<div align="center">**ANNOUNCEMENT**</div>

HISTORICALLY BLACK COLLEGES AND UNIVERSITIES HEALTH SERVICES RESEARCH GRANT PROGRAM

Release Date: April 14, 2004

CENTERS FOR MEDICARE & MEDICAID SERVICES
OFFICE OF RESEARCH, DEVELOPMENT, AND INFORMATION
DEPARTMENT OF HEALTH AND HUMAN SERVICES

Letter of Intent Due: May 17, 2004
Application Receipt Date: June 25, 2004

BACKGROUND AND INTRODUCTION

The Centers for Medicare & Medicaid Services (CMS) is announcing the availability of funds under its grant program to assist Historically Black Colleges and Universities (HBCUs) in conducting health services research for 2004. This announcement seeks competitive applications for small applied research projects that relate to identifying and evaluating solutions for eliminating health disparities among the African American population. Additionally, the project should enhance the capacity of HBCUs to successfully compete for CMS research and program funds in the future. We encourage HBCUs to use CMS data as part of their research projects. HBCUs are expected to become involved in the design, implementation, and operation of research projects that address health care issues such as financing, delivery, access, quality, and barriers affecting the African American community. CMS is seeking these types of research projects because of its belief that HBCUs play a pivotal role in finding solutions to the many difficult health issues that have a significant impact on the health of African Americans. The unique expertise, knowledge, reputation, and sensitivity that HBCU investigators can bring to the design, implementation, and operation of such research will be key to advancing the national, state and local agendas of eliminating health disparities.

The President's Board of Advisors on Historically Black Colleges and Universities (HBCUs) has issued directives to increase the support of HBCUs through various mechanisms and to develop an infrastructure in these educational institutions. This grant program is consistent with President George Bush's Executive Order 13256, signed on February 12, 2002 directing executive departments and agencies to increase the ability of HBCUs to participate in federally sponsored programs. The purpose is to strengthen "the capacity of HBCUs to provide quality education and to increase opportunities to participate in and benefit from Federal programs." Federal agencies are directed to establish funding on an annual basis to be awarded to HBCUs through grants, contracts, or cooperative agreements. The head of each department or agency is expected to establish an annual plan that establishes clear goals for how the department or agency intends to increase the capacity of Historically Black Colleges and Universities to compete for its funding programs. CMS's HBCU Health Services Research Grant Program is in accordance

with the Executive Order. This program is one strategy to increase the participation, promotion, and professional development of HBCU investigators in health services research.

Under this program announcement, eligible HBCUs may request $100,000 to $125,000 per year for up to two (2) years for a variety of health services research projects. This program announcement provides HBCUs interested in applying for this funding with information concerning eligibility requirements, application procedures, general policy considerations, application review criteria, and selection criteria.

CMS/HBCUs PARTNERSHIP

CMS is committed to developing a partnership with HBCUs to achieve the goals of the President's Executive Order. CMS wants to make sure that HBCUs receive opportunities to compete for its extramural research funds and gain a better understanding of its research interests. This solicitation, the 2004 CMS HBCU Health Services Research Grant Program, is related to the priority area of CMS's research programs for health care and financing issues in the African American community.

DETAILED PURPOSES OF GRANT PROGRAM

The purpose of this solicitation is to encourage HBCU researchers to implement African American health services research activities. The objectives of the HBCU Health Services Research Grant Program are to: 1) encourage HBCU health services researchers to pursue research issues which impact the Medicare, Medicaid, and SCHIP programs, 2) assist CMS in implementing its mission focusing on health care quality and improvement for its diverse beneficiary populations, 3) assist HBCU researchers by supporting extramural research in health care capacity development activities for the African American community, 4) increase the pool of African American researchers capable of implementing the research, demonstration, and evaluation activities of CMS, 5) promote research that will be aimed at developing a better understanding of health care services issues pertaining to African Americans, and 6) assist in fostering inter-university communication and collaboration regarding African American health disparity issues.

HEALTH ISSUES OF CONCERN

CMS is interested in the following types of proposals:

1. Proposals that address research on disseminating information and improving health-related attitudes, knowledge, beliefs, and practices related to the following six health priority conditions:

- Infant Mortality
- Cancer Screening and Management
- Cardiovascular Disease
- Diabetes Mellitus

- HIV/AIDS
- Adult and Childhood Immunizations

Other Population Specific Health Concerns

- Asthma
- Obesity
- Oral Health
- Mental Health

2. Proposals that address research to:

- Remove barriers and improving access to health services
- Increase the efficient utilization of health services
- Improve quality of care
- Reduce health care costs
- Increase preventive services (for example - mammography and prostate screening; children with asthma who are Medicaid recipients)
- Improve HIV and AIDS outcomes among Medicare or Medicaid beneficiaries

as these issues relate to the six health priority conditions and other population specific health concerns listed above. **All proposals should describe research to be conducted with relevance to the CMS Medicare, Medicaid, and SCHIP programs.**

TYPES OF STUDIES

CMS is interested in supporting the following two types of studies.

