SAMPLE PROPOSAL

Visit our [website](#) and click “Apply Now” to complete and submit an application proposal.

1. **Contact Information**
   - Organization: 
   - Primary Point of Contact: (Name, Address, Email, Phone)

2. **Content Dissemination Activity Proposal**
   Please include a minimum of one activity in each category listed:

<table>
<thead>
<tr>
<th>Category</th>
<th>Proposed Activity(-ies)</th>
<th>Output / Deliverables + Timeframe*: (Initiation, Duration, and/or Completion Dates)</th>
<th>Key Performance Indicators or Metrics of Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure</td>
<td><em>Example:</em> Develop microsite, social media page or add to existing communication channel such as a newsletter</td>
<td><em>Example:</em> Project Firstline subpage or section to be added to existing organization website or newsletter <em>Timeframe:</em> Launch site by October, 2022</td>
<td><em>Example:</em> Unique visitors per month and click-throughs to content</td>
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<tr>
<td>Engagement</td>
<td><em>Example:</em> Designate and engage an IPC champion to reach target audiences (See Appendix C on IPC Champion Model)</td>
<td><em>Example:</em> IPC Champion to host ‘x’ number of events over 12 months to include Twitter chats, Zoom webinars and/or live training <em>Timeframe:</em> Estimated dates of events</td>
<td><em>Example:</em> Attendance; Engagement via clicks, shares, etc.</td>
</tr>
<tr>
<td>Nursing Education Specific to Nursing Audience</td>
<td><em>Example:</em> Interactive Educational Mini-Series: Online learning in preparation for in-person learning; Educational Quick Video Series</td>
<td><em>Example:</em> Implement 3-4 IPC content areas based on CDC curriculum <em>Timeframe:</em> Estimated dates of events</td>
<td><em>Example:</em> Pre- and Post-test data and responses; course evaluation</td>
</tr>
<tr>
<td>Evaluation</td>
<td><em>Example:</em> How are you measuring the effectiveness of this workplan?</td>
<td><em>Example:</em> Monthly report based on established metrics <em>Timeframe:</em> Monthly report to be completed</td>
<td><em>Example:</em> Saturation, Reach, Touchpoints, Assessment of change</td>
</tr>
<tr>
<td>Optional</td>
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<tr>
<td>Community Education Broader community engagement in IPC education</td>
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<tr>
<td>Example: Identify long-term care network or facility and host family member IPC awareness event or campaign; or involve IPC Champion to expand audience reach</td>
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<tr>
<td>Example: Partner with affiliated organizations; community-focused IPC events</td>
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<tr>
<td>Example: Attendee statistics and data</td>
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</tbody>
</table>

*50% of activity is expected to be completed within six months*

3. **Budget Request**

Requested funds can be divided among the categories below as applicant sees fit. Each line item is an optional suggestion, not a requirement.

<table>
<thead>
<tr>
<th>Item</th>
<th>Request</th>
<th>Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary (Ex: Web Developer)</td>
<td>$4,500 (sample)</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>$3,000 (sample)</td>
<td></td>
</tr>
<tr>
<td>Other (Ex: Marketing Materials)</td>
<td>$500 (sample)</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>$</td>
<td></td>
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<tr>
<td>Indirect Costs</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Total: up to $10,000</strong></td>
<td><strong>$ 8,000 (sample)</strong></td>
<td></td>
</tr>
</tbody>
</table>

Per funder regulations, alcohol, equipment, clinical care, research, and lobbying are unallowable expenses.

**Budget Narrative Examples:**

**SALARY**
- INSERT NAME, TITLE, ROLE, % OF TIME ON PROJECT

**FRINGE BENEFITS**
- Fringe benefits are based on the ANA historical average of 36% of base salary and costs related to FICA; medical, dental, vision, short- and long-term disability, workers’ compensation and term life insurances; retirement plan; tuition reimbursement; and other benefits as listed in the indirect cost rate agreement.

**SUPPLIES**
- Office Supplies: INSERT DETAILS (Examples: Print materials, pens, paper, notebooks, mailing expenses, posters)

**OTHER**
- Postage/Express Mail: INSERT DETAILS (Examples: Mailing materials to members for dissemination)
- Printing: INSERT DETAILS (Examples: Marketing Materials, Community Education materials)
- Phone: INSERT DETAILS (Examples: Zoom, WebEx, other web platforms)

**TRAVEL**
- INSERT DETAILS Examples: Supporting chapter members travel to an in-person planning meeting (mileage, hotel).

**INDIRECT COSTS**
- The Provisional federally negotiated provisional indirect cost rate for the INSERT is % of direct costs.
APPENDIX B

Certification Disclosure

Attachment 1
Certifications and Assurances

Subaward Number:
851157-ANA

Certification Regarding Lobbying (2 CFR 200.450)
By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief, that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement in accordance with 2 CFR 200.450.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, “Disclosure Form to Report Lobbying,” to the PTE.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Debarment, Suspension, and Other Responsibility Matters (2 CFR 200.213 and 2 CFR 180)
By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, in accordance with 2 CFR 200.213 and 2 CFR 180.

Audit and Access to Records
Per 2 CFR 200.501-200.521, Subrecipient certifies that it will provide notice of any adverse findings which impact this Subaward and will provide access to records as required by parts 2 CFR 200.336, 200.337, and 200.201 as applicable. If Subrecipient is not subject to the Single Audit Act, then Subrecipient will provide notice of the completion of any required audits and provide access to such audits upon request.

Program for Enhancement of Contractor Employee Protections (41 U.S.C 4712)
Subrecipient is hereby notified that they are required to: inform their employees working on any federal award that they are subject to the whistleblower rights and remedies of the program; inform their employees in writing of employee whistleblower protections under 41 U.S.C §4712 in the predominant native language of the workforce; and include such requirements in any agreement made with a subcontractor or subgrantee.

The Subrecipient shall require that the language of the certifications above in this Attachment 1 be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Use of Name
Neither party shall use the other party’s name, trademarks, or other logos in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. The parties agree that each party may use factual information regarding the existence and purpose of the relationship that is the subject of this Subaward for legitimate business purposes, to satisfy any reporting and funding obligations, or as required by applicable law or regulation without written permission from the other party. In any such statement, the relationship of the parties shall be accurately and appropriately described.
IPC Champion Model

WHO are IPC Champions?

IPC Champions are individuals, or possibly units, divisions, or organizations, that excel in communicating or contributing to IPC best practices. This can incorporate a wide variety of audiences, practice settings or areas of expertise. It is someone whose work deserves to be amplified for the benefit of the greater good!

WHY should I engage IPC Champions?

By sharing their information or telling their story, your organization can assist in identifying actions that could be adapted or extended to other community and clinical settings. You may also inspire others to emulate or take first steps introducing small changes. Identify and engage IPC Champions to assist in the dissemination of IPC best practices based on their unique position, voice, or experience.

HOW do I engage IPC Champions?

- Describe and share how your IPC Champion interacts with and promotes IPC best practices.
- Recognize and celebrate engaged partners and nurses.
- Invite both your audience and the IPC Champion’s audience to learn more about the programming you offer.
- Develop opportunities for IPC Champions to provide feedback and expertise to others.
- Tell a story! Personal stories spark interest and provide essential content for amplification of IPC best practices.
- Use your communication channels such as social media or newsletters to share your partnership and reach new users.