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***Example layout of detailed project submission form***

* Project title:
* Background **(briefly describe what prompted you to come up with this idea)**:
* Aim **(Indicate here what you intend to achieve with this project)**:
* Description of the project/plan of action:
* Duration:
* Project member(s) name & role:
* Expected value and benefit of the project:
* For patients
* For other (hospital teams, hospital management, caregivers,…)
* Provisional budget-breakdown estimate:   
  *[please note, the prize money cannot be allocated to fund a salary]*
* Implementation timetable:
* Relevant References (optional):

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***Example of project informative form containing***

***the different project members***

Please use hospital writing paper/logo

Place

Date request

To whom it may concern,

We would like to submit a project for the AbbVie Nurse Care Trophy.

Short narrative about who is submitting which project.

The project cannot be funded with financial resources from the hospital.

Kind regards,

Signature

Name Nurse(s)

Hospital department(s)

Name hospital(s)