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Stanford Nurse Alumnae **Legacy Grants**

Handbook & FAQ Guide _ Version 3.0

Please read this full document before submitting a Legacy Grant application

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Stanford Nurse Alumnae

Stanford Nurse Alumnae (SNA) serves as a liaison between nurse alumnae of the Stanford University School of Nursing (1895-1974), Stanford University alumnae/i who have earned a baccalaureate degree in nursing at another institution and/or an advanced degree, and Stanford University to perpetuate Stanford University School of Nursing's traditions of nursing excellence in clinical care, education, leadership, and research.

Stanford Nurse Alumnae Legacy Grants

Program Overview

The Stanford Nurse Alumnae Legacy Grants are intended to perpetuate the SUSN's tradition of excellence in nursing practice, leadership, education and research. The Stanford Nurse Alumnae Legacy Grant fund is a living expression of an enduring commitment to academic nursing practice at Stanford.

Project Aims

- Build on the foundation of academic nursing established by the Stanford University School of Nursing.
- Enhance nurses' professional development through sponsoring research and practice improvement projects.
- Promote nursing's active role and influence in improving health care delivery and advancing patient outcomes.

The Legacy fund provides grant support up to \$10,000 to advance innovative research and demonstration projects that improve health care outcomes, the patient experience, and health system efficiency.

Examples of Fundable Projects

- Development and evaluation of a patient education project
- Measurement of a novel intervention's impact on clinical care
- Assessment of a practice change or new technique that improves patient outcomes
- Implementation of guideline-based care for patients discharged on specialized therapies
- Projects aligned with your institution's strategic plan are highly encouraged

Dissemination of Stanford Nurse Alumnae Legacy Grant Results

Because the Stanford Nurse Alumnae Legacy Grants are intended to support nursing excellence, grant recipients are expected to disseminate project results.

Dissemination of results through journal publication, nursing grand rounds, and/or conference presentation(s) is expected.

All publications and presentations must acknowledge the Stanford Nurse Alumnae Legacy Grant and the supporting institutional affiliations.

Legacy Grant Contact

Please contact the Office of Research email if you have questions about a Legacy Grant or would like to contact the Stanford Nurse Alumnae Legacy Committee:



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- Email: research@stanfordhealthcare.org

The Legacy Grant information, application, report out templates, and brochure can be downloaded at:

- Website: [Stanford Nurse Alumnae Legacy Grants](#) | [Stanford Health Care](#)

Prospective Applicants

Employee Eligibility

- Must be an active employee for at least 6 months and have completed all onboarding modules of any Stanford organization: Stanford Health Care, Stanford Children's Health, or a Stanford affiliated off-campus site
- Must maintain 0.5 FTE or greater status throughout the program
- Must be a Registered Nurse (RN) with a current license
- Must have a rating of "acceptable" or "competent" on the applicant's most recent performance appraisal

Instructions for Application

All applicants are expected to discuss and gain approval for the project with their supervisor/manager. It is **recommended that applicants meet with a qualified research scientist at least 2-4 weeks prior to application submission** for support and assistance with determining specific project needs. Applicants should request the required reference letters with ample time before the application deadline. Each application must include one reference letter from a supervisor and one letter of support. Letters may be addressed to "Legacy Grant Reviewers" or "Legacy Grant Committee."

Supervisor Reference Letter	Letter of Support
What to include	
-Describe the relevant qualities and potential of candidate to achieve project goals -Provide clear support of the candidate's research project and strategic alignment with department/unit initiatives -Confirm agreement of cost center/PTA reimbursement through Legacy Funds for contracted services (see Reimbursement Requests) -Include demonstration of candidate skills and work ethic, and/or how the candidate can provide a positive impact on the organization	-Describe the type of support collaborators will provide to the project (if any) -Summarize agreements in place to support the project (if any) -Indicate how the project showcases organizational commitment or alignment of strategic initiatives -Describe potential or current use of a resource or service that is proposed in the application -Include demonstration of candidate skills and work ethic, and/or how the candidate can provide a positive impact on the organization
Who should write one	
Supervisors/managers should write the reference letter for the candidate. Note the referee need not be directly involved in the project but should be familiar with the applicant's qualifications.	A colleague, mentor, collaborator, or anyone with sufficient experience or knowledge of candidate performance, motivation, research and competencies regarding research projects. OR



