



WEST VIRGINIA

**Higher Education
Policy Commission**

**COMPETENCY BASED
NURSING EDUCATION
GRANT OPPORTUNITY
REQUEST FOR
APPLICATIONS**

I. Funding Opportunity Description

Purpose and Overview

Competency-based nursing education is a system of instruction, assessment, feedback, self-reflection, and academic reporting that is based on the learner's ability to demonstrate knowledge, skills, and attitudes appropriate to their level of education. It involves shifting focus away from the inputs of education and towards the outcomes and what the learner can do with the information they learn. Nationally, nursing education has begun to transition towards competency-based education, and the purpose of this funding opportunity is to allow West Virginia's pre-licensure ASN and BSN nursing programs to plan, develop, and adopt competency-based curriculum within their academic programs.

This grant opportunity will be provided to one qualified applicant. That singular applicant will be responsible for working collaboratively with other ASN and BSN pre-licensure programs in the state to plan, develop, and adopt competency-based curriculum as well as seeking input from nursing employers to ensure the curriculum developed reflects the skills needed for entering the workforce.

Program and Opportunity Goals

Applications submitted under this opportunity must meet the following goals:

- Provide instruction and training on what competency-based nursing education is to all ASN and BSN pre-licensure programs who want to participate.
- Collaboratively work with pre-licensure programs and nursing employers to identify skill needs for nurses entering the workforce to focus on for curriculum development.
- Develop and disseminate curriculum common among both ASN and BSN programs that may be utilized by any nursing program in the state.
- Develop evaluation metrics to ensure programmatic activities meet the stated goals of the project developed.
- Qualified applicants must develop a structured timeline for accomplishing these goals within the grant period.

Applications not meeting the above criteria may be subject to additional requirements or denial.

Application Deadline

All applications must be received in full by no later than 5pm on May 2nd, 2025. Applications will be accepted via the Health Sciences Division grants portal only. No applications will be accepted after the deadline. No incomplete applications will be reviewed.

Eligible Activities

To achieve the goals of the program, the following activities can be used for funding:

- Salary and benefits for staff time. Salary and benefits may not exceed 15% of total budget amounts.
- Contractual costs connected to the development of competency-based nursing curriculum.

- Hospitality and travel activities connected to meetings of stakeholders.

Grant funds are not permitted to be used for equipment, software, scholarships, capital expenditures, or indirect costs. If you are not sure if your planned activity will be permitted, please seek prior approval from us to ensure it will be permitted before submitting your grant application.

Summary of Funding

Funding for this opportunity comes from a Congressionally Directed Spending Request funded through the Department of Education. Funding will be provided on a reimbursement basis and is contingent on the availability of funds from the Department of Education. 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 4-6 weeks of submission. The award period will be detailed in the agreement for funds and will commence from May 15th, 2025 through May 15th, 2026. Applications must not exceed \$184,566.59 and the work within the grant should occur within one year of the date of grant execution.

Funding Requirements

Awardees will be required to adhere to the following:

- Awardees must complete and execute an agreement for funds prior to the release of any funds. Award agreements will be sent to the signatory authority via SignNow. Only agreements signed and returned via SignNow will be accepted.
- Awardees must submit copies of invoices and receipts to obtain reimbursement for program expenses.
- Awardees must complete a mid-way progress report and a final report. Final reports will require a narrative and budget update on program activities. Reporting will occur within the portal.
- Indirect costs are not a chargeable expense.
- Awardees must attend any meetings convened by the West Virginia Higher Education Policy Commission with regards to this program and must respond promptly to any information requests made about progress with your projects.

III. Application and Submission Information

Content and Form of Application

Applications for funding will be received via the WV HEPC Health Sciences Grants portal. Directions for how to submit a funding application can be found here: (<https://www.wvhepc.edu/wp-content/uploads/2024/10/Grants-Portal-User-Guide.pdf>).

- Exhibit A- Activity Overview/Statement of Work
- Exhibit B- Project Budget & Budget Justification
- Applications must contain at least 3 letters of support and should be uploaded in the grants portal with Exhibit A.
 - Two letters of support should come from other pre-licensure ASN or BSN programs located in West Virginia.
 - One letter of support must come from a nursing employer in West Virginia.

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 objective and time frames for initiation through completion of the project.
- The reasonableness and justification for the itemized costs noted in the budget.
- 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 that the proposed work plan does not meet the goals and requirements of this funding opportunity.

V. Additional Information

All programmatic questions should be directed to Jordyn.reed@wvhepc.edu.

All technical questions about the WVHEPC grants portal should be directed to Deloris.vance@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 details about the importance of competency-based education and how you have or how you plan to incorporate it into your individual nursing program.*
3. *Detail your plan for how you will accomplish the following goals and activities:*
 - o Provide instruction on what competency-based nursing education is to all ASN and BSN pre-licensure programs who want to participate.
 - o Collaboratively work with other pre-licensure programs and nursing employers to identify skill needs for nurses entering the workforce to focus on for curriculum development.
 - o Develop and disseminate curriculum common among both ASN and BSN programs that may be utilized by any nursing program in the state.
4. *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

**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 note that your budget requests must clearly relate to your goals in Appendix A.

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.**

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 faculty as part of their participation in award activities. Include a brief description of the duties for which the faculty member(s) received the stipend.

Miscellaneous:

\$X,XXX

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