

*PLEASE NOTE: The application has continued to be updated as the grant program progresses, so formats may vary in the applications below. Contact [Evelyn Cordero](#) with questions.*

## **PROPOSAL**

**Provide a brief description describing the wellness grant proposal and how it will be implemented within the department.**

**Use the SIMple format:**

- **Specific:** Establish objective-based milestones & metrics related to the proposal's impact.
- **Important:** Line up the goal of the proposal with University & team objectives.
- **Meaningful:** Set goals that will outline how the proposal will support staff/department wellness.

**To strengthen your proposal, consider including information about communication plans, dates, locations, responsible person(s) for scheduling or coordinating group efforts, as well as intended outcomes.**

The wellness grant funds will be used to create a wellness room with wellness supplies for Cancer Center employees in 676. N. Saint Clair St. (12th floor). Many job functions within the cancer center (especially patient-facing roles) induce a large amount of stress on a daily basis. Managing stress is important in order to maintain overall wellness, and stress reduction and management is a priority at the Cancer Center. The wellness room will function as a positive space to help employees reduce stress throughout the work day and over time, which will lead to an overall increase in workplace morale and job satisfaction at the Cancer Center.

Having a wellness room in the office would allow employees to take a small amount of time for personal wellness during the day, something that is currently not usually an option with the hectic workflow. Additionally, this room would be open to and benefit all Cancer Center employees, including Lab personnel, physicians and other staff the 12th floor employees work with.

Recently, our Cancer Center was fortunate to receive an "Exceptional" rating from the National Cancer Institute, which demonstrates the hard work and initiative of all staff in tandem with the excellent clinical teams. In order to retain the top-notch staff that helped reach this goal and continue the tradition of excellence in Oncology at Northwestern University, it is important to foster a supportive working environment, one which would be significantly enhanced by the proposed wellness room.

If approved, all staff would be notified about this room via e-mail, at staff meetings and via posted flyers in the kitchen and copy rooms. There would be a wall calendar in the room allowing people to mark that they've visited the room, creating a sense of community and motivation for people to prioritize their own wellness.

We plan to have a variety of wellness supplies in the room, including a desk bike allowing people to read or do some work if necessary while getting a little bit of stress-relieving exercise. Additionally, we plan to have a portable "bike" for people to rent out, which would allow them to temporarily turn their own workstation into a "bike" desk.

### **FOLLOW-UP QUESTIONS (after committee review)**

**Has an explicit space been identified that will be used to create the wellness room? If yes, please describe the space. If no, how do you plan of identifying and securing space?** Yes, for the wellness room we will be using an office that will be vacant as early as May (as late as early June). In the meantime, we will be purchasing the materials outlined in the grant proposal and designing the

welcome sign for the door as well as the internal wall decor for the Wellness Room. (We plan to have a calendar that will allow people to put up stars on days they use the wellness room as well as other inspirational messages/quotes/images.) The prep will ensure we can open the room to our staff ASAP. **Do you foresee there being any barriers/issues with the 2 year commitment to maintain the space?** No, we do not foresee any barriers/issues with the 2 year commitment to maintain the space and are excited for the potential this has to enhance the wellness of our staff over this period of time. We have received commitment from leadership to maintain this space for the 2 year period.

**Who will be responsible for completing the series of [Outcome Evaluations](#)?** Two designated employees will be responsible for completing the series of Outcome Evaluations.

#### ITEMIZED BUDGET

**Propose an itemized budget. Items listed must directly relate to your grant proposal and must not exceed the amount requested (max. \$500). If your proposal requires the assistance of other departments or partners, please consult with them and confirm potential costs prior to submitting your application.**

