



American Pediatric Surgical Nurses Association Inc.

Safety and Excellence in the Surgical Care of Children

POLICY AND PROCEDURE

PAGE: 1 of 3	REPLACES POLICY DATED: September 30, 2014
EFFECTIVE DATE: December 1, 2016	APPROVED BY: APSNA BOD 2022-2023
NEXT REVISION: February 2026	
POLICY DESCRIPTION: Special Interest Group (SIG) Project Proposal	
REVISED: 6/2020	REVIEWED: 2/17, 6/20, 2/23

STATEMENT OF POLICY:

Purpose: To ensure that all requested Special Interest Group (SIG) projects fulfill the American Pediatric Surgical Nurses Association, Inc. (APSNA) mission, are reviewed by an equitable process and that funding is distributed in a fair, transparent manner.

Defined: The Chairperson(s) of any APSNA SIG may submit a detailed proposal for a project, which promotes the SIG activities and goals.

Related Policy:

Brand Identity Policy

Travel Reimbursement Policy

Eligibility Criteria:

1. The SIG is an established, active, and an endorsed group within APSNA
2. The chairperson(s) is a member in good standing of APSNA

Elements of the funding proposal:

1. Describe the purpose of the project and how the project will support the Mission and Vision of the organization and benefit the pediatric surgical patients and families. Follow the attached Project Proposal Template.
2. Research and detail the elements of the funding request. Submit an itemized budget.
3. Follow any related APSNA policy guidelines, for example, travel funds must not exceed limitations of the APSNA travel reimbursement policy.
4. Recipients of the SIG funds will present a written summary of the activity, to the Board of Directors care of the Director of Practice and Quality (DPQ), within one month of project completion or by December 1st, whichever date is first. This will be presented to the membership in *News You Can Use*. Failure to submit the summary may result in loss of submission privileges in the following year.

PROCEDURE:

1. Each SIG may submit one project proposal to the DPQ by September 1st for the following year. In any given year there may be more than one SIG submitting proposals.
2. The SIG is required to identify one member (designee) to be responsible for use of award funds.
3. The DPQ will evaluate all funding proposals for completeness and merit.
4. The DPQ submits proposal to the Executive Committee (EC) for consideration.

5. Once approved by the EC, the proposal is then submitted to the full BOD for consideration. The BOD will determine which proposals will be funded based on current organizational priorities and budget.
6. Funds budgeted to SIG activities may vary from year to year.
7. The DPQ notifies all SIGs of the proposal(s) to be funded and those that are not to be funded by December 15th. More than one proposal may be funded all or in part based on the annual budget. The DPQ will submit the contract to be signed, the APSNA reimbursement form to the SIG designee along with APSNA's tax exempt documentation for all approved proposals. The SIG agrees APSNA's tax exempt document is to be provided at the time of product purchase.
8. The DPQ then forwards the signed contract and approved SIG project proposal with itemized budget to the Treasurer and to the APSNA secretary for archive on the APSNA forum.
9. All goods displaying the APSNA logo must follow the Brand Identity Policy and are required to be approved by the DPQ prior to placing the order.
10. The SIG will purchase the goods or services that have been approved in the project proposal and then will submit receipts for reimbursement and the reimbursement form to the DPQ who will forward to the APSNA Treasurer within 30 days of the event or by November 1st of the year of the event. Reimbursement will be managed directly by the Treasurer.
11. If the project date is postponed, monies spent on the project will not be reimbursed until after the project is completed as long as the event occurs in the designated year. If the event is cancelled for the designated year, APSNA will not be responsible for reimbursing purchases, unless APSNA, in its sole discretion, decides to reimburse monies for such an event.

Appendix – Project Proposal Template

Purpose and Justification:

Project Champion: (define)

(The project champion is responsible for championing the project throughout the organization, the managing of the grant monies, and interceding when necessary to overcome project impediments.)

Statement of the Problem or Need:

(Describe the rationale for the project. What problem is this project designed to address?)

Project Deliverables and Beneficiaries:

(Describe the objective of the project; what the project is to achieve, create, or deliver. Please identify who will derive a direct benefit from the expected outcome.)

Strategic Context:

(Explain how the project relates to the APSNA strategic plan, mission, vision, values and/or goals and initiatives.)

Time Factors:

(Are there any time factors, such as deadlines, that should be considered?)

Special Provisions:

(Are there any environmental factors, such as regulatory requirements, ethical considerations, or legal ramifications that should be considered?)

Related Projects:

(Identify any projects that may affect this project and/or may be affected by this project. If this project is one of a series of related projects, be sure to identify the sequence of projects.)

Project Assumptions and Constraints:

(Any assumptions made so far or constraints identified? Assumptions: any factors that are considered to be true and will be assumed to be true during the planning of the project. Constraints: anything that would restrict the ability to successfully achieve the project objectives.)

Project Risks:

(Are there any risks associated with the project; e.g., will there be data that should not be available to the public? Are there any known risks that might preclude a successful project outcome?)

Project Budget:

(Please indicate what expenses will be associated with this project as well as the sources for the funding. Provide the most accurate estimates that you can.)

Explain how APSNA's support will be acknowledged during project execution:

*(Use of APSNA logo on products, announcements, handouts, signage.)**

**Note: Any use of the APSNA logo for products, announcements, handouts and signage must be approved by the Director of Practice and Quality.*

Name of Special Interest Group

Primary Contact name:

Primary Contact email:

(Who should be contacted for questions regarding this request? Please provide contact information. Could be same or different from the champion.)

References (in APA format).