

PENNSYLVANIA HIGHER EDUCATION FOUNDATION

NURSE FACULTY LINES PROGRAM

Program Goal

The Pennsylvania Higher Education Foundation (PHEF), in cooperation with the **Leadership Council of the Pennsylvania Center for Health Careers**, created the **NURSE FACULTY LINES PROGRAM** to provide a new source of financial support for non-profit, tax exempt* schools of nursing, and ultimately for students, in Pennsylvania. The intent of this program is to enable schools to quickly increase their nursing enrollment by funding additional faculty, providing assistance for current faculty to complete advanced degrees or allowing faculty members to hire graduate assistants to teach nursing students.

Subject to the availability of funds, the Foundation will make awards annually to underwrite nursing faculty positions, i.e., faculty lines or the functional equivalent. The initial round of awards will provide \$50,000 per line, renewable for up to three years, subject to availability of funds, to increase the full time equivalent (FTE) teaching faculty at an institution. The intent of these awards is to increase the capacity of a program receiving an award to educate nursing students.

GENERAL ELIGIBILITY FOR THE NURSE FACULTY LINES PROGRAM FOR THE 2006-07 ACADEMIC YEAR

All non profit, tax exempt* Pennsylvania Hospital Schools of Nursing and nursing education programs in Pennsylvania colleges and universities, and in other Pennsylvania Department of Education approved educational institutions, which meet three conditions, are eligible to apply for Program funds:

1. Currently enroll students.
2. Have current or provisional accreditation or approval from the Pennsylvania State Board of Nursing, NLNAC, or AACN.
3. Qualify to receive United States Department of Education Title IV student aid funds.

APPLICATION PROCESS

THIS APPLICATION PACKAGE INCLUDES ALL THE MATERIALS TO PREPARE A PROPOSAL:

1. Guidelines for completing the application.
2. Application form.

TO QUALIFY FOR REVIEW, A PROPOSAL MUST INCLUDE:

1. Narrative describing the intended use of funds, how these funds will increase the capacity to educate nurses, and the monitoring and reporting mechanism that will assure the appropriate and effective use of award funds.
2. Data report providing current program information and participant projections, expected outcomes, and the percentage of expected future students who will benefit directly from Program funding.
3. Statement describing the ability of the program to manage Program funds and complete the related financial reports it will provide the Foundation.
4. A representation describing the institution's federal and state tax status, together with documentation evidencing such status.



A complete application must be postmarked - or private mail service equivalent - no later than April 7, 2006.

E-mailed and/or faxed applications will not be accepted.

PENNSYLVANIA HIGHER EDUCATION FOUNDATION
Suite 101, 1200 North Seventh St., Harrisburg, PA 17102-1444

Potential applicants may request clarification about the application and review process from the Foundation until 10 business days before the submission deadline. However, the Foundation will distribute these responses by posting them to the www.higheredfoundation.org website, accessible to all applicants.

*"Nonprofit, tax exempt," means, generally, an entity that is: (i) exempt from federal income tax pursuant to Section 501(a)(1) of the Internal Revenue Code of 1986, as amended (the "Code"), as an organization described in Section 501(c)(3) of the Code; (ii) a state college or university described in Section 511(a)(2)(B) of the Code, in which no private individual or non-charitable entity has any financial interest; or, (iii) an entity owned or operated by one or more government units, in which no private individual or non-charitable entity has any financial interest.



Application Review and Award Determination continued...

5. If this process fails to award all funds, the Committee has the discretion to reconsider applications with composite scores between 60 and 69 or to request applicants with these scores to revise their applications based on Committee guidance and resubmit within 10 business days; or,
6. The Committee may recommend making over-awards to qualifying applicants in the same order as they recommended the original awards.

D. AWARD NOTIFICATION PROCESS The Board of Directors of the Pennsylvania Higher Education Foundation will meet in June after the completion of the Application Review Committee award determination process to consider Committee recommendations and make final awards, decide when to make the formal award announcements, and to set the date for the initial disbursement of funds.

SUCCESSFUL APPLICANTS WILL EITHER RECEIVE:

1. Formal, written notification of their awards and a contract within 15 business days of the Board announcements; *or*,
2. Formal, written notification within 15 business days of the Board announcements of a conditional award - one pending the resolution of technical contractual issues identified by Program staff, members of the Review Committee, or members of the Foundation Board of Directors.

In the first instance, award recipients must return signed contracts to the Foundation within 10 additional business days. The Foundation will disperse Program funds on or before the date set by the Foundation Board of Directors.

In the second, each conditional award recipient must arrange to meet with Program staff to resolve identified contractual issues and concerns.

Unsuccessful applicants will receive formal notification of the decision of the Board of Directors.

**A complete application must be postmarked
- or private mail service equivalent -
no later than **April 7, 2006.****

E-mailed and/or faxed applications will not be accepted. A complete application must be sent to:



PENNSYLVANIA
HIGHER EDUCATION FOUNDATION

THE PENNSYLVANIA HIGHER EDUCATION FOUNDATION
NURSE FACULTY LINES PROGRAM
*Suite 101, 1200 North Seventh St.
Harrisburg, PA 17102-1444*



GUIDELINES FOR SUBMITTING NURSE FACULTY LINES PROPOSALS

General Considerations

The Pennsylvania Higher Education Foundation will accept from qualifying nursing schools in Pennsylvania proposals that support increased enrollment and subsequent diploma, certificate, or degree completion, the core objective of this Program.

Program proposals should address one or more of the objectives of the Nurse Faculty Lines Program. These include:

1. Fund additional faculty.
2. Provide assistance to current faculty to complete advanced degrees that strengthen their capabilities to educate nurses.
3. Assist current faculty members to hire graduate assistants to teach additional nursing students.

All proposed uses of Program funds must further charitable or educational purposes described in Sections 501(c)(3) and 170(c)(2)(B) of the Code.

Application Review and Award Determination

THE FOLLOWING DESCRIBES THE REVIEW AND AWARD DETERMINATION PROCESS FOR COMPLETED APPLICATIONS.

A. APPLICATION REVIEW COMMITTEE The review process will be vested in an expert committee, composed of at least one nurse educator, or a representative, from each of these education provider categories:

1. A university in the Pennsylvania State System of Higher Education.
2. A university designated by the Pennsylvania Department of Education (PDE) as state related.
3. A Pennsylvania public community college.
4. A college or university designated by PDE as either private or state-aided.
5. A Commonwealth-approved Pennsylvania Hospital School of Nursing.
6. A Commonwealth-approved technology center.

The committee will also include at least one representative of the Foundation and at least four appointees selected by the Foundation from the greater health care industry.

B. APPLICATION REVIEW PROCESS AND CRITERIA The review process will commence with the distribution of a copy of each application to each member of the Application Review Committee. Reviewer copies will have an identification code and will omit other applicant identification information to the degree possible. Applicant identities will be made available to the Committee after the conclusion of the application scoring process.

C. AWARD DETERMINATION PROCESS Completing the process requires the Committee to meet to consider the reviewed and scored applications for funding. Scores will be a composite, the mean of those individual scores given by each member. The Committee will:

1. Review the scores for those applications that show a difference between the highest and lowest aggregate scores from individual Committee members of 10 points or more.
 2. Adjust composite scores as necessary and then rank-order applications by the final composite scores.
 3. Discard all applications that fail to achieve a composite score of 70.
 4. Recommend award of funds to applicants in descending rank order until funds are exhausted or until all qualifying applications receive an award.
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