- Two rocking chairs - \$81.99 X 2 ([https://www.amazon.com/Best-Choice-Products-Mid-Century-Contemporary/dp/B07G4GXNW5/ref=sr\\_1\\_3?keywords=rocking+chair&qid=1551720306&s=gateway&sr=8-3](https://www.amazon.com/Best-Choice-Products-Mid-Century-Contemporary/dp/B07G4GXNW5/ref=sr_1_3?keywords=rocking+chair&qid=1551720306&s=gateway&sr=8-3))
- Small table - \$19.73 ([https://www.amazon.com/gp/offer-listing/B004UME2PS/ref=sr\\_1\\_7\\_olp?keywords=small+table&qid=1551720458&s=home-garden&sr=1-7](https://www.amazon.com/gp/offer-listing/B004UME2PS/ref=sr_1_7_olp?keywords=small+table&qid=1551720458&s=home-garden&sr=1-7))
- Zen water fountain - \$17.22 ([https://www.amazon.com/gp/offer-listing/B01L7ITHFW/ref=sr\\_1\\_6\\_olp?keywords=zen+water+fountain&qid=1551720389&s=gateway&sr=8-6](https://www.amazon.com/gp/offer-listing/B01L7ITHFW/ref=sr_1_6_olp?keywords=zen+water+fountain&qid=1551720389&s=gateway&sr=8-6))
- Zen garden - \$11.63 ([https://www.amazon.com/Gifts-Decor-TABLETOP-ZEN-GARDEN/dp/B008YQ4BSO/ref=sr\\_1\\_8?keywords=zen+garden&qid=1551720538&s=gateway&sr=8-8](https://www.amazon.com/Gifts-Decor-TABLETOP-ZEN-GARDEN/dp/B008YQ4BSO/ref=sr_1_8?keywords=zen+garden&qid=1551720538&s=gateway&sr=8-8))
- Stress ball - \$5.99 ([https://www.amazon.com/gp/offer-listing/B00U7WXW1A/ref=sr\\_1\\_6\\_olp?keywords=stress+ball&qid=1551719576&s=gateway&sr=8-6](https://www.amazon.com/gp/offer-listing/B00U7WXW1A/ref=sr_1_6_olp?keywords=stress+ball&qid=1551719576&s=gateway&sr=8-6))
- Exercise ball - \$10.00 ([https://www.amazon.com/Exercise-Anti-Burst-Slip-Resistant-Stability-50cm-55cm/dp/B01M1S1OGQ/ref=sr\\_1\\_10?keywords=exercise+ball&qid=1551719460&s=gateway&sr=8-10](https://www.amazon.com/Exercise-Anti-Burst-Slip-Resistant-Stability-50cm-55cm/dp/B01M1S1OGQ/ref=sr_1_10?keywords=exercise+ball&qid=1551719460&s=gateway&sr=8-10))
- Yoga mats – \$21.40 (2 @ \$10.70, [https://www.amazon.com/Sunny-Health-Fitness-Yoga-Mat/dp/B0016BWUGE/ref=sr\\_1\\_5?crid=JEKLFZZU5LXO&keywords=yoga+mat&qid=1551719652&s=sporting-goods&srefix=yoga+mat%2Csporting%2C133&sr=1-5](https://www.amazon.com/Sunny-Health-Fitness-Yoga-Mat/dp/B0016BWUGE/ref=sr_1_5?crid=JEKLFZZU5LXO&keywords=yoga+mat&qid=1551719652&s=sporting-goods&srefix=yoga+mat%2Csporting%2C133&sr=1-5))
- Mini weight set - \$30.99 ([https://www.amazon.com/dp/B01MYVVGU7/ref=sspa\\_dk\\_hqp\\_detail\\_aax\\_0?psc=1](https://www.amazon.com/dp/B01MYVVGU7/ref=sspa_dk_hqp_detail_aax_0?psc=1))
- Rentable/Portable Bike desk - \$18.99 ([https://www.amazon.com/Wakeman-Portable-Stationary-Exercise-Physical/dp/B01E3CPAK0/ref=sr\\_1\\_1?keywords=bike+desk&qid=1551720633&s=gateway&sr=8-1](https://www.amazon.com/Wakeman-Portable-Stationary-Exercise-Physical/dp/B01E3CPAK0/ref=sr_1_1?keywords=bike+desk&qid=1551720633&s=gateway&sr=8-1))
- Actual bike desk - \$121.44 ([https://www.amazon.com/EFITMENT-Folding-Recumbent-Workstation-Exercise/dp/B076ZZT3RV/ref=sr\\_1\\_7?keywords=bike+desk&qid=1551720633&s=gateway&sr=8-7](https://www.amazon.com/EFITMENT-Folding-Recumbent-Workstation-Exercise/dp/B076ZZT3RV/ref=sr_1_7?keywords=bike+desk&qid=1551720633&s=gateway&sr=8-7))
- Relaxing Music - \$23.77 ([https://www.amazon.com/Colorful-Projector-Speaker-Nursery-Decoration/dp/B077M3LKP4/ref=sr\\_1\\_3?keywords=relaxing+music+speaker&qid=1551722350&s=gateway&sr=8-3](https://www.amazon.com/Colorful-Projector-Speaker-Nursery-Decoration/dp/B077M3LKP4/ref=sr_1_3?keywords=relaxing+music+speaker&qid=1551722350&s=gateway&sr=8-3))
- Low light lamp (can be donated)
- Large wall calendar with star stickers - \$12.95 + \$7.49 ([https://www.amazon.com/Happenings-Desk-Calendar-Monthly-Blotter/dp/B07MKT7BFJ/ref=sr\\_1\\_52\\_ssapa?keywords=large+office+wall+calendar&qid=1551720012&s=gateway&sr=8-52-spons&psc=1; https://www.amazon.com/enterprises-T-46917-Smiles-superShapes-Stickers/dp/B0017OCUR4/ref=sr\\_1\\_2?keywords=star+stickers&qid=1551720101&s=gateway&sr=8-2](https://www.amazon.com/Happenings-Desk-Calendar-Monthly-Blotter/dp/B07MKT7BFJ/ref=sr_1_52_ssapa?keywords=large+office+wall+calendar&qid=1551720012&s=gateway&sr=8-52-spons&psc=1; https://www.amazon.com/enterprises-T-46917-Smiles-superShapes-Stickers/dp/B0017OCUR4/ref=sr_1_2?keywords=star+stickers&qid=1551720101&s=gateway&sr=8-2))

- Inspirational/motivational stickers - \$6.07 ([https://www.amazon.com/gp/offer-listing/B078NKCYN7/ref=dp\\_olp\\_new\\_mbc?ie=UTF8&condition=new](https://www.amazon.com/gp/offer-listing/B078NKCYN7/ref=dp_olp_new_mbc?ie=UTF8&condition=new))

## REQUEST AMOUNT

\$500

## PROPOSAL

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**To strengthen your proposal, consider including information about communication plans, dates, locations, responsible person(s) for scheduling or coordinating group efforts, as well as intended outcomes.**

Health Promotion & Wellness (HPaW) is seeking \$500 from the YourLife Wellness Grant to develop a 'Snoezelen' Themed Multi-Sensory waiting room with the objective of support emotional and physiological wellness for HPaW staff, interns, and peer-health educators along with co-located departmental staff and students visiting the space for use of HPaW services. Impact will be measured from the qualitative feedback elicited from staff and students utilizing the space by our front desk staff. Evaluation would be based on enjoyment of the space and feelings of stress reduction experienced.

HPaW's waiting room would be redesigned to be 'Snoezelen' inspired, as items traditionally found would be implemented (see attached PDF). Snoezelen Multi-Sensory Environments are relaxing spaces that help reduce agitation and anxiety, but they can also engage and delight the user, stimulate reactions and encourage communication. These spaces are evidenced based to promote emotional wellbeing in a wide variety of populations, including allied health workers.

HPaW staff meet with students both individually, in groups, and via outreach efforts delivering various health promotion interventions to NU students, including, but not limited to Alcohol and Other Drug, resilience, and peer health educator programming. It is of utmost importance that staff are able to take care of their wellbeing, including emotional wellness, so that they are able to provide the highest quality health promotion services to students on NU's campus.

If provided the \$500 grant, the department will purchase items that mimic what is typically utilized in a Snoezelen Multi-Sensory environment. The items will be placed in the waiting room accordingly, where they will create a sensory stress-reduction environment accessible by staff and students.

This proposal, if implemented, will align with the University's intent to 'Discover Creative Solutions', defined as by NU's strategic plan to "[together] through research and innovation to create solutions to problems that will improve lives, communities, and the world" as a novel use of stress management for emotional wellness would be introduced on NU's campus. This proposal's goal would be meaningful to HPaW as a department in helping to deliver and facilitate programs and services that promote individual and community health and wellness as stated in our departmental Mission Statement.

If monies are won from the grant, items would be purchased once funds are received. The items

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would be installed into the space accordingly, so implementation would be immediate. I would be the person responsible for managing the project, and following organization of the space through to completion and submitting the outcome evaluation.

