



PA's STEP Up Grant Guidelines

Standing Together for Equity in the Profession

PURPOSE

Board Certified PAs care for about 12 million patients each week and are critical to improving care for all. NCCPA's [statistical reports](#) indicate that diversity within the profession has remained at consistent levels that do not fully reflect either the patient populations served by PAs or the populations who might enter the PA profession. [Studies have indicated](#) that patients fare better when care is provided by [non-homogenous teams](#) and by providers who share similar backgrounds with the patient.



The nccPA Health Foundation¹ seeks to develop PA leaders, expand opportunities and access, foster collaboration, and increase visibility within the PA profession.

You can't be what you can't see. This seed grant invites PAs and PA students to design activities that foster an inclusive and welcoming workforce and that strengthen representation in PA education and practice pipelines. Funding supports volunteer efforts, for example, to raise awareness of the PA profession among underserved communities; to mentor, encourage, and equip youths and others interested in the profession with pathways to pursue it; and to offer opportunities for shadowing, immersion experiences, learning health care skills, etc.

PAs, PA students, and PA organizations (educational programs or constituent organizations) may apply. Applications are considered as received and awarded based on merit in amounts up to \$3,500 until all funds are expended.

BACKGROUND AND PRIORITY

The [nccPA Health Foundation](#) equips and empowers Board Certified PAs and PA students to improve health for all communities through grants and programs that address mental and behavioral health, oral health, professional practice, equitable care, health disparities, and an inclusive PA workforce. Applicants should demonstrate how their proposal aligns with the Health Foundation's mission. The Health Foundation gives priority to **new** projects that seek to

- Raise awareness of the PA profession among underserved populations
- Foster professionalism and enhance cultural humility awareness
- Expand the PA profession's pipeline
- Promote PA leadership development
- Promote innovation, inclusion, and excellence in professional outreach

ELIGIBILITY

The principal applicant should be a **NCCPA Board Certified PA in good standing** (clinically practicing or PA faculty) or **PA student** (working with PA faculty at an ARC-PA accredited PA educational program). Co-applicants may be interprofessional partners or PAs who hold the PA-C Emeritus designation.

Funds are generally disbursed to the organization sponsoring the project, and it is the applicant's responsibility to confirm eligibility to receive any awarded funds in line with the grant's purpose and

¹ The nccPA Health Foundation® is a 501(c)3 charitable nonprofit and a supporting organization to the NCCPA, the only national certifying body for more than 201,000 PAs in the US.

goals, their organization's policies, and applicable local or state laws and regulations. Individuals coordinating activities are welcome to apply and may be asked to provide additional documentation.

Current grantees may not apply for another Health Foundation grant for a new project until the first grant is completed, nor may applicants apply concurrently for more than one Health Foundation grant for the same project.

APPLICATION, BUDGET, AND SUBMISSION PROCESS

All materials should be the applicants' original work and should be submitted together via email to Grants@nccPAHealthFoundation.net. Successful proposals will include the following:

1. Grant proposal (3 pages maximum)
2. Budget with justification (1 page maximum)
3. CV for principal grant applicant
4. Completed and signed *Grant Proposal Support Form* (page 5 of these guidelines)
5. Completed and signed [W-9](#) for the organization that will hold the funds

The **grant proposal** is limited to 3 single-spaced pages at size 12 font and must include the following sections:

- **Grant overview.** (top of first page):
 - Project title and application submission date
 - Applicant names and contact information (email and telephone)
 - Abstract describing the program (not to exceed 250 words)
- **Statement of the problem / opportunity.** What is the problem you would like to address? This should include relevant statistics, information on the community/population to be reached, or other data/literature that supports the necessity of the proposed program. Referenced information should include citations; no specific citation format required.
- **Outreach activity or innovation.** What is your objective? How does the project address the problem/opportunity? ***If expanding an existing outreach***, the proposal must document current outcomes and how the project will provide additional value.
- **Methodology.** What activities will you implement to accomplish your objective: What exactly will you do, when will you do it, who will you partner with (individuals/organizations)? Will participants receive any training for the project? Have you considered potential attitudes and expectations² related to the underserved community/population to be reached? Have you ensured activities are tied to the budget? Have you documented how partnerships will help you achieve your health care/education outcomes?
- **Anticipated Outcomes.** How will you determine if you are successful? What do you expect to happen for community members and participating PAs, students, or partners? Estimate number(s) of PAs, students, community members to be engaged.
- **Dissemination Plan.** How will you share your work as a model with the PA profession (i.e., conference poster/presentation, article, etc.)? With your organization? Through local/other channels? Please acknowledge the nccPA Health Foundation when disseminating your work.
- **Timeline.** Projects should generally be completed within twelve (12) months of receiving funds, and applications should include an estimated timeframe for each activity.
- **Brief Personal Statement.** Describe how this project advances your personal goal(s) and commitment to foster an inclusive and welcoming workforce and to strengthen representation in PA education and practice pipelines.