	Collaborators, key personnel, researchers, and other significant contributors to the scientific development or execution of the project
How to submit	
The applicant should retrieve the letter from their supervisor and submit as part of the application. If the referee prefers, they may submit the letter to research@stanfordhealthcare.org directly.	The applicant should retrieve the letter from the referee and submit as part of the application. If the referee prefers, they may submit the letter to research@stanfordhealthcare.org directly.

Submission Information

Applications can be submitted electronically via the Office of Research website, or Microsoft Word applications can be downloaded and submitted by email to research@stanfordhealthcare.org. Prospective applicants should complete the application form entirely and attach required documents to the application submission form. Visit the Office of Research website for more information: [Stanford Nurse Alumnae Legacy Grants | Stanford Health Care](#).

Application Deadlines

The Legacy Grants have two cycles each calendar year. Application deadlines are on April 30th for Cycle 1 and October 31st for Cycle 2. Deadlines do not change. If the deadline falls on a weekend, the applications received by the following Monday morning at 8:00 AM Pacific Time will be accepted. Late or incomplete applications will not be reviewed.

Submission Requirements

- Application
 - Quality of grant application and clear project path
 - Concise and detailed budget proposal
 - Prompt submission of complete application by the deadline
- Letters of Recommendation (2 required)
 - One recommendation letter from a direct supervisor or manager
 - One letter of support from any individual (colleague, mentor, educator, etc.)
- Resume and/or Curriculum Vitae
- *Recommended* Consultation meeting with a qualified research scientist at least 2-4 weeks prior to application submission

Awarded Legacy Grants

The Legacy Grant is strictly administered by Stanford Health Care. Once a Legacy Grant is awarded, the project's timeline begins from the date of acceptance by the Legacy Committee; there is one year to complete the project. Within the first 30 days of acceptance, grant awardees must schedule a consultation with the Financial Counselor to share the approved budget proposal and process for accessing the grant award. Every project has unique needs and will require scrupulous attention to ensure the project remains within budget and meets its deadline. Every project will need to have IRB oversight by submitting either a protocol with a School of Medicine faculty member OR submitting a Human Subject Research (HSR) Determination form. The research department can connect the applicant with a nurse who is a School of Medicine clinical faculty member. The applicant must provide the Legacy Committee a copy of the approved IRB protocol or a copy of the approved HSR form. In addition, all activities must comply with all applicable laws and Stanford policies related to privacy and data protection



of all research participants. Please [contact your institution's research nurse scientist](#) and/or the [Stanford University Privacy Office](#) for guidance.

Required Summary Report Deadlines

The Legacy Grant awardees are **REQUIRED** to complete one progress report during the project at 6 months and one final project summary at 12 months (the project end date). Deadlines do not change unless you are approved for an extension. **Failure to submit the project reports will result in grant termination.** If the deadlines fall on a weekend, the reports received by the following Monday morning at 8:00 AM Pacific Time will be accepted. Report forms can be downloaded on the [Office of Research website](#).

