



Education Foundation

Paralyzed Veterans of America

PVA EDUCATION FOUNDATION

POLICIES & PROCEDURES

Fiscal Year 2019

PARALYZED VETERANS OF AMERICA

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PVA Education Foundation Policies and Procedures for FY 2019



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PLEASE NOTE: These policies and procedures have been updated for the FY 2019 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 diseases, 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.
 - **For FY2019 the Consumer Guide topic will be:**
 - Identification and Management of Cardiometabolic Risk after SCI (2018)
- **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 Principal Investigator (applicant). Eligible entities are *not-for-profit* academic

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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.

Applicant Citizenship

While grantee institutions must be located in the U.S. or Canada, the applicant and key staff is 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 provide verification of a *current* United States or Canadian Visa. The visa must reflect sufficient in-country (United States or Canada) time to complete the grant project or fellowship award. Green card holders must provide verification of current status.

Visa and green card verification can be accomplished by submitting a copy of his or her current visa or green 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 per year. The maximum conference or symposium grant is \$15,000 per year. 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.

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.

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ONLINE APPLICATION PROCESS

All application submissions MUST be made online at pva.aibs.org.

Access the site on the PVA web site at www.pva.org.

Go to Education Foundation and click on **To start a new application click here.**

You may also go directly to pva.aibs.org

Paper applications will be returned without review and will not satisfy the submission deadline.

General instructions for completion of PVA Education Foundation applications are available on the pva.aibs.org site:

PVA Education Foundation: Education Project Award: Description

or

PVA Education Foundation: Conference / Symposium Award: Description.

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.

NEW REQUIREMENTS

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

Prospective applicants are strongly encouraged to start a submission in the system by October 1, 2018, indicating a title, keywords, abstract, and proposal type and person record for the applicant. This information will be used to develop the review panel in a timely manner.

Submit full applications early. 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.org. The Project Director may NOT sign as the Institutional Officer. **Applications are not fully submitted until institutional approval is granted.**

TIMELINE FOR PROPOSALS

The PVA Education Foundation has one grant cycle per fiscal year. The timeline for the 2018 grant cycle is:

September 5, 2018	Application submission open on pva.aibs.org
October 1, 2018	Submission Start (strongly encouraged) Due
December 3, 2018	Application submission deadline
April 30, 2019	Award recipients notified
June 1, 2019	Grant projects begin

Deadline for Submission

The deadline for submitting applications is **December 3, 2018**, no later than 11:59 p.m. EST, **without exception**. Only applications submitted online to pva.aibs.org will be accepted.

Announcement of Awards:

Announcement of grant awards will be made no later than April 30. All Applicants will be notified by US mail. **Please be certain your application includes the accurate mailing 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**.

Grant Start Date:

Grants awarded by May 1, 2019, will be funded for a one-year grant period beginning June 1, 2019. 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, 2019.

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

FOUNDATION STAFF CONTACTS

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

Rita Obi, MPH
Associate Director of Research and Education
Phone: 202.416.7611
Fax: 202.416.7786
Email: ritao@pva.org

Cheryl Vines, M.S.
Director of Research and Education
Phone: 805.439.2804 or 202.416.7668
Fax: 202.416.7786
Email: cherylv@pva.org

Mailing Address: PVA Education Foundation c/o Rita Obi
801 Eighteenth St. NW
Washington, DC 20006

REVIEW PROCESS

Grant applications undergo a stringent, independent peer review for merit and relevance to spinal cord injury/disease. A panel of expert reviewers assigned by the Peer Review Contractor (AIBS) will evaluate each eligible application.

The PVA Education Foundation Board of Directors considers all grant applications and reports from the peer review panel. Final funding decisions rest solely with the Directors.

At the close of the grant cycle, the applicant will receive a copy of the grant review with the funding notification letter.

ACKNOWLEDGMENT OF AWARD

When a project is approved for funding, the applicant will be notified in writing. This written notification will include a Grant Acknowledgment Form, an Approved Grant Budget Form, and a copy of the PVA Education Foundation Policies and Procedures. Signatures of both the Project Director and the Grant Administrator are required on the

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Grant Acknowledgment Form. Electronic signatures are acceptable. **The Project Director may NOT sign as the Grant Administrator.** Signing this form acknowledges acceptance of and agreement to comply with the PVA Education Foundation Policies and Procedures.

