



Education Foundation

Paralyzed Veterans of America

PVA EDUCATION FOUNDATION

POLICIES & PROCEDURES

Fiscal Year 2021

PARALYZED VETERANS OF AMERICA

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**PVA Education Foundation
Policies and Procedures for FY 2021**

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PLEASE NOTE: These policies and procedures have been updated for the FY 2021 grant cycle. Please discard any earlier versions of PVA Education Foundation Policies and Procedures and forms.

ABOUT THE PVA EDUCATION FOUNDATION

The PVA Education Foundation funds innovative educational projects designed to benefit Veterans and others living with spinal cord injury or disease, their families, their caregivers, and healthcare professionals.

Proposals should be designed to educate, serve, and benefit entire communities of individuals with spinal cord injury or diseases of the spinal cord. Approved proposals will have the potential to provide broad-based educational opportunities, not limit benefits to specific project participants. Potential replication of project grant proposals and effective dissemination plans are key elements of funded projects.

Funding for PVA Education Foundation grants is provided by donations and bequests from our Members, Chapters, Donors and Supporters who share our mission and commitment to Veterans and others living with spinal cord injuries and diseases.

OUR MISSION

The mission of the PVA Education Foundation is to fund innovative educational projects that enhance the quality of life of individuals with spinal cord injury or disease (SCI/D) and/or increase the knowledge and effectiveness of health professionals in the SCI/D community. Key components of the Foundation's mission are:

- To support efforts to improve the quality of life of individuals with SCI/D.
- To educate consumers about the consequences and secondary conditions of SCI/D.
- To improve the knowledge and skills of health-care professionals who serve people with SCI/D.
- To prevent the occurrence of secondary conditions in individuals with SCI/D.

FUNDING CATEGORIES

The PVA Education Foundation supports six types of projects:

- **Consumer, Caregiver, and Community Education**
 - Demonstration projects that seek to improve the health, independence, and quality of life of individuals with SCI/D.
- **Professional Development and Education**
 - Programs that improve the knowledge and competencies of professionals providing health care and related services to the SCI/D community.
- **Research Utilization and Dissemination**
 - Projects that translate research findings into practice.
- **Assistive Technology**
 - Demonstration projects that improve the identification, selection, and use of assistive devices by people with SCI/D.
- **Consumer Guides**
 - Development of companion consumer information guides based on PVA SCI Consortium Clinical Practice Guidelines (CPG).
 - **Note:** Only Consumer Guides based on the “**Management of Mental Health Disorders, Substance Use Disorders, and Suicide in Adults with Spinal Cord Injury Clinical Practice Guideline for Healthcare Providers**” (2020) will be accepted this grant cycle.
- **Conferences and Symposia**
 - Meetings that provide education and opportunities for collaboration among members of the SCI/D community.

ELIGIBLE APPLICANTS

Applications are accepted from fiscally responsible organizational entities in the name of the Project Director (applicant). Eligible entities are *not-for-profit* academic institutions, health-care institutions, associations, and/or organizations in the United States or Canada. PVA Education Foundation does not make grants to for-profit companies.

The Project Director must be an employee of the eligible application entity, with at least a bachelor's degree and relevant experience in SCI, MS, or ALS, commensurate with project goals and objectives.

Applicant Citizenship

While grantee institutions must be located in the U.S. or Canada, the applicant and key staff are not required to be U.S. or Canadian citizens. Foreign nationals may apply for grant funding. If this individual will serve as Project Director, Principal Investigator, or a Significant Project Staff Member (>20% FTE), he or she must include verification of a *current* United States or Canadian Visa in the application. Upon grant award, verification must be submitted with the grant acknowledgment form. If at any point in the grant cycle the visa status changes, PVA must be notified.

Visa and Permanent Resident Card verification can be accomplished by submitting a copy of his or her current visa or Permanent Resident Card that includes the expiration date. This should be submitted with the application as a supporting document.

GRANT OVERLAP

A PVA funded organization (or PVA funded Project Director) may **not** submit a new application if they hold a PVA Education Foundation grant *at the time of application*. A previously awarded grant must be completed, the final reports submitted and reviewed, and the project closed, before a new application can be submitted. The closure process typically takes 4-6 weeks after receipt of the final reports.

