

**APPENDIX A**  
**YEAR-END PROGRESS REPORT FORMAT**

**ACADEMIC GERIATRIC RESOURCE PROGRAM  
PROGRESS REPORT FORMAT  
2001-2002 Funds**

Program Director: \_\_\_\_\_ Campus: \_\_\_\_\_

Report Period: \_\_\_\_\_

**When completing this report, please review Section 9, Reporting Requirements of the AGRP Program Guide.**

**Narrative Overview:** Please provide a brief and concise description of the ongoing Center program (including the budget for each program) with a summary paragraph on each program activity (maximum: 1-2 pages). Develop these descriptions around AGRP priorities; e.g., medical education (didactic and clinical), faculty development, public education, community services, recruitment into geriatrics, and nursing home or long-term care research.

**Program Accomplishments:** Please provide a brief and concise description of the program objectives and outcomes. Did the program(s) achieve the stated objectives thus far? Discuss Center problems and prospects (maximum: 1-2 pages).

**Program Evaluation and Effectiveness of Ongoing Center Programs:** Please provide an evaluation of the program's effectiveness at each campus thus far, including identification of problems and limitations, and strategies to overcome them (maximum: 1-2 pages).

**EPRP Recommendations:** Please provide a brief discussion of the ways in which the AGRC addressed External Peer Review Panel Recommendations (maximum: 1-2 pages).

Five is the maximum number of pages for the narrative overview, program accomplishments and program evaluation sections of the Progress Report (this does not include the form below).

**Educational Activities**

- A. Curricular Activities:** Using the table format below, please describe any new or ongoing courses for registered health sciences students, residents, or fellows as a result of this program. **To avoid duplication of count, use only ONE classification code that best describes or categorizes the activity.**

Course Number, Title and Faculty	Hours (Week)	Length (Weeks)	Required (R) Elective (E)	Number of Participants	Total Participant Hours	Classification Code (e.g., 5F)
<b>Totals:</b>						

**B. Other Educational Activities:** Using the table format below, please describe any other educational activities (conferences, seminars, workshops, public seminars, continuing education offerings, etc.) presented in conjunction with this program. **To avoid duplication of count, use only ONE classification code that best describes or categorizes the activity.**

Course or Lecture Titles and Dates	Faculty/ Speaker	Length (Hours)	CE Credit Offered	Number of Participants	Total Participant Hours	Classification Code (e.g., 5F)
<b>Totals:</b>						

**Program Products:** Did the program(s) produce any materials that can be reproduced or shared with other campuses? Use the following format and categories below to respond to this part.

Category Code	Title of Material	Cost (if any)	Classification Code

- Categories of Products:
- |   |                       |   |                         |
|---|-----------------------|---|-------------------------|
| 1 | Audiovisual           | 5 | Resource Guide          |
| 2 | Bibliography/Syllabus | 6 | Patient Care Aids       |
| 3 | Computer Software     | 7 | Training Manuals        |
| 4 | Newsletter            | 8 | Print Media Publication |

### CLASSIFICATION CODE LIST

**Program Codes:**

- 1 - Faculty Development
- 2 - Fellowship Training
- 3 - Clinical Training
- 4 - Curriculum Development/Support
- 5 - CE/Lectures/Conferences
- 6 - Research
- 7 - Center (Planning/Coordination)

**Discipline Codes:**

- A - Behavioral Sciences
- B - Dentistry
- C - General Public
- D - Medicine
- E - Multidisciplinary
- F - Nursing
- G - Long Term Care
- H - Optometry
- I - Pharmacy
- J - Public Health
- K - Social Welfare

**APPENDIX B**  
**THREE-YEAR PROPOSAL FORMAT**

## **AGRC THREE-YEAR PROPOSAL FORMAT**

- [1] Table of Contents
- [2] Executive Summary
- [3] AGRC Proposal
  - [a] Specific aims (one page)
  - [b] Background and significance (two-three pages)

