

Scholar and Fellow Award Program Policies

Program				
1.	<p>Grant Time Line and Budget: Grants officially begin no earlier than July 1 and no later than September 1 of each year, and are generally for two years in length. Funding is awarded based on submitted budgets which have been reviewed and approved. Under no circumstances will more than the approved budget be disbursed. All grants begin July 1st unless the Scholar/Fellow requests a delayed start date with their acceptance forms.</p>			
2.	<p>Award 1 Notification: Candidates receive award notification via email and regular mail. To confirm acceptance of the award and maintain eligibility, all candidates must return requested documents to the Coordinating Center by the stated deadline. No funds will be disbursed until all conditions of the grant are fulfilled.</p> <p>Requests for extensions to return these documents will be considered only under exceptional conditions. Otherwise, awardees who fail to satisfy the requirements by the stated deadline will be declared ineligible and the funds reallocated.</p>			
3.	<p>1 Award Disbursement: Funds are disbursed to the institution of study. An award letter is sent at the beginning of each grant year detailing the amount of the award for that grant year.</p> <p>The first payment - half of the first year budget - will be disbursed to the institution no earlier than July 1 and no later than September 1 to cover the first six months of the Awardee's program. A second payment - up to the remaining balance of the first grant year budget - will be disbursed to the institution upon receipt, review and approval of the scholar's / fellow's narrative progress report and financial report. (Please see reporting</p>			

	requirements.) 1The institution must agree to administer the grant without charging indirect costs against the award.			
4.	<p>Award Accounting: 1The distribution and expenditure of funds on the part of the institution and the <i>Building Academic Geriatric Nursing Capacity Award Program</i> shall be in accordance with standard accounting procedures. <i>Please refer to financial policies document.</i></p> <p>The intent of the BAGNC Award program is to support the professional development and research of the selected scholar or fellow. Therefore all approved supplies and equipment (including computer software and hardware) purchased with BAGNC Scholarship or Fellowship funds will remain with the scholar or fellow after the successful completion of their grant term.</p>			
5.	<p>Expenses Prior to Award Start Date: 1The <i>Building Academic Geriatric Nursing Capacity Award Program</i> will not consider requests or assume responsibility for any costs incurred prior to the official award start date.</p>			
6.	<p>Yearly Budget. While most grants are for two years, awardees must budget each grant year separately. Funds not used during the first grant year may be carried over into the second grant year if awardees submit a written request with a revised budget for grant year 2. All requests will be responded to via e-mail.</p>			
7.	<p>Award 1Extensions: No-cost extensions of six months or up to one year are possible. All extension requests must be in writing and addressed to Dr. Patricia Archbold at the <i>Building Academic Geriatric Nursing Capacity Award Program</i>. Requests must include specific extension time frames and a rationale for the request. The primary mentor must also sign a statement indicating agreement to continue as a mentor for the duration of the extension term.</p> <p>All requests for extensions are due by December 31st of the second grant year. All requests will be responded to in writing, and will note specific dates that constitute the new deadlines. All reporting requirements remain</p>			

	the same during the extension period.
8.	<p>Return of 1Unexpended Funds: Any unexpended funds must be returned to the <i>Building Academic Geriatric Nursing Capacity Award Program</i> when the funding period ends. Make checks payable to the American Academy of Nursing and send to the Program Manager’s attention at the Coordinating Center. Include scholar’s/fellow’s name and BAGNC grant number. (The Coordinating Center does not track university-assigned grant numbers.)</p>
9.	<p>Allocations to Budget Categories: 1Permission may be granted to move funds from one budget category to another as long as no additional expense to the <i>Building Academic Geriatric Nursing Capacity Award Program</i> is involved. Any deviation in a budget category exceeding 10% OR is more than \$1000 must have prior written approval by the BAGNC Program Manager and Director.</p>
10.	Because the selected school of nursing is a significant consideration in the application review and selection process, a change in venue during the fellowship term requires petition, review and approval by the Program Director
11.	<p>1Reporting Requirements All scholars and fellows are required to use BAGNC report templates available online: www.geriatricnursing.org/scholars-fellows/for_current_grantees.asp.</p> <p>These forms are updated regularly; therefore, please refer to the website for the latest version prior to submitting a report.</p> <p>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.</p> <p>Using American Psychological Association’s (APA) format, narrative reports must include the following items:</p> <ul style="list-style-type: none"> ▪ 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) ▪ a signed effort certification.

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.

FINANCIAL PROGRESS REPORTS

It is the responsibility of scholar/fellow to ensure that the affiliated institution administering the scholarship funds submit required **interim and annual financial reports**.

Interim Financial Reports cover the first six months of each award year and are due 30 days after the half-year point.

Interim Financial Reports cover the first six months of each grant year and are due 30 days after the half-year point (e.g. January 31).

Annual Financial Reports cover each full grant year and are due 30 days after the end of each grant year (e.g. July 31).

Extensions: If a scholar or fellow receives an extension to the grant term, reporting procedures remain the same.

Draft reports may be faxed (202.777.0107) or e-mailed to Ann Brunk (abrunk@aannet.org) for prior review and/or to meet the deadline; forms with original signatures must follow via regular mail. Comments on any discrepancies from the original budget must be noted on these forms, as well as any requested and approved changes to the budget.

Important: Both BAGNC (09-xxx) and any university-assigned grant numbers must be noted on the forms to ensure accurate disbursement of funds.

12.

Failure to comply with report deadlines will disqualify the awardee from

	<p>continued or future funding from the award program. If no communication is received within 30 days of the deadline, the award file will be closed and any unused funds must be returned.</p>			
13.	<p>1Exceptional situations not specifically addressed in these policies will be directed to the Program Director of the <i>Building Academic Geriatric Nursing Capacity Award Program</i> for final determination.</p>			
Publications				
1.	<p>Acknowledging Support: 1Publications 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>1Recipient 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 <i>John A. Hartford Foundation Claire M. Fagin Fellows</i> or when designated a <i>JAHF and Atlantic Philanthropies Claire M. Fagin Fellow</i>. All publications and publicity must reflect this title and acknowledge the fellows program.</p>			
3.	<p>Reprints: 1Scholars and 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>1The <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>			

Copyright				
	1Any and all reports, documents and materials developed during the award period may be copyrighted and published in the name of the awardee, provided:			
	1.	1Any 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> .		
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Patents				
	In the event that any inventions are developed during the course of this award, the recipient may file patent applications, provided:1			
	1.	The inventions are promptly reported to the <i>Building Academic Geriatric Nursing Capacity Award Program</i> .		
	2.	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's Building Academic Geriatric Nursing Capacity Award Program</i> .		
	3.	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.		
		Updated 5.20.2009		