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November 4, 2002

Dear International Nursing Leadership Institute Graduate,

We are pleased to invite you to participate in a post-INLI fellowship program. The purpose of this program is to provide funding for projects that relate to one of the following areas:

- Curriculum Reform
- Leadership Development
- Association Building
- Clinical Practice

Funding will be for a 9-month period and all projects must be completed within the established timeframe with a final report due on September 10, 2003.

This competitive, two-phase process is open only to INLI graduates, who must serve as project directors. As project director, INLI graduates who are provided financial support under this program will be held strictly accountable for the budget, reporting process, and evaluation. Two or more INLI graduates from the same region may submit a joint letter of intent; however, one graduate must be identified as the project director.

Phase one:

Candidates should submit a letter of intent to participate. The one-page letter must include:

- Purpose of project
- Project team
- Target group
- Timeframe for completion
- Expected outcomes

If you are interested in applying, please submit this one-page letter of intent in either English or Russian to Emily Fedullo, Program Officer, no later than November 18, 2002. Letters submitted after that date will not be reviewed.

Phase two:

Following initial review of letters of intent, all applicants will be notified of the results of the initial screening as follows:

- November 26, 2002: All applicants will be notified regardless of outcome
- December 16, 2002: Full proposal due
- January 17, 2003: Notification of approval of the full proposals
- January 27, 2003: Projects begin

Content for the actual application is attached to assist you in developing your letter of intent. Please **do not** submit a proposal unless you have been invited to do so.

We are delighted to offer this expansion program, and we look forward to receiving your letter of intent.

Sincerely,

Emily Fedullo
Program Officer

cc: Sharon Weinstein
Ann Marie Brooks
Jane Younger

**Project Proposal Content Outline
Post-INLI Fellowship Program**

Your name

Institution

City, Country

Contact information, including city and country codes and email address

INLI Class and graduation date

I 2000

II 2001

2002

Title

Area of focus

- Curriculum Reform
- Leadership Development
- Association Building
- Clinical Practice

Nursing Role in the Community

Target group

Action steps for completion of project with timeline

Project director and team members

- Name
- Title
- Responsibility

Expected outcomes

Budget

Signed statement of approval from your chief (see form attached)

Sustainability plan

Evaluation method

Note: if your letter of intent is approved, you will be invited to submit the full proposal, using this outline, by December 16, 2002.

Alternate Letter of Support

Dear Ms. Fedullo,

I recommend and approve the submission of an application for funding from AIHA by _____, a graduate of INLI Class _____.

My recommendation is based on the following evaluation of this applicant:

Excellent *Very Good* *Good* *Fair*

1. Application of INLI skills in the institution/community thus far

2. Critical Thinking Skills

3. Ability to meet deadlines

4. Ability to create team

5. Ability to complete project

6. Potential to disseminate project

7. Anticipated value of the project to this institution/community

My relationship to the applicant:

Ministry official

Chief Physician

Supervisor

Chief Nurse

Association President

Other _____

Signed

Title/Date

Official Stamp