**FOLLOW-UP QUESTIONS (after committee review)**

**Who will be responsible for maintenance of the room?** The room will require minimum maintenance besides regular housekeeping and upkeep of any electronic equipment with batteries, etc. Our Program Assistant, whose desk is adjacent to the waiting room will assist in keeping track of any equipment maintenance issues, along with myself. Routine cleaning of the area will continue by NU facilities.

**Is department funding available for fish food, aquarium upkeep, and overall/future room upkeep over the required 2 year space commitment?** My apologies for not providing a detailed item description of the “Wall Mount Hanging Bubble Wall Aquarium”. It will not contain fish or other aquatic life, as our department would not be able to sustainably care for a live aquarium at this time. Below, I have added a picture of the proposed item.



Traditional Snoezelen sensory rooms typically contain “Bubble Tubes” (see picture below), which unfortunately cost upwards of \$1,000. The purpose of the bubble tubes is to provide multi-sensory feedback and stimulate the visual system, facilitating the viewer’s tracking of bubbles and objects. The constant effects of color change are also useful for promoting color recognition and visual perception, which causes activation of the sympathetic nervous system and a relaxation

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response. Since the cost of a bubble tube is in excess of the grant funding available, the wall hanging is the proposed alternative to a snoezelen bubble tube - It can easily be installed on the wall of our waiting room, and contains the same elements of bubble propelled water and a remote for color changeability by the viewer.



**Traditional Snoezelen Space Bubble Tube Examples**

**Can quantitative feedback be gathered (in addition to the qualitative feedback discussed in the application) via short surveys or other mode? Perhaps brief survey cards can be available in the waiting room, visitors can be asked to fill a survey out after an appointment, staff can fill out a survey quarterly, etc.** Yes, quantitative feedback will be obtained as part of the qualitative feedback, as visitors and staff will complete short survey cards regarding their stress levels and experience in the waiting room area. Short survey cards were the intended method of evaluation – I do not believe I went into detail on the original application. Feelings of stress and wellbeing will be tracked on a quantitative number scale, along with qualitative open ended feedback commentary on the effectiveness of the space.

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#### **ITEMIZED BUDGET**

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Please see below for the proposed itemized budget. There are no installation costs expected for the creation if this Wellness Space.

Item Cost  
Wall Mount Hanging Bubble Wall Aquarium 269.99  
Infinity Mirror Tunnel Lamp Light 19.95  
Scented Furry Sensory Squares 29.95  
Lap Pal Weighted Lap Pad 45.90  
Fiber Optic Wands 1.95  
Water Wave LED Projector 25.99  
Fiber Optic Lavender Flowers in White Basket 14.99  
Bahama Blue Squishy Sensory Gel Pad 24.99  
Shipping + Tax 66.29  
Total Cost 500.00

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The wellness grant fund will be used to purchase a Sun Touch Plus. A light box that provides the power of a blue, sunny day in the middle of Chicago fall, winter, and early spring. The Sun Touch Plus is designed to boost mood and energy throughout the year by mimicking the effects of a sunny sky. Meanwhile, the negative ionizer releases the same rejuvenating particles that form around rainforests and waterfalls.

The light box will provide a treatment for Seasonal Affective Disorder (SAD)—a type of depression that's related to changes in seasons. SAD symptoms include feeling depressed, low energy, feeling sluggish or agitated, and having difficulty concentrating. All symptoms that affect the well-being of teammates and the quality of our work. According to the Mayo Clinic, treatment for SAD may include light therapy. This light box will also assist in generating Vitamin D during the darker months.

Our team has continued to meet and exceed goals the last three fiscal years. We continue to strive for excellence and would welcome this light box to assist in our overall well-being.

Offering a light box provides a colleague a 15 – 60 minute option to feel the effects of the sun. The light box will be used while the teammate is working. This is not a break, but an opportunity to maximize work productivity.

If approved, I would work with my manager and the Executive Director to draft an email to the staff. Additionally, I would share the information at team meetings and add the option to check out the light box through our shared team's Outlook calendar. I can also open the option to all colleagues who work in our building ; over 150 colleagues. As little as 15 minutes a day of light therapy can help. With a 7.5 hour work day, that allows 30 teammates to use the light box.

#### **FOLLOW-UP QUESTIONS (after committee review)**

##### **Who will be responsible for keeping track of the light box?**

- I anticipate for the beginning, I'll be in charge of keeping track of the light box. After seeing how often it is checked out or how many people are using, it may transfer to the Administration Assistant or Program Assistant on the team.
  - The team has a shared calendar that I'd like to propose using for check out times. All colleagues have access to it.
  - The teammate would see if it is checked out. If available, add the time block onto the calendar and retrieve lightbox from cabinet drawer (outside my cubicle).
    - Once I have a good understanding of how often it is checked out with our team, I'd open up to all colleagues in our office.
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- Our building has a knowledgeshare that provides information about ongoing in the office: “Art as Stress Relief”, Green Team, Meditation Series; I’d add a page about the lightbox to that share.

### How will usage and outcomes be measured?

- Usage will be measured by the calendar. Information pulled from the calendar will showcase how many distinct people used the lightbox, as well as how many times and duration
- To measure outcomes, a rating scale seems the most appropriate method.
  - 1 – 5 measurement after one month of using the lightbox
    - 1 – worse
    - 2 – slightly worse
    - 3 – no difference
    - 4 – slightly better
    - 5 – better
  - I’d keep this as an anonymous survey

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Sun Touch Plus - \$59.99 (<https://www.naturebright.com/sun-touch-plus.html>)

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- Important (line up the goal of the proposal with University & team objectives)
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Description

This wellness grant submission proposes the improvement of an outdoor space at the Searle Center for Advancing Learning and Teaching. Presently, a community picnic table exists outside the Searle Center. It is exposed to the sun, adjacent to the dumpster, is muddy underfoot, and is thus under used. This effort will utilize existing resources, including the picnic table, in order to maximize the enjoyment of an outdoor working and dining area. The benefits of outdoor spaces for work, learning, and rest have been well documented in the scientific literature (e.g., mood enhancement, increased energy, improved memory, reduced stress). Given these benefits, the objectives of the improved outdoor space include:

Increased use of outdoor space for work and wellness by Searle Center staff

Utilization of outdoor space for Searle Center programming for faculty, staff, postdoctoral scholars, and students

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Stemming from these objectives, we have established the following outcomes for staff of the Searle Center:

- Staff will use the outdoor space
- Positive shift in mood
- Increase in energy and productivity
- Improved memory functions
- Stress relief

We established these outcomes for participants of Searle Center programming:

- Awareness of diverse learning contexts
- Increased interest/motivation to learn
- Increased retention of information

The objective of this project is described according to the SIMple format below:

**Specific** - The proposed modifications to the space include creation of a low-maintenance mulch-based patio upon which an existing picnic table will be placed.

