Your Spark QI Cycle

1 Apply to Spark or submit a SPUR

New to Spark? Spark Application Form.
Already in Spark? Spark Program Universal Request (SPUR)

What Spark Does:

- *Reviews and processes your forms.*
- *Sends Email Invitation for QI Cycle.*

Timeline: ~2 Weeks

2 Start your Quality Improvement (QI) Cycle

Use the link in Invitation Email to complete and submit the QI Cycle Participation Form listing your goals.

What Spark Does:

- *Reviews and processes your QI Cycle Participation Form.*
- *Sends email confirmation that goals have been reviewed.*
- *Sends an email invitation to request Goal Setting Incentive.*

Timeline: ~2 Weeks

3 Request your $500 Goal-Setting Incentive

Complete and submit the Goal-Setting Incentive Request Form.

What Spark Does:

- *Reviews and processes your Goal Setting Incentive.*
- *Sends an automated email invitation for W-9 and Additional Incentive Request Form.*

Timeline: ~2 Weeks

4 Complete the forms linked in your email invitation

- WOU Substitute W-9 tax form.
- Additional Incentive Request Form

Spark

What Spark Does:

- *Reviews and processes your forms.*
- *Reach out if there is missing information. (This may add additional time in processing)*

Timeline: ~2 Weeks

$5,000 Additional Incentive Details:

- All eligible Spark programs may apply during their QI Cycle.
- Targeted funding may be available for certain program types and goals, with defined start and end dates and limited funds.
- The Spark Additional Incentive Request Form lists current opportunities, eligibility requirements, and goal definitions and examples. Programs can use these resources to identify their eligibility and choose goals that fit their needs and meet funding criteria.
- **Targeted goals are optional.** Choosing one may increase the chance of funding, but eligible programs may choose other goals and qualify for general Spark funds.
- Spark updates the form as funding opportunities and requirements change.
- **Selection occurs monthly, not first-come, first-served,** to support fair opportunities for programs starting cycles throughout the year. Eligible programs remain in consideration throughout their cycle. If not selected, programs can apply again after starting a new QI cycle.
- Spark aims to fund as many programs as possible; funding is not guaranteed.

5 Receive funding and watch for updates

$500 Goal-Setting Incentive: Automatic
$5,000 Additional Incentive: Monthly Selection Process

What Spark Does:

- *Is available for questions.*

Timeline: Ongoing



6	**Work on your goals throughout the 12 month Cycle**	
Contact Spark or your Quality Improvement Specialist (QIS) for support.		
What Spark Does: • *Sends a check-in email at 6 months.* • *Sends a reflection reminder with link to the QI Cycle Reflection Form 30 days before your cycle ends.*		**Timeline: 12 Months**
7	**Complete your QI Cycle Reflection Form**	
At the end of your 12-month cycle, use the emailed link to report your progress and achievements on the QI Cycle Reflection Form.		
What Spark Does: • *Reviews and processes your QI Cycle Reflection Form.* • *Enters goals achieved in your Spark portal in FCCO.* • *Sends email confirmation with QI Cycle Recognition Certificate and new QI Cycle link.* • *Submits and processes the Reflection Incentive Payment Form.*		**Timeline: ~2 Weeks**
8	**Receive your $250 Reflection Incentive**	
Watch for email with QI Cycle certificate and invitation to start a new QI Cycle.		**Timeline: Final Step**