

# HBCU HEALTH SERVICES RESEARCH GRANT PROGRAM

## APPLICATION GUIDELINES CHECKLIST

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

- A. Instructions for the SF-424
- B. Budget Information (With instructions) SF-424A
- C. Assurances – Non Construction Programs SF-424B
- D. Additional Assurances
- E. Disclosure of Lobbying Activities SF -LLL
- F. Biographical Sketch

### 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; potential impact of the intervention on the problem; project purpose, goals and objectives; relevance to CMS mission/programs (for example, Medicare, Medicaid, or SCHIP); and need for the research project.
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 (work plan).
4. Institutional Structure and Capabilities – Does the Institution have the structure and capacity to conduct the research project?
5. Collaboration with an Institution and/or Community/Health 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	15 Maximum Points
2. Methodology	30 Maximum Points
3. Ability to Implement the Research Project	20 Maximum Points
4. Institutional Structure and Capabilities	20 Maximum Points
5. Collaboration with an HBCU and/or Community/Health Organization	15 Maximum Points