

Title: Committee - SCHOLARSHIP AND GRANTS	Number:
Cross Reference: Ad hoc Committee	
Approved by: Texas ENA Board of Directors	Origination Date: 07/15/2021
Revised by: Scholarship and Grants Committee	Approval Date: 06/2024
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I. PURPOSE:

To award academic scholarships, conference scholarships, and DNP capstone project and PhD dissertation grants annually in support of the development of emergency nursing practice.

II. BACKGROUND/DEFINITIONS:

1. Membership: Current active ENA membership.

2. *All Scholarship and Grants Committee members are not eligible to apply for an academic scholarship or DNP capstone or PhD dissertation grant. Texas ENA Board of Directors may apply for an academic scholarship or grant if the board member declared a conflict of interest and recused themselves (leaves the meeting room and does not participate in any formal or informal discussion and does not vote) with scholarship or grant items on the BOD agenda. The BOD member, with the President, must notify in writing to the Scholarships and Grants Chairperson of the recusal status before the application will be considered by the committee.*

3. Qualifications of Chairperson/Vice-Chair:

- a. Have attended at least two (2) Texas ENA General Assembly meetings in the previous year.
- b. Current member of the Committee

Terms of Office: 3 years

- a. Year 1 – Vice-Chair
- b. Year 2 – Chair
- c. Year 3 – Chair with Vice-Chair

4. Composition: The Scholarship and Grants Committee shall consist of the following leadership members who shall be appointed by the Texas ENA President and approved by the Texas ENA Board of Directors (BOD)

- a. Chair
- b. Vice Chair
- c. State Council BOD Liaison
- d. Committee members are self-appointed.

5. Vacancies

- a. Chair – Filled by the current Vice-Chair
- b. Vice-Chair – Appointed by the Texas ENA President and approved by the Texas ENA BOD.

The Scholarship and Grants Chair has the following responsibilities:

1. Develop and distribute meeting agendas and reports from committee meetings
2. Preside over committee meetings quarterly and as needed to complete identified tasks.
3. Deliver a quarterly written and oral report on behalf of the committee at Texas ENA General Assembly meetings. Written reports must be entered into the state specified shared folder.
4. Develop and submit, for approval, an annual committee budget.
5. Serve as mentor to Vice-Chair
6. Establish criteria, with committee, for scholarship and grant applicant eligibility
7. Review and approve eligible applicant information prior to subcommittee review.
8. Preside over awards review subcommittee meeting to recommend approval of applicants for scholarship and grant awards and report to the full Scholarship and Grants Committee and forward recommendation to the Texas ENA BOD.
9. Provide newsletter chairperson with names of board approved scholarship and grant award recipients.
10. Notify all applicants of the outcome of their application.
11. Promote the scholarship/grant application process across the state of Texas.

The Vice Chair has the following responsibilities:

1. Assist the Chair as delegated, with the above duties.
2. After serving as Vice-Chair, be willing to seek appointment as Chair the following year at the discretion of the Texas ENA President and BOD.

3. Promote the scholarship/grant application process across the state of Texas

The Committee Members have the following responsibilities:

1. Assist the chairperson in meeting the committee’s purpose and charges.
2. Promote the scholarship/grant application process across the state of Texas.
3. Be available, if eligible, to serve on the scholarship/grant review subcommittee.

III. PROTOCOL/PROCEDURE:

Scholarships are awarded to one or more qualified applicants who are seeking to further his/her education. The Texas ENA Board of Directors will determine available funds for the operating budget annually. The Scholarship/Grant Review Sub-Committee will determine the allocation of budget approved funds for the academic scholarships, DNP project grants and special education grants as approved. Funding academic scholarships and DNP project and PhD dissertation grants will take precedence to funding continuing education grants. The Texas ENA Treasurer will manage scholarship/grant funds distribution in conjunction with the Scholarship and Grants Committee Chairperson.

1. Academic Scholarships

A. Scholarships will be awarded yearly on a competitive basis to Texas ENA members who are currently enrolled and matriculated in a state approved and nationally accredited (ACEN, or CCNE) professional nursing program leading to an associate degree, baccalaureate, masters, or terminal degree (PhD, EdD, DNP) in nursing; or enrolled in RN to BSN completion, RN to MSN completion, Paramedic to ADN or BSN completion, or BSN to PhD or DNP completion nursing program.

