

ACADEMIC GERIATRIC RESOURCE PROGRAM
PROGRAM GUIDE FY 2002-2003

This Program Guide has been prepared to serve as the primary resource document that describes current policies and procedures associated with the AGRP. *Throughout this document, the term geriatrics is used broadly and is intended to include both geriatrics (the clinical care of the aged) and gerontology (the study of aging).*

1. INTRODUCTION AND BACKGROUND

In September 1984, Assembly Bill 2614 (Moorhead) was by California Governor George Deukmejian. This legislation appropriated \$1,000,000 per year to The Regents of the University of California for purposes of providing funding to establish academic geriatric resource programs at the University of California health sciences campuses.

At their January 1985 meeting, The Regents elected to administer the Academic Geriatric Resource Program (AGRP), and the President subsequently delegated program-oversight authority to the Vice President for Health Affairs. Shortly thereafter, a faculty advisory committee was organized to assist the Vice President in planning and developing the program.

Since that time, an AGRP Advisory Committee (AAC) has functioned in an advisory capacity to the Vice President on a wide range of policy, budget, and other administrative matters. The AAC includes representatives from the six UC health sciences campuses, one at-large nursing representative and two external members in three different categories – a community representative, and an individual who is both a curriculum expert and national leader in the field of aging. Current members include:

CAMPUS

Berkeley

Davis

Irvine

Los Angeles

San Diego

San Francisco

At-Large Nursing Representative

Community Representative

National Leader & Curriculum Expert

REPRESENTATIVE

Guy Micco, M.D.

George Xakellis, M.D.

Laura Mosqueda, M.D.

David Reuben, M.D. (Member & Chair)

Ruth Covell, M.D.

C. Seth Landefeld, M.D.

Betty Chang, RN, Ph.D.

Joy Glenner, CEO

Gwen Yeo, Ph.D.

2. PROGRAM MISSION STATEMENT

The AGRP's mission is to address the unique health care needs of the rapidly growing population of older persons in California by developing, implementing and evaluating programs to educate and train health care providers in the multiple disciplines that care for older persons, and by advancing public service and research in this area. The Program's mission is articulated through the systemwide and campus goals established by the AAC in collaboration with the campus advisory committees located on each of UC's six participating campuses.

3. PROGRAM GOALS AND PRIORITIES

A. Universitywide

The following systemwide goals are consistent with the intent of AB 2614, but have been established to provide additional specificity and direction. Current goals of the AGRP are to:

- 1) Provide and promote, through the University of California health sciences campuses, geriatrics education and training for undergraduate health professional students, graduate academic and graduate health professional students, and post-graduate (continuing professional education) students;
- 2) Develop or enhance multidisciplinary, community-based clinical geriatric educational experiences that

span the continuum of care for the elderly;

- 3) Provide, through the University of California health sciences campuses, educational programs for the general public on the aging process and a variety of other topics such as health enhancing behavior for the elderly, special geriatric health care needs, and access to resources to meet those needs;
- 4) Support, through the University of California health sciences campuses, programs for research on health care practices in nursing homes and other long-term care settings; and
- 5) Establish and maintain campus-based AGRCs for the purpose of planning, implementing, and coordinating educational programs in geriatrics, and for facilitating research on campus and in coordination with affiliated programs.

B. Program Priorities

To encourage planned and incremental program development, the AAC will periodically recommend special priorities for program activities and budget allocations. In these and other considerations of AGRP priorities, it is understood that advancement of geriatric health-related initiatives and interdisciplinary efforts are of primary consideration in the planning and implementation of AGRP activities. Current program priorities, reflected in campus AGRC plans, include those supporting:

- ◆ Curriculum development in geriatrics and gerontology;
- ◆ Faculty development in geriatrics and gerontology;
- ◆ Recruitment of faculty and students into geriatrics, gerontology, and related fields;
- ◆ Continuing education and community education in geriatrics and gerontology; and
- ◆ Research on health care practices in long-term care settings.

C. Educational Priorities

The educational focus of the AGRP is broad-based, with a special focus on students enrolled in the University's health professional programs in medicine, dentistry, nursing, public health, pharmacy, optometry, and social welfare. Categories of students currently included in campus plans for AGRC activities include:

- ◆ Graduate students in the health professions;
- ◆ Medical residents and other post-graduate clinical trainees;
- ◆ Post-doctoral health sciences students and fellows; and
- ◆ Undergraduate students, with special interests in aging.

