



## **Agnes Marshall Walker Foundation Guidelines For 2018 Grant Review Committee**

The Agnes Marshall Walker Foundation (AMWF) is an independent, not-for-profit foundation dedicated to supporting the profession of neuroscience nursing through education, research, professional development, and certification to promote excellence in patient care.

The Grant Review Committee members are volunteers in good standing, and must hold a minimum of a baccalaureate degree. A call for volunteers is sent annually to appropriate AANN members. Interested members submit a completed application as well as a letter of reference. Each grant proposal received is reviewed by at least two committee members.

The responsibilities of the grants review committee are as follows:

- Participates by reviewing assigned grants (Certification, Recertification, Travel)
- Evaluates assigned grant proposals based on proposal guidelines
- Complete application scoring by deadline
- Attend all meetings and conference calls
- Perform other duties as requested

Your decision to run for, or be appointed as, a member of the Grant Review Committee carries with it a serious responsibility. Individuals who serve on the BOD volunteer their personal time and effort into advancing the goals and objectives of AMWF. This candidate application booklet will help to inform you of those responsibilities.

### **Mission**

The Agnes Marshall Walker Foundation (AMWF) is dedicated to supporting neuroscience nursing through education, research, professional development, and certification to promote excellence in patient care.

### **AMWF Purposes**

The purposes of the Foundation are charitable, educational and scientific. Specifically, the Foundation:

- a. Supports neuroscience nursing through education, research, and professional development;
- b. Supports certification to promote excellence in patient care; and
- c. Supports the strategic initiatives of the American Association of Neuroscience Nursing and the American Board of Neuroscience Nursing.

### **Estimated Time Commitments**

Time commitments vary according to time of year and project responsibility. Candidates may assume a time commitment of 5-10 hours per month.

## **GRANT RULES AND REGULATIONS**

Specific details regarding AMWF grant requirements can be found in the individual grant application forms. Listed below are some of the most common rules.

### **APPLICATION**

- Proposals must be received electronically in one .pdf document by a predetermined deadline
- Incomplete proposals will not be considered or reviewed
- No hard copies of documents will be accepted
- Scanned handwritten submissions will not be accepted. Proposals should be typewritten
- Late proposals will not be accepted
- An email confirmation will be sent to submitter within 48 hours of proposal receipt. If the email confirmation is not received within 48 hours of submission, it is the submitter's responsibility to contact AMWF to assure that his/her application was received by AMWF
- Current members of the AMWF/AANN/ABNN Boards and persons serving on the AMWF grant review committee are not eligible to apply for grants during the time they serve in these positions

### **REVIEW**

- Each submitted proposal will be reviewed by at least 2 committee members utilizing the review form and criteria developed by AMWF.
- Reviewers affiliated with a submitting institution will recuse themselves from the review of those proposals.

### **NOTIFICATION**

- Applicants will receive notification from AMWF staff by email that their proposal has been received within 48 hours of submission receipt
- Notification regarding grants being selected/not selected for funding will be sent to applicants within 4 weeks of final award approval

### **GRANT RECIPIENT OBLIGATIONS**

- Grant recipients are strongly encouraged to attend the AANN Annual Meeting
- Grant recipients must submit a summary quote or statement to AMWF about the benefits of receiving the grant within ninety (90) days of using grant funds
- Grant recipient grant permission to AANN, ABNN, 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, through other social media, and otherwise
- Excess funds that exist upon completion of the grant will be returned to AMWF. Funds that were deemed to be used for purposes not originally proposed and without permission from the AMWF review committee will be returned to AMWF.

### **Grant Review Committee Application Process/Deadlines**

Candidates must submit a **typed, completed application and a copy of their CV**. Applications must be submitted electronically by **May 22, 2018** to [info@amwf.org](mailto:info@amwf.org). If you have any questions, please contact AMWF, at **888.557.2266** or **847.375.4895**.