GRANT AMOUNT AND LENGTH OF GRANT SUPPORT

The maximum PVA Education Foundation project grant is \$50,000. The maximum conference or symposium grant is \$15,000. The minimum PVA Education Foundation project, conference or symposium grant is \$10,000.

All grants are for one project year (12 months). Monitoring throughout the project period will determine continued funding. Compliance with reporting requirements is a significant criterion for continued funding.

SCI CONSUMER ADVOCATE REQUIREMENT

The PVA Education Foundation is committed to consumer involvement on our funded projects. One of the review criteria is impact, how the project effects the lives of veterans and others living with spinal cord injuries/disorders (SCI/D) and diseases including Multiple Sclerosis (MS) and Amyotrophic Lateral Sclerosis (ALS).

To this end, each grant project and conference must include at least one person living with a SCI/D, MS or ALS in the development, implementation and evaluation of the project. This individual, who should be described as the SCI/D Consumer Advocate, will provide insights and support in assuring that the project has a positive impact on the target audience. This can be a paid or un-paid position. A bio sketch for the SCI Consumer Advocate must be included with the application.

For conference grants, this person should be identified as part of the planning committee. This person should be identified by name, title, and project role in the narrative under Key Personnel, as well as in the budget justification.

For project grants, this person should be included in the narrative under key personnel. This person should be identified by name, title, and project role in the narrative under Key Personnel, as well as in the budget justification.

BUDGET REQUIREMENTS

ALLOWABLE COSTS

While there are not specific limitations for most line items, each budget item must be justified as it relates directly to the proposed project.

Items such as salaries, wages, and travel should be based on the principles and policies of the applicant institution.

All budgets must be submitted in U.S. dollars.

Direct Costs

Personnel Expenses:

- Grant funds may be requested for full- or part-time professional or technical support personnel who participate in the conduct of the project.
- Partial salaries of applicants and Co-PDs are allowable, but should

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be commensurate with the extent of effort in the project.

- For each individual listed under Personnel, a project related role should be included as well as the anticipated percent of effort on the project.
- Personnel and their role and effort on the project should be included in the Budget Justification.
- Grant contribution to employee fringe benefits will not exceed 40% of expenditures for total salaries and wages, regardless of institutional policies.

Operational Costs:

- Supplies - direct costs of conducting the project may include expendable supplies, printing and publications, educational materials and other project essential items. All supplies must be used for conduct of the project.

Travel:

Funds are limited to \$2,000. Funds requested for travel may be used for:

- Conducting the project (e.g. travel among sites)
- One trip to a meeting or conference, at which the applicant will make a presentation on the funded project.
- Requests for travel funds should be separately identified for one or both of the above purposes.

Equipment:

- Requested equipment purchases must be integral to conduct of the proposed project and otherwise unavailable for the purpose.
- Equipment necessary for conduct of the project must not exceed \$7,500 for the entire grant period (\$3500 for Conference grants)
- A detailed justification is required for each piece of equipment, including the actual cost of the item(s).
- Requests for amounts exceeding \$7,500 will be considered only in exceptional circumstances and should be specifically justified, including the plan for disposition of the equipment after the grant has ended.
- Retention - all project equipment becomes the property of the grantee institution and is expected to be retained for use in future activities focused on SCI/D.

Consultants:

- Consultant agreements or subcontracts are allowed.
- Consultant fees may be included to obtain advice or guidance on

particular aspects of the project.

- The grantee institution will be responsible for the administration of the agreements and for the accountability of the consultants.

Contracts:

- Specialized services may be obtained under a subcontract or interdepartmental arrangement for services required for the project (e.g., development of media, facility or space use, production expenses.)
- The grantee institution will be responsible for the administration of the agreements and for the accountability of the contractors.

Other Direct Costs:

- Project related expenses that do not fall under one of the above categories, will be listed under Other Direct Costs
- These costs should be categorized in the Budget Justification with detailed descriptions. For example: participant incentives - \$50 per session x 6 sessions per participant x 50 participants = \$15,000, Training manuals - \$20 per manual x 100 participants = \$2,000

UNALLOWABLE COSTS

- Computers, office equipment, and furniture.
- Dues and memberships in professional societies or associations.
- Registration or tuition fees for a professional meeting/conference for someone other than the PD or for a meeting not related to the funded project.
- Cost of patient care or services not directly related to the project.
- Construction, alteration, maintenance, or rental of buildings or building space.
- Tuition remission or reimbursement for any project personnel.

