



**ANNA**  
American Nephrology  
Nurses Association

Policy .....	9.01.100
Revised Policy .....	9/09
Revised Procedure .....	7/25
Bylaws & Policy Committee .....	8/24
BOD Reviewed and Approved ...	7/25
DEI Reviewed .....	N/A
Substituted for .....	10/24
Original Date.....	11/79

## POLICY & PROCEDURE

### AWARDS AND SCHOLARSHIPS

#### POLICY

The American Nephrology Nurses Association (ANNA) will annually offer awards and scholarships to chapters and individual members to recognize outstanding achievement in identified areas of nephrology nursing and in Association activities per established policies and procedures for each award and scholarship.

#### PROCEDURE

1. The Board of Directors (BOD) will annually approve the number of awards and scholarships to be awarded and the respective dollar amounts for each award and scholarship.
2. The BOD, in consultation with the Awards and Scholarship Committee, will determine the terms and conditions with which to solicit and/or accept corporate sponsorship for awards and scholarships.
3. Criteria for additional awards and scholarships or changes in the policy or procedures for existing awards will be recommended by the Awards and Scholarship Committee and approved by the BOD.
4. Nominees must be actively involved in nephrology nursing related health care services.
5. Nominees must be current full members of ANNA as of the Awards & Scholarships application deadline. Refer to each Award or Scholarship for specific membership requirements.
  - Current full or associate members are eligible for the Quality Care Award, per Policy & Procedure 9.02.108, *Quality Care Award*.
  - Current LPNs, LVNs, PCTs, or Medical Assistants in the pursuit of their RN degree (ADN, Diploma, or BSN programs) are eligible for the JMS & ANNA Career Mobility Scholarship for hemodialysis LPNs, LVNs, and PCTs per Policy & Procedure 9.03.222, *JMS & ANNA Career Mobility Scholarship for Hemodialysis Licensed Practical Nurses (LPN), Licensed Vocational Nurses (LVN) and Patient Care Technicians (PCT)*.
6. Nominees must be active participants at the local or national level as identified within the specified eligibility criteria.

7. Persons submitting names of nominees for awards are requested to neither notify the nominee nor obtain permission to submit the name.
8. Nominees may be excluded from consideration based upon history of poor performance or lack of fulfillment of responsibilities relating to previous awards, grants, and scholarships (i.e., applicant was awarded a previous grant and did not fulfill the terms of the previous grant).
9. Conflict of Interest
  - a. Any conflict of interest that exists on behalf of an applicant or nominee must be declared.
  - b. A person who serves on the body that selects the recipient of the award, i.e., Awards and Scholarship Committee, BOD, ANNA Chapter Support Team (ACST), *Nephrology Nursing Journal* Editorial Board, etc., is not eligible to apply or be nominated for that particular award. It is the responsibility of the Awards and Scholarships Committee Chairperson or designated leader who manages the selection process to ensure that all applicants/nominees for awards are properly blinded and distributed to other members of the selection body to minimize the opportunity for exposing the identity of the applicant/nominee.
  - c. Current members of the BOD are not eligible to receive awards or scholarships.
10. Nominee applications will be due to the National Office by November 15 of each year.
11. The National Office staff will conduct an initial screening to assure the nominee is:
  - a. A member of ANNA.
  - b. Meets the requirements for year(s) of membership for the specific award and/or scholarship.
12. Any discrepancy found by the National Office staff will be conveyed to the Awards & Scholarship Committee and/or Research Committee Chairperson.
13. Each year, beginning after National Symposium until the application deadline of November 15, notification is provided monthly from the National Office to ANNA's membership indicating the number of applications received for each award, scholarship, and grant.
14. If no person/chapter is nominated or if nominees are deemed unqualified by the Awards and Scholarship Committee or ineligible by the BOD, the award will not be given.
15. Nominations and scholarship applications will be forwarded to the Awards and Scholarship Committee by November 1 of each year prior to the National Symposium.
16. After being screened by the Awards and Scholarships Committee Chairperson to assure fulfillment of criteria, the most qualified nominee/applicant will be selected as indicated through a weighted "blind review" process by the Awards and Scholarship Committee.
17. The award selection process is completed by January 15 and the scholarship process is completed by February 15, unless an exception is noted in the award criteria.

18. To potentially increase the chance of receiving a scholarship, applicants may apply for more than one (1) scholarship, however only one (1) scholarship may be awarded per applicant.
19. Should a tie develop when the Awards and Scholarship Committee reviews the nominees/applicants for a specific award, scholarship, or grant, the Awards and Scholarships Committee Chairperson will review the applications and cast the tie-breaking vote.
20. Recipients will be expected to fulfill requirements based on the criteria of each specific award. Recipients should refer to the individual policy and procedures for each award and scholarship to see fulfillment expectations.
21. The National Office will provide all those who nominated the award recipient(s) detailed instructions prior to the National Symposium.
22. The ANNA BOD reserves the right to make the final decision on all award and scholarship monies awarded if questions arise regarding award recipient eligibility or distribution of monies.

### **PRESENTATION OF AWARDS AND SCHOLARSHIPS**

The awards and scholarships will be presented annually at the National Symposium as directed by the Awards and Scholarship Committee. Funds for the scholarships will be distributed within four (4) weeks following the close of the National Symposium.

### **DATE SUMMARY**

- November 15 Applications due for Awards & Scholarships.
- December 1 Nominations and Scholarship Applications forwarded to the Awards & Scholarship Committee.
- January 15 Award selection process is completed by the Awards & Scholarship Committee.
- February 1 Award nominators are notified.
- February 15 Scholarship process is completed by the Awards & Scholarship Committee.
- March 1 Scholarship recipients are notified.
- National Symposium Awards and Scholarships Presented – Funds for awards are distributed.
- Within four (4) weeks following the National Symposium – Funds for scholarships distributed.