

HBCU HEALTH SERVICES RESEARCH GRANT PROGRAM

APPLICATION GUIDELINES CHECKLIST 2009

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/>

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 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.

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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 Community/Health Organization | 15 | “ |