Legacy Grant Timeline and Deadlines

Cycle 1 Recipients:	Cycle 2 Recipients:
Application deadline: April 30 th	Application Deadline: October 31 st
6-Month Project Report Due: Nov 30 th	6-Month Project Report Due: May 31 st
12-month Final Project Summary Due: May 31 st	12-Month Final Project Summary Due: Nov 30 th

Legacy Grant Project Timeline & Due Dates												
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
			Cycle 1 Application Deadline April 30th	Cycle 1 -Acceptance Notice							Cycle 1 6-Month Report due Nov 30th	
				Cycle 1 Final Project Summary Due May 31st					Cycle 2 Deadline Oct 31st	Cycle II -Acceptance Notice		
				Cycle 2 6-Month Report Due May 31st						Cycle 2 Final Project Summary Due Nov 30th		

Amounts & Restrictions

The Grant award is up to, but no more than, \$10,000 for each awardee. The following expenses are not permitted for grant funding:

- i. Conferences/travel expenses
- ii. Computer hardware or large equipment (minor equipment is permitted and subject to review prior to purchase)
- iii. Dissemination (journal submissions, publications, posters)



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- iv. Subscriptions to journal/articles
- v. Time for principal investigator/principal applicant (ORPCS sponsored hours are separate from the grant)

Extension Requests

In the event the project timeline is delayed or requires additional time for completion, the principal applicant must submit a written request to the Legacy Committee at research@stanfordhealthcare.org. Extensions are granted on a case by case basis. The request must include the specific amount of time requested (6 weeks, 2 months, etc.) and include reasonable explanation for the request. **Requests must be submitted at least 3 months before the project end to be considered.**

Leave of Absence

If the principal applicant takes a leave of absence after being awarded the grant, they must send a notice in writing to the Legacy Committee to assign another person to lead the project, formally place the project on hold, or request an extension for the project. The report out forms may be used to provide notice to the Legacy Committee. See section regarding [Extension Requests](#) for more information.

Project Termination

In the event the project requires termination due to unforeseen events, please submit a final report summary to research@stanfordhealthcare.org outlining the progress made on the project and reason for termination. All accepted grants are **REQUIRED** to submit a progress report and final report, including projects that are terminated prior to completion. For ongoing projects, in the event you do not submit the progress report or final report for your project on time, **the Legacy Committee may terminate the project.**

Research Sponsored Hours

For Stanford Health Care (SHC) Applicants Only:

Beginning FY2019, the Office of Research (ORPCS) at SHC will offer sponsored support to bedside nurses who are non-exempt for hours spent on research for accepted Legacy Grants. The sponsored hours must be budgeted and approved with appropriate justification. Interested applicants must include the research hours in the Legacy budget and confirm their management support. All budgeted requests for sponsored support will be reviewed on a case by case basis.

All requests for sponsored hours must be included in the application under the "Budget" section. The research support hours are a separately awarded budget in addition to the grant award. You may apply for up to \$10k per Legacy Grant and receive additional sponsored hours for time spent on research from ORPCS. There is a limit on the budget for sponsored hours, therefore, a detailed description and justification must be provided for all hours requested. Please note ORPCS can for any reason withdraw research support hours at any time.

Please be specific with descriptions of the research activity budgeted for support hours. If research support hours are approved, you should use the hours within the same pay period that work is completed. From the project start date, keep a log of the hours spent on research and track the work completed. During the pay period you are claiming hours, you will log the hours on your timecard using the assigned cost center. You may **not** log research hours for work completed once that pay period has ended. Please also note you should **not** log hours that will put you into overtime. The sponsored hours can only be paid out until a maximum of 40 hours per week is reached. If the sponsored hours are for a 1.0 FTE nurse, sponsorship will **not** be available. If you have questions, please contact the Office of Research at research@stanfordhealthcare.org.



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Legacy Grant Funding

Once awarded, Legacy Grant funds are available for use immediately for twelve months throughout the duration of the project. All funds must be expensed per the approved budget allocated in the application details that is reviewed and approved by the Legacy Committee. Repurposing of funds or requesting additional funds must be done in writing and be approved by the Legacy Committee. If the project is extended, the funds may be used during through the extended project deadline. Recipients may access funds by adhering to the guidelines and restrictions provided below. Any residual funds at the completion or termination of the project will be recycled to the Legacy Grant fund pool to support future projects.