In keeping with the multidisciplinary nature of health and social services for older adults, multidisciplinary student programs are considered important areas for program emphasis. Decisions regarding funding are to be guided by considerations of program and educational priorities.

D. Campus Planning Goals

The AGRP recognizes the autonomy of the individual campuses and the responsibility of local faculty for developing and evaluating curricula. General AGRP campus goals have been established within this framework. These goals provide a common frame of reference by establishing broadly stated targets toward which each campus is expected to work. Specific objectives, closely correlated to the AGRP goals, are to be developed through the respective campus planning processes.

Campus planning goals are to:

- 1) Provide geriatrics education and training for undergraduate health professional students, graduate academic and graduate health professional students, and post-graduate (continuing professional education) students;
- 2) Provide educational programs for the general public on the aging process and a variety of other topics such as

health enhancing behavior for the elderly, special geriatric health care needs, and access to resources to meet those needs;

- 3) Organize and maintain a campus-based AGRC for the purpose of planning, implementing, and coordinating educational programs in geriatrics, and for facilitating research on campus and in coordination with affiliated programs; and
- 4) Develop or enhance multidisciplinary, community-based clinical geriatric educational experiences that span the continuum of care for the elderly.

4. ADMINISTRATION

A. Universitywide

1.0 Program

The Office of the Vice President for Health Affairs (OVPHA) is responsible for providing administrative oversight for the universitywide AGRP. Responsibilities of the OVPHA include program planning, coordination, budgeting and administration of the AGRP grant distribution system at the universitywide level. In most instances, direct program development and evaluation activities take place on the individual campuses.

A small AGRP staff within the OVPHA is responsible for supporting the AGRP Advisory Committee, administering the grant distribution system (including providing technical assistance to the campuses), and program development and management responsibilities. Periodically, the responsibility for special programs or initiatives of a limited and universitywide nature may also be assumed by the OVPHA.

1.1 Program Evaluation

The OVPHA, in coordination with the AAC, is responsible for review and approval of program evaluation activities, which are both universitywide and campus-oriented in scope. This mainly occurs through yearly review of Center-specific external peer review evaluations and reports, along with the AAC recommendations. Program evaluation efforts will be directed to providing information on the progress and impact of AGRP-funded programs.

1.2 AGRP Advisory Committee

An AAC of seven to ten members, convened by the Vice President for Health Affairs, gives the Vice President and his staff advice with respect to: a) policies that guide the planning, development, and implementation of procedures for the review and allocation of grant funds; b) the evaluation of the overall AGRP effort; and c) future needs and planning strategies for the development of geriatric education and research in the University.

Each of the campuses with medical or health science schools is represented on the committee. Campus representatives are to be nominated by their respective Chancellors, with an at-large nursing representative who is nominated by a UC Dean of the School of Nursing. Recently, two new external AAC members were recommended by the AAC and approved by the OVPHA. The Vice President for Health Affairs appoints the Committee members and the chairperson. All appointments are for a three-year term. Members may serve consecutive terms at the discretion of the Vice President.

The Committee meets on a regular basis and its recommendations are formally presented to the Vice President through meeting minutes. A quorum for transacting business of the committee shall be two-thirds of appointed members. In the event a member cannot attend a meeting, an alternate may be appointed by the Vice President to participate as a voting observer. Formal review meetings, at which AGRP grant-funding requests are evaluated, are open only to appointed members (campus planners attend as non-voting participants).

1.3 Fiscal

Fiscal responsibilities of the OVPHA relate primarily to the allocation and disbursement of AGRP grants that are made to the six participating health sciences campuses. Other AGRP fiscal responsibilities include management of the OVPHA AGRP office budget, AGRP Advisory Committee budget, and other special program funds.

B. Campus

1.0 Program

Campus efforts are devoted primarily to planning, developing and carrying out geriatrics education, training and research. Authority for campus-based programs is vested in the Chancellor at each participating campus.

1.1 Academic Geriatric Resource Center (AGRC)

The Academic Geriatric Resource Center (a generic title, the operational name of which may vary from campus to campus) is the primary locus through which each campus is to plan and implement objectives for achieving, one or more of, the AGRP campus goals. The AGRC is to be the administrative base and center for campus AGRP operational activities. A senior faculty member, who is appointed by the Chancellor, functions as the campus AGRC Coordinator (often referred to as the Center Director). The Coordinator will direct the AGRC and will be assisted by professional staff, primarily the Campus Planner. It is possible that the AGRC Coordinator will chair the campus advisory committee and serve as the campus representative to the AGRP Advisory Committee; however, this may not be the case since the Chancellor provides AAC nominations to the Vice President.

