

## **HBCU HEALTH SERVICES RESEARCH GRANT PROGRAM**

### **APPLICATION GUIDELINES CHECKLIST 2011**

#### **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.gov/GrantOpportunities/>

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 CHIP).
  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 HBCU and/or Community/Health Organization, 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.

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| 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 HBCU and/or<br>Community/Health Organization, Faith<br>Based Organization | 15 | “              |