



AANA Foundation Grantmaking Policy

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Overview

AANA Foundation is a charitable organization devoted to anesthesia research and education and is committed to supporting members at all stages of their career. The Foundation supports grants and post-doctoral fellowships to conduct research, evidence-based practice, and education. AANA Foundation Grantmaking Policy outlines the roles, responsibilities, and policies that govern Foundation grants. These policies are referenced and presumed in each Notice of Award. See the grant Funding Opportunity Announcements for any additional program-specific requirements or policies.

- I. ROLES AND RESPONSIBILITIES
 - a. Foundation Board of Trustees (BOT)
 - i. The Research & Scholarly Activities Committee (RSAC) is responsible for identifying Chairs and Reviewers for peer review panels, reviewing the summary statement generated from the peer review, and making a funding recommendation to the BOT.
 - ii. The Foundation BOT is responsible for approving grant programs and peer reviewer volunteers. The Board votes on funding recommendations made

by RSAC and is the final approval authority for all grant awards and funding allocation.

b. Foundation Staff

- i. The Foundation Chief Executive Officer (CEO) works with the BOT and Foundation Staff to develop programming, grantmaking, and grant management strategies and systems that are effective and aligned with the Foundation's vision/mission and to ensure that such strategies are implemented well. The CEO, in collaboration with the Research Director, also oversees the implementation and impact of research grants and scholarships, approves payments, disseminates research, and coordinates research priorities collaboratively with the RSAC/BOT.
- ii. The Foundation Executive Director provides oversight for administration, finance, and budget execution for the grants program. Responsibilities also include funds authorization and ensuring that funds are expended with full accountability and within the policies of AANA Foundation.
- iii. The Foundation Research Director directs and implements high-priority research programs consistent with the AANA Foundation's strategic goals; provides strategic oversight to all grants management; and ensures effective processes for grant application, review, compliance, reporting, and fund management including payment certification. Applicants are encouraged, although not required, to consult with the Research Director prior to submitting an application to obtain insight on grant processes and research priorities.
- iv. The Foundation Grants & Program Administrator manages all processes for grant application, review, award, and post-award monitoring; payment processes and financial reporting; and compliance with Foundation policies and funding requirements. The Administrator is the primary point of contact for grant recipients; applicants are encouraged, although not required, to consult with the Administrator if there are questions about grant processes. The Administrator also assists with securing necessary approvals from the RSAC/BOT.

c. Grant Recipients

- i. Typically, an organization applies for a grant (i.e., Applicant Organization), with the organization being the recipient of funds (rather than the Principal Investigator). In some circumstances, the recipient of grant funds may be a Principal Investigator (e.g., for non-research grants without indirect costs). Regardless of recipient, funds are issued for

payment upon receiving an invoice documenting relevant costs (e.g., salary, consultancy, subcontracts, equipment, supply purchases).

- ii. Authorized Representative - Organizations applying for funding must have an authorized representative that represents the organization in funding matters. The Authorized Representative ensures that materials submitted are the original work of the Principal Investigator and the organization complies with Foundation policies and terms and conditions of the grant award. The Authorized Representative also facilitates payment processing.
- iii. Principal Investigator – The Principal Investigator is the individual designated by the Applicant Organization to have the appropriate level of authority to direct the project supported by the grant. The Principal Investigator is responsible for ensuring compliance with financial and administrative requirements of the grant award.