Specific programmatic activities of the AGRC will be defined by local priorities; however, common functions may be defined. The AGRC is organized to plan and coordinate, develop and implement, fund, and evaluate programs for geriatrics education, training and research. It is envisioned as a focal point for geriatrics education on a campus. While its activities should include the following, the time spent on each will be determined by available funds and by campus priorities, which are to:

- 1) Stimulate the development of geriatrics curricula and content;
- 2) Provide technical assistance in the areas of geriatrics education, research and services;
- 3) Provide administrative and staff support for planning and implementing geriatrics education training and research;
- 4) Serve as a “clearinghouse” for information and teaching materials;
- 5) Facilitate campus planning by providing faculty leadership, and staff support, to conduct systematic assessments and reassessments of the state of existing resources and needs in geriatrics education and training;
- 6) Allocate and manage other AGRP funds;
- 7) Develop proposals for extramural funding of geriatric activities; and
- 8) Monitor and evaluate campus AGRP efforts.

1.2 Campus Advisory Committee (CAC)

As an adjunct to the AGRC, each campus will have an AGRC Campus Advisory Committee. This committee, representative of campus health science interests in aging, is to be appointed by the Chancellor in consultation with the AGRC Coordinator. Each CAC is to have a defined AGRP grant development and review process. The process should include: a) distributing requests for proposals; b) reviewing proposals and budgets for appropriateness and congruence with campus plans and priorities; and c) based on these criteria, recommending selected proposals for Chancellor approval, and subsequent forwarding, through the campus contracts and grants office to the OVPHA for review. Each CAC will recommend campus proposals for further review and selection for recommended funding by the AAC.

1.3 Campus AGRP Plan

Each campus must develop a plan for its AGRP efforts. Major components of these plans include:

- a) An inventory of current campus programs and activities in aging;
- b) Identification of needs in geriatrics education training and research amenable to AGRC support; and
- c) Plans for AGRC programs and activities that could be initiated with AGRC resources.

Planning documents are expected to be dynamic -- changing as needs, resources, and other factors influence the geriatrics educational environment. Campus plans will be updated as internal circumstances change and warrant revisions. Campus plans serve as reference documents in the allocation of AGRP grants. These provide a historical context and outline, with some specificity, of campus geriatrics goals and objectives.

Periodically, the AAC or the OVPHA may request supplemental information or special reports from the campus AGRCs.

1.4 Fiscal

Management of AGRP funds follows standard campus extramural funding procedures. The campus grants management and accounting offices are accountable for receiving the awards, allocating budgets, and periodically reporting on expenditures. Campus systems for appropriating and monitoring AGRP grant funds are to be established. This is to ensure that an appropriate audit trail is maintained and fiscal reporting requirements are met. Authorization for approving, within allowable limits, budget modifications and compliance with special conditions is also a campus responsibility. (See Section 11, Grants Management Policies.) The integration of program and fiscal considerations will be provided. This is accomplished by requiring that the campus AGRC Coordinator approves, with the appropriate campus officers, all budget modifications and related requests.

5. ELIGIBILITY

A. AGRC Center Grants

Each of the six University of California campuses with health sciences schools (UCB, UCD, UCI, UCLA, UCSD, UCSF) is eligible to receive an annual grant award for an AGRC. The Centers serve as a locus of campus-wide geriatrics activities, and adhere to the mission and goals of the AGRP. In determining eligibility to receive funding, the following guidelines apply:

1.0 Educational Programs

AGRP educational support for programs will be limited to two conditions:

- a) Programs that relate directly to the geriatrics education and training needs of practitioners and health professional students participating in undergraduate professional (pre-clinical and clinical), graduate professional (including residency and fellowship), graduate and undergraduate academic, and post-graduate education programs (including continuing education). (Health professional students include those students registered in a program leading to a degree or licensure in the fields of dentistry, medicine, nursing, public health, social and behavioral sciences, or a recognized allied health profession.)
- b) Programs that provide to the general public information on the aging process and related issues such as health enhancing behavior for the elderly, special health care needs of the elderly, and resources available to meet these needs.