This section should include: (1) a description of existing AGRP programs and activities; (2) the rationale for these activities; and (3) an explanation of how these activities relate to the AGRC's vision for the future.
  - [c] Center Plan
    - (i) Governance and leadership (one page organizational chart)
    - (ii) Resources and environment

This section should include: (1) a list of participating faculty and an informational database for each faculty member that includes name, degree, title, discipline, professorial rank, role in project; and (2) a brief narrative describing AGRC and/or campus plans related to faculty development.
    - (iii) Programs

This section should include a discussion of campus goals and objectives, and should identify the prioritized objectives of individual health sciences schools and the respective categories of students to be targeted through each activity. The section should include a:

      - Summary of needs for each activity;
      - Summary of specific three-year objectives;
      - Description of proposed AGRC programs or activities;
      - Discussion of evaluation procedures for each activity;
      - Discussion of review recommendations; and a
      - Description of the extent to which AGRP funds will be utilized to broaden the impact of these activities.
- (4) AGRC Budgets and Budget Justifications

This section should be organized by year and should include both a budget and budget justification for each year of the three-year cycle.
- (5) Appendices

This section should include a biographical sketch for each AGRC participant (key faculty and staff). In addition, this section *may* include a limited number of exhibits concerning new or existing program materials. It is strongly suggested, however, that extensive exhibits or lengthy appendices not be included as part of the campus application.
- (6) AGRP Summary Forms (provided with the RFA as an Attachment)

**Appendix C**  
**CONTINUATION PROPOSAL FORMAT**

## AGRC CONTINUATION PROPOSAL FORMAT

**FY 2002 – 2003**

Please develop a one to three-page continuation proposal for a fourth-year extension to the three-year cycle. Because this year is an extension, the programs and budgets will not have been presented in the original proposal. Therefore, please provide programmatic and budgetary detail in regard to what has been added. If the fourth year is identical to the third-year continuation proposal in most respects (program, budget and faculty), please indicate this on the form and detailed information is not required, only a reference to the three-year proposal and descriptions of the minor changes. This proposal is also to describe programs that are funded for an augmentation of \$15,000 per center. These activities should be conceptualized and developed in a manner that will allow for them to be easily removed from the overall campus program, if necessary.

### **Program Description**

\$15,000 Mini-Augmentation

### **Budget and Budget Justification**

\$15,000 Mini-Augmentation

### **Faculty and Resources**

\$15,000 Mini-Augmentation

**APPENDIX D**  
**YEAR-END FISCAL REPORT FORMAT**

UNIVERSITY OF CALIFORNIA  
OFFICE OF HEALTH AFFAIRS  
ACADEMIC GERIATRIC RESOURCE PROGRAM

AGRC YEAR-END FISCAL REPORT  
2001-2002 (DUE DATE – 11/8/02)

AGRC Coordinator: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Campus: \_\_\_\_\_  
 Award Number: \_\_\_\_\_  
 Report Period: 07/01/00 to 06/30/01  
 Program Title: \_\_\_\_\_  
 Program/Account/Fund Number: \_\_\_\_\_

Sub-Account	Original Budget	AGRP Augmentation	Expended	Adjusted Budget	Carry Forward	Balance
Academic Salaries						
Staff Salaries						
General Assistance						
Benefits						
Supply & Expense						
Consultants						
EPRP & Meetings	\$2,000.00*					
Travel						
Equipment						
Conferences						
Campus Mini-grants						
1999-2000 - Carryfwd.						
TOTALS:						

\* This includes costs to cover the honoraria for the non-UC EPRP members and faculty/staff attendance at systemwide meetings. Please attach explanatory notes to differentiate travel and other costs associated with this category.

PLEASE ATTACH A COPY OF THE FINAL LEDGER FOR THIS ACCOUNT TO VERIFY EXPENSES.

I certify that this report of expenses is accurate and represents a final accounting of expenses attributed to this AGRC award. Documentation to verify expenditures is on file and available for audit.

\_\_\_\_\_  
 AGRC Coordinator \_\_\_\_\_  
 Date

(If extra space is needed to clarify the information provided, please attach the notes to this form.)