Accessing Grant Funds

Grants funds are accessible only through reimbursement, whether the expenses are incurred by you or by your department. No check for the total award amount will be issued directly to the recipient and there is no separate account for individual budgets. The awarded funds **cannot** be directly transferred to your department under your organization.

In most cases, the recipient will pay out of pocket for expenses and then seek to receive reimbursement through their own organization, and ORPCS will process requests with SHC accounting to reimburse the organization. Please notify your manager if you are a grant recipient.

Legacy Funds are managed under Stanford Health Care, and can be accessed through an intercompany journal transfer to Stanford Children's Health or a Stanford affiliate entity.

- If the grant recipient is a Stanford Health Care employee, the grant recipient should submit a [Concur](#) expense report request specifying the out of pocket expenses incurred were related to a SPF (Special Purpose Fund) with the correct activity code associated. The recipient does not need to submit for approval prior to submitting the expense report as the expense report will go through an approval workflow to obtain approvals from 1) the recipient's direct manager and then 2) the two Legacy Fund Administrators. Please ensure your manager is aware when submitting the Concur expense report as the manager will be required to approve the report before it can be routed to the Legacy Fund managers. In addition, the expense report may be selected by the Concur Audit Service who will do an additional review of the expenses.
- If the grant recipient is from Stanford Children's Health or a Stanford affiliate, expenses are paid out of pocket, and then a reimbursement request is submitted directly to the recipient's department (home cost center/PTA account) or other funded account. Notify the Legacy Grant Financial Counselor at Stanford Health Care who will assist with processing payment to the destination department for reimbursement.

Contracting Services

If hiring vendors or contractors is required for your project, please contact the Financial Counselor for assistance **before** any services have begun, as a contract and business agreement may be required. Types of services requiring a contract may be discussed with the Financial Counselor. In some circumstances, including if your research may involve individually identifiable health information or other personal data, Stanford must have in place a Business Associate Agreement and/or other data use agreement to comply with U.S. health laws and other regulations. This process can take up to 6 to 8 weeks and must be incorporated into your project timeline. Please contact the Financial Counselor if you have any questions by contacting research@stanfordhealthcare.org. For data use agreements, more information about Stanford contracting offices is available here: <https://ico.sites.stanford.edu/who-will-handle-my-agreement>.



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Reimbursement Requests

- a. For **software/supply purchases**, complete the purchase and submit an expense report for reimbursement through [Concur](#) using the appropriate Special Purpose Fund (SPF). The Legacy Grant will only reimburse the amount expensed with proof of purchase (receipts, invoices, etc.). Any expense reports for the purchase should be submitted within 60 days of the transaction date to receive full reimbursement.

Please communicate to your manager that you are completing a Concur expense report prior to submitting the report as your manager will need to approve the expenses first in Concur and may not know what you are submitting reimbursement for. If you are from SCH or another Stanford affiliate, you will reimburse using your department's reimbursement procedure and the Financial Counselor will assist with processing a journal transfer to reimburse your department and organization from the Legacy Fund through Stanford Health Care.

- b. For **service purchases or contractors**, you must contact the Financial Counselor prior to hiring any services in order to evaluate if a service agreement between the vendor and your organization should be initiated. If a service agreement is needed, the process of bringing on a new vendor could take between 6 to 8 weeks. It is advised to look for existing contractors within your organization to eliminate the contracting process time and complication. If you decide to use an external vendor, you must plan early for this process in your project timeline.
- c. For **cost center/PTA charges**, please contact the Financial Counselor at the Office of Research to process an inter-company journal transfer. This applies to all entities; SHC, SCH, and SOM.

Reimbursement Timeline

Please allow 6-8 weeks for reimbursements to come through. Since the Legacy funding requires 2 Special Purpose Fund Administrators' approvals, the time it takes to get reimbursed could be longer compared to getting reimbursed for other non-Special Purpose Fund related Concur expense reports. The reimbursement will show up on your paycheck when processed.

