

HISPANIC 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 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, Community-Based Health Organization, or Professional Association	15	“