INDIRECT COST RATE

Grant contribution to institutional indirect costs is limited to 8% of total direct expenditures, regardless of the institution's actual or federally negotiated overhead rate. This is not negotiable. Indirect costs are *to be included* in the \$50,000 maximum for a project and the \$15,000 maximum for a conference/symposium.

ONLINE APPLICATION PROCESS

All application submissions **MUST** be made online at pva.aibs-scores.org, which can be accessed on the PVA website, www.pva.org. Go to “Education Foundation” and click on “Apply Here”

You may also go directly to <https://pva.aibs-scores.org>

General instructions for completion of PVA Education Foundation applications are available on the pva.aibs-scores.org site, under the “Files” tab:

General Instructions for PVA Education Project Applications

or

General Instructions for PVA Education Conference Applications

Please download and review the instructions before initiating your grant application.

For **technical assistance with the online application submission process**, contact Customer Service at pva@aibs.org, Monday through Friday, 9 a.m.-5 p.m., EST.

Education Project Grants and Education Conference/Symposia Grants will be filed under **separate grant solicitations** on pva.aibs-scores.org. Please be sure to use the correct award section for your application.

TIMELINE FOR PROPOSALS

The PVA Education Foundation has one grant cycle per fiscal year. The timeline for the 2021 grant cycle is:

September 1, 2020	Application submission open on pva.aibs-scores.org
December 7, 2020	Application submission deadline
April 30, 2021	Award recipients notified
June 1, 2021	Grant projects begin

Prospective applicants are strongly encouraged to start their submissions in the system by October 1, 2020, indicating a title, keywords, abstract, category and person record for the applicant. This information will be used to develop the review panel in a timely manner.

Institutional Approval

Submit full applications early. All applications must be signed and approved by an Institutional Official, who has the authority to approve grants and expenditures. The applicant will need to create person records for the Institutional Official (IO) and then invite them through the system. When the application is submitted, the system will then email the IO directly with instructions to approve the application. Applicants are advised to inform their Institutional Official to expect the notification and be available to approve the application via pva.aibs-scores.org. The Project Director may NOT sign as the Institutional Officer. **Applications are not fully submitted until institutional approval is granted.**

Deadline for Submission

The deadline for submitting applications is **December 7, 2020**, no later than 11:59 p.m. EST, **without exception**. Only applications submitted online to pva.aibs-scores.org will be accepted. Only applications that include institutional approval by the signing official will be accepted for review.

Announcement of Awards:

Announcement of grant awards will be made no later than April 30, 2021 by email. Please be certain that your application includes an accurate email address.

Please do not call Foundation staff to find out the status of a proposal unless written notification has not been received by **May 14, 2021**.

Grant Start Date:

Grants awarded by May 1, 2021, will be funded for a one-year grant period beginning June 1, 2021. If you require a grant start date after June 1, please state this in your application or on the Grant Acknowledgement Form. A written justification for the delay is required. Grants may start no later than August 1, 2021.

Once the Grant Acknowledgement form is submitted, delayed start dates will not be considered except in the case of extraordinary circumstances.

FOUNDATION STAFF CONTACTS

Grant application, administration, policy and program questions should be directed to:

Lindsay Perlman, MPH
Associate Director, Research & Education

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Phone: 202-416-7611
Email: Lindsayp@pva.org

Cheryl Vines, M.S.
Director, Research and Education
Phone: 805.439.2804 or 202.416.7668
Email: cherylv@pva.org

REVIEW PROCESS

Grant applications undergo a stringent, independent peer review for merit and relevance to spinal cord injury/disease. Peer review reports are an integral part of the grant selection process. A panel of reviewers, assigned by the Peer Review Contractor, will evaluate each eligible application.

Reviewers will utilize the following criteria to evaluate the applications:

- Impact on veterans and others living with SCI/D, MS, or ALS
- Innovation
- Approach
- Feasibility
- Personnel & Resources
- Budget

The PVA Education Foundation Board of Directors makes final funding decisions based on a variety of factors, including the peer review reports. Final funding decisions rest solely with the Directors.

