HISPANIC HEALTH SERVICES RESEARCH GRANT PROGRAM

APPLICATION GUIDELINES CHECKLIST 2014

I.   APPLICATION FOR FEDERAL ASSISTANCE – STANDARD FORM 424 (Includes the following):

    A.   Instructions for the SF-424
    B.   Budget Information Non-Construction SF-424A
    C.   Assurances – Non Construction Programs SF-424B
    D.   Disclosure of Lobbying Activities SF - LLL
    E.   Additional Assurances Certification
    F.   Key Contacts Form – Principal Investigator and Fiscal Person

Go to http://www.cms.hhs.grants.gov

For Research and Demonstration Grant Options – Overview – Go to http://www.cms.hhs.gov/ResearchDemoGrantsOpt/

II.   APPLICATION NARRATIVE

    A.   Title of Project

    B.   Brief Abstract/Executive Summary (single space one-page) which should concisely state the following:

1. Statement of the Problem – Describe what the investigator wants to do and why - e.g. the problem that is being addressed; background, significance, and need for the project; project purpose, goals, and objectives; and relevance to CMS mission/programs (for example, Medicare, Medicaid, or Children Health Insurance Program).

2. Methodology of the Proposed Project - How does the investigator intend to implement the project?

3. Ability to Implement the Research Project – Discuss the implementation strategy and management plan (workplan).

4. Institutional Structure and Capabilities – Does the Institution have the structure and capacity to conduct the research project?

5. Collaboration with an University/College, Community-Based Health Organization, Professional Association, or Faith Based Organization - Describe the type and degree of collaboration

C. **Project Narrative** (The narrative should not exceed 25 typewritten double spaced pages. Times New Roman with 12 Font should be used). The project narrative should provide a concise and complete description of the proposed project.

1.	Statement of the Problem	20	Maximum Points
2.	Methodology	30	"
3.	Ability to Implement the Research Project	20	"
4.	Institutional Structure and Capabilities	15	"
5.	Collaboration with an University/College, Community-Based Health Organization, Professional Association, or Faith Based Organization	15	"