II. GRANT TYPES

- a. Grant programs are available for training and career development as well as for research, education, and evidence-based practice for new and experienced investigators. Donor-specific funds may be used to support individual grant programs if the applicant and/or scope meet the donor criteria. Funding Opportunity Announcements provide details about research priorities and which donor funds are available to support applications, signaling the topics that are of greatest interest to the Foundation and donors.
- b. Training
 - i. Research or Evidence-Based Practice Training Grant: This grant provides support for RRNAs or CRNAs in doctoral (PhD) programs to conduct a small research or evidence-based practice project.
 - ii. Post-doctoral Research Fellowship: This grant provides support to advance in-depth mentoring and training to facilitate career development in research.
- c. Career Development
 - i. Career Development Research or Evidence-Based Practice Grant: This grant provides support to CRNAs early in their career to gain additional training and conduct a mid-size research or evidence-based practice project.
- d. Research, Education, and Evidence-Based Practice
 - i. Research Program Grant: This grant provides support for investigators to conduct larger, impactful research projects consistent with Foundation research priorities and/or diversity, equity, and inclusion (DEI).

- ii. **DEI Education Grant:** This grant provides support for education efforts that have an emphasis on enhancing Diversity, Equity, and Inclusion (DEI) in nurse anesthesia.
- iii. **Innovation Research Grant:** This grant provides support to conduct innovative research projects to test new technologies.
- iv. **Multi-Site Research or Evidence-Based Practice Grant:** This grant provides support for investigators to collaboratively conduct research or evidence-based practice projects that span multiple sites or institutions.
- v. **State-Academic Partnership Research Grant:** This grant provides support for academic institutions to work collaboratively with state associations to conduct research in a specific state context.
- vi. **High-Priority Research Grants:** This grant provides support for large-scale, high-priority research that addresses a critical need in the field of nurse anesthesia.

III. POLICIES AFFECTING APPLICATIONS

a. Recipient requirements

- i. AANA Membership is required for all Principal Investigators of Research or Evidence-Based Training Grants, Post-Doctoral Fellowships, Career Development Grants, State-Academic Partnership Grants, and Dedicated Grants (e.g., DEI).
- ii. For the High-Priority Research Grant, Research Program Grant, Innovation Grant, and Multi-Site Research or Evidence-Based Practice Grants, it is preferred, but not required, that an AANA member serves as PI, and at least one Co-Principal Investigator (Co-PI) in a Multiple PI application or Co-investigator (Co-I) must be a CRNA and an AANA member.
- iii. Degree and credential requirements vary according to funding opportunity (e.g., RRNA, CRNA, DNAP, PhD). See the Funding Opportunity Announcement for details on recipient requirements.
- iv. Typically, eligible organizations include institutions of higher education; nonprofit organizations; nonprofit/for-profit/government-owned health systems; for-profit businesses, and state associations. Funding Opportunity Announcements may specify additional eligible organizations.

b. Conflict of interest

- i. Grant funding is not awarded to individuals where there is an actual or perceived conflict of interest.
- ii. Trustees or individuals may not serve as a Principal Investigator or Co-Investigator on any project seeking AANA Foundation research funding.

Individuals currently receiving Foundation funding for research must recuse themselves from the funded project as a PI or Co-I before serving on the BOT. Individuals can become members of the BOT if they have received an award, but they cannot apply for any additional funds until they have been off the BOT for 12 months.

- iii. Applicants cannot participate in a peer review panel for any grants submitted in the same grant cycle as the applicant's grant submission.

c. Allowable and unallowable costs

- i. Funds are not available for completed research, development of a research proposal, or non-specialized software/equipment.
- ii. Funds to support scientific publication can be requested independently from the Foundation through the Resource Center; however, it is preferred that funds for publication (e.g., public access) are included in grant application budgets.
- iii. Typically, the Principal Investigator is not compensated for salary or benefits (except in the case of Post-Doctoral Fellowships, High-Priority Research grants, or Multi-Site grants, for example). If recipients are compensated fully or in part by the AANA Foundation, they shall not be considered AANA/Foundation employees, unless stipulated by a separate contractual agreement.
- iv. Funding recipients must notify AANA Foundation immediately of any additional or duplicate funding in connection with Foundation-supported projects. Supplemental funding is permissible, as long as funds are not used to pay for the same item twice.
- v. Grant programs may have additional allowances or restrictions. In such cases, program-specific requirements will be specified in the Funding Opportunity Announcement.

d. Indirect costs

- i. Indirect costs are allowed for research grants only, with exceptions granted by the RSAC/BOT on a case-by-case basis.
- ii. The indirect cost rate is capped at 15%.

e. Grants with international collaborations/foreign involvement

- i. The Foundation may provide funding support for international collaborations/foreign involvement under exceptional circumstances. Examples of international collaborations/foreign involvement include Principal Investigators, consultants, or research materials provided from countries other than the US.

