



***GUIDELINES FOR AWARD APPLICATIONS***

***Deadline for Submissions of Applications:***

***Friday March 31st, 2023 @ 11:59PM EST***

Please Note: All accompanying documents to be submitted electronically through the online application.

***Revised January 2023***

## Background

The Nursing Leadership Network of Ontario (NLN.ON) is your voice for nursing leadership in Ontario. NLN.ON is committed to creating and influencing the future of nursing leadership in Ontario. To further our mission and foster the development of current and emerging leaders, NLN.ON is proud to offer a series of awards and grants that encourage leadership development, as well as profiling and celebrating exemplary nurse leaders and mentors.

### Award Description and Criteria for Applicants

1. Dorothy Wylie Graduate Education Award: This award is for NLN.ON members\*\* interested in leadership and studying on a full-time basis in a graduate program in nursing. The award is in the amount of \$2,000.00
2. Part-Time Education Award: This award is for NLN.ON members\*\* who are interested in leadership and studying on a part-time basis in an undergraduate or graduate program in nursing or a related field. The award is in the amount of \$1,000.00.
3. Nursing Leadership Network of Ontario Research Award: This award is for NLN.ON members\*\* who are currently leading a nursing leadership related research study (e.g., student research in support of Master and Doctoral studies, or a nurse undertaking practice-based research). The award is in the amount of \$2,000.00
4. Sue Matthews Exemplary Mentorship Award: This peer-nominated award is presented to an NLN.ON member\*\* who demonstrates exemplary mentorship in their clinical practice, leadership, or education roles.
5. Nursing Leadership Innovation Seed Grant: This award is for NLN.ON members\*\* who are currently in a formal leadership role (e.g., Manager, Director, CNS, APN, Professional Practice Leader etc.). The purpose of the grant is to support the introduction of a small-scale innovation / quality improvement project within your practice setting. The award is in the amount of \$2,500.00

### Curriculum Vitae (CV) Guidelines

For the purposes of the NLN.ON Awards online application process, you are limited to the equivalent to 2 pages, single spaced. The summary CV should highlight your personal and/or professional experiences that are in line with the award for which you are applying. Please note that CVs supporting applications for the Research Award must address research experience. See Curriculum Vitae (CV) Guidelines provided. The CV should be saved as a .doc, .docx or PDF and uploaded to the application. Note that only the first 2 pages will be reviewed. **Font MUST be Times New Roman 12.**

\*\* Must be a current member for at least 1 year as of February 2023

## General Information for All Awards / Grants

1. Applicants / Nominees must be NLN.ON members in good standing and have held a NLN membership **for a minimum of one year prior to submission** of award application. See NLN.ON website ([www.nln.on.ca](http://www.nln.on.ca)) for details on student and general membership.
2. Applicants may only apply to one award per year.
3. Applicants may not receive the same award within a 3-year period.
4. A complete application package for all awards includes a completed online application and all other required components. Please visit [www.nln.on.ca](http://www.nln.on.ca) to access the application. Incomplete applications will not be considered.
5. Priority will be given to those applicants who have not received previous awards/grants (e.g., NLN and/ or other sources).
6. The NLN.ON Awards Committee reviews all applications; final recommendations are brought to the NLN.ON Board for approval.
7. The Chair, NLN.ON Awards Committee will advise all applicants, via email of the outcome of their applications prior to the annual general meeting.
8. Each successful applicant will be asked to provide a digital picture for inclusion in the NLN.ON newsletter and on the website.
9. Within one year of receiving an award, the recipient is expected to provide NLN.ON with one of the following within one year of receipt of the award:
  - An article for the NLN.ON newsletter;
  - A brief video for the NLN.ON website;
  - Or an abstract submitted for an NLN.ON webinar or conference.
10. The NLN.ON Board reserves the right not to grant awards if there are no qualified candidates.
11. Successful applicants must sign an Award Letter of Agreement specific to the award/ grant received.
12. Criteria specific to Research and Innovation Awards:
  - a) Proposed projects must reflect the NLN's current vision, mission and strategic priorities. The [NLN.ON 2022-2027](#) strategic plan is on our website.
  - b) Priority will be given to those projects that have the greatest potential to influence nursing leaders and nursing leadership.

