

**Attachment 2E: Grant Action Plan Bronson Example  
 (Year) Action Plan for GERNOP Grant**

Action required	Responsible Person(s)	Date	
		Timelines	Date Completed
Application For _____		Initiate first meeting to develop plan by _____ Due Date _____	
Continuing Education Application for NICHE Classes			
GERNOP Annual Presentation for HRSA in Washington DC		Compile the stats and info for presentation . Present powerpoint in Washington DC	
Bi-annual HRSA Grant Report-online	-		
Quarterly Disbursements requests to HRSA for grant expenses		Dates Due	
Evaluations compile into graphs.			
Curriculum Reviews		Quarterly meetings Dates:	
Grant Advisory Team meeting		Quarterly as needed	
Meetings	D. Health	Complete agenda and send one week prior to meeting. Compile minutes and distribute electronically R. Lareau to prepare updates on clinical topics Chair Council Meetings	
Other????			

Special thanks to Rita LaReau, MSN, GNP-BC, Geriatric Clinical Nurse Specialist at Bronson Methodist Hospital (Kalamazoo, MI) who provided this example.