Upon notification of grant awards, all applicants will receive copies of their grant reviews.

ACKNOWLEDGMENT OF AWARD

When a project is approved for funding, the applicant will be notified in writing.

This written notification will include:

- Instructions for submitting the Grant Acknowledgment Form
- List of required documents
- Copy of the FY21 PVA Education Foundation Policies and Procedures.

Manual or electronic signatures of both the Project Director and the Grant Administrator are required on the Grant Acknowledgment Form. **The Project Director may NOT sign as/for the Grant Administrator.** Signing this form acknowledges your acceptance of and agreement to comply with the PVA Education Foundation Policies and Procedures.

The Grant Acknowledgment Form must be accompanied by a photo depicting the grant project or of the Project Director and any other supporting documents requested in the grant award letter. This would include visa verification for funded projects.

If you require a grant start date after June 1, please state this on the Grant Acknowledgement Form. A written justification for the delay is required. Grants may start no later than August 1, 2021.

All grant payments are made by an Electronic Transfer of Funds (ETF).

REPORTING SCHEDULE

All progress and expenditure reports, as well as any supplemental documents, must be uploaded to pva.aibs-scores.org, using the templates provided in the AIBS online portal.

Reports and documents are required at the beginning, mid-point and end of the grant period. Progress reports should be thorough, concise and detail progress relevant to the project goals and objectives. Reports should reflect actual progress and achievement of milestones and goals at the time of the report, as well as any changes in personnel and/or barriers to progress.

Expenditure reports should reflect **actual** expenditures for the designated reporting period. After the first payment, all payments will be based on the expenditure reports.

The Principal Investigator and Grant Administrator must sign the reports. Electronic signatures are accepted.

Reporting Schedule	
Grant Acknowledgment	The Grantee must complete, sign and return the Grant Acknowledgment Form before any funds will be disbursed, but no later than May 15, 2021. The Grant Acknowledgement Form reflects the Grantee’s agreement to complete the project as proposed and to adhere to the PVA Education Foundation policies and procedures. This form should also provide the best contact information for the Project Director and Grant Administrator.
Interim Expenditure and Progress Reports	The Interim Progress and Expenditure Reports, reflecting progress and expenditures for the first half of the project period, are due from the Grantee within 30 days of completion of the first six months of the project period. (typically, on November 30, reports due no later than December 31, 2021). Independent Peer Reviewers will review these reports. Their reviews and recommendations will be used to determine continued funding.
Final Expenditure and Progress Reports	The Final Progress and Expenditure Reports are due within 30 days of the completion of the project (typically on May 31, reports due no later than June 30, 2022). The final progress report will summarize the project in full, including a description of outcomes and goal achievement. The final expenditure report will summarize all grant expenditures and should reflect if there are any grant funds remaining at the end of the project. Independent Peer Reviewers will review these reports. Their reviews and recommendations will be used to determine final funding and closure.

PAYMENT SCHEDULE

All payments are made as an Electronic Transfer of Funds (ETF) to the grantee institution in two or three installments according to the following schedule:

Payment Schedule	
Retainer	<p>10% of the total award is retained by the Foundation until a grantee successfully completes all requirements and final reports are received and reviewed.</p> <p><i>There is not a retainer for conference and symposium grants.</i></p>
1 st Payment	<p>45% of the total project grant award is paid to the grantee upon the Foundation's receipt of the original signed Grant Acknowledgement Form.</p> <p>Conference and Symposium grants are paid in full upon the Foundation's receipt of the original signed Grant Acknowledgement Form.</p>
2 nd Payment	<p>45% of the total award is paid to the Grantee upon the Foundation's receipt and approval of the Interim Expenditure and Progress Reports.</p>
Final Payment	<p>The final payment will be based on the final expenditure report. The 10% retainer will be paid upon the Foundation's receipt and approval of the Final Progress and Expenditure Reports.</p> <p>If grant funds remain at the end of the grant period, this amount will be remitted by the recipient or will be decreased in the final payment, depending upon the amount remaining. Unused grant funds must be returned to the Foundation no later than 30 days after the submission of the Final Expenditure report. Checks should be made to PVA Education Foundation.</p>

EXTENSIONS AND AMENDMENTS

Any **proposed changes** to the terms of the grant agreed upon in the Grant Acknowledgment Form **must be made, in writing, at least one month** in advance of

the proposed change. These changes would include, but not be limited to, grant period, personnel, budget, and location.