1.1 Research

A limited number of universitywide programs of exemplary merit may also be periodically funded, which are devoted to research intended to improve health care practices in long-term care community and institutional

settings. It is expected that AGRP research awards will serve to illustrate the merits of, or start the work on, a particular research hypothesis. Funding required to take the project beyond a one-year "pilot" phase is expected to come from other sources.

1.2 Eligibility of State-funded Activities

AGRP funds shall not be used to take the place of State funds supporting geriatrics education, training and research that existed and was in operation prior to January 18, 1985. AGRP funds shall NOT be used to replace existing state funding of faculty positions (see Section 11, B, 1.0).

1.3 Patient Care

AGRP funds are NOT to be used for direct patient care. Geriatric health service programs may be supported to the extent that AGRP funds are utilized to provide a base for teaching and research for health sciences students. Such funding is limited to:

- a) Planning for and development of services in which geriatrics teaching will take place; and
- b) Release time to allow service providers time to teach.

6. APPLICATION PROCEDURES

A. Introduction

Annually the OVPHA, in conjunction with the AGRP Advisory Committee, distributes information to the Centers on the current review cycles. Timing of application cycles and funding of grant awards are subject to continued legislative and budget authorizations. Application kits with detailed instructions will be distributed separately from this Guide.

B. Academic Geriatric Resource Center

1.0 Format and Content of Three-year Application and Continuation Proposals (extended to 2002-2003)

A new three-year application process was initiated in fiscal year 1999-2000. However, in December 2001, the AAC recommended and the OVPHA approved an extension to a fourth year for 2002-2003, only. Each three-year application should be clear and concise to facilitate the reader's understanding of prior campus achievements, current goals, existing resources, along with the need and present purpose for AGRP funding. Each AGRC application should be single-spaced and in 12-point size font. All pages of the application should be numbered consecutively, with major sections separated by tabbed dividers. The application should contain two major sections, which include: a *progress report* on prior year AGRC activities *and* achievements, and a *three-year proposal* describing AGRC goals and proposed activities for the next three years. A biographical sketch for each AGRC participant (key faculty and staff) should be included in the appendix.

The AGRC application should be organized as follows:

(A) Progress Report on AGRC Program Activities and Achievements

The progress report should describe prior year AGRC activities and achievements in FY 2001-2002. This section should be concise and should follow the format described in Appendix A of the Program Guide. This report should provide a clear review of how the Center has achieved the goals presented in the three-year proposal for the third year.

(B) Three-year AGRC Proposal

This proposal should provide a clear vision of how the Center plans to implement and evaluate program goals and objectives for the next three years. The precise outline for the proposal is included within Appendix B.

(C) Continuation Proposals: Extended to a Fourth Year

Continuation proposals for the fourth year should be developed in two parts: 1) a progress report on activities implemented within the **third year of the three-year proposal** in FY 2001-2002; and 2) a **continuation proposal for the fourth year** in FY 2002-2003. The proposal should be one to three-pages and describe programmatic plans for the extended fourth year, along with faculty participants, budgets and budget justifications.

1.1 Budget

The AGRC budget is expected to support the core functions of the center (planning and coordination, implementation, development and promotion, evaluation, administration). The distribution of funds, among these functions and related activities, is to be determined by AGRC staff in conjunction with the CAC.

The AGRC budgets for FY 2002-2003 are projected at a base of \$136,350 per year, with the exception of UCLA and UCSF where there are health sciences schools in addition to schools of medicine. For each of these two campuses, the AGRC base budget will be \$177,300. The budgets for FY 2002-2003 also have a small augmentation projected for 10% of the overall budget at \$15,000 per center. These figures may be adjusted according to the actual California State General Fund appropriation for the AGRP.

1.2 Campus Review

Campus AGRC proposals to be considered by the OVPHA and the AAC must demonstrate that there has been a formal campus review and approval, prior to submission to OVPHA. This process must include approval by the campus AGRC CAC, which is expected to endorse the proposal and recommend the Chancellor's approval. The Chancellor is responsible for reviewing, approving, and forwarding the plan to OVPHA through the campus grants management office.

