

Predoctoral Scholarship and Postdoctoral Fellowship Award Programs: Financial Policies

The intent of the BAGNC Award program is to support the professional development and research of the selected scholar and fellow. In order to generate accurate and timely financial reports, the BAGNC Coordinating Center, the Scholar/Fellow award recipient, and the Institution must coordinate their efforts as follows:

BAGNC Award Program Coordinating Center (The Center) Responsibilities

The Coordinating Center agrees to:

- issue periodic checks on behalf of the award recipient made payable to the Institution of study. Payment 1 will be disbursed between July 1 and Sept 1, depending on the Award recipient's start date. Subsequent payments are triggered by the receipt, review, and approval of the required semi-annual narrative and financial reports.
- make financial reporting forms available on the Center's website. (www.geriatricnursing.org/scholars-fellows/for_current_grantees.asp)
- review a preliminary draft of financial reports submitted electronically to abrunk@aannet.org, or by fax to 202-777-0107.
- review completed financial reports on a timely basis and issue payments within four weeks of approving the financial and narrative reports; however, the Center reserves the right to delay payments if substantial funds remain unspent at the end of a reporting period. Questions regarding payments and financial reporting should be directed to Ann Brunk at abrunk@aannet.org.
- evaluate requests for carryovers, budget revisions, extensions, and leaves of absence. Contact Patty Franklin at pfranklin@aannet.org.

Scholar/Fellow Award Recipient Responsibilities

The Awardee agrees to:

- charge the grant for only grant-related costs incurred during the official award term; no costs prior to the official start date or after the official end date will be covered by award funds.
- communicate regularly with the university finance office to monitor expenditures within the approved budget.
- submit signed interim reports 30 days after the end of the half-year point and signed annual reports 30 days after the end of each scholarship year.
- submit requests and justification for budget adjustments when anticipating expenditures in excess of 10% or \$1,000 of any budget line item.
- provide explanations for budget differences.
- prepare requests to carryover unspent funds from Year 1 to Year 2, for extensions of time, and for budget revisions.
- return unexpended funds to the American Academy of Nursing.

Institution Responsibilities

The Institution agrees to:

- account for all transactions relating to the award on a cash basis, in accordance with generally accepted accounting principles.
- administer the grant without charging indirect costs on the award.
- use the financial reporting forms provided by the Center, and use the appropriate reference numbers on all communication.
- work with the Awardee to ensure proper reporting of grant-related expenditures.

- sign the financial report and respond to requests of the Center regarding the report.
- return unexpended funds to the American Academy of Nursing, c/o Patty Franklin, and reference the Scholar/Fellow name and grant number
- support the BAGNC Program policy that all approved supplies and equipment (including computer software and hardware) purchased with BAGNC Scholarship or Fellowship funds remain with the scholar or fellow upon successful completion of his or her grant term.