- ii. The following considerations are assessed by the RSAC/BOT when evaluating the appropriateness of engaging in international research collaborations:
 - 1. Whether the risk of funding exceeds the benefits to the Foundation and the CRNA community, given requirements for oversight of international research and ensuring funds are used exclusively for scientific purposes with compliance with IRS requirements;
 - 2. Whether the project will further research on populations, practices, or settings that could not otherwise be studied in the US context;
 - 3. Whether the project aims are consistent with Foundation research priorities and findings could have generalizability or relevance to advancing nurse anesthesia policy and practice in the US;
 - 4. Whether the project will enhance the opportunity and capacity for CRNAs in the US to engage in research;
 - 5. Whether collaboration with proposed foreign institutions or collaborators could pose a risk to security for US researchers; and
 - 6. Whether the applicant illustrates fiduciary responsibility for allocating and monitoring funds provided to foreign organizations and collaborators.

f. Use of AI

- i. AANA Foundation adheres to the current [AI guidelines](#) of the Science collection of journals. Text generated by ChatGPT (or any other AI tools) cannot be used in scientific work and an AI program cannot be an author or co-author. In some cases, AI-generated images (or other multimedia) may be used only with permission from AANA Foundation. For details on use of image or multimedia, refer to Science's AI policy. A violation of these policies will constitute scientific misconduct no different from altered images or plagiarism of existing works.
- ii. Authors of research who use AI-assisted technologies as part of the research methodology should provide a detailed account of the manner of use in the cover letter and in the acknowledgments section of the manuscript. Detailed information of AI used as part of the research methodology should be provided in the methods section. Authors accept full responsibility for their manuscript's authorship, as well as factual and citation accuracy.
- iii. AANA Foundation closely monitors new developments in AI and will review this policy as industry standards on ethical use of AI evolve. A

unique AI policy will be written specifically for the needs of the CRNA academic community.

IV. APPLICATION MODULES

- a. Application forms follow a modular format. There are different modules for research, evidence-based practice, and education grants. Each module has a specified format available through the grant application form for the given program.
- b. Application modules

Module	Research Grants	EBP Grants	Education Grants
Applicant and Project Information Sheet	X	X	X
Abstract	X	X	X
Relevance Statement	X	X	X
Specific Aims	X	X	X
Research Strategy <i>- Significance; Innovation; Approach; Investigators; Environment</i>	X		
EBP/QI Strategy <i>- Problem Statement and EBP Question; Evidence Search and Synthesis; Project Design; Implementation and Evaluation Plan</i>		X	
Education Strategy <i>- Description and Statement of Need; Educational Goals; Delivery Format; Audience; Outcomes and Measures of Success</i>			X
Dissemination Plan	X	X	
Timeline	X	X	X
Key Personnel Biosketches	X	X	X
References	X	X	X
Budget and Budget Justification	X	X	X
Human Subjects	X	X	
Other Appendices	X	X	X

V. SUBMISSION INFORMATION

- a. Electronic submission requirements
 - i. Applications are expected to be submitted electronically. See the Funding Opportunity Announcement for program-specific submission requirements.

b. Deadlines

- i. Applications are due by the stated deadline in the Funding Opportunity Announcements. The last submission will be accepted at 11:59pm Central time on the closing date listed in the Funding Opportunity Announcement.

c. Resubmissions

- i. If a grant is reviewed and is rejected for funding, the applicant is permitted one resubmission with similar scope and aims. Resubmissions may only be submitted at established grant deadlines. Applicants are strongly encouraged to leverage services available through the AANA Foundation Resource Center to improve the quality of resubmissions.
- ii. If a resubmission is rejected for funding and the applicant wishes to pursue a project on a similar topic, the applicant must significantly revise the scope and aims for submission of a new application and may submit the new application to the same or different grant program.