Such written requests must be signed by both the Project Director and the Grant Administrator and should detail the reason for the requested change. Approval of any extension or amendment request must be acknowledged by the Foundation, *in writing*, to be considered binding.

No Cost Extensions (NCE)

The Foundation will consider no cost extensions (NCE) from grantees that determine that they will be unable to complete the project during the established grant period. Requests for additional time must be submitted, in a letter signed by the Project Director, at least one month in advance of the project completion date (typically May 1st). The request must detail the progress of the grant to date, as well as the particular circumstances requiring additional time. Changes to the original project timeline and budget must also be included in the request. **Only one extension of a period up to six months may be approved, except in extraordinary circumstances.**

Personnel Changes

Replacement of the Project Director, Grant Administrator, or other key project personnel must be approved by the Foundation. The request must be submitted in writing to the Foundation immediately upon determination of a change. The request must detail why the change is being made, state the name of the replacement, and include the bio sketch and contact information for that person. *Change in Project Director will undergo significant scrutiny to determine continued project funding.*

Budget Changes

The project budget should be constructed carefully, as you will be expected to adhere to the approved budget in making expenditures from grant funds. The total amount of the grant cannot be increased; however, you may make minor changes within categories of your approved budget. Changes of 15% of total grant amount or less *that do not increase personnel costs* may be made without approval but must be reported and described in the interim or final report.

Line item changes exceeding 15% of the total grant amount must be submitted to the Foundation, in writing, for approval, before these funds are expended.

All increases in Personnel and Benefits costs must be submitted to the Foundation in writing for approval before these funds are expended.

These written requests must be signed by both the Project Director and the Grant Administrator and should detail the requested change. These should be sent to the the PVA Director of Research and Education.

All changes must remain consistent with Education Foundation budgetary guidelines (i.e. \$2,000 travel max, \$7,500 equipment max, and 40% benefits max).

Approval of the budget change request must be acknowledged, in writing, by the Foundation to be considered binding.

Location Changes

If the Project Director intends to move the project from the grantee institution at any time during a funded project period the Foundation must be notified. A written request must be submitted to the PVA Director of Research and Education at least 30 days in advance of the move. The request should state why the move is taking place, the date of transfer and the new location.

The request letter must be accompanied by:

- Letter from your current host institution acknowledging the move, “closing out” any fiscal responsibilities and returning any unexpended funds back to PVA.
- Interim expenditure report, reflecting expenditures made on the grant by the current host institution through the date of transfer.
- Letter from the new host institution agreeing to accept the grant and fiscal responsibility.
- New Grant Acknowledgement form for the remaining period, signed by the Project Director and the new Grant Administrator.

Upon receipt, available funds will be issued to the new institution. Failure to notify the Foundation of the move and/or complete these documents in a timely manner may result in a funding delay /or relinquishment of the grant.

PROTECTION OF HUMAN SUBJECTS

PVA is committed to protecting the safety, privacy and confidentiality of participants in the projects funded by the PVA Education Foundation. Grants involving patients or their medical records in demonstrations or in the development of teaching materials must be conducted in compliance with the policies approved and administered by the grantee’s Institutional Review Board (IRB) or other governing authority, ensuring that informed consent will be documented. If the grantee institution requires IRB approval, a copy of this approval must be submitted with the grant application. If IRB application or approval is pending at the time of submission, such status must be noted in the application. Once IRB approval is obtained, a copy of the approval letter must be forwarded to the Foundation by the end of the first quarter of the grant period.

Similarly, permission to use pictures and/or quotations of individuals in videos, articles, or books must be obtained in accordance with grantee institution policies. Assurance of adherence to these rules must be provided to the Foundation, in writing, by the host institution.

COPYRIGHTS ON GRANT SUPPORTED PRODUCTS

The PVA Education Foundation does not accept applications for grants to be used exclusively for the publication, market testing, or marketing of books, manuals, videos or other materials to be sold either at cost or for profit. However, grants may include funding for the development and evaluation of innovative educational resources leading to the production of potentially copyrighted teaching materials or guides.