**Important** - This project is consistent with several of Northwestern University's strategic goals and the objectives of the Searle Center for Advancing Learning and Teaching. The communal nature of this project, which will be completed by Searle Center staff, will serve as an opportunity to connect individuals from diverse backgrounds toward the goal of improving shared space. These benefits will extend after completion, when the space will serve as a community gathering place.

The ability for Searle Center programs to be held outside relates to Northwestern's aim of integrating learning outside of the classroom. One member of the Searle Garden Improvement Team, is also a member of the University committee on reimagining classroom spaces. Directly related to the Searle Center's mission of enhancing learning and teaching at all levels of the University, this project can serve as an example to faculty of an outdoor learning space.

The Searle Center serves many in the Northwestern University community, including undergraduate students, graduate and professional students, postdoctoral scholars, faculty, and staff. Therefore this project has the potential to impact the wellbeing of many individuals beyond the Searle Center staff.

**Meaningful** - With the knowledge that community is an important component of authentic teaching, learning, and healthy workplaces, this project focuses just as much on the process as it does on the outcome. Workplace gardens are linked with decreased stress and improved morale, both strong contributors to wellness.

#### Implementation

The Searle Center Garden Improvement Team has surveyed the area and established a plan to improve the location and opportunities for increasing usage of the picnic bench.

The Team Lead will submit this proposal on behalf of the Searle Center Garden Improvement Team and will work with the Searle Center staff to determine a schedule for construction. One team member will identify resources for tools, and another will order the materials needed. With the help of the rest of the Searle Center staff, we will clear the area, level the ground, lay landscaping fabric, and distribute mulch across the space. Considering the weight and size of the existing picnic table (350 lbs), professional movers will be enlisted to move the table.

#### Evaluation of Outcomes

Given that the proposed effort would be new, we plan to utilize the upcoming academic year to establish baseline metrics. We will collect information on how many Searle staff utilized the space and how often, how many Searle Center programs were offered outside, and numbers of participants who attended these programs.

To measure the extent that these outcomes are actualized, we plan to design and administer a survey

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to Searle Center staff and participants of our outdoor programming. We plan to compare the outcomes for Searle staff among those who utilized the outdoor space and those who did not.

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Move Picnic Table: \$100

Mulch: \$200

Landscaping Supplies: \$200

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Total Amount Requested: \$500

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Activity- Above and Beyond Family Recovery Center- Community Garden

We are respectfully submitting this application on behalf of the Center for Community Health (CCH) for \$450 to support a Community Service Day for all CCH staff. The event will include a half day of service with Above and Beyond (AnB), a Chicago-based nonprofit. The mission of AnB is to offer innovative long-term evidence-based and evidence-informed addiction recovery services to everyone, including those who are unable to pay, and support addiction recovery through providing housing and employment assistance. Most clients are homeless and view "nature" as a hostile environment. Thus, developing new protocols to introduce gardening and acquiring evidence of its effects is essential to determining whether and how to integrate gardening into our practices.

As a part of this wellness proposal, CCH staff will work alongside AnB's clients in their community garden, assist with debris removal, and help build platforms for meditation and outdoor calisthenics. CCH has a relationship with AnB as a community partner and a CCH Project Manager has been in contact with AnB to conceptualize this initiative. This service activity aligns with the goals and mission of CCH and AnB, as we are both dedicated to health promotion through community engagement. With this event, CCH will be able to support an organization that helps improve the community's access to care by breaking down barriers and addressing the special needs of this community, while mutually promoting health and wellness.

From their work in the community garden in previous years, AnB has found that gardening connects an individual with nature and the environment around them. The act of gardening can also reduce stress and anxiety and help staff connect with each other and with the communities we serve. CCH staff are

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frequently working on tight deadlines and multi-faceted projects, which at times can be very stressful. In addition, staff work on different teams and projects which can lead to people feeling “siloed.” The act of gardening and being outdoors can lower stress and being able to work collaboratively will promote a greater sense of community amongst co-workers.

On the day of the event, staff will travel from NU to AnB. We will volunteer for approximately three hours and break for lunch. We will purchase lunch from Inspiration Kitchen, an area social enterprise that supports a culinary arts workforce development skills program aimed at assisting trainees to overcome poverty and homelessness.

If approved, a CCH Project Manager will contact AnB to coordinate a date for August 2019. Staff availability will be assessed internally mid July 2019. Rideshare will be utilized to transport staff to and from the event. After exploring many transportation resources, we feel that rideshare is the most feasible and cost-effective option. We considered other transportation options as we recognize ride share is not always the most affordable option. We contacted the Transportation and Parking services at NU as well as the rent a car option through Facilities. Both of these options were significantly more expensive than rideshare and staff did not feel comfortable driving other staff members to and from the event. We discussed potentially using CTA or the train; however, due to the cost of multiple transfers (bus to green line) and the time it would take to commute to the garden via public transit (we would be on a limited timeframe due to staff schedules), we felt it would be more efficient to travel by rideshare.

We will measure outcomes of this event in the following ways: 1) Staff willingness to participate in future wellness activities with AnB to sustain our work with their community through a center-wide survey one month following the wellness activity, and 2) Conduct a staff engagement survey that will allow us to measure any changes in staff engagement as future wellness activities and initiatives are planned. It is of utmost importance to us that we have continuity and longevity in supporting the wellness of our staff and the communities that we serve, as we recognize wellness is an ongoing endeavor and cannot be achieved solely during a one-time event.

In order to ensure that the service activity is open to all CCH staff, faculty, temps, and interns, the Co-Directors of CCH have committed to covering the cost of any additional personnel who attend the event over the 20 staff budgeted below.

We look forward to this opportunity to grow the wellness of our staff as well as the communities we serve!

