



COLLEGE OF
LICENSED PRACTICAL NURSES
OF ALBERTA

ADVANCING REGULATORY KNOWLEDGE RESEARCH GRANT

Program Guide

February 2023

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Introduction

About the CLPNA

The College of Licensed Practical Nurses of Alberta (CLPNA) is the regulatory body for Alberta's Licensed Practical Nurses (LPNs). The CLPNA regulates the LPN profession, setting and maintaining standards in registration, conduct, and continuing competence to ensure the public receives safe, competent, and ethical healthcare services from LPNs.

In Alberta, the LPN is a professional, autonomous nurse involved in the assessment, diagnosis, planning, implementation, and evaluation of nursing care. Representing one of the largest regulated health professions in Alberta, LPNs provide healthcare services in direct clinical care as well as in education, research, and administration.

In 2020, Bill 46, the Health Statutes Amendment Act, introduced the future regulation of Health Care Aides (HCAs). When the amendment comes into force, HCAs will be regulated as a distinct profession within the CLPNA. Currently, the CLPNA administers the Health Care Aide Directory in partnership with Alberta Health and provides resources for practicing HCAs. The HCA Directory is a central database of HCAs who have achieved core competencies.

2023 Request for Proposals

The CLPNA is seeking proposals focused on the Practical Nurse profession for its 2023 Advancing Regulatory Knowledge Research Grant.

Aim of Research Grant

The CLPNA Advancing Regulatory Knowledge Research Grant is a funding opportunity to support research that aligns with the CLPNA's regulatory mandate to serve and protect the public. The grant supports high-quality scholarly research that builds and expands foundational knowledge about the Practical Nurse profession. It intends to promote regulatory excellence with projects that address pressing issues in health regulation and the health system that impact Alberta's LPNs and link to safe, competent, and ethical care for the public.

Research Priorities and Criteria

Topic Areas of Interest

While the CLPNA welcomes all research ideas that align with its mandate, areas of interest for the 2023 call include:

- Understanding public confidence in the Practical Nurse profession and/or the CLPNA as a regulatory body;
- Examination of topics impacting internationally educated LPNs and the implications for Alberta's health workforce;
- Diversity, equity, and inclusion in regulation, practical nurse education and/or practice;
- Influences on fitness to practice (e.g., mental health, resilience, etc.);
- Impact of current health system trends on practical nurse education, practice, and/or regulation (e.g., simulation, artificial intelligence, etc.);
- Impact of COVID on practical nurse education and/or practice.

While preference *may* be given to research proposals that relate to these areas of interest, all research ideas will be considered and evaluated.

Regulatory Functions

This grant is designed to support research that aligns with the CLPNA's mandate to promote and protect the health, safety, and well-being of the public. The CLPNA meets this mandate through its regulatory functions. Funded projects **must** align to *at least one* of the regulatory functions outlined in Table A.

Table A. Does the project fit under at least ONE of these regulatory functions?

Regulatory Function	Examples
<p>Standards & Guidance The establishment, maintenance, and enforcement of practice, conduct, and ethical standards for registrants.</p>	<p>Do the objectives relate back to the development and enforcement of practice, conduct, and ethical standards? Relevant topics may include:</p> <ul style="list-style-type: none"> • Review or examination of a standard(s) of practice • Understanding how care practices are developed, understood, maintained, enforced in the care setting (the experiences of registrant practice)
<p>Education & Training Education, training, and continuing competence requirements for registrants including development and approval of programs of study and courses.</p>	<p>Do the objectives relate back to education practices and processes, training, and continuing competence requirements? Relevant topics may include:</p> <ul style="list-style-type: none"> • Efficacy of education and training to prepare registrants for competent, safe practice • Experiences of registrants (in education, training & work environments) and impact on practice
<p>Registration Registration and renewal requirements and process for registrants</p>	<p>Do the objectives relate back to registration processes and maintenance of registrants? Relevant topics may include:</p> <ul style="list-style-type: none"> • Efficacy, efficiency, and accuracy of registration process • Experiences of registrants (in registration process) and impact on practice
<p>Fitness to Practice Fitness to practice requirements and process to protect the public from unethical, unskilled, and unsafe nursing practice (including the process to review and investigate complaints)</p>	<p>Do the objectives relate back to conduct and disciplinary matters? Relevant topics may include:</p> <ul style="list-style-type: none"> • Influences on maintaining fitness to practice • Experiences of registrants (in conduct/disciplinary process and/or work environment) and impacts on practice and providing safe care

CLPNA Strategic Direction

Where and if possible, the proposed research should align with the CLPNA’s strategic priorities (refer to the Strategic Pillars of Regulatory Excellence in the CLPNA’s [2022-2025 Strategic Plan](#).)

Applying for Funding

Amount Available

A maximum of \$25,000 is available. Requested funds should not exceed the maximum amount of funds available.

This Request for Proposals (RFP) does not commit the CLPNA to award the grant.

The CLPNA may issue a second RFP within the calendar year subject to the outcome of this first call and the availability of funding.

Timeline Requirements

Typically, the grant has a one-year term. A multi-year term may be granted if deemed reasonable for the proposed project.

Eligibility for Funding

The following criteria must be met to qualify for funding:

- Project must align with the aim of the grant and at least one of the regulatory functions outlined in this program guide;
- The principal applicant must work at an Alberta-based organization;
- The research must be focused on the Practical Nurse profession.

The CLPNA will consider co-funding research proposals alongside other grant sources. If the Advancing Regulatory Knowledge Research Grant application involves previously or currently funded research, the applicant must be the principal applicant or co-principal applicant on the original funded grant.