### Information & Expectations: Dorothy Wylie Graduate or Part-time Education Awards

1. Applicants must be NLN.ON members in good standing and have held a NLN membership for a minimum of one year prior to submission of award application. See NLN.ON website ([www.nln.on.ca](http://www.nln.on.ca)) for details on student and general membership.
2. Applicants must be currently enrolled in a graduate program and submit proof of current enrollment.
3. Applications will be considered by the NLN.ON Awards Committee, and must include the following:
  - a. Complete online application
  - b. A statement (500-word maximum) describing your professional goals and objectives, how your course of study will help you to achieve your goals and objectives and how this will help to advance nursing leadership and quality of care. **NOTE: You will need to copy/ paste the statement into the online application form.**
  - c. Two references: One providing support for the applicant's leadership activities in the educational program and one with the ability to speak to the applicant's leadership potential, professional performance and/or educational aptitude. You must use the Confidential NLN.ON Reference Form for Awards found in Appendix B
  - d. Curriculum Vitae (CV) – profiling your formal and/or informal leadership activities. See Curriculum Vitae (CV) Guidelines provided. CV should be saved as a .doc, .docx or PDF and uploaded to the application.
  - e. Proof of enrollment in a formal education programsaved as a .doc, .docx or PDF and uploaded to the application.

### **Information and Expectations: Research Award**

1. Applicants must be NLN.ON members in good standing and have held a NLN membership for a minimum of one year prior to submission of award application. See NLN.ON website ([www.nln.on.ca](http://www.nln.on.ca)) for details on membership.
2. Applications will be considered by the NLN.ON Awards Committee, and must include the following:
  - a) Complete online application
  - b) Research proposal (equivalent of 5 pages, single space maximum) including the following:
    - i. Background to the problem or topic
    - ii. Clearly defined research goal(s)
    - iii. Clearly defined research question(s)/ hypotheses
    - iv. Relevance to nursing leadership issues
    - v. Relevance to NLN.ON's strategic priorities.
    - vi. Clearly articulated theoretical framework
    - vii. Synopsis of the literature review
    - viii. Appropriate design, methodology, and analysis plan

NOTE: Your proposal should be saved as a .doc, .docx or PDF and uploaded to the application. Evidence of Research Ethics Board submission or approval to be saved as a .doc, .docx or PDF and uploaded to the application.

Two references: References should be able to speak to the applicant's leadership potential, professional performance and/or research capacity. You must use the Confidential NLN.ON Reference Form for Awards found in Appendix B Curriculum Vitae (CV) – profiling your formal and/or informal leadership activities and research experience. See Curriculum Vitae (CV) Guidelines provided. To be saved as a .doc, .docx or PDF and uploaded to the application.

### **Information and Expectations: Sue Matthews Exemplary Mentorship Award**

1. The nominee must be an NLN.ON member in good standing and have held a NLN membership for a minimum of one year prior to submission of award application. See NLN.ON website ([www.nln.on.ca](http://www.nln.on.ca)) for details on general membership.
2. Applications will be considered by the NLN.ON Awards Committee, and must include the following:
  - a) Complete on-line application
  - b) Use the fields on the form to rate the nominee according to the questions in Appendix A: Qualities of a great mentor
  - c) Upload a letter of nomination.

## Information and Expectations: Nursing Leadership Innovation Seed Grant

A complete application includes:

1. Completed online application
2. Upload a proposal (equivalent of 4-page, single spaced maximum) in .doc, .docx or pdf format.
3. The following criteria will be used to evaluate the proposal
  - a. Description of the proposed innovation (what problem/gap it is intended to address; what is the desired goal/outcome; who will be involved/impacted, proposed method, what will success look like, and plans for monitoring / evaluation)
  - b. Relevance to nursing leadership (describe your specific role in the innovation; professional growth opportunity)
  - c. Relevance to NLN.ON's vision and mission and strategic priorities.
  - d. Priority will be given to those projects that have the greatest potential to influence nurses and/or nursing leadership.
  - e. High level budget – how will the funds be used to support innovation?
  - f. Timeline for project completion.
  - g. One letter of support from an organizational sponsor as to the merit of this proposed innovation and how the organization will support the applicant in completing the project. Letters of support should be submitted to NLN.ON@first-stage.ca by Friday March 31st, 2023 at 11:59PM EST.
  - h. One letter from a reference who can speak to the applicant's expertise and ability to successfully complete the project. Reference letters should be submitted to: NLN.ON@first-stage.ca by Friday March 31st, 2023 at 11:59PM EST.

