

Geriatric Training and Education (GTE) Initiative

Request for Proposals

October 2009

Background

The General Assembly of Virginia has appropriated funds to continue the Geriatric Training and Education (GTE) initiative during the current fiscal year, July 1, 2009 to June 30, 2010. These funds are intended to develop the skills and capacities of the gerontological and geriatric work force. The General Assembly has designated the Virginia Center on Aging at Virginia Commonwealth University as administrator of the GTE appropriation. In order to put these GTE monies to their most effective and prudent use, we are issuing a Request for Proposals from Virginia institutions of higher education, community-based organizations, and other not-for-profit groups with a strong history of adult and aging-related experience. The number of awards that will be made depends upon the availability of funds.

Intent

Delegate Jack Reid, the sponsor of the budget bill amendment in the 2006 session that launched this initiative, stated the purpose of this annual General Fund (GF) appropriation as: *to continue geriatric education and training across Virginia for a wide range of professionals, including medicine, pharmacy, nursing, dentistry, and allied health, and for a variety of levels of service providers, from nursing aides and assistants in home care and long-term institutions, to clinicians in practice and instructors in higher education, ... with the appropriation to be administered by the Virginia Center on Aging at Virginia Commonwealth University.*

These GF monies allow the Commonwealth to continue support of the Geriatric Academic Career Award (GACA), which assists physicians in their training to become geriatric educators and researchers, and to continue and expand the thrust of the former Virginia Geriatric Education Center (VGEC), which ceased operations in 2007. GTE funds may continue to support GACA physicians where appropriate and the type of training programs that were the hallmark of the VGEC for so many years. In addition, while the focus of the VGEC was required by federal funding to be exclusively upon professional level training, GTE monies are not so constrained, and may be used, as stated in the bill's language, for a variety of levels of service providers, including nursing assistants and others who have direct contact providing services to older Virginians.

Geriatric Training and Education (GTE) Request for Proposals

Mechanism

We invite written proposals that:

- 1) Address a variety of conditions, needs, or issues related to the health and well-being of older Virginians
- 2) Describe projects that can be successfully completed in full within the present fiscal year, that is, by June 30, 2010
- 3) Specify a clear purpose, appropriate methods, achievable outcomes, and relevant evaluation measures
- 4) Have broad geographic impact and/or the prospect of such impact
- 5) Are concise, being described clearly in approximately five (5) to nine (9) pages of narrative
- 6) Can be realistically accomplished through prudent budgeting, partnerships, and other creative cost-saving measures.
- 7) Request GTE support in amounts from \$1,000 to \$25,000.

Application Procedures

Eligibility. Virginia institutions of higher education, community-based organizations, and other not-for-profit groups with a strong history of adult and aging-related experience may apply for GTE funds. The organization with which the project director is affiliated is fiscally responsible for the award, and its authorized official, e.g., chief executive officer or institutional grants administrator, must sign the application.

The proposal. Applicants should submit a proposal of five to nine pages of narrative with budget. The proposal should be given a descriptive title, other than “GTE proposal.” The proposal narrative should contain separate sections that specify:

- a) Purpose of the project, including the need being addressed and the intended beneficiaries of or participants in the project’s training or education;
- b) Methods or procedures that the project will employ to address the need, specifically the project’s objectives and related action steps, and the project’s timeline for completing these;
- c) Outcomes of the training or education, such as the numbers to be trained, skills to be taught, etc; and
- d) Evaluation Measures that demonstrate the impact of the project, specifically, how well the outcomes and objectives have been met.

To assure that all GTE-funded initiatives are accomplishing their intended purposes, projects should include a **detailed evaluation plan**, with appropriate process and outcome measures. Proposals should specify the measures to be used to document program implementation (actual program functioning and barriers encountered), as well as measures that track the impact or effectiveness of a program. In addition, awarded projects must collect GTE Demographic Evaluation forms from participants (see below).

Geriatric Training and Education (GTE) Request for Proposals

Applicants may add up to six (6) of appendices, which may include letters of support, evaluation instruments, biosketches of project staff, further budget detail, etc. In no case may an application exceed a total of 15 pages, including both narrative and appendices. Longer applications will not be considered.

