

HBCU 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.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 HBCU and/or Community Based//Health Organization, Faith Based Organization, Social Organization, or State/Territorial Office of Minority Health - 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 HBCU and/or Community/Health Organization, Faith Based Organization	15	“