Unless otherwise specified in the terms of an individual grant award, the grantee will retain copyright of such materials, for this purpose, defined as writings, sound recordings, pictorial reproductions, drawings, graphic representations, procedural manuals, forms, diagrams, and electronic media. However, if a copyright is sought, the grantee must notify the Foundation, in writing, regarding who will hold the copyright, and provide the materials to the Foundation in reproducible form.

By accepting Foundation grant funds, the applicant grants the Foundation a perpetual and cost-free license to use materials produced with the grant funds for purposes consistent with the Foundation's mission. The Foundation reserves the right to reproduce, publish, or otherwise use such materials, royalty-free, for distribution to individuals, groups, or institutions that would benefit from their use.

The packaging of any product produced as part of the grant should clearly indicate, on the front cover, that it was supported, in whole or in part, by funding from the PVA Education Foundation (see "Publicity" section below for specific language to be used). For electronic media, this notice should be on the home or opening page.

If the grant produces a product, (i.e. booklet, manual, DVD) for dissemination or sale, one hard copy must be sent to the PVA Education Foundation office.

OWNERSHIP OF EQUIPMENT

All approved project equipment purchased with Foundation funds will be the property of the Project Director for the length of the project period. Ownership of the same reverts to the host institution upon completion of the project. The Foundation intends that the Project Director continue to use the equipment for grant-related purposes. If not, the host institution is encouraged to use the equipment in activities focusing on SCI/D.

PUBLICITY

Upon grant award, the Project Director is required to submit an 'action' photograph of himself or herself conducting the efforts described in the grant and a brief (80 – 100 words) project summary statement to the Foundation with the signed Grant Acknowledgment Form. Photos should include the Project Director in action photos reflecting activities in line with project goals. These can be posed or existing photos with subjects easily identified and without "busy" backgrounds. Please do not send photos of products or written statements. These will be used to promote the project and the PVA Education Foundation through the PVA website, PN, annual reports and other media.

The Foundation will cooperate with grantee institutions in making announcements through the news media of the grant award.

All awarded projects are required to prominently acknowledge Foundation support. This should be included on the packaging of products, conference brochures, programs, promotional items, signage, and in news articles and other media.

Please contact the Associate Director of Research and Education to obtain the PVA logo. Project Directors are encouraged to publicize the results of their projects using their usual avenues for dissemination (e.g., social media, press releases, journal articles, conference posters or presentations).

In crediting the PVA Education Foundation as a funding source, the following acknowledgment language must be used with all publicity concerning the grant:

“Supported [*in part or in full, whichever is appropriate*] by Grant # _____ from the Paralyzed Veterans of America Education Foundation.”

COMPLETION OF GRANT

Upon completion of the grant:

- The grantee will have 30 days to liquidate all commitments against the grant account and submit written Final Progress and Expenditure reports.
- The grantee is required to prepare and submit a lay article (250-500 words) describing the results or outcomes of the project, with an accompanying photo. This article will be considered for publication in PN (our monthly magazine) and/or for other publicity purposes to promote PVA Education Foundation. Final funding may be delayed if the lay article is not submitted.
- Unexpended funds must be returned to the Foundation within 30 days of submission of the Final Reports. PVA does not allow unexpended funds to be used for any

purpose after grant completion.

When appropriate, photos taken in the course of your project, particularly photos that illustrate the nature of your work (for example, you working in your laboratory, demonstrating your equipment, talking with a patient or teaching a class, or a photo of materials you are developing under the grant) are requested with your final grant report. You may submit more than one photo if you like. Photos may be used in our Annual Report, as part of an article in *PN* or other publication. They must be high resolution, color photos, 300 dpi or better.

Final reports must include a sample copy of any project products, such as books, journal articles, training guides, DVDs, brochures or media releases. These may be submitted electronically, when appropriate, as an attachment to the final report on pva.aibs-scores.org or mailed to the Research and Education Department at PVA.

AMENDMENT OF POLICIES

The PVA Education Foundation reserves the right to modify or amend these policies. By submitting a signed Grant Acknowledgment Form, the Project Director and Grant Administrator agree to either abide by any changes or to terminate the grant at such time that new policies become effective.