Additional Expense Items

If the project requires additional expense items not in the initial budget proposal, a written request to update the budget must be submitted to the Legacy Committee before the expense is incurred. Please include detailed justification for the budget revision. Requests for budget repurposing or increase are approved on a case by case basis.

Frequently Asked Questions (FAQ) Guide

1. Who can apply for the grant?

Answer: Individuals or project teams are encouraged to apply, but must assign a principal applicant who is

- i. a registered nurse employed by Stanford Health Care, Stanford Children's Health, or a Stanford affiliated off-campus site, or
- ii. a graduate of Stanford University School of Nursing



2. When does the grant award expire?

Answer: The grant is eligible for use in twelve months from the time of the applicant's acceptance. Completing the final project summary report signifies the end of the project. The project deadline is assigned at the time of acceptance. Grant awards may be extended if the principal applicant requests for an extension that is approved with the Legacy Committee.

3. Can I submit more than one application per cycle?

Answer: Applicants are not permitted to submit more than one application per cycle.

4. Where do I submit my application?

Answer: Please submit your completed application and required documents at the [Office of Research website](#) or Microsoft Word applications can be downloaded and submitted by email to research@stanfordhealthcare.org

5. Can I apply for a grant if I already have one in progress?

Answer: Yes, you may apply for additional grants if they are during different grant cycles.

6. How do I request an extension on the project?

Answer: A written request must be sent to the Legacy Committee detailing the reason for the extension request and time requested. You may use the 6-month or 12-month report out forms to submit your request. See more information in the [Extension Request](#) section.

7. What if I leave my position in the middle of the project?

Answer: If the principal applicant must leave the project due to leaving their position, going on a leave of absence, or for any other reason, they must assign a new primary principal applicant for the project. This can be someone from the project team or a newly designated person. The Legacy Committee must be notified of this change in writing as soon as possible.

8. What if the project does not use all the funds awarded?

Answer: Any unused funds will remain in the Legacy Fund budget for future grant awardees. The details of all funds used on the project must be included in the 6-month progress report and 12-month final report summary.

a. Example: Budget is approved for \$1,000 for editing video content from a professional videographer.

i. Scenario A: The actual cost of the editing was only \$600, so only \$600 could be claimed from Legacy Funds.

ii. Scenario B: The project no longer needed editing for the video content and the recipient chose to repurpose the budget. A request must be submitted to the Legacy Committee before any funds can be claimed for a new expense.

iii. Scenario C: The remaining \$400 from the budget is unused and only \$600 is claimed in the progress or final report summary.

9. What do I need to do if my project is rendered incomplete or cancelled?

Answer: The principal applicant is responsible for notifying the Legacy Committee in writing of any project cancellations or incidents where the project cannot be completed. The Legacy Committee may be notified using the 6-month or 12-month report form detailing what has transpired or caused the project to end.



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10. What if I forget to submit my progress report or final report?

Answer: Your grant funding may be terminated. Contact the grant team at research@stanfordhealthcare.org with the completed report as soon as possible. It is required that all accepted grant recipients **MUST** complete both the 6-month progress report and the 12-month final project summary by their assigned date.

Failure to do so will result in the following:

First offense: Grant funding will be terminated.

Second offense: You will no longer be eligible to reapply for future grant cycles.

11. Whom should I contact if I have more questions?

Answer: Please contact the Office of Research, Patient Care Services at Stanford Health Care at the following email: research@stanfordhealthcare.org.

Budgeting Tool

The project budget must be included in your application. It is important to be as descriptive as possible. The table below provides an example breakdown of possible expenses. The budget must be well defined, justified, realistic to complete the work proposed, and acknowledges the true costs of the project.

Budget Category:	Costs per listed expense:	Total costs:
Transcription Services		
Minor Equipment		
Supplies		
Statistical Analysis		
Costs associated with tools or tests		
Other Expenses		
TOTAL COSTS:		