

**Nurse Support Program II
Annual Report
Due: August 31, 20__**

Reporting Period: July 1, 20__ – June 30, 20__

Grant Number: NSP II - _____

Lead Institution: _____

Partnership Members: _____

Project: _____

Project Director(s): _____

Campus Mail Address: _____

Campus Phone: _____

Project Director E-mail: _____

Please submit report by August 31st each year as follows:

1. Electronic copies (to the e-mail addresses listed below) should be sent from the **Project Director's** email address, with the **NSP II xx-xxx in the subject line**, and only include one grant report per email submission.

Send the following:

- One **combined** PDF of the annual report narrative, signed annual budget summary, annual budget narrative, **and**
- Excel spreadsheet of annual budget summary

2. Complete the Mandatory Data Tables using the Google Form instructions

Email: laura.schenk1@maryland.gov, kimberly.ford@maryland.gov and alicia.gainey@maryland.gov

***Cohen Scholars grants ONLY must also submit:**

3. One hard copy mailed to:
Maryland Higher Education Commission
Attn: Nurse Support Program II
217 E. Redwood St., 21st Floor
Baltimore, MD 21202

Type of Competitive Grant Initiative (see original proposal)

#1-7: _____ Initiative to: _____

Projected Outcomes

Actual outcomes are measured annually against the projected outcomes in the original proposal. Outcomes are not to be reported in percentages, rather in actual headcounts.

This table will be completed over the period of the grant. Identify years with the FY reporting.

Annual Outcomes	Projected Increase (# of additional)	FY _____ Increase Year 1	FY _____ Increase Year 2	FY _____ Increase Year 3	FY _____ Increase Year 4	FY _____ Increase Year 5	Total Increase (# of additional)
Nursing Pre-Licensure Graduates							
Nursing Higher Degrees Completed							
Nursing Faculty at Doctoral Level							
Collaborative or Statewide or Community/ Population Health Results							

Goals & Objectives

Please report on the annual progress of your NSP II project. For each initiative (hiring faculty, enrolling more students, graduating students, etc.) covered in the project, please provide the goals and objectives; then address the actions taken, timeline, and a detailed description of the progress made for the year.

Goal 1: _____

Objective 1: _____

Actions Taken: _____

Timeline: _____

Progress: _____

Objective 2: _____

Actions Taken: _____

Timeline: _____

Progress: _____

Goal 2: _____

Objective 1: _____

Actions Taken: _____

Timeline: _____

Progress: _____

Objective 2: _____

Actions Taken: _____

Timeline: _____

Progress: _____

Goal 3: _____

Objective 1: _____

Actions Taken: _____

Timeline: _____

Progress: _____

Objective 2: _____

Actions Taken: _____

Timeline: _____

Progress: _____

Goal 4: _____

Objective 1: _____

Actions Taken: _____

Timeline: _____

Progress: _____

Objective 2: _____

Actions Taken: _____

Timeline: _____

Progress: _____

Goal 5: _____

Objective 1: _____

Actions Taken: _____

Timeline: _____

Progress: _____

Objective 2: _____

Actions Taken: _____

Timeline: _____

Progress: _____

Annual Report Narrative

Is the project progressing on target to meet the goals and objectives as outlined in the approved proposal?

☐ Yes ☐ No

If not, please explain why.

If the project is not on target, what adjustments will be made?

What are the greatest challenges and/or major issues faced by the project? How will these be addressed?

What aspects of the project have been the most successful?

Additional Narrative for Cohen Scholars (initiative #6)

If you are a Cohen Scholars (initiative #6) project, please include the following additional items:

- Any new signed nomination forms and mentoring forms; and
- Notarized standard service agreement forms and promissory notes for all new students.

How many Cohen Scholars (# of students) has your program awarded in its entirety? _____

How many Cohen Scholars have been dismissed from the program (not met GPA, skipped mandatory meetings, etc.)? _____

Did you create a community for the CS in a LMS like Blackboard or Canvas? ☐ Yes ☐ No

How was it implemented and received?

Please share information on mentoring sessions. (Attendance, how were they presented, customization with presentations of competencies, etc.)

How many students completed the 9 SH of education coursework? _____

How many already had the minimal required education coursework in their MS program? _____

How many completed the 12 SH post graduate teaching certificate? _____

Provide feedback on the financial literacy requirement (include the type of program/course used, value of the program, etc.).

Provide feedback on how many Cohen Scholars completed the following activities this year (include total # of students for each activity):

- completed the financial literacy requirement: _____
- attended a Certified Nurse Educator (CNE) Workshop: _____
- paid an annual professional membership: _____
- attended a scholarly conference (submitted a poster and/or presentation): _____
- attended Maryland Action Coalition (MDAC) Summit: _____
- completed a profile on Lead Nursing Forward (LNF): _____
- found a teaching position through LNF: _____
- achieved entry level NLN or ANPD competencies: _____

Appendix

Appendix should include the Mandatory Dissemination; Annual Report Budget Narrative and Budget Summary; and Mandatory Data Tables.

Mandatory Dissemination

Each project director must report the activities related to the project for the required dissemination over the past fiscal year, including poster and podium presentations with a clear citation to include title, date, location, type of meeting or conference. Please include a copy of any publications in peer-reviewed journals or presentations at conferences to include dates and abstracts. If it's an electronic poster, please send it with the file so we may post the work on the NSP II website.

Annual Report Budget Narrative

Attach signed BUDGET SUMMARY (see below) with the following budget narrative descriptions of the approved expenditures in a budget narrative. For each line item in the budget, report the amounts budgeted and expended for the FY. Include details for each line item in the budget to explain differences between actual versus budgeted expenses.

- A. Salaries and Wages: List all personnel
- B. List fringe benefits for each person listed in section A.
- C. Travel: list place and purpose
- D. Participant support costs
 - 1. Mandatory dissemination costs
- E. Other costs
 - 1. Materials and supplies
 - 2. Consultant services
 - 3. Computer services
 - 4. Other (specify)
- F. Total direct costs (A through E)
- G. Indirect costs (cannot exceed 8% of total grant)
- H. Total F + G

If the total amount of remaining funds at the end of the fiscal year exceeds \$50,000, the expectation is that the excess funds will be returned to MHEC before August 31st. If you will be requesting to carryover less than \$50,000, please substantiate this request with strong evidence to support how the funds will be realistically spent in the next fiscal year. Carryover requests should focus on adjustments in existing line items and should include strong evidence that the adjustments would support the achievement of project goals and outcomes.

Annual Report Budget Summary

Use the Excel Spreadsheet template. Refer to the NSP website for the most recent version.

Mandatory Data Tables

Use the Word Document template. Refer to the NSP website for the most recent version.