## Appendix A: Qualities of a great mentor – Sue Matthews Exemplary Mentor Award

The literature regarding effective mentorship includes a wide range of qualities of a good mentor. The themes identified below will be presented as a list with rating of 1 to 5 with 5 being the highest mark. Rate the qualities that are applicable to your nominee.

Effective mentor qualities	Examples
Open communication and accessibility	Communication with mentors helps to gain confidence and motivates mentees to develop their potential; provision of supportive feedback; openness to questions; willingness to make time; approachable and non-judgmental.
A strong focus on goals and challenges	Provides challenging new experiences, sets clear goals and expectations – yet flexible; provides guidance; helps to raise bar of performance; focuses on the needs of the mentee – not the mentor.
Passion and inspiration	Inspires critical thinking, creativity and confidence; mentor conveys her/his own passion for leadership – they love what they do and it shows; opens the imagination as to what is possible
Caring personal relationship	There is a mutual relationship and friendship; mentor takes a personal interest in the mentee; genuine interest in supporting success; the relationship is nurturing in nature.
Mutual respect and trust	Two-way confidence and respect for one another; mutual respect for each other's ideas and points of view.”
Exchange of knowledge	Ensure that mentee’s skills and knowledge Expand; convey knowledge in interesting ways, and has a real-world connection.
Independence and collaboration	Having the freedom to make mistakes; identifies the mentee as a colleague; allows for independence; provides for interactions with larger community and networks
Role modeling	Mentors lead by example; share struggles and successes to reduce the intimidation factor; model ethical behavior.





## Confidential NLN.ON Award Reference Form for Awards

***Deadline for submission: Friday March 31st, 2023 at 11:59PM EST***

email to [NLN.ON@first-stage.ca](mailto:NLN.ON@first-stage.ca) in PDF format

**Applicant First Name:**

**Application Family Name:**

**Award For which They Have Applied (check all the apply):**

- Part Time Education Award
- Dorothy Wylie Graduate Education Award
- NLN Research Award Graduate Education
- NLN Innovation Seed Grant Award

**Please note complete this form in its entirety**

### **Section I**

Rate the following criteria (A) through (I) using the numeric score below of 1 to 5. Compare the applicant on each item assessing his/her ability to meet these criteria. As a part of the assessment, take into consideration the experience and education of the applicant.

- |   |   |               |
|---|---|---------------|
| 1 | - | Poor          |
| 2 | - | Below Average |
| 3 | - | Average       |
| 4 | - | Above Average |
| 5 | - | Outstanding   |

Score		Criteria
	A.	Demonstrates commitment to NLN.ON's vision and goals
	B.	Demonstrates leadership in professional role
	C.	Demonstrates commitment to lifelong learning
	D.	Demonstrates ability to work effectively with groups to achieve goals
	E.	Demonstrates critical thinking and analysis in relationship to learning
	F.	Demonstrates critical thinking and evidence-based practice in professional role
	G.	Demonstrates effective communication skills, both verbal and written
	H.	Demonstrates academic ability to achieve degree
	I.	Demonstrates perseverance to achieve goal
		Total Score

## Section II

Based on your knowledge of the applicant, describe any outstanding or limiting characteristics that you consider of special significance: (insert comments below)

Based on your above assessment, would you recommend the applicant for NLN.ON Award:

- without reservation
- with reservation
- do not recommend this applicant

Number of years you have known the applicant: \_\_\_\_\_ years

In what capacity?

Signature:

Position:

Contact info (email)

Reference letters must be sent in PDF format directly to the NLN office by email to  
NLN.ON@first-stage.ca