

BAGNC Scholars and Fellows

Program Policies

Exceptional situations not specifically addressed in these policies will be directed to the Program Director of the *Building Academic Geriatric Nursing Capacity Award Program* for final determination.

Narrative Reporting Requirements

1. **Form Templates**
 All scholars and fellows are required to use BAGNC report templates available online: http://www.geriatricnursing.org/scholars-fellows/guidelines_forms.asp
 These forms are updated regularly; therefore, please refer to the website for the latest version prior to submitting a report.

2. **NARRATIVE PROGRESS REPORT**
 Scholars and Fellows are responsible for submitting interim and final narrative progress reports with scholar/fellow and mentor signatures. Please submit in both electronic and paper format. While not required we highly recommend using a postal tracking system.

Using American Psychological Association’s (APA) format, narrative reports must include the following items:

- a one-page summary (template online)
- up to 5 double-spaced pages of narrative detail organized according to stated goals in the summary page.
- the primary mentors’ reflections on scholar’s/fellow’s progress (no more than 2 pages)

Interim Narrative Progress Reports are due on the six month anniversary date of the scholarship/fellowship (e.g. January 1) and on the annual anniversary of the date of the scholarship/fellowship (e.g. July 1). An interim progress report is not required for the final six months of multiple-year funding. Instead scholars/fellows will prepare a **final narrative report for the entire grant period** (see the following).

A Final Narrative Progress Report is due 30 days following the last day of the scholarship/fellowship period. This report describes the project’s objectives, activities, and results during the **entire grant term**. Follow the same format as the interim progress reports.

Extensions: If a scholar or fellow receives an extension to the grant term, reporting procedures remain the same. **The Final Narrative Progress Report** is submitted at the end of the extension period.

3. **Failure to comply with report deadlines may disqualify the awardee from continued or future funding from the award program.** If no communication is received within a reasonable period after a deadline, the award file will be closed and any unused funds must be returned.

Publications				
1.	<p>Acknowledging Support: Publications and presentations resulting from the award must acknowledge support from the <i>John A. Hartford Foundation's Building Academic Geriatric Nursing Capacity Award Program</i>. Go to www.geriatricnursing.org/resources/communications_tools.asp for program logo.</p>			
2.	<p>Recipient Titles: Scholars will be known as <i>John A. Hartford Foundation Building Academic Geriatric Nursing Capacity Scholars</i>. All publications and publicity must reflect this title and acknowledge the scholars program. Fellows will be known as a <i>JAHF and Atlantic Philanthropies Claire M. Fagin Fellow</i>. All publications and publicity must reflect this title and acknowledge the program.</p>			
3.	<p>Reprints: Fellows will provide the <i>Building Academic Geriatric Nursing Capacity Award Program</i> with a reprint of any publication resulting from their research.</p>			
4.	<p>The <i>Building Academic Geriatric Nursing Capacity Award Program</i> may wish to publish portions of any or all reports, documents and materials developed during the course of the scholarship and will do so only with the permission of the scholar or fellow.</p>			
5.	<p>Copyright Any and all reports, documents and materials developed during the award period may be copyrighted and published in the name of the awardee, provided any publication and presentation will contain a notice that the research was supported in whole or in part by an award provided by the <i>John A. Hartford Foundation's Building Academic Geriatric Nursing Capacity Award Program</i>.</p>			
Patents				
1.	<p>In the event that any inventions are developed during the course of this award, the recipient may file patent applications, provided:</p>			
2.	<p>The inventions are promptly reported to the <i>Building Academic Geriatric Nursing Capacity Award Program</i>.</p>			

3.	<p>The patent application shall include a statement in the first paragraph of the specification that the invention was made during the award period supported in whole or in part by the <i>John A. Hartford Foundation and Atlantic Philanthropies Building Academic Geriatric Nursing Capacity Award Program</i>.</p>
4.	<p>The <i>Building Academic Geriatric Nursing Capacity Award Program</i> is granted a royalty-free, non-exclusive, irrevocable license to use the inventions for purposes of further research, either directly or through assignees or sub-licenses, but not for the purposes of commercial development or exploitation.</p>
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