

Krembil Nursing Awards QI Proposal Checklist

Please initial beside each item to indicate that your submission meets the following requirements. This checklist **MUST** be completed and submitted with your proposal in order for your proposal to be reviewed.

Requirements

- Discuss project ideas with unit leadership team
- Email Rose Puopolo (rose.puopolo@uhn.ca) "Intent to Submit a Proposal" no later than **October 13** to assign a Krembil Mentor.
- Meet with Krembil Mentor to discuss/develop proposal no later than **October 31**
- Submit proposal to Krembil Mentor for review and feedback no later than **December 1**
- Submit final proposal to Stacey Krembil & Rose Puopolo by **January 1**
- Begin project no later than April 2018 and to be **completed by May**
- The following are included as appendices :
 - Letter of Support from the unit manager*
 - Letter of Support from the unit mentoring team member*
 - Letter of Support from the Krembil Mentor*
 - Attach completed QI Submission Form
 - Short biography sketch of both investigators and include any relevant experience in conducting or leading QI projects.

If an individual is serving more than one roles (unit mentor and Krembil Mentor or unit mentor and unit manager), one letter may be submitted that addresses the requirements for both roles

Investigators Signatures: _____
Investigators Names (please print): _____
Date : _____