



WEST VIRGINIA

**Higher Education
Policy Commission**

**Nursing Program
Expansion Application
Request for Proposals
2022**

I. Funding Opportunity Description

Purpose

In December 2021 Governor Jim Justice allotted 48 million dollars to a nursing workforce enhancement project. As part of this initiative, nursing program expansion projects will be funded to increase enrollment in pre-licensure nursing programs. Programs funded by this project must be innovative especially as related to time to degree completion and licensure. Performance outcomes must be clearly delineated and will be monitored throughout the project period. While projects may be multi-year, funding beyond Year 1 will be dependent upon funds made available in subsequent years. Of note, all funds under this initiative **MUST BE EXPENDED (reflected by paid purchase orders) BY NO LATER THAN SEPTEMBER 30, 2022.**

Program and Opportunity Goals

Applications submitted under this opportunity must meet the following goals:

- Increase the enrollment in applicant nursing programs by 20 students in Year 1 for programs preparing students leading to degrees eligible for registered nurse licensure and 10 students in Year 1 for programs preparing licensed practical nurses (“LPNs”);
- Support students for successful completion of the program;
- Decrease the time to degree and licensure for expanded enrollment cohorts;
- Recruit and retain nursing faculty to allow for the increased enrollment;
- Increase the retention of expanded enrollment graduates in WV; and
- Collaborate with pipeline programs to assure the recruitment of top candidates into nursing programs.

All projects must include a clear plan for sustainability beyond the initial period. In addition to Year 1 budget, applications should detail the annual **FUTURE** budget needed to successfully graduate the increased enrollment cohort (maximum 4 years for a bachelor’s degree of science in nursing (“BSN”); 2 years for an associate degree of science in nursing (“ASN”); 1 year for LPNs).

Application deadline

All applications must be received in full **by no later than 5pm on February 25, 2022.** Applications will be accepted by email only and should be submitted to nursingexpansiongrants@wvhepc.edu. No applications will be accepted after the deadline. No incomplete applications will be reviewed.

Eligible Activities

To ensure schools of nursing across the state can increase enrollment and, subsequently, graduates who practice in the state, it is essential to ensure that funding is available for resources needed for expansion. Therefore, funding under this program can be used for enhancing faculty salaries within personnel guidelines; expanding classroom, laboratory, and clinical simulation space; purchasing technology, computer equipment, and software, laboratory equipment, recruitment materials, and additional student learning resources, especially as related to retention. **All funds must be expended by the deadline.**

II. Award Information

Summary of Funding

Funding will be provided upon execution of an agreement for funds. A total of \$16 million dollars is currently available for this program. Awards will range from \$200,000 to \$1 million dollars. The Commission will work with the awardee to match awards to the funding available and revise budgets as needed. The Commission will notify awardees within 6 weeks of submission. The award period will be detailed in the agreement for funds. **ALL FUNDS MUST BE EXPENDED BY NO LATER THAN SEPTEMBER 30, 2022.**

Requirements

Awardees will be required to adhere to the following:

1. Awardees must complete and execute an agreement for funds prior to release of any funds.
2. Awardees must complete a mid-way progress report and a final report. Final reports will require a narrative and budget update on program activities.
3. Awardees must return any unused funds from this award at the end of the specified performance period. Awardees will be required to notify the HEPC no later than September 1, 2022 if they will have unused funds from this award.
4. Indirect costs are not a chargeable expense.

III. Application and Submission Information

Content and Form of Application

Applications for funding must consist of the following documents in the following order:

A. Cover Page with Basic Applicant Information

- Applicant name

- Address
- Contact information (names, titles, phone, email, mailing address). Applicants must specify the Project Director on this page.

B. Exhibit A- Activity Overview/Statement of Work

C. Exhibit B- Project Budget & Budget Justification

Template forms and guidelines for completing Exhibits A and B are included in this document.

Application Submission

Applications must be submitted via email to nursingexpansiongrants@wvhepc.edu. Please provide original files (Excel, Word, etc.) and not PDF files.

IV. Application Review Information

Review Process

Applications will be reviewed by Commission awards management staff (business and financial review) and program staff (technical review and analysis of proposal).