² For more on attitudes and expectations, consider Harvard's [Project Implicit](#) and its Implicit Association Tests.

The **budget** should describe expenses, unit and total costs, and rationale/justification. Customize the sample template at right.

#	Expense Description	Unit Cost	Units	Total Cost	Rationale/Justification
1					
2					
3					
<i>Sample budget template. Please also indicate any additional funding sources or in-kind support.</i>					

- Funding provided for:
 - Supplies/outreach expenses
 - Production of patient- or provider-education materials
 - Other expenses may be considered based on project goals, justification, and alignment with the Health Foundation’s mission.
 - *Exclusions:* No overhead or indirect costs (e.g., faculty/PA salary or stipends; travel to project site, etc.) can be supported by the grant.
- In-kind support is encouraged but not required.
- Additional funding, including in-kind support, requested or received should be noted in a separate column to ensure clarity regarding what expenses will be supported by grants funds.

The **Grant Proposal Support Form** (page 5 of these guidelines) provides verification of organizational support for the project as proposed. Organizational support includes serving as a custodian for any funds awarded to the principal applicant to complete the project. The organizational representative should be in a position of authority and will be the individual the Health Foundation contacts if the applicant cannot be reached.

REVIEW PROCESS

Proposals are considered as received until all budgeted funds are expended. If needed, an initial review will provide formative feedback to applicants. From receipt of the final electronic proposal, the review process takes approximately four (4) to six (6) weeks. Please allow time for the review process when submitting your proposal. The Health Foundation may request additional information before making funding decisions.

CRITERIA

Applicants are encouraged to consider the Health Foundation’s [strategic framework](#) when designing their proposals. Proposals will be evaluated on the criteria that follow; ***please demonstrate how your project meets these criteria.***

- **Clarity of plan:** Have you described all aspects of the project?
- **Potential to foster an inclusive and welcoming workforce and strengthen representation in PA education and practice pipelines:** Have you described your anticipated impact and how you will determine if you are successful?
- **Potential to impact PAs and other providers:** Have you described the impact on those who will participate with you? Have you considered the role of professionalism? Is the project experience transferrable to other PAs/providers via your dissemination plan?
- **Potential to impact community reached:** Have you described any immediate and long-term community impact and how you will assess that impact?
- **Realistic scope, potential for successful execution:** Have you been thoughtful about potential obstacles/opportunities/partnerships?
- **Replicability:** Have you considered the future of your project, including uses for any remaining supplies? Have you considered how others might follow your example?

PROGRESS AND PROJECT DISSEMINATION

Grant recipients must provide a **Final Grant Report** within 30 days of the project completion. The report should not exceed five (5) pages and should document the project outcomes, impact, and plans to replicate or extend the activity. Digital photos, with appropriate permissions for use, are highly encouraged. See Final Project Report guidelines for more information.

In addition, grant recipients agree to the following:

- Acknowledge that their work was made possible by the nccPA Health Foundation in all public announcements, social media postings, presentations/publications of their work. (Tag the nccPA Health Foundation for posts on [LinkedIn](#), [Instagram](#), and [Facebook](#).)
- Authorize the nccPA Health Foundation to use the applicant's name(s), photo(s), organization name, organization logo, application, and all reports, inclusive of any photos, for sharing innovative strategies.

QUESTIONS?

Find [Proposal and Grant Writing tips](#) online and [past projects](#) online. Applicants may send questions to Grants@nccPAHealthFoundation.net.

RESOURCES

Ready to get started? Check out these resources to jump start planning for your project:

- [PAsDoThat.net](#): Find infographics and school-level [specific resources](#) for future PAs of all ages.
- [NCCPA Research](#): NCCPA publishes annual reports that describe the role and contributions of Board Certified PAs.
- [More Resources](#): Find additional tools on the nccPA Health Foundation's website.