7. REVIEW PROCESS AND CRITERIA

1.0 Review Process (1998 – Present)

During the 1997-98 academic year, there was a comprehensive external review of the AGRP, which was followed by a March 1998 two-day systemwide retreat to respond to external review recommendations. After AAC review and approval of retreat recommendations regarding the AGRC proposal review process, and subsequent approval by the OVPHA, a new review process was implemented. The new AGRC proposal review process includes:

- (1) A change from an annual AGRC proposal and funding cycle to a three-year AGRC application and funding cycle;
- (2) A change in the proposal review responsibilities from the AAC to the External Peer Review Panel (EPRP);
- (3) The appointment of new EPRPs for each campus that will have primary responsibility for conducting site visits once every three years, and for reviewing the new three-year AGRC campus proposals;
- (4) The EPRP review of the progress reports and continuation proposals without a site visit;
- (5) The AGRC Campus Planner responsibility for communicating with the EPRP and organizing the site visits and continuation proposal review process for the Centers (background information for the EPRP will be developed and distributed to the planners by the AGRP Administrator);
- (6) The AAC review of the EPRP reports and recommendation for funding to the VPHA; and
- (7) The VPHA approval and funding of Center proposals, with decisions based upon the EPRP and AAC recommendations.

1.1 EPRP Proposal Review Criteria for the Three-year Proposal

Members of each campus EPRP are asked to review campus proposals within the context of local goals and objectives. Reviewers serving on each panel are asked to assess the overall likelihood of the proposal's success and to review proposed mechanisms for evaluation of program activities. A simple rating process involving a numerical ranking system (ranging from 1 to 5) will be utilized, with 1 indicating minimally acceptable and 5 indicating outstanding. An assessment and ranking should be provided for the goals identified and the proposed methodology to be used in meeting those goals. Goals should be included for each participating health sciences school or discipline. Where possible, these goals should include and reflect multidisciplinary efforts.

The five criteria that will be considered as part of the EPRP review and ranking for the three-year proposal are:

(1) Significance

Does this project or curricular activity address the important issues associated with geriatrics and gerontology? Does the project focus on important issues for the geriatric/gerontological teaching mission of the AGRC? How will the quality of geriatrics/gerontology training of California health care professionals be improved by this project?

(2) Approach

Are the goals, objectives, and training activities adequately developed, well integrated, and appropriate to the larger goals of the AGRC? Are potential problems in implementation given adequate consideration? Does this project reflect innovation in design or implementation? Does the program incorporate an integral evaluation plan to ensure timely problem-solving and ultimate program success?

(3) Effectiveness

Does the project utilize educational techniques and strategies that are likely to provide effective training? Does the project fit into existing curriculum in a way that maximizes the potential for success? Does the project have significant capacity for "added value?"

(4) Faculty

Do the faculty members for this activity have the expertise required to carry out the work? Do the faculty have adequate support for this teaching activity?

(5) Environment

Is there evidence of a plan for future "institutionalization" of those activities that prove successful? Is there evidence of institutional support? Does the environment contribute to the success of the project? Does the project employ useful collaborative arrangements?

1.2 EPRP Proposal Review Criteria for Progress Reports (2001-2002) and Continuation Proposals (2002-2003)

The three criteria that will be considered as part of the EPRP review and ranking for the progress report and continuation proposal are:

(1) Implementation of Programs and Projects

Did the Center successfully implement what was planned in the three-year proposal?

(2) Evaluation of Program Outcomes

Was the evaluation plan for that program or activity implemented?

(3) Center Progress in Responding to EPRP Recommendations

Did the AGRC begin to implement EPRP recommendations? What are the examples of EPRP recommendations that are implemented? What are examples of EPRP recommendations that are in the process of being implemented?

Based on the criteria, the EPRP is to develop a one-page report on the AGRC Progress Report and Continuation Proposal and make a funding recommendation to the AAC.

1.3 Program Timelines

(A) General Timelines

General timelines for announcing availability of funding, application deadlines, and review schedules for the AGRC are displayed below:

- ◆ OVPHA Distributes Program Guide February 15, 2002
- ◆ OVPHA Distributes RFA February 15, 2002
- ◆ Campus Proposals Due to the OVPHA & EPRP April 15, 2002
- ◆ EPRP Review April 17 – May 17, 2002
- ◆ EPRP Reports to OVPHA & AAC May 24, 2002
- ◆ AAC Funding Recommendations to VPHA June 3 – June 28, 2002
- ◆ OVPHA Preliminary Notification of Award August 12 – September 13, 2002

(B) Overall Timeline for Three-year Cycle (with extension)