VI. PEER REVIEW PROCESS

a. Reviewer Corps

- i. Peer reviewers for grant applications are selected from the AANA Foundation Reviewer Corps, a repository of qualified peer reviewers. All reviewers are approved by the Research and Scholarly Activities Committee (RSAC). Reviewers are assigned to review specific applications by Foundation staff based on relevant expertise.

b. Review process

- i. Primary Review – The first level of review is conducted by a peer review panel, comprised of members from the Reviewer Corps. Primary review is focused on scientific merit and the potential for impact.
- ii. Programmatic Review – The second level of review is conducted by the RSAC and the BOT. Programmatic review reflects on scientific merit and impact judged in the primary review and places additional focus on alignment with Foundation research priorities. The BOT makes the final determination: approve, approve with stipulations/conditions, or reject.

c. Review criteria

- i. Rating scale and justification – the Foundation uses a 9-point rating scale (1 = exceptional, 9 = poor) for each scored criteria and overall impact score (x 10, with overall scores ranging from 10-100) and requires a narrative justification for each review criteria that outlines strengths and weaknesses.
- ii. Individual review criteria

1. Importance: Including significance and innovation (numeric score 1-9; strengths and weaknesses)
 2. Rigor and feasibility: Including approach and study timeline (numeric score 1-9; strengths and weaknesses)
 3. Expertise and resources: Including investigators and environment (narrative only with strengths and weaknesses, with no numeric score but considered in overall impact)
- iii. Overall impact score – this is an overall score, including all individual criteria in consideration, as a whole (not necessarily an average of numeric scores).
- d. Summary Statement
- i. A **Summary Statement** outlines the review scores and includes a summary of key strengths and weaknesses.
 - ii. The Summary Statement is provided to the RSAC and BOT for funding consideration and to the applicant once a funding decision is made.
 - iii. Funding decisions may include: approve, approve with conditions/stipulations, reject.
 - iv. Applicants are notified of the funding decision by a letter issued by the Foundation CEO and Research Director. Approved grants are issued a Notice of Award with terms and conditions.

VII. PRE-AWARD PROCESS

- a. Applications approved with Stipulations/Conditions
- i. In some cases, the Foundation BOT may approve a grant application for funding, provided that specific stipulations/conditions are met. Applicants are required to submit a Revision Application responding to the stipulations/conditions noted. Revision Applications may be submitted off-cycle (i.e., no specific grant deadline). Revision applications follow the same format as original applications but include revisions within and a one-page summary of response to the Board. The Foundation CEO and BOT, if required, will consider the Revision Application and, if approved for funding, the full pre-award process will be initiated.
- b. IRB/IACUC documentation
- i. Applicants are encouraged to submit documentation of a *Human Subjects Determination* at the time of application, if possible, to adequately anticipate project classification (e.g., research/not research; human subjects/not human subjects) and potential needs for IRB review.