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Healthy Lunch for Staff- \$250

- We have requested \$250 for staff lunch on the day of the wellness event at \$12.50/person for 20 staff (20 X \$12.50/lunch = \$250). Once approved, we will contact Inspiration Kitchen to schedule our catering order. Costs estimates listed above are based on average cost of lunches at Inspiration Kitchen.

Transportation for Staff- \$200

- We have requested \$200 for costs associated with Transportation for staff to and from the community garden at Above and Beyond from Northwestern University’s Downtown Campus. Above

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and Beyond is approximately 6 miles from NU campus. We have looked at current Uber rates for this destination and estimate each Uber ride would be approximately \$50 round trip for ~20 staff for an XL vehicle that can seat 6 staff (6 staff per Uber) (4 Ubers X \$50 round trip = \$200)

Total Budget- \$450.00

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The wellness grant will be used to purchase water bottles as an incentive to encourage our staff and faculty to take a mental break from work/life by staying active by participating in a walking challenge. Our department is not only composed of physicians, but dedicated staff (varying from research study assistants to managers to research administrators) who work behind their desks for 8 hours a day. Due to limited space and budget, we cannot provide a wellness room for our colleagues to relax. However, we hope to promote wellness with a challenge to stay active. We will encourage our colleagues to take advantage of our workplace location, on the edges of Lake Michigan, to go outside at least once during the workday during breaks and take a relaxing stroll around Lake Shore Park and along the Lake Path, both of which are located directly across from our office. For those who are very competitive, this challenge will encourage our colleagues to be active outside of office hours, as well.

The goal of the Healthy, Happy and Going Outside (H2GO) Challenge is to increase physical activity throughout the work day, increase intradepartmental communal activity to form strong and lasting relationships, decrease workplace stress, and lastly, promote hydration via the water bottles. This will be a friendly intradepartmental steps competition (tracked with either a Fitbit, Apple watch, or phone pedometer—no additional or unnecessary purchase is required) where the winning team will exhibit the greatest percent increase in total steps from their baseline measurement. We have structured the initiative this way to account for the varying levels of physical activity.

Below is the proposed H2GO initiative outline and schedule:

### Team Set Up

If H2GO begins, we will send out an email to everyone in our department, put up flyers, and make an announcement to invite everyone (who is willing) to participate. We plan for this event to last up to 5 weeks. We will randomly divide people into teams, with PI's and Faculty as leaders of those teams. Randomization of teams will encourage socialization with different staff members, that may not work together frequently, to create a greater sense of camaraderie within our department.

### Week 1: Baseline

We will encourage the teams to go through their typical week to collect a baseline of the number of steps taken on a weekly basis. Steps will be tracked with a fitness tracker (Fitbit, Apple Watch, or phone pedometer). At the end of the week, we will send brief surveys asking how many steps each individual took in a week, whether this was a typical week for them and whether they went outside. We

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will use this data to see if H2GO will have an impact of increasing steps in the following 4 weeks.

#### Week 2 – 5: H2GO

We will encourage teams to take daily walks together and continue monitoring step count with the weekly surveys asking how many steps they took that week, whether they went outside, and whether they did something different to increase steps (to see if H2GO is impacting lifestyle). For Week 5, we will ask the same questions we did for Weeks 2-4, and add qualitative items asking about their experience and whether they noticed any differences in health, mood, or endurance.

#### Wrap Up

The department's Social Relations Committee (SRC) will aggregate data from the weekly surveys, perform a thematic analysis of the feedback provided from the Week 5 survey and report results in a newsletter that will be disseminated to the entire department.

Our goal as a whole department is to walk 5,000,000 steps or see a 10% increase from baseline.

To give every team equal chance and opportunity, we will encourage and remind them to partake in YourLife Fitness Classes, which are located across our building, and the walking group on Tuesdays. In addition to that, we will add 2 more walking sessions led by an SRC member. If we notice excitement from our department, we may start a running group after work.

If awarded the grant, H2GO challenge would run late summer/early fall. We hope that our colleagues benefit from this event to form stronger intradepartmental relationships, promote a healthy lifestyle, and discover different methods to decrease stress. In doing so, as a department, we can increase satisfaction in the workplace.

\*Please note that only the first 50 people to commit to participate will receive a water bottle.

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#### ITEMIZED BUDGET

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Challenge participants: \$359.50

-50 28oz H2GO Surge Aluminum Water Bottles from Geiger at 5.99/bottle + 60.00 color setup charge [<https://joanbeck.geiger.com/p/28-oz-h2go-surge-aluminum-water-bottle-515314?pid=273272>]

Mix of prizes for winning team members: \$83.90

-1 yoga mat 15.99 [[https://www.amazon.com/Gaiam-Essentials-Fitness-Exercise-Easy-Cinch/dp/B07H9PZ42P/ref=sr\\_1\\_7?crid=3X4JZMFP4TV6&keywords=yoga%2Bmat&qid=1559588911&s=gateway&sprefix=yoga%2Caps%2C149&sr=8-7&th=1](https://www.amazon.com/Gaiam-Essentials-Fitness-Exercise-Easy-Cinch/dp/B07H9PZ42P/ref=sr_1_7?crid=3X4JZMFP4TV6&keywords=yoga%2Bmat&qid=1559588911&s=gateway&sprefix=yoga%2Caps%2C149&sr=8-7&th=1)]

-1 dumbbell set 30.00 [[https://www.amazon.com/BalanceFrom-BF-D358-Dumbbell-Set-Stand/dp/B01MYVVGU7/ref=sr\\_1\\_3?crid=387C3LGX6NS33&keywords=dumbell%2Bset&qid=1559588944&s=gateway&sprefix=dumbel%2Caps%2C139&sr=8-3&th=1](https://www.amazon.com/BalanceFrom-BF-D358-Dumbbell-Set-Stand/dp/B01MYVVGU7/ref=sr_1_3?crid=387C3LGX6NS33&keywords=dumbell%2Bset&qid=1559588944&s=gateway&sprefix=dumbel%2Caps%2C139&sr=8-3&th=1)]