Allowable Expenses

This grant covers direct research costs and may be used as matching, seed, or additional grant funding. Allowable expenses include, but are not limited to, salary of staff completing research on the research project, minor equipment and supplies, participant honorarium, and travel expenses for activities related to the research.

Grant funds must flow through the organization of the principal applicant.

Ineligible Expenses

Funds cannot be used for institutional overhead and/or administration costs.

Letter of Intent

Interested applicants must submit a letter of intent (LOI) to the CLPNA Department of Performance Measurement and Research (PMR) at pmr@clpna.com. The Letter of Intent Guideline is provided in Appendix A.

Prior to submitting an LOI, interested applicants are encouraged to discuss their idea(s) with the PMR Team. This informal discussion may help to determine the fit of the idea(s) with the grant's aim and criteria.

LOIs must be submitted by the deadline in the Request for Proposals Schedule (Appendix B). Submitted LOIs will be reviewed by the PMR Team. The principal applicant will be notified of receipt of the LOI within 24 hours of the LOI submission deadline. If this notification is not received, the PMR Team should be contacted immediately.

Full Proposal

Projects that align with the grant's aim and meet eligibility criteria will be invited to submit a full proposal using a provided template. An invitation to submit a full proposal does not guarantee final approval of funding.

Applicants who will not advance to the full proposal stage will be notified by the PMR Team.

Review Process

Applicants must submit the full application package to the PMR Team at pmr@clpna.com by the deadline in the Request for Proposals Schedule (Appendix B). The principal applicant will be notified of receipt of the full application package within 24 hours of the submission deadline. If this notification is not received, the PMR Team should be contacted immediately.

Applications will be reviewed by an internal CLPNA committee led by the PMR Team with final review and approval by the CLPNA Executive Team.

Assessment Criteria

Proposals will be assessed on their scientific rigour, potential impact of the project's findings, and feasibility of implementation. Assessment criteria include:

- **Relevance** to the Grant's aim and research priorities and criteria;

- **Significance and Innovation** - the proposed research is based on an important and well-formulated question or issue and offers practical outcomes and/or specific deliverables;
- **Approach** - the described approach is necessary and feasible with a clear explanation on how the project will deliver the proposed outcomes;
- **Budget** - the proposed budget must be appropriate based on the outlined research proposal.

Full Proposal Outcome

The CLPNA reserves the right to be selective in the number and type of projects that are funded. Notification of decision will be provided to all applicants by the date in the Request for Proposals Schedule (Appendix B).

Approved for Funding

Once a project is approved for funding, the principal applicant will be required to sign a research agreement with the CLPNA. The agreement must be reviewed, approved, and executed before the total amount of the award is released to the affiliated organization of the principal applicant.

The principal applicant must ensure any required ethics approval is obtained. Failure to obtain ethics approval is grounds for termination of the research agreement and return of the full award amount.

A final report and statement of expenditure must be submitted to the PMR Team at the end of the grant term. An interim report is required halfway through projects with a one-year term. An annual report is required for projects with terms of two or more years.

Contact Information

For any communication regarding the CLPNA Advancing Regulatory Knowledge Research Grant, please contact the Department of Performance Measurement and Research:

E-mail: pmr@clpna.com

Tel: 780-670-5298

Appendix A - Letter of Intent Guideline

A letter of intent (LOI) is required in the application process for the CLPNA Advancing Regulatory Knowledge Research Grant.

- Prior to submission, interested applicants are encouraged to discuss their idea(s) with the Department of Performance Measurement and Research. Please email pmr@clpna.com to schedule a call.
- The LOI should be submitted to pmr@clpna.com with the subject heading, 'LOI 2023 RFP [*last name of principal applicant*]'
- Applicants who submit an LOI will be notified of the decision within two weeks of the submission deadline. An invitation to submit a full proposal will be given for proposed research assessed to be methodologically sound and a good fit with the grant's aim and research criteria.

Please ensure your LOI includes the following information (*maximum of 2 pages, single-spaced, Times New Roman 12 point*):

I. Project Team Information

For each team member, please provide the following:

- Affiliated institution/organization
- Position title
- Role in the project and brief statement on relevant background and experience

II. Purpose

What is the purpose of the proposed research? What need does the project address and how will the project impact that need? Explain how the research aligns with the CLPNA's research priorities and regulatory mandate to promote and protect the health, safety, and well-being of the public.

III. Objectives and Outcomes

What do you want to achieve with this project? What are the anticipated outcomes?

IV. Methodology

Briefly describe the approach you plan to take to conduct the research, including study design, sampling, and data collection. Include an approximate timeline for the proposed research.

Include a brief statement on potential strategies for mobilizing the research findings.

V. Estimated Budget

Provide the estimated amount you plan to request from this funding opportunity, with a general list of anticipated expenses. Please state whether the funding request will cover the full cost or partial cost of the project. List any sources of additional funding either secured or planned.

VI. Signatures

- The LOI should be signed by the principal applicant and an authorizing representative of the principal applicant's affiliated organization.

Appendix B - Request for Proposals Schedule

2023 Dates

Activity	Important Dates
Launch of Request for Proposals	February 28, 2023
Letter of Intent - <i>Submission Deadline</i>	April 26, 2023
Letter of Intent - Notification of Results	May 12, 2023
Full Application Package - <i>Submission Deadline</i>	July 12, 2023
Notification of Final Funding Decision	September 28, 2023