B. On an annual basis, the Scholarship and Grants Committee will review, revise, and publish eligibility criteria for each scholarship/grant and will conduct a competitive process for awarding scholarships/grants.

C. Sponsored scholarships/grants may have predetermined criteria and monetary value assigned by the contributor, subject to the approval of the Texas ENA BOD.

2. Continuing Education Grants

As Texas ENA budget allows, the Texas ENA Board of Directors may assign available grant funds for continuing education registration reimbursement for Texas ENA members. Applications are accepted on a quarterly basis.

Preference is given to ENA sponsored continuing education events.

a. The Scholarship Committee will determine and publish eligibility criteria, application, and number of grants available (e.g., ENA Annual Meeting: ENA member for 3 years and 50% of registration fee; Texas ENA sponsored state education event: ENA member for 1 year 50% of registration fee; Chapter education event: NA member for 1 year and 50% of registration fee; TNCC/ENPC/CATN: ENA member for 1 year and 50% of registration fee)

b. One continuing education grant per year for a Texas ENA member can be awarded.

c. General Assembly delegates are eligible for continuing education grants from this fund (refer to III. 2a).

3. Types of Scholarships and Grants

A. Undergraduate Academic Scholarships:

Awards in this category will be given to selected applicants as available, seeking:

1. Initial Degree in professional nursing
2. Undergraduate degree in nursing (ADN or BSN)
3. ADN to BSN and Paramedic to RN

B. Graduate Academic Scholarships:

Awards in this category will be given to selected applicants pursuing graduate majors in nursing disciplines within MSN, MS, PhD, DNP degrees.

C. DNP Capstone Project or PhD Dissertation Grant

Awards in this category will be granted to doctoral students in the final stages of their programs to financially support a PhD research dissertation or DNP capstone project. Terminal degree dissertations and DNP projects must pertain to an aspect of practice within the scope of emergency care. Doctoral applicants requesting financial support for course tuition or other pre-dissertation or pre-DNP project, should apply via the academic scholarship application.

D. Other special scholarships/grants may be offered as available.

4. Scholarship/grant applicant eligibility requirements:

All Applicants must:

- a. Be an ENA member with a Texas chapter assignment. Applicants may attend an academic institution outside of Texas.
- b. Have a cumulative 3.0 Grade Point Average (GPA)
- c. Applicants must attend an ACEN or CCNE accredited nursing program institution and must provide verification of the institution's current accreditation.
- d. Academic Scholarship or DNP capstone project or PhD dissertation grant applicants may not attend the Scholarship/Grant Review Subcommittee as a member or guest.

5. General Application Guidelines (refer to specific application requirements on Kaleidoscope application site)

- a. All applications are due by designated date and time posted on www.TxENA.org.
- b. Applicants must submit Limited Professional Vitae only as specified in the application guidelines (full curriculum vitae not accepted).
- c. References must be current and specific to the scholarship/grant application. Two letters of reference are required, one of which must come from an ENA member.
- d. Applicants are eligible to re-apply annually regardless of award status. Named scholarships may only be given to the same applicant once every four (4) years.
- e. Applications will not be reviewed after the deadline.
- f. Submission of an application must be completed in its entirety after all documents, including certifications/licensures, letters of recommendation, transcripts, and the application itself, have been completed through the Kaleidoscope online system.
- g. W9 must be signed and uploaded electronically within the application. Questions regarding the application must be directed to: Scholarships@txena.org. The Scholarship Program Administrator will maintain

a log of questions and responses for review with the Chairperson and for quality control purposes.

6. Application Review Process

- a.** Applications will be reviewed by the Texas ENA Scholarship/Grant Review Subcommittee including the total points awarded for each section. Only subcommittee members and the Texas ENA Scholarship Administrator may attend this meeting.
- b.** Applicant data is maintained in a secure restricted electronic file and administrated by Kaleidoscope and the Texas ENA Scholarship Program Administrator.
- c.** Academic Scholarship and DNP capstone Project and PhD dissertation grant applicants will have specific key elements evaluated by the committee. Each application clearly defines those key elements and word limits.
- d.** Reference letters submitted in support of the applicant are required. One letter must be from an ENA member. The second letter of recommendation should come from a colleague.
- e.** Overall presentation of the application should include the application's readability, coherence between sections, consistency between the goal statement and professional activity as well as spelling, syntax, grammar of all narrative portions of the application.