-1 jump rope 12.97 [[https://www.amazon.com/KING-ATHLETIC-Jump-Rope-Skipping/dp/B00GFYOZJM/ref=sr\\_1\\_2\\_sspa?keywords=jump+rope&qid=1559588988&s=gateway&sr=8-2-spons&pssc=1](https://www.amazon.com/KING-ATHLETIC-Jump-Rope-Skipping/dp/B00GFYOZJM/ref=sr_1_2_sspa?keywords=jump+rope&qid=1559588988&s=gateway&sr=8-2-spons&pssc=1)]

-1 yoga block 6.99 [[https://www.amazon.com/REEHUT-1-PC-Yoga-Block-Flexibility/dp/B01MDMDDFH/ref=sr\\_1\\_1\\_sspa?keywords=yoga%2Bblock&qid=1559589011&s=gateway&sr=8-1-spons&th=1&pssc=1](https://www.amazon.com/REEHUT-1-PC-Yoga-Block-Flexibility/dp/B01MDMDDFH/ref=sr_1_1_sspa?keywords=yoga%2Bblock&qid=1559589011&s=gateway&sr=8-1-spons&th=1&pssc=1)]

-1 salt lamp 17.95 [[https://www.amazon.com/ArtNaturals-Himalayan-Rock-Salt-Lamp/dp/B07FW7TMFS/ref=sr\\_1\\_1\\_sspa?keywords=salt%2Blamp&qid=1559589027&s=gateway&sr=8-1-spons&th=1](https://www.amazon.com/ArtNaturals-Himalayan-Rock-Salt-Lamp/dp/B07FW7TMFS/ref=sr_1_1_sspa?keywords=salt%2Blamp&qid=1559589027&s=gateway&sr=8-1-spons&th=1)]

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## PROPOSAL

Provide a brief description outlining your wellness grant proposal and how it will be implemented within the department.

Use the SIMple format:

- Specific (establish objective-based milestones & metrics related to the proposal's impact)
- Important (line up the goal of the proposal with University & team objectives)
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To strengthen your proposal, consider including information about communication plans, dates, locations, responsible person(s) for scheduling or coordinating group efforts, as well as intended outcomes.

The wellness grant fund will be used to purchase a Sun Touch Plus. A light box that provides the power of a blue, sunny day in the middle of Chicago fall, winter, and early spring. The Sun Touch Plus is designed to boost mood and energy throughout the year by mimicking the effects of a sunny sky. Meanwhile, the negative ionizer releases the same rejuvenating particles that form around rainforests and waterfalls.

The light box will provide a treatment for Seasonal Affective Disorder (SAD)—a type of depression that's related to changes in seasons. SAD symptoms include feeling depressed, low energy, feeling sluggish or agitated, and having difficulty concentrating. All symptoms that affect the well-being of teammates and the quality of our work. According to the Mayo Clinic, treatment for SAD may include light therapy. This light box will also assist in generating Vitamin D during the darker months.

Our team has continued to meet and exceed goals the last three fiscal years. We continue to strive for excellence and would welcome this light box to assist in our overall well-being.

Offering a light box provides a colleague a 15 – 60 minute option to feel the effects of the sun. The light box will be used while the teammate is working. This is not a break, but an opportunity to maximize work productivity.

If approved, I would work with my manager and the Executive Director to draft an email to the staff. Additionally, I would share the information at team meetings and add the option to check out the light box through our shared team's Outlook calendar. I can also open the option to all colleagues who work in our building; over 150 colleagues. As little as 15 minutes a day of light therapy can help. With a 7.5 hour work day, that allows 30 teammates to use the light box.

### **FOLLOW-UP QUESTIONS (after committee review)**

#### **Who will be responsible for keeping track of the light box?**

- I anticipate for the beginning, I'll be in charge of keeping track of the light box. After seeing how often it is checked out or how many people are using, it may transfer to the Administration Assistant or Program Assistant on the team.
  - The team has a shared calendar that I'd like to propose using for check out times. All colleagues have access to it.
  - The teammate would see if it is checked out. If available, add the time block onto the calendar and retrieve lightbox from cabinet drawer (outside my cubicle).
    - Once I have a good understanding of how often it is checked out with our team, I'd open up to all colleagues in our office.
    - Our building has a knowledgeshare that provides information about ongoings in the office: "Art as Stress Relief", Green Team, Meditation Series; I'd add a page about the lightbox to that share.
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## How will usage and outcomes be measured?

- Usage will be measured by the calendar. Information pulled from the calendar will showcase how many distinct people used the lightbox, as well as how many times and duration
- To measure outcomes, a rating scale seems the most appropriate method.
  - 1 – 5 measurement after one month of using the lightbox
    - 1 – worse
    - 2 – slightly worse
    - 3 – no difference
    - 4 – slightly better
    - 5 – better
  - I'd keep this as an anonymous survey

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## ITEMIZED BUDGET

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Sun Touch Plus - \$59.99 (<https://www.naturebright.com/sun-touch-plus.html>)

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The Center for Healthcare Studies (CHS) and Center for Education in Health Sciences (CEHS) would like to address the paucity of fruit and vegetable consumption and lack of easy access that often underlies it. To meet this need and promote physical and emotional well-being, we would like to offer a weekly selection of produce from [Imperfect Produce](#) while building community and reducing food waste on a large and missionally-driven floor. According to the Dietary Guidelines 2015-2020, DHHS recommends that the average adult eat 2.5 cups of vegetables and 2 cups of fruit per day. However, a 2017 CDC study revealed that only 12% of Americans meet this daily recommendation for fruit, and only 9% meet the daily recommendation for vegetables. CHS and CEHS staff have acknowledged that like most people, they struggle with meeting these guidelines. Busy professionals do not always have time to go to the store. To better close this nutritional gap and encourage healthier food choices, we would like to make available a customizable box of produce from Imperfect Produce every Thursday for ten weeks. Distribution would be in the central lunchroom and provide a micro-break to de-stress, discuss recipes and cooking successes, team-build, and springboard other well-being opportunities and events.

