2020 AANN Annual Meeting in Orlando, FL.
2. Submit a summary quote or statement to AMWF about the benefits of receiving the grant within ninety (90) days of attending the annual meeting. Send the statement to grants@AMWF.org.
3. Grant permission to AANN and AMWF to use their name in promotion of the AMWF grant program in the AANN *Neuroscience News*, AANN/ABNN website, at the AANN Annual Meeting, on Facebook, and other social media, and/or through other marketing initiatives deemed appropriate by the AMWF.

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*Typing of this document is required. *indicates required field*

*Name & Credentials: _____

AANN Membership number (optional): _____

*Home Address: _____

*Home Phone: _____

Work Address: _____

Work Phone: _____

*Email: _____

*Nursing License # and date of expiration: _____

***Please provide an electronic (e.g., scanned) copy of license or other documentation.** If not applicable (i.e., international members), provide a copy of your RN certificate and an English translation of the document.

***As a recipient of this grant, I agree to:**

1. Utilize grant funds to attend the 2020 AANN Annual Meeting in Orlando, FL.
2. Submit a summary quote or statement to AMWF about the benefits of receiving the grant within ninety (90) days of attending the annual meeting. Send the statement to grants@AMWF.org.
3. Grant permission to AANN and AMWF to use my name in promotion of the AMWF grant program in the AANN *Neuroscience News*, AANN/ABNN website, at the AANN Annual Meeting, on Facebook, and other social media, and/or through other marketing initiatives deemed appropriate by the AMWF.

Authorized Signature (electronic)

Date

***Are you a current member of AANN?**

Yes

No

***Have you received a certification, recertification, travel, or research grant from AMWF in the last 5 years?**

Yes _____

No

***Have you attended AANN Annual Meetings in the past?**

Yes

No

***Are you presenting at this year's AANN Annual Meeting?**

Yes

No

Unknown (submitted abstract)

***Are you a current Board member of a National or International Leadership Board of Directors?**

Yes _____

No

***Do you have any means for financial support outside of personal income to attend this year's AANN Annual Meeting?** Yes No

If yes, explain and provide estimated US dollar amounts. Example: institution pays \$475 for registration fee.

***How did you hear about this grant?**

2020 AMWF Travel Grant Application Essays

Typing of this document is required.

The following questions are used by the AMWF review committee to evaluate your Travel Grant application. The committee's decision will be based on your responses. Your responses to the following questions should not reveal your identity to ensure the review process is blinded. *All responses must be blinded and use proper grammar and punctuation.*

“The mission of the Agnes Marshall Walker Foundation is to support Neuroscience nursing through education, research, professional development, and certification to promote excellence in patient care.”

- 1. In paragraph form, please tell us the objectives you wish to accomplish by attending the AANN Annual Meeting.** Be as specific as possible. Describe at least 3 but no more than 5 objectives.

- 2. In paragraph form, how do you plan to use the knowledge you gain by attending the AANN Annual Meeting in your daily practice?** Be as specific as possible. Describe at least 3 but no more than 5 plans.

AMWF TRAVEL GRANT – CANDIDATE RECOMMENDATION FORM

Typing of this document is **required**. All submissions must be **blinded**. Completed materials must be sent to grants@amwf.org.

Name of individual completing this form: _____

I worked with this candidate when I was a:

- Board Member
- Committee Member
- Supervisor
- Co-worker
- Colleague
- Other: _____

I worked with the Candidate during the following time period: _____;

and while with _____ (name of organization).

Please give specific examples of this candidate's contributions to neuroscience nursing based on the following criteria:

Leadership

Professional Service

Mentoring/Education

Staff/Patient Advocacy