- ◆ Development of the new 3-year proposal cycle (EPRP site visit) 1998-1999 (complete)
- ◆ Year 1 of 3-year proposal cycle with EPRP reviews (No site visit) 1999-2000 (complete)
- ◆ Year 2 of 3-year proposal cycle with EPRP reviews (No site visit) 2000-2001 (complete)
- ◆ Year 3 of 3-year proposal cycle with EPRP reviews (No site visit because of one-year extension) 2001-2002
- ◆ Extension to year 4 with EPRP reviews 2002-2003
- ◆ and preparation for the next 3-year cycle (EPRP site visit)

8. AWARD PROCEDURES

The OVPHA will ensure that each Program Director who submits a request for AGRP funding receives a copy of the EPRP and AAC recommendations, and is informed of the subsequent OVPHA decisions that are made in regard to the Center proposal being approved or disapproved. Award notice information will go to the AGRP Advisory Committee, Chair of the Campus Advisory Committee, AGRC Coordinator, and Contracts and Grants Officers. The OVPHA appropriates the AGRP grant funds to the campuses.

9. REPORTING REQUIREMENTS

A. Universitywide

A report of universitywide AGRP progress will be prepared by OVPHA. The format and distribution of this report and completion date will be determined annually.

B. Campus

1.0 Program Progress Reports

Annual progress reports for the AGRC core programs will be submitted along with the request for funds for the following fiscal year. The format for the year-end progress report is outlined in Appendix A. Periodically, special reports may be requested to meet program evaluation or other requirements.

To facilitate data compilation for future reports, the main narrative [Narrative Overview, Program Accomplishments, Educational Activities (A) & (B), Program Products] should also be submitted as text-files on a diskette in MSWord.

In addition, data submitted for Educational Activities (A) & (B) should be submitted in any of the following database or spreadsheet formats: dBase, Paradox, Excel, Quattro Pro, Access. These should be submitted as a separate file in the same diskette as the text-files in MSWord for the main narrative.

1.1 Fiscal Reports

A fiscal report will be due to the OVPHA within 90 days of the close of the fiscal year. Appendix D includes the format for the year-end fiscal report.

10. PROGRAM CHANGES AND REBUDGETING

A. Program

Changes in the intent, or restrictions in the scope of approved programs, require written approval of the Vice President for Health Affairs or his designee in advance of any change. In addition, AGRC Coordinator changes are to be approved by the Vice President for Health Affairs, or his designee, in writing.

B. Fiscal

1.0 Budget Modifications

Changes requiring prior approval (See 10, A) must be submitted to the OVPHA on a Budget Modification Request Form (see Appendix F). Budget modification requests are to be made in writing and approved by the Vice President for Health Affairs or his designee.

1.1 Unexpended Funds Carry Forward

Funds that may be carried forward from one fiscal year to another fall into one of two categories:

a) Funds that do not exceed 10 percent of ending year's award (note: at each campus the Chancellor will announce procedures for approving these carry forwards). For the purpose of determining a percentage of the ending year's award, the term award refers to the amount of an individual award, prior to any reductions resulting from carry forwards. Funds carried forward are used to complete approved program objectives, only.

b) Funds that are more than 10 percent of the ending year's award. The OVPHA must be notified in writing of these carry forwards (see Appendix G). Such notification must include a justification and any proposed budget modifications.

1.2 Campus Coordination

The integration of program and fiscal considerations is to be provided by requiring that the Campus AGRP Coordinator approve, with the appropriate campus officers, all budget modification and related requests.

11. GRANTS MANAGEMENT POLICIES

Policies governing the special circumstances of the AGRP grants have been adopted on the basis of recommendations made by the AAC. Policies and procedures follow general University of California fiscal

management principles with the exception that, in some cases, specific limitations or special conditions have been established. The legislative mandate makes AGRP grant funds available so long as those funds do not supplant existing state resources for geriatric activities. Current AGRP grant management policies are outlined below:

A. Budget Revisions

Cumulative transfers of up to \$1,000 for any budget category (with the exception of the travel and equipment categories) shall be permitted without prior written approval of the Vice President for Health Affairs or his designee. The equipment and travel budget categories may be reduced without prior approval.

Increases to equipment and travel budget categories may be authorized only when special circumstances can be demonstrated and the Vice President for Health Affairs or his designee approves such an increase in writing, prior to any increase.

B. Personnel

1.0 Faculty

AGRP funds must be used in accordance with general University policies governing compensation of faculty on health science campuses.