**APPENDIX E**  
**GRANT APPLICATION BUDGET**  
**FORMAT AND INSTRUCTIONS**

## **GRANT APPLICATION BUDGET FORMAT AND INSTRUCTIONS**

### **I BUDGET**

The format for AGRP requests for funding is standardized to facilitate analysis and comparison among competing applications during the review process. Please use the sample budget in this appendix as an example in constructing your budget. Deviations from this format may make it difficult to understand your request or compare it with competing applications.

In general, AGRP budgets are developed according to the major University of California Subs -- Sub 1, salaries; Sub 6, benefits; Sub 3, supplies and expenses. Guidelines are listed below in Section III. Applicants should develop budgets in the amount necessary to accomplish objectives as proposed. Post-award supplements will not be permitted; however, the AAC can periodically recommend Center budget augmentations, if funding is available.

### **II BUDGET JUSTIFICATIONS**

The budget justification states why and how funds in each budget category are to be used. Justifications need not be elaborate, but they must present a clear rationale for the use of the requested funds.

Grant-related income expected from AGRP-supported programs is to be presented in the budget justification (e.g., continuing education registration fees, sale of audiovisual materials, etc.). Explain how such income will be used to reduce the level of AGRP grant support requested. Income projections and relationship to level of funds requested should NOT be presented on the budget page, but included in the budget justification.

### **III GUIDELINES FOR PREPARING BUDGET**

These guidelines are based on grant management policies found in the AGRP Program Guide. Applicants should review carefully the following guidelines when preparing the budgets and justifications:

#### **A. Personnel**

1. Academic and Other Salaries: List separately by name, degree, academic title, and program title (if different from academic title). For each person to be supported by AGRP, list annual salary, percent of time, and the number of months to be supported.

Personnel who hold academic titles should be listed under "Academic Salaries." AGRP funds can be used to support faculty salaries provided that the faculty member is not a full-time equivalent (FTE) on State funds. Faculty members who are less than 100% FTE may request support for up to 100% FTE. Faculty members who have 100% FTE may request funds for release time for research purposes. In addition or as an alternative, these funds may also be used by the faculty member's department to hire temporary personnel to undertake some of the faculty member's duties, which in turn will allow the faculty member to spend time on the proposed AGRP activity.

Funds awarded to Fellows will be limited to educational activities consistent with AGRP goals, and small allocations for educational materials to be used by the Fellow.

2. Benefits: Fringe benefits are to be included in AGRP budget requests, and are not to be charged to campus general benefits accounts. The fringe benefit rate is to be presented as part of the budget.
3. Temporary Help: Fees for clerical or other staff, who are engaged on a short-term hourly basis, should be projected. List hourly rate and total hours.
4. Consultants: If the name of the consultant is known, show name and title. Indicate fees by number of days and daily rate. AGRP consultant agreements shall follow UC Business and Finance Bulletin BUS-34, Securing the Services of Independent Consultants.

## B. Supply and Expense

1. General expenses: include program and office-related expenses (e.g. photocopy expenses such as paper, copier rental, service contract, etc.)
2. Communications expenses: include telephone and postage expenses.
3. Publication costs: include, but are not limited to, newsletters, continuing education calendars, announcements, and educational materials you will publish or cause to be published.
4. Other expenses: include subscriptions, books, audiovisuals and miscellaneous expenses not covered in any of the above three categories.

## C. Rental

For each rental required to support AGRP programs, present monthly cost and number of months rented. If rental expense is to be shared, display AGRP portion only and explain in the budget justification the other dimensions of the shared costs.

## D. Conference and Meeting Expenses

AGRP funds may support planning and development of continuing professional education. AGRP funds shall not be used to pay attendees' costs associated with continuing professional education programs. AGRP funds are not intended to support the total costs of a continuing education activity and it is expected that, except in unusual circumstances, program fees will be charged. These fees or other funds are generally expected to defray meal and refreshment costs, lecturers' fees and related program expenses. If grant-related income is expected, it should NOT be presented on the budget page, but in the budget justification.