- ii. Once an application is approved for funding by the BOT and notice is sent to the recipient, recipients are required to submit documentation related to human subjects involvement, or vertebrate animal research if applicable. IRB Approval must be obtained prior to initiating any human subjects research activities. Institutional Animal Care and Use Committee (IACUC) Approval must be obtained prior to initiating any vertebrate animal research. Approvals are required before funds are released. See the Notice of Award, Human Subjects/Animal Research Compliance section for specific policies.
 - iii. It is expected that investigators conducting human subjects research or animal research receive training in human subjects/animal research protections.
- c. Revised Abstract and Relevance Statements
 - i. Recipients must submit a revised **Abstract** and **Relevance Statement** incorporating any changes required after peer review and BOT approval. The Abstract and Relevance Statement will be used by AANA Foundation in communication materials for promotion (e.g., website, social media).
- d. Establishing payment processing
 - i. AANA Foundation will confirm how grant funds will be disbursed – to the Applicant Organization or the Principal Investigator named on the grant application.
 - ii. A W-9 is required to establish the payment entity.
 - iii. For grant awards with budgets of \$75,000 or more, the process and anticipated cadence for distributions will be negotiated. It is anticipated that payments will be requested no more than quarterly.

VIII. NOTICE OF AWARD AND TERMS AND CONDITIONS

- a. Upon approval of funding, the recipient will receive a Notice of Award that outlines the amount, duration, and terms and conditions of the funding. The Notice of Award references the Grants Policy Statement for all relevant policies for compliance. Grant awardees are required to sign the Notice indicating agreement with terms. Terms and conditions include requirements related to funding period and release of funds, human subjects/animal research, ethical conduct, prior approval requirements, dissemination expectations, data ownership and inventions, and reporting requirements. Information related to release of funds, human subjects/animal compliance, and ethical conduct are detailed below; information about other noted policies can be found in other sections of the policy statement).
- b. Funding period and release of funds

- i. The maximum funding period typically is for 18 months from the receipt of the award notification unless otherwise stipulated. “No cost” extensions may be permitted upon request (see the section on prior approval).
 - ii. Release of funding to an Applicant Organization or Principal Investigator will be distributed upon submission of appropriate documents (see the Payment Processes section for more details).
- c. Human subjects/animal research compliance
 - i. Documentation of *Human Subjects Determination* and/or IRB/IACUC Approval is required to be submitted to the Foundation prior to initiating project activities. Such documentation is encouraged to be submitted early in the process; submission at time of application is preferred to avoid funding delays.
 - ii. A determination shall be made whether the project is considered to involve research, and if so, if the project involves human subjects (*Human Subjects Determination*).
 - 1. If it is determined that the project is not research (e.g., if it is quality improvement only) or if human subjects are not involved (e.g., no interaction with humans, public data), no further information is needed other than documentation of the Determination.
 - 2. If the project is determined to be research and human subjects are involved, then IRB documentation must be submitted specifying if the project was Exempt from IRB Review (e.g., educational setting, benign behavioral intervention, secondary data analysis without re-identifiability), or if the project required Full or Expedited IRB review, with accompanying IRB letters of approval.
 - iii. If a project is determined to be research and human subjects are involved, investigators are expected to submit IRB documentation to the Foundation within 12 months of notice of award and before any research activities are initiated or funds are released.
 - iv. If vertebrate animals are used in research, then IACUC documentation must be submitted. Investigators are expected to submit IACUC documentation to the Foundation within 12 months of notice of award and before any animal research activities are initiated or funds are released.

- v. If multiple sites are engaged in non-exempt human subjects research, it is expected that the project will use a single IRB (sIRB) for oversight; exceptions to this are rare.
- d. Ethical conduct
 - i. Recipients accept full responsibility for the ethical conduct of the funded research activity. Recipients are encouraged to adhere to the Midwest Nursing Research Society guidelines for conducting research (Midwest Nursing Research Society. Guidelines for Scientific Integrity: A Handbook for Research. CreateSpace Independent Publishing Platform, 2018).
 - ii. AANA Foundation expects that grant recipients promote research integrity and adhere to good scientific practices. Research misconduct includes fabricating, falsifying, and/or plagiarizing in proposing, performing, or reviewing research, or in reporting results. It does not include honest error or differences of opinion. If research misconduct is identified, recipients shall work with AANA Foundation to assess the impact on the ability to continue the funded project. AANA Foundation will work with the organization to determine appropriate next steps which may include enhanced supervision, termination of award, and recovery of funds.