AGRP funds may be used to support faculty salaries provided that the faculty member does not hold a position that is a 100% State-funded, full-time equivalent (FTE). Faculty members who are in State-funded positions of less than 100% FTE may request support for up to 100% FTE. Faculty members who hold 100% State-funded FTE positions may use AGRP 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.

1.1 Other Personnel

Personnel other than faculty for whom funds have been requested by any Center must be employees of the University of California, or a legally affiliated institution.

1.2 Students

Students, who are involved in special, supervised student activities, may receive AGRP support. Student support is to be limited only to stipends for: (a) fellowship (additional preparation beyond graduate professional degree) training; or (b) special supervised student activities, which introduce students to the field of geriatrics and are not part of the curriculum. AGRP funds are not intended to pay for student fees.

1.3 Fellowship Training

The primary objective for AGRP funding of fellowship training is the expansion of the pool of young faculty prepared for teaching in the field of geriatrics.

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

1.4 Benefits

Fringe benefits are to be budgeted and charged for AGRP supported personnel.

C. Supply and Expense

Funds for the purposes of developing or expanding in-house library resources will be limited to \$2,000 per campus per year. These requests may only be part of the campus core proposal. Adequate justification must accompany each request for funding.

D. Consultants

AGRP consultant agreements shall follow UC Business and Finance Bulletin BUS-34, Securing the Services of Independent Consultants.

E. Rental

Rental of clinic (geriatric health services) space is to be permitted if:

- (a) The rental contributes to establishing a new service with an educational and research component and that component has a demonstrated relationship to AGRP goals; and
- (b) Such rental is limited to no more than one year.

Rental of space for teaching and related academic activities and general office space rental is permitted as long as there are clear relationships between space requirements, AGRP goals and program activities.

F. Conference and Meeting Expenses

1.0 AGRP Supported Continuing Education Programs/Conferences

AGRP funds may support planning and development of continuing professional education. AGRP funds may be used to provide honoraria for continuing education programs, conference speakers, and participants consistent with University policy and procedures. AGRP funds are not to 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 or public education activities, and it is expected that, except in unusual circumstances, program fees will be charged for non-AGRP participants. These fees or other funds are generally expected to defray meal and/or refreshment costs, lecturers' fees, and related program expenses.

1.1 AGRP Supported Faculty and Staff Development

AGRP funds may be used to support the professional development of faculty and staff who have a direct relationship to AGRP program objectives. Conference registration, program fees and travel expenses are all allowable with prior written approval.

Professional development expenses should be proposed in the grant application and any approvals will be included with the notice of award. Requests for approving professional development expenses, subsequent to the notice of an award, are to be directed to the OVPHA.

G. Travel

Out-of-state travel may be approved if special circumstances justifying such expense can be demonstrated in the grant application.

After the award is made, increases to approved travel budget categories, or additional out-of-state travel, are not to be authorized unless special circumstances can be demonstrated and the Vice President for Health Affairs or his designee approves in writing, prior to any increase or out of state travel.

H. Equipment

Equipment directly related to AGRP goals and program activities may be authorized when proposed as part of the grant application. Generally, diagnostic and therapeutic equipment may not be purchased. Equipment purchased will become the property of grantee's department or administrative unit.

Increases to approved equipment budget categories are not to be authorized, unless special circumstances can be demonstrated and the Vice President for Health Affairs or his designee approves in writing, prior to any increase.

I. Acknowledgement of AGRP Support

When AGRP funds have contributed, in whole or part, to a program activity, which results in publications, media releases, audiovisual productions, and related materials, credit is to be given to the University of California AGRP.

J. Project Products

Descriptive abstracts of any curricular materials (e.g., bibliographies, training manuals, etc.) developed with the support of AGRP funds should be forwarded on an ongoing basis to the AGRP Program Office for inclusion in a compendium of such materials that will be maintained on the AGRP website. In addition, the AGRP Program Office should be notified of any publications resulting from supported projects, and should be supplied with reprints of such publications.

K. Communication with OVPHA

Communications regarding budget modifications, prior approvals, AGRP policies and procedures, and related issues should be addressed to:

AGRP Administrator

Academic Geriatric Resource Program

UC Office of Health Affairs

1111 Franklin Street, 11th Floor

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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)
Totals:						

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)
Totals:						

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
TOTAL BUDGET REQUESTED			56,243

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				
TOTAL				

Reason for Change:

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: _____