

**The Women's Board of Northwestern Medicine Lake Forest Hospital
2025 GRANTS INITIATIVE**

Request for Proposals

Since its establishment in 1946, the Women's Board of Northwestern Medicine Lake Forest Hospital has steadfastly supported the work of hospital staff and physicians through its fundraising and advocacy efforts. Over the years, the Women's Board has raised more than \$18 million through a variety of fundraising and community activities.

In 2011, the Women's Board launched its Grants Initiative and has since awarded more than \$725,000 to support innovative clinical, research and patient service projects at Lake Forest Hospital.

Last fall, the Women's Board raised funds to support its 2024 Grants Initiative, inviting families throughout Lake Forest, Lake Bluff and surrounding communities to sustain the program. More than \$87,000 was raised through this effort.

The Women's Board seeks proposals for innovative programs, research initiatives and new patient services that will support patient care and foster professional excellence at Lake Forest Hospital or in the north suburbs. Project budgets can range from \$5,000 to \$25,000. Awards will be issued beginning in September 2025 for use in fiscal year 2026.

Applications will be accepted from:

- Lake Forest Hospital and north suburbs-based clinical department employees
- Physicians with programs at Lake Forest Hospital or in the north suburbs

Grant proposal projects must directly affect patient care at Lake Forest Hospital or within the north suburbs. Please note the application process has been revised and simplified as detailed below.

The deadline for applications is March 14, 2025. You must submit your applications electronically as a single PDF to Karin Mohar at kmohar@nm.org.

Please note that hard-copy, incomplete or late submissions will not be considered.

Application Format

Applicants should submit:

- Project Endorsement Form (see attached)
- One-page project summary (not to exceed 500 words) with:
 - Project title and applicant name, department and contact information, including your preferred phone number and email address.
 - Clear statement about the project's impact on institutional goals
 - Key statistics, published evidence, or both about the need being addressed
 - The project scope, desired outcomes and relevant population
 - Project timeline (must not exceed 12 months)
 - Staff requirements.
 - A high-level budget (The Grants Initiative will not cover indirect costs but will provide salary support if essential for advancing the project.)
 - A list of any current or pending funding for the project

Selection Process

The Grants Selection Committee will include between seven and 10 members of the Women's Board. The committee will have two clinical advisors:

- Michael D. Bauer, MD, medical director and associate chief medical officer at Lake Forest Hospital
- Karen Mahnke MSN, RN, NEA-BC, Bernthal Family Chief Nurse Executive and vice president of Operations at Lake Forest Hospital

The selection process will have two rounds:

- Round 1: The committee will review all proposals and narrow the field to several outstanding projects.
- Round 2: The applicants selected in the first round will be invited to present to the selection committee in person on or around May 15, 2025. Guidelines for Round 2 presentations will be shared in advance. The final decisions will be made immediately following the presentations.

Additional Details

All changes in scope, budget and personnel that occur after the selection process must be submitted by email to Karin Mohar at kmohar@nm.org for pre-approval.

A brief final stewardship report (one or two pages written in plain, lay terms) must be submitted by email to Karin Mohar at kmohar@nm.org by September 1, 2026.

Publications resulting from the project must acknowledge the support of the Women's Board. A copy of the publication should be sent to Karin Mohar at kmohar@nm.org.

**2025 Grant Application
Project Endorsement Form**

Applicant name: _____

Project title: _____

Department: _____

Please obtain the appropriate signatures, scan the page, and include it in the PDF with your project summary.

This project is endorsed by:

Department chair, director or appropriate leader

Please print:

Name _____

Title _____

Department _____

Email _____

Signature _____

Vice president

Please print:

Name _____

Title _____

Email _____

Signature _____