Allowable costs include, but are not limited to, meeting room rental and room use charges and equipment use charge for conferences and meetings.

Honorarium or fees for conference speakers should be listed by individual's name, if known, and by number of days and daily rate.

## E. Travel

Display number of trips, origin and destination and round trip rate for airfare. Automobile usage should display total mileage and per mile rate. If per diem is requested, show the number of days and per diem rate.

## F. Equipment

If property is to be acquired on this grant, show each item separately, indicating brand name and model number, if known.

## SAMPLE BUDGET FOR DEMONSTRATION PURPOSES

Program Director: Alan Harrison, M.D. Campus: San Luis Obispo

Title of Program: Interdisciplinary Community Programs

Proposed Period: July 1, 2002 - June 30, 2003

If a renewal, prior AGRP Award No.: 00-C5E-1-15

<u>ACADEMIC SALARIES AND FRINGE BENEFITS:</u>	<u>ITEM COST</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
Alan Harrison, MD, Professor	0	0	0
No salary requested			
Sharon Thompson, Ph.D., <i>Academic Coordinator</i>			
\$58,264 @ .05	2,913		
Fringe Benefits @ 15.9%	463	3,376	
Total Academic Salaries			3,376
<u>OTHER SALARIES AND FRINGE BENEFITS:</u>			
Sara Davis, <i>Principal Public Administrative Analyst</i>	25,930		
\$51,861 x .5			
Fringe Benefits @ 17.8%	4,616	30,546	
Mark Jones, <i>Administrative Specialist</i>	12,974	14,868	
\$37,069 x .35	1,894		
Fringe Benefits @ 14.6%			
Total Staff Salaries			45,414
<u>SUPPLIES AND EXPENSES</u>			
Telephone & FAX charges	2,206		
Educational Materials	1,947		
General Office Supplies	1,800		
Honorarium for Distinguished Professorship	1,500		7,453
<b>TOTAL BUDGET REQUESTED</b>			<b>56,243</b>

**APPENDIX F**  
**BUDGET MODIFICATION REQUEST**

UNIVERSITY OF CALIFORNIA  
Office of Health Affairs  
ACADEMIC GERIATRIC RESOURCE PROGRAM

**BUDGET MODIFICATION REQUEST**

Program Director:	Campus:	AGRP Award #:	Grant Period:	
Program Title:				
Proposed Revisions				
	Approved Budget	Increase	Decrease	Total
Salary & Benefits				
Supplies & Expense				
Consultants				
Travel				
Equipment & Rental				
Unallocated				
<b>TOTAL</b>				

**Reason for Change:**

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Requested by:  
Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by:  
AGRC Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by:  
Office of Health Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX G**  
**CARRY FORWARD REQUEST FORM**

**REQUEST FOR CARRY FORWARD OF OPERATING FUNDS  
ACADEMIC GERIATRIC RESOURCE PROGRAM  
(AGRP)**

**ACADEMIC GERIATRIC RESOURCE CENTER  
(AGRC)**

**Information is to be mailed to the AGRP Administrator by June 7, 2002**

**NAME OF CAMPUS AGRC** \_\_\_\_\_

DESCRIPTION OF CENTER ACTIVITY OR ACTION THAT WARRANTS THE REQUEST:

DATE OF ALLOCATION:

ACCOUNT/FUND NUMBER AND TITLE:

HAS ANY PART OF THE APPROPRIATION BEEN CARRIED FORWARD FROM PREVIOUS YEARS? (If yes, please state the reasons, amount, and dates involved.)

ESTIMATED BALANCE TO BE CARRIED FORWARD AT JUNE 30:

JUSTIFICATION: Please explain: 1) why there is an unexpended balance; 2) why it should be carried forward; 3) how much additional time will be required to complete the project; and 4) any changes in the use of funds. (Use additional pages, if necessary.)

**Campus Signature**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

**Office of the President Signatures**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_