HISPANIC HEALTH SERVICES RESEARCH GRANT PROGRAM

APPLICATION GUIDELINES CHECKLIST 2008

**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.   Additional Assurances
  E.   Disclosure of Lobbying Activities SF -LLL
  F.   Biographical Sketch

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

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 SCHIP).

   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, or Professional Association - 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,   15   "
   Community-Based Health Organization,
    or Professional Association