



GUIDELINES FOR AWARD APPLICATIONS

Deadline for Submissions of Applications:

Friday March 21, 11:59PM EST

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

Revised September 2024

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. **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
5. **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.

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 format is plain text in HTML and may be altered when cutting and pasting your document into the appropriate text box online.** 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 2025

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) for details on student and general membership.
2. Applicants may **only apply for 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 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 to display at the annual general meeting and for inclusion in the NLN.ON newsletter.
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) 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. See Appendix B: Confidential NLN.ON Reference Form for Awards
 - d. Curriculum Vitae (CV) – profiling your formal and/or informal leadership activities. See Curriculum Vitae (CV) Guidelines provided.
 - e. Proof of enrollment in a formal education program.

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) 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 2022-2027](#) strategic priorities
 - vi. Clearly articulated theoretical framework
 - vii. Synopsis of the literature review
 - viii. Appropriate design, methodology, and analysis plan

NOTE: You will need to copy/ paste the proposal into the online application form.

- c) Evidence of Research Ethics Board submission or approval
- d) Two references: References should be able to speak to the applicant's leadership potential, professional performance and/or research capacity. See Appendix B: Confidential NLN.ON Reference Form for Awards. Reference forms should be emailed directly to NLN.ON at: members@nln.on.ca
- e) Curriculum Vitae (CV) – profiling your formal and/or informal leadership activities and research experience. See Curriculum Vitae (CV) Guidelines provided.

Information and Expectations: Nursing Leadership Innovation Seed Grant

A complete application includes:

1. Completed online application
2. The following criteria will be used to evaluate the proposal (equivalent of 4-page, single spaced maximum)
 - 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 2022-2027](#) 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 by email to: members@nln.on.ca
 - 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 emailed directly to NLN.ON at: members@nln.on.ca

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 (<https://www.nln.on.ca/join-now/>) 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) Statement (500-word maximum) describing how the nominee exemplifies the qualities of a great mentor, including specific examples for the various qualities, and how this mentor has impacted you in your role as a formal or informal leader. See Appendix A: Qualities of a great mentor

NOTE: You will need to copy/ paste this statement into the online application form.

Appendix A: Qualities of a great mentor

The literature regarding effective mentorship includes a wide range of qualities of a good mentor. The themes identified below provide an example of the various themes present in the literature that you may choose to use when creating your written submission regarding the nominee for the Sue Matthews Exemplary Mentorship Award. You are not required to address all of the areas below.

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.

Appendix B: Confidential NLN.ON Reference Form for Awards

Applicant: _____
Surname First Name

Award Name: _____

Please note there are two sections to this reference form

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

How long have you known the applicant: ___ years

In what capacity? _____

Signature: _____

Position: _____

Contact info (email) _____

Reference letters must be emailed directly in PDF format to NLN.ON at: members@nlm.on.ca

Thank you!