A CHS/CEHS Wellness Committee of eight staff was created this Spring upon hearing about the launch and opportunity to apply for the first Northwestern Wellness grant. While the proposal was not ultimately selected, it was fully supported and funded by IPHAM (\$500) and has proven successful and

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popular. About 25-40 faculty/staff from across the floor participate weekly, to take a break from busy workdays, snack on healthy food, share favorite recipes, take home produce to share with family and friends, and sometimes laugh at a comically sized or shaped (but tasty!) fruit or vegetable. Faculty/staff eagerly await for produce each week, 'checking in' from both kitchen entrances to see if delivery has arrived early. (You can see photos with previewers [here](#).) Strategies to build excitement and encourage mingling have included fun weekly e-mails announcing produce arrival, strategic raffling of kitchenware that encourage participation at work and home (e.g. bamboo cutting board, collapsible measuring cups, and mandolin), and sharing of recipes. The event will culminate with a potluck mid-June to celebrate and taste favorite recipes inspired by this two-month long wellness event. The chef of the top-voted dish will win a gift card to Whole Foods. Smoothie samples will be available and we will leverage the masses to simultaneously promote another NU event, Cardz for Kidz, with card making materials on hand.

After hearing about the popularity of the event and desires of faculty/staff for this to continue, the CHS/CEHS Wellness Committee is resubmitting the proposal, incorporating lessons we have learned and special requests from the floor, while culminating in a different event that also encourages team-building and healthy eating.

Each box is large since the produce is rescued and more affordable than other produce delivery programs, so the proposal is to make each box slightly smaller and to add an extra delivery week (\$400). The proposal is:

Run this for 10 weeks as a community-building platform. Provide weekly recipes to share. Continue to offer Ziploc bags to make taking produce home easier. Continue to offer a bowl of healthy crackers/seeds/nuts/dried fruit alongside the produce, and consider adding one more snack. Have a survey at the end to understand impact on produce consumption and wellbeing. Use the well-attended event to promote other NU wellness events. Instead of ending with a culminating potluck, we will have a low-sugar or no sugar added smoothie making contest on the final delivery date, similar to the Food Network show, [Chopped](#), however in a team setting, where teams of 4 will come up with a tasty and healthy smoothie recipe with ingredients from the box. A few other ingredients will be available for use (e.g. frozen berries, milk or milk alternative, yogurt, and natural sweeteners, totaling up to \$50 in groceries). There will be a panel of 5 judges. The winning team will win a health promoting prize totaling \$50.

Faculty/staff have asked that the weekly delivery of Imperfect Produce continue, and we have demonstrated capacity to successfully scale and impact wellbeing.

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## ITEMIZED BUDGET

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With \$500, the CHS/CEHS Wellness Committee would:

- Schedule 10 Imperfect Produce weekly deliveries (about 30lbs of produce each), for \$400. Included in each \$40 customizable box is a \$4.99 flat shipping fee.
- Purchase groceries for culminating 'Chopped' smoothie making contest (e.g. frozen berries, milk or milk alternative, yogurt, and natural sweeteners), for \$50
- Purchase health-promoting prizes for winning team (4 people), for \$50.

In-kind (or available for borrowing):

- Software for designing flyers
-

- Signage materials and supplies
- Ziploc bags for faculty/staff to take produce home in
- Cutting board and dishes for 'Chopped' competition
- 4 blenders for 'Chopped' competition

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## PROPOSAL

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- **Important (Align the goal(s) of the proposal with University & team objectives)**
- **Meaningful (Describe how the proposal will support staff/department wellness)**

**To strengthen your proposal, consider including information about communication plans, dates, locations, responsible person(s) for scheduling or coordinating group efforts, as well as intended outcomes.**

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**Briefly describe proposal (State the proposed activity, event or idea for wellness space)**

We would like to convert an unused office room in Abbott Hall into a wellness room. We request funds to make the room more calming with an end table, a bookcase, and a comfortable chair & ottoman.

We surveyed the two teams that share the floor on the need for this space, and all twenty (20) respondents indicated that they were either moderately or extremely likely to use such a room. Seventeen (17) of the respondents indicated that the most important thing to have in such a room would be a comfortable chair, which is why we prioritized this in our application.

This is a joint project with the DL, EA, and Facilities teams. Jackie Wickham (DL) and Allison Manley (EA) commit to alternating the outcome evaluations over 2 years. We have independently sourced other wellness materials like a white noise machine, adult coloring books, and coloring materials. We have a plan/map of where we would put each piece of furniture as well.

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**Specific (Establish objective-based milestones & metrics related to the proposal's impact)**

We will measure usage of the room through Outlook over monthly increments to check that employees are using the room regularly. Additionally, we will ask a series of questions before and after we launch the wellness room so we may measure the impact on staff in Distance Learning (DL) and Enrollment Advising (EA).

More qualitatively, we will survey the teams on the third floor twice yearly about the space, its effectiveness in improving wellness, and any improvements we could make to it. We will also meet with the leadership of both teams to discuss the impact of the space on wellness, productivity and engagement.

We anticipate this wellness room will lead to responses in the surveys indicating increased engagement, better work productivity, and happier, more relaxed employees.

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**Important (Align the goal(s) of the proposal with University & team objectives)**

This proposal aligns with the following cross-University priorities:

**Diversity, Inclusion & Equity:** This space will support new mothers, employees of different religions, and employees with disabilities who may have special needs for privacy during the work day.

**Goal:** Offering this space is the goal; by offering this space, our goal is to support this University-wide initiative and foster a more inclusive work culture and environment.

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Work Tasks: The third floor is a particularly hectic environment, as we work in an open space with 28 close cubicles; as the EA team works closely with prospective students, are on the phone frequently. Likewise, the DL team frequently meets with contractors and faculty.

Goal: Giving employees an accessible space to take a mental break will give them energy to complete their work tasks better. We also anticipate this will increase employee engagement, which may also result in improved work output.

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**Meaningful (Describe how the proposal will support staff/department wellness. Provide references as appropriate.)**

In our survey, employees indicated the following needs for a space in the office:

Having the time and privacy to step away to refresh to continue the work day.

rest my eyes (especially if getting a migraine)

Changing into cycling attire, sketchbook drawing

Quiet Sitting Space, Meditation, Music Listening, Space for Private Phone Calls, Reading, Yoga

silent working space

As you can see, the needs of the team are diverse. We believe having a simple, private space with simple, yet comfortable furniture is the best way to maximize the usage of our available space to meet everyone's needs.

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**Other (As applicable, provide additional information that can help strengthen your proposal such as discussion of outcome evaluation completion, data collection, communication plans, scheduling or transportation logistics, etc.)**

Email communications and team meetings will notify staff of the new space. A sign on the door will direct staff to request the room via a shared Outlook calendar.

We used Qualtrics for our survey, and plan to continue using it for our future evaluations.