The Grant Acknowledgment Form must be accompanied by a photo of the Project Director and by all other supporting documents requested in the grant award letter.

PAYMENT SCHEDULE

Payments are made to the grantee institution in three installments according to the following stipulations:

Payment Schedule	
Retainer	10% of the total award is retained by the Foundation until a grant successfully completes all requirements and final reports are received and reviewed. <i>There is not a retainer for conference and symposium grants.</i>
1 st Payment	45% of the total project grant award is paid to the grantee upon the Foundation's receipt of the original signed Grant Acknowledgement Form. Conference and Symposium grants are paid in full upon the Foundation's receipt of the original signed Grant Acknowledgement Form.
2 nd Payment	45% of the total award is paid to the Grantee upon the Foundation's receipt and approval of the Interim Expenditure and Progress Reports.
Final Payment	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 Expenditure and Progress Reports. 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.

REPORTING SCHEDULE

Reports and documents are required at the beginning, mid-point and end of the grant period. Progress reports should be thorough, concise and related to the project goals and objectives. The reports should reflect actual progress and achievement of milestones and goals. The report should also reflect changes in personnel and 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. The reports will be made on templates available at pva.aibs.org

Reporting Schedule	
Grant Acknowledgment	The Grantee must complete, sign and return the Grant Acknowledgment Form before any funds will be disbursed. 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. Electronic signatures are accepted.
Interim Expenditure and Progress Reports	The Interim Expenditure and Progress 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 December 31, 2019). 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 Expenditure and Progress Reports are due within 30 days of the completion of the project (typically on May 31, Reports due June 30, 2020). 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.

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 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 Time Extensions (NCE)

The Foundation will consider no cost-time 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 writing, at least one month in advance of the project completion date (BEFORE MAY 1ST)**. The request must detail the progress of the grant to date, as well as the particular circumstances requiring additional time. **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 biosketch and contact information for that person. *Changes in Project Directors 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 should be reported in the interim or final report.

Budget changes exceeding 15% of the total grant amount must be submitted to the Foundation, in writing, for approval. Such written requests must be signed by both the Project Director and the Grant Administrator and should detail the requested change.

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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

The Foundation must be notified if the Project Director intends to move from the grantee institution at any time during a funded project period. 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 approval is pending at the time of application, such status must be noted in the application, accompanied by a letter from the IRB Confirming the pending status. Once IRB

approval is obtained, a copy of the approval letter must be forwarded to the Foundation.

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 teaching methods 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.

The Foundation reserves the right to reproduce, publishes, or otherwise uses 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, five hard copies must be sent to the PVA Education Foundation office. In addition, one copy should be sent to each PVA Chapter office. Contact the Associate Director of Research and Education for assistance with dissemination.

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 project summary statement ('lay abstract' 80-100 words) 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 only 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.

Grantees will sign a licensing agreement at the start of the grant with guidelines for PVA logo use. 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 Final Expenditure and Progress Reports.

If there are unexpended funds, they must be returned to the Foundation at that time. A check payable to the PVA Education Foundation should be mailed to the PVA Research and Education office with a copy of the final expenditure report. Our policy does not allow approval of requests for alternate uses of unexpended funds, not specifically related to conduct of the grant.

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.org or mailed to the Research and Education Department at PVA.

Photos taken in the course of your project, particularly those that illustrate the nature of your work (for example, demonstrating equipment, talking with a patient or teaching a class, or a photo of materials you are developing under the grant) should be submitted with your final progress report. You may submit more than one photo. These may be used in our Annual Report, as part of an article in our monthly magazine PN, or other publications. They should be high resolution, 300 d.p.i. Or better, and in color. These should also be uploaded on pva.aibs.org.

Lastly, upon completion of the grant, the grantee is required to prepare and submit a brief article for lay readers describing the results or outcomes of the project. This article will be considered for publication in PN and for other publicity purposes to promote the project and the PVA Education Foundation.

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.