The following criteria will be considered in the review process:

- The appropriateness of the project objectives and time frames for initiation through completion of the project.
- The reasonableness and justification for the itemized costs noted in the budget.
- The ability to expend all funds by the end of the project period.
- The adequacy and completeness of the description of scope of services and activities to be provided with the award funding.
- The degree to which the funding priorities and preferences are addressed.
- The rigor of the plan for evaluation of the project objectives.
- The potential for scalability and sustainability.

See the **Program and Opportunity Goals** section of this document for more information on review criteria.

Proposal Revisions

The Commission reserves the right to request revisions to the submitted proposal if, upon review, it is determined the proposed work plan does not meet the goals and requirements of this funding opportunity.

V. Additional Information

All questions related to this opportunity should be directed to nursingexpansiongrants@wvhepc.edu.

EXHIBIT A
STATEMENT OF WORK

1. Provide a one to two sentence synopsis of the project that can be used to describe the project if funded in social media, web announcements and press releases.

2. Provide a proposal which includes the following information:

- Background of the project and relationship to the nursing expansion initiative goals.
- A clear description of the program(s) to be developed or expanded, including timeline to completion, pipeline and recruitment activities, anticipated date of admission for expanded cohort*, curricular elements, credits required for completion, current retention rates in similar cohorts/programs, student success activities, NCLEX percent pass rate for your programs over the last 3 years, faculty needs for expansion and plans for recruitment and retention, capital needs, and the plan to expend funds prior to the deadline, etc.
- Project SMART goals** (must include process and outcome goals)
- Project personnel and how they are qualified to guide the proposed project
- Evaluation methods
- Sustainability plans once initial funding is exhausted
- Complete the table to describe the project goals, activities, and outcomes:

Project SMART Goals	Activities to meet goals	Anticipated outcome	Time for completion of goal

*Must be admitted within the first half of the project year

**See <https://www.samhsa.gov/sites/default/files/nc-smart-goals-fact-sheet.pdf> for a helpful review of SMART goals.

EXHIBIT B

Budget Detail

Please enter the project budget amounts in the table below. A detailed description of the expense categories will be required on subsequent pages. Please use this form for Budget Year 1 and include Budget Justification. For Future Budget Years, no budget justification is needed, only the below table.

Expense Categories	Initial Budget	Change (+/-)	Final Budget
Salaries and Benefits			
Contractual			
Hospitality			
Supplies			
Rent			
Travel			
Stipends			
Miscellaneous			
Total Budget			

Awardee must request prior approval and a change order when:

- 1) transferring more than 10 percent of the total approved budget between either functional categories or expense categories;
- 2) a material change in the scope of the project has occurred; or
- 3) a purchase of equipment with a cost of \$1,000 or more not included in the original budget.

Budget Justification

Provide a written description of each line item entered in the budget detail (table on previous page). The budget justification must clearly describe each cost element and explain how each cost contributes to meeting the proposal's goals and objectives. If any category is not included in this project, please mark as N/A.

Salaries and Benefits: **\$X,XXX**

Salaries and benefits should be established within the personnel system of the applicant institution and follow personnel rules. Break out by individual positions and include each individual's salary and benefit amount and the percentage of the person's time paid under the award within the project period. Include a brief description of the person's duties under the award. Awarded funds can be used to "buy" a percentage of time for specific award-related activities which should be delineated in the justification. Stipend support during non-contract time (for instance, summer) can be supported. **Salary enhancement/supplements for existing faculty and hiring of new faculty should be prioritized but must follow institutional personnel guidelines.** All funds must be expended prior to the deadline.

Contractual: **\$X,XXX**

List all contractors to which payments are made from this funding source, describe the purpose of the contract, the anticipated number of hours to be contributed, and the amount paid to each.

Hospitality: **\$X,XXX**

Breakdown costs such as food, nonalcoholic beverages, facility rental, entertainment and other expenses relating to hosting events intended to benefit the program (such as hiring events). In addition to costs, provide the purpose of the hospitality and the number of individuals receiving hospitality. In general, hospitality charges are discouraged.

Supplies: **\$X,XXX**

Include materials needed to execute the project.

Travel: **\$X,XXX**

Travel costs should be paid according to reimbursement guidelines used by the institution.

Stipends: **\$X,XXX**

List the amount of any stipends paid to students as part of their participation in award activities. Include a brief description of the duties for which the student(s) received the stipend (ex. Tutoring, mentoring)

Miscellaneous: **\$X,XXX**

Include any costs that do not meet the descriptions of other expense categories.