GTE funds are intended for training or education initiatives that can be completed within the fiscal year. Applications for training projects, conferences, or similar educational programs are appropriate.

Review process

Proposals will be reviewed by the Virginia Center on Aging, as the GTE administrator, and by external peer reviewers. Members of the Virginia Center on Aging and qualified professionals outside of it will constitute the review team. Each proposal will be assigned to at least two independent external reviewers. All reviewers will provide numerical scores and commentary reflective of the review criteria.

The criteria for review are as follows:

1. Clarity and significance of the proposed project (25 points)
2. Consistency of the proposed project with the purposes of the GTE initiative (25 points)
3. Adequacy and clarity of the methodology and design, including its timeline and plan for evaluation (25 points)
4. Qualifications of the project's team, with respect to background and training (10 points)
5. Appropriateness of the project's budget. (15 points)

We intend to complete reviews of applications within 30 days of each application deadline. We will make every effort to do so and to assist applicants, after proposals have been submitted and reviewed, to understand recommended revisions. Prudent administration of these monies is essential.

Budget

Applicants may seek GTE awards in any amount from \$1,000 to \$25,000, so long as this request is justified. The budget may include items such as personnel, fringe, supplies, travel within Virginia, etc. Applicants are encouraged to provide matching or in-kind funds in order to maximize the impact of projects that receive GTE awards. Applicant organizations must have purchasing, personnel, and other business practices that are consistent with federal and Virginia laws regarding equal opportunity and proper accounting for the expenditure of funds.

Proposal Submissions

Geriatric Training and Education (GTE) Request for Proposals

We have established three application deadlines, i.e., September 1, 2009, November 1, 2009, and January 1, 2010, or the first business day following each of these dates. We will make awards until such time as the appropriation from the General Assembly has been fully allocated to successful applicants.

We require electronic submissions which contain scanned signatures of authorizing individuals. Proposals should be sent by e-mail to: lhwaters@vcu.edu, with a copy to eansello@vcu.edu.

Additional considerations.

Conflict of interest. Members of the Virginia Center on Aging will be pleased to assist or advise prospective applicants regarding the purpose of these GTE funds or the application process. However, we cannot participate as members of the applicant's proposal development or project implementation team.

Project reporting. If an application is successful, we will require a 250-word summary of the project's intentions; this summary will be used in public announcements. We require a full, written Final Report of project activities and outcomes. This Final Report is due 90 days after the completion of the project award period. This Final Report must include a one-page summary suitable for dissemination to members of the General Assembly. Data that will facilitate final reporting should be collected so that awardees will be able to describe the target population served by each program, the level and scope of program services or resources provided to the target population, how well the program is providing those services or resources, and the impact of the services or resources on the target population. In order to evaluate this project for the General Assembly of Virginia, we require everyone who receives training with funds associated with the Virginia Geriatric Training and Education (GTE) initiative to complete the GTE Demographic Evaluation provided at: <http://www.vcu.edu/vcoa/gte.htm>.

Expenditures. All awardees must spend their GTE funds by June 30, 2010. Awardees must give us a final report of expenditures on or before July 31, 2010, as we must reconcile all expenses with VCU, which is the fiscal administrator of the GTE initiative. Final invoices, which may include encumbrances through June 30, 2010, will not be accepted after June 11, 2010.

Acknowledgements. It is our intent to reinforce the commitment of the General Assembly's members to geriatric and geriatric training and education. Therefore, we request that all published journal articles, monographs, or other special reports based on projects supported by these GTE monies carry a standard footnote acknowledging that the work was supported in part by the Geriatric Training and Education (GTE) initiative of the Virginia General Assembly, administered by the Virginia Center on Aging. The Virginia Center on Aging would welcome a copy of any such publications made possible by these GTE funds.

Further information. The Virginia Center on Aging would be pleased to answer inquiries about the GTE initiative. You may call us at (804) 828-1525 or may e-mail Ed Ansello (eansello@vcu.edu), Connie Coogle (ccoogle@vcu.edu) or Bert Waters (lhwaters@vcu.edu).