Applicant name & credentials: _____

Applicant status: Practicing PA PA Faculty PA Student (& Faculty _____)
name

Project title: _____

Organization supporting the grant: _____

Organizational representative (name, title, and email address):

W-9 Provided? Yes No **Any awarded funds will be disbursed to the entity named on the W-9.**

Please indicate the name and address to which any awarded funds should be sent.

How did you hear about the grant? _____

____ If I used Generative AI tools in the preparation of this grant application, I attest by adding my initials that I personally reviewed the elements for accuracy and authenticity. (If no Generative AI tools were used, please mark N/A.)

Attestation & Agreement

By signing this agreement, the principal applicant, co-applicants, and the organization supporting the grant,

- Attest that the contents of this application are true, accurate, and represent my/our original work.
- Attest that all awarded funds will be used in accordance with the provided budget and timeframe.
- Acknowledge that I/we have the availability and capacity to complete the program as outlined.
- Attest that I/we are eligible to receive funds in line with the grant's purpose and our organization's policies and any applicable local or state laws and regulations.
- Acknowledge that I/we will not seek another nccPA Health Foundation grant concurrently for the same project, nor for a new project during the term of this grant.
- Agree that if for any reason the principal applicant is unable to fulfill his/her role as the project leader, a new project leader will be identified, and the nccPA Health Foundation notified within 30 days of the anticipated change. If a project leader cannot be identified within 30 days, all grant funds will be returned.
- Agree to notify the nccPA Health Foundation if the program does not take place as scheduled and, if the program cannot be rescheduled within a reasonable timeframe, return the funds.
- Attest that any participating organization does not advocate, support, or engage in discrimination in the provision of health care based on but not limited to an individual's sex (including pregnancy), race, color, creed, national origin or ancestry, age, religion, mental or physical disability, gender, sexual orientation, gender identity or expression, citizenship, genetic information, marital status, veteran status, military status other than with respect to dishonorable discharge, or any other status protected by applicable federal, state, or local law.
- Attest that any participating organization has professional liability insurance coverage in place if the program involves direct patient care and that patient information is HIPAA compliant.
- Agree to acknowledge that the work was made possible by the PA's STEP Up grant supported by the nccPA Health Foundation and understand that dissemination of findings and public announcements regarding the program are encouraged.
- Agree to submit a Final Grant Report within 30 days of program completion, prepared per provided guidelines, including, if possible, digital photos that I/we have received permission to distribute.
- Authorize the nccPA Health Foundation to use the application, grant reports, any associated posters, presentations, or articles, as well as my/our name(s), photograph(s), and organization name and logo(s) to promote the sharing of strategies in nccPA Health Foundation, NCCPA, and other channels.

Signature of Grant Applicant

Date

Signature of Organizational Representative

Date



PA's STEP Up | Final Grant Report Guidelines

Grantees are required to submit a Final Grant Report **within 30 days** of the program's completion. The report's purpose is to showcase the project's impact and to allow results to be aggregated to describe the impact of the Health Foundation's PAs STEP Up program. The written report should address the following points in no more than five (5) pages. Presentations, photos (with permission to use), or videos featuring photos, reflections, etc., are encouraged and may be attached.

Project information

- Title, location(s), and date(s).
- Describe outreach activities.
- Describe preparation that students, faculty, and clinicians received prior to the outreach.
- Identify major successes, difficulties, or unexpected outcomes. (Note: This effort is meant to identify lessons learned to support future outreach.)
- Describe the project's impact on the provider community.
- Describe the project's impact on participating community members.
- Describe the project's impact on educational and practice pipelines.
- Describe partnerships resulting from the project.
- Describe plans to sustain this project, including plans for remaining supplies or funds.

Engagement

Please replicate and complete the following table. *Reflections from participating PAs, PA students, and community members are encouraged.*

How many participating ...	#	Additional description/reflections
• PAs/PA faculty		
• PA students		
• Other health professions clinicians		<i>Include disciplines.</i>
• Other health professions students		<i>Include disciplines.</i>
• Community members/patients		<i>Include ways in which community members were directly/indirectly impacted.</i>
Estimate total number of volunteer hours for project planning/execution		

Publicity/Exposure: Please provide copies of all associated presentations, posters, or articles.

- How were the results of the project disseminated to the PA profession? To the community?

Please submit your Final Grant Report and all attachments electronically to the nccPA Health Foundation at Grants@nccPAHealthFoundation.net.

Thank you for your commitment to equipping and empowering Board Certified PAs and PA students to improve health for all communities.