IX. PAYMENT PROCESSES

- a. Disbursement of funds
 - i. The Foundation CEO, Research Director, and/or Executive Director approves all distribution of funds once appropriate documentation is submitted.
 - ii. Programmatic awards of \$10,000 or less will be distributed in full after the recipient submits an **Interim Progress Report**, W-9, invoice, and **Check Request Form**.
 - iii. Programmatic awards with budgets over \$10,000 will typically be distributed in increments. For award budgets ranging from \$10,000 to \$75,000, the first \$10,000 will be distributed with submission of an **Interim Progress Report**, W-9, **Check Request Form**, and invoice. Each additional increment of \$10,000 will be disbursed with submission of additional Interim Progress Reports, invoices, and Check Request Forms. For grant awards of \$75,000 or more, the process and anticipated cadence for distributions will be negotiated at the time of award. It is anticipated that payments will be requested no more than quarterly.

- iv. If a recipient terminates research activities early, the recipient must notify the Foundation and the award will terminate. Any remaining funds disbursed must be returned to AANA Foundation.
- v. Refund checks must be submitted with a **Refund Form** that includes the awardee's AANA Foundation grant number.
- vi. The AANA Foundation reserves the right to refuse any fund request deemed unreasonable and/or does not adhere to the approved budget.

X. ADMINISTRATIVE REQUIREMENTS

a. Rebudgeting authority

- i. Recipients are responsible for monitoring the expenditure of funds and using the awarded monies as stipulated in the approved line-item budget. Recipients have some discretion in reallocating funds to specific project activities, presuming that the reallocation from one budget category to another does not exceed 25% of the total budget. Reallocation of budget items exceeding 25% of the budget category requires prior approval. Travel costs are always limited to \$1,000. Approval for significant rebudgeting is sought through submission of an **Amendment Request Form**. Significant rebudgeting must be approved by AANA Foundation BOT.

b. Amendments

- i. Recipients have leeway in making minor adjustments to project activities after award with the understanding that some circumstances cannot be anticipated at the time of application. However, recipients must submit a written request for approval for any significant changes to the originally designed project. Examples of significant changes include changes in scope (e.g., aims, design) or Principal Investigator, cost increases, and significant reallocation of funds (see rebudgeting authority section for details). Prior approval is sought through submission of an **Amendment Request Form**. Amendments must be approved by AANA Foundation BOT.

c. Supplements:

- i. Recipients might identify additional research that would efficiently leverage and complement an existing funded project. In such circumstances, recipients can apply for additional funds from the Foundation using the **Supplemental Funding Form**. Applicants may submit a request for supplemental funding only if they have 6 months or more remaining in their original project period. Supplemental Funding requests are reviewed by Foundation Staff and the Research & Scholarly

Activities Committee (RSAC). If deemed appropriate for funding, RSAC provides a recommendation for funding to the BOT. The Board votes on the request and the level of funding. The Grants & Program Administrator notifies the Principal Investigator of the funding decision.

d. No Cost Extensions

- i. It is expected that recipients complete research activities within the specified project period. There is no automatic continuation of program funding beyond the project period.
- ii. If there are extenuating, unexpected circumstances which would prevent the research from being completed within the project period, a no-cost extension may be requested.
- iii. The recipient must request approval for a no-cost extension with a detailed explanation of the circumstances within 90 days of the end of the project period, using the **Amendment Request Form**. If approved by the AANA Foundation, any remaining funds can be carried over to the extended funding period if requested.
- iv. If a no-cost extension request is not submitted in a timely manner, the Foundation may terminate the award and require that any remaining funds are returned to AANA Foundation.