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Armchair

99

<https://www.ikea.com/us/en/catalog/products/S19240854/#/S59197783>

Ottoman

65

<https://www.ikea.com/us/en/catalog/products/S69244680/>

Side Table

8.99

[https://www.ikea.com/us/en/catalog/products/20011408/?query=LACK&icid=iba|us|unbxdsuggestion|201811132211556208\\_1](https://www.ikea.com/us/en/catalog/products/20011408/?query=LACK&icid=iba|us|unbxdsuggestion|201811132211556208_1)

Bookcase

99

<https://www.ikea.com/us/en/catalog/products/S19279224/>

Shipping

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Total  
280.99

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- **Meaningful (Describe how the proposal will support staff/department wellness)**

**To strengthen your proposal, consider including information about communication plans, dates, locations, responsible person(s) for scheduling or coordinating group efforts, as well as intended outcomes.**

**Briefly describe proposal (State the proposed activity, event or idea for wellness space)**

The Northwestern University Postdoctoral Association (NUPA) proposes a Relax & Recharge event on the Evanston campus intended to provide a calming and restorative space for postdocs. R&R will be held during the National Postdoc Appreciation Week from Sept 17-21, and it will include 2 rooms (booked in either Mudd Library, Cook Hall, or the Tech Building): one containing massage therapy and one containing aromatherapy. The event will run for 3 hours, during which ~40 postdocs will be served in 10-15 minutes blocks in either room. The massage therapy room will be staffed by two massage therapists, and the aromatherapy room will contain an essential oil diffuser, calming music, and a sitting pillow. Volunteers from NUPA will also staff each room to ensure that the post-docs using each room are cycled through in a timely fashion and that the needs of the massage therapists are met. We thank you for your consideration of this YourLife Wellness grant.

**Specific (Establish objective-based milestones & metrics related to the proposal's impact)**

The R&R event is intended to serve ~40 postdocs at Northwestern during the National Postdoc Appreciation Week in late September 2019 by offering stress-relieving and calming massage therapy and aromatherapy. As soon as the event receives funding, the rooms will be booked so that they are nearby to one another, massage therapists will be contacted (initial contact has been made to determine a budget), and the items for the aromatherapy room will be ordered. Immediately following the completion of these steps, NUPA will advertise the R&R event through our email listserv and flyers around the Evanston campus. Interested participants will be directed to sign up for 15-minute time slots for either room via an online form. Participants will be limited to sign up for one room to allow for more postdocs to be involved, and the time slots will be awarded on a first-to-sign-up basis. If one week prior to the event not all spaces are filled, postdocs already signed up will be able to book one extra time slot and other staff members (faculty included) will be specifically invited to participate. To assess the impact of the R&R event, participants will be asked to fill out an anonymous quarter sheet survey directly following their time slot.

**Important (Align the goal(s) of the proposal with University & team objectives)**

The proposed event aligns well with NUPA's goal to "create an inclusive community of and for postdocs" as the R&R event offers a designated wellness event for all postdocs that is intended to provide stress relief and relaxation. NUPA is currently undergoing revitalization as an organization, including the recent writing of formalized bylaws, so this programming will be a great way to build support of the organization amongst NU postdocs and potentially advertise the other events NUPA will be hosting in the year to come. In addition, as postdocs are often cycling through their positions more quickly than other staff members, this event will be a great way to promote other YourLife Wellness events at NU to the postdoc population and draw interest from this dynamic group. Finally, related to the NUPA goal mentioned above, the R&R event is aligned with NU's strategic plan [1] critical area "connect our community" as the programming will both make postdocs more aware of (1) NUPA's intent to connect

specifically postdocs and (2) YourLife Wellness activities intended to support staff members at NU of which postdocs may not be aware.

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**Meaningful (Describe how the proposal will support staff/department wellness. Provide references as appropriate.)**

Massage therapy and aromatherapy have both been indicated to deliver a myriad of benefits to participants, including reduction of stress, pain, and muscle tension from massage therapy [2] and reduced anxiety and improved mood from aromatherapy [3]. Postdocs as a population experience a lot of stress from work due to the long hours spent in the lab or office for a relatively low pay [4]. In addition, because of the rigors of the job and commitment to productivity, many postdocs do not take adequate time for personal health (physical, mental, and emotional) and well-being. To combat these harsh realities, the R&R event will offer two options for stress relief for the NU postdoc community in the hopes of meeting multiple interests and needs. To fit well into the busy schedules of postdocs, the rooms in which the massage therapy and aromatherapy are offered will be centrally located on the Evanston campus, and the time slots for both options will be 15 minutes long. In addition, resources for staff well-being, including future events of YourLife Wellness and NUPA and contacts at YourLife Wellness, will be offered to the participants after their time slot so that they may continue to support their own health.

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**Other (As applicable, provide additional information that can help strengthen your proposal such as discussion of outcome evaluation completion, data collection, communication plans, scheduling or transportation logistics, etc.)**

References for the above responses are listed here:

[1] <https://www.northwestern.edu/strategic-plan/docs/strategic-plan.pdf>

[2] <https://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/massage/art-20045743>

[3] <https://health.clevelandclinic.org/stressed-out-aromatherapy-can-help-you-to-feel-calmer/>

[4] <https://www.sciencemag.org/careers/2014/07/stressed-out-postdoc>

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#### **ITEMIZED BUDGET**

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NUPA requests \$500 for the R&R event, and the proposed budget is outlined below:

--Massage therapy (2 therapists for 180 minutes, plus off-site travel fee) = \$450

--Aromatherapy kit (<https://www.gaiam.com/products/aromatherapy-kit>) = \$25

--Pillow for sitting in aromatherapy room ( [https://www.amazon.com/REEHUT-Meditation-Bolster-Pillow-Cushion/dp/B074WVL46W/ref=sr\\_1\\_27?keywords=sitting+pillow&qid=1565361992&s=gateway&sr=8-27](https://www.amazon.com/REEHUT-Meditation-Bolster-Pillow-Cushion/dp/B074WVL46W/ref=sr_1_27?keywords=sitting+pillow&qid=1565361992&s=gateway&sr=8-27)) = \$25

--YouTube relaxation tracks for aromatherapy room (<https://www.youtube.com/watch?v=PxnegJdRnUg>) = \$0

-----Total = \$500

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