XI. DISSEMINATION, INTELLECTUAL PROPERTY RIGHTS, AND DATA SHARING

a. Publication and presentation

- i. Publication of results in peer-reviewed scientific or professional journals is expected.
- ii. Recipients are encouraged to submit an abstract application for presentation at the AANA Foundation Poster Session at the AANA Annual Congress or AANA EDGE (formerly ADCE) and publish results in the *AANA Journal* or other scientific publication.
- iii. Dissemination materials must include acknowledgement of AANA Foundation funding and the specific donor fund used to support the grant, if applicable, referenced in the Notice of Award.

b. Data ownership

- i. Data from investigator-initiated research awards supported by AANA Foundation are owned by the investigator.
- ii. The investigator will own copyright to the data.
- iii. The investigator grants the AANA Foundation permission to use the material and data created by the award in the future without paying a fee to the investigator (e.g., newsletter articles and press releases about AANA Foundation grants/fellowships).

c. Inventions

- i. An invention is any potentially patentable discovery conceived and reduced to practice in the performance of an AANA Foundation-funded award. Title to any Invention shall reside with the recipient or the recipient's institution. Inventions will be reported to the AANA Foundation by the recipients of the grant.
- ii. The AANA Foundation will participate in "Net Royalty Income" derived from the Invention. The AANA Foundation participation in such income shall be determined by mutual agreement between the grantee, grantee institution and the AANA Foundation at an appropriate time before or during a reasonable period after a license has been executed for the invention. The AANA Foundation share of income will be determined on a case-by-case basis and be related to the proportional level of support provided by the AANA Foundation to the research that resulted in the invention. Shared income will begin when "Net Royalty Income" on any license for the invention exceeds \$500,000. "Net Royalty Income" is defined to be gross income less expenses and administrative costs and any mandatory distribute under the grantee institution policy.

d. Data Sharing

- i. AANA Foundation encourages grant recipients to share scientific data generated through Foundation funding to make the results of activities available to the research community and public. Scientific data should be of sufficient quality to validate and replicate research findings. Data may be made accessible through publications (e.g., data tables) as well as through established data repositories with public or restricted-use protocols, when feasible. Repositories may be general or domain-specific and are often hosted by universities for academic investigators.

XII. MONITORING

a. Progress reports

- i. Recipients are required to submit an Annual Progress Report within 30 days of the end of the grant's budget year/project period. Annual Progress Reports are expected to include accomplishments, products, a summary of collaborating organizations, impact, challenges encountered, and budget update. Reports are submitted using the AANA Foundation **Annual Progress Report Form**.

b. Reporting compliance

- i. Failure to submit complete, accurate, and timely progress reports indicates the need for closer monitoring by AANA Foundation. Lack of

compliance could result in prohibition from receipt of future grant awards; unexpended funds must be returned.

XIII. CLOSEOUT

a. Final Progress Report

- i. Recipients are required to submit a Final Progress Report within 90 days of the end of the grant's final budget year/project period. Final Progress Reports are expected to include accomplishments, products, a summary of collaborating organizations, impact, and challenges encountered.
- ii. Final Progress Reports also include a **Final Abstract** and **Relevance Statement** that summarizes the project and project outcomes that can be distributed through Foundation communication channels (e.g., website, social media). The Relevance Statement should include anticipated benefits to the field and anticipated next steps for research and practice.
- iii. Reports are submitted using the AANA Foundation **Final Progress Report Form**.

b. Final Expenditure Report

- i. Recipients are required to submit a Final Expenditure Report and Invoice within 90 days of the end of the grant's final budget year/project period.
- ii. Reports are submitted using the AANA Foundation **Final Expenditure Report Form**.
- iii. Any unexpended funds disbursed to the Applicant Organization/Principal Investigator must be returned to AANA Foundation at the time the Final Expenditure Report is submitted.

c. Reporting compliance

- i. Failure to submit complete, accurate, and timely final reports indicates the need for closer monitoring by AANA Foundation. Lack of compliance could result in prohibition from receipt of future grant awards; unexpended funds must be returned.