A. **Educational Intervention Studies**. These studies will inform populations-at-risk about certain health problems especially as they relate to African Americans. A follow-up plan should be developed to determine the effectiveness of the intervention. An example might include developing an educational program to enhance the awareness, knowledge, and understanding of African Americans about prevention, treatment, services, and/or strategies for accessing the health care system. The project should reach a minimum of 400 participants.

B. **Developmental Intervention Studies**. These studies will develop and evaluate promising new approaches to reducing disease, encouraging changes in health behavior, and promoting health among African Americans. For example, using computers to disseminate health related information or testing the effectiveness of a health hotline in reducing health disparities. The project should reach a minimum of 400 participants.

ELIGIBILITY REQUIREMENTS

An HBCU must meet **one** of the following two requirements in order to qualify for funding under this grant program. **However**, CMS will accept proposals from HBCU investigators that can demonstrate the capacity to conduct research on health services delivery or financing issues relevant to the Medicare, Medicaid, and SCHIP programs.

1. Offer a Ph.D. or Master's Degree Program in one or more of the following disciplines:

> Allied Health
> Computer Science
> Economics
> Gerontology
> Health Services Administration
> Health Care Administration
> Health Education
> Health Management
> Human Services and Consumer Sciences
> Nursing
> Nutrition
> Pharmacology
> Psychology
> Public Health
> Public Policy
> Social Work; **OR**

2. Have a School of Medicine.

MECHANISM OF SUPPORT

This Announcement will use the CMS grant award mechanism. Under this grant award, CMS's purpose is to support the recipient's research activities by providing funding and technical assistance upon request. Responsibility for the planning, direction, and execution of the proposed project will be solely that of the applicant.

PROJECT PERIOD

The total project period for applications submitted in response to the present solicitation may not exceed two years.

AVAILABILITY OF FUNDS FOR GRANTS

The total budget for each award should include both direct and indirect costs. The indirect costs should not exceed 10%. We anticipate that most awards will be in the range of approximately $100,000 to $125,000 per year for a maximum of two years. The number of grants depends on

the availability of funds and the technical quality of applications. CMS strongly encourages collaboration between HBCUs to implement their research projects.

CMS STAFF RESPONSIBILITIES

The project officer will have substantial programmatic involvement in the implementation of projects funded under this announcement. This will be completed through technical assistance, advice and coordination, evaluating progress, and making mid-course revisions to ensure that the research activities remain focused on the intent of the project. Awardees must also agree to provide CMS with periodic progress reports and a final report.

EVALUATION AND MONITORING

The applicant must agree to provide CMS with information it may require to assess the functioning and effectiveness of the program and to ensure that the grant monies are expended for the purposes for which they were awarded.

LETTER OF INTENT

Prospective applicants are asked to submit by May 17, 2004, a letter of intent (LOI) that includes a title and description of the proposed project, address, and telephone number of the investigator(s), the identities of other key personnel, and the names of participating institutions. The letter of intent should not exceed one page. Although a letter of intent is not required, is not binding, and does not enter into the review of a subsequent application, the information allows CMS's staff to estimate the potential review workload and facilitates planning for the review process. The letter of intent should be sent to the project officer listed under INQUIRIES.

INSTITUTIONAL REVIEW BOARD APPROVAL

The applicant must include the outcome of their request for Institutional Review Board approval.

APPLICATION PROCEDURES

Application Package

Applications are available from the Office of Internal Customer Support, Acquisition and Grants Groups, CMS, Room C2-21-15, 7500 Security Boulevard, Baltimore, Maryland 21244-1850, telephone number 410-786-7080, attention: Linda Bianco (e-mail-Lbianco@CMS.HHS.GOV). The investigator must complete and submit an application package. If an application was submitted in response to a prior year's solicitation under this grant program, but was not funded, a new application must be submitted. The narrative portion of the application should not exceed 25 typewritten double-spaced pages. Times New Roman with 12 Font should be used. Letters of support, resumes, and other supporting documents are not included in the 25 page limit. While additional documentation may also be submitted, such materials should be limited to

information relevant to the specific scope and purpose of the proposed project. Each application received from an eligible HBCU will be reviewed for merit by a panel of technical experts. Since CMS anticipates a large number of applications for each panel member to review, it is important that your application is concise, yet thorough.

The application should include a table of contents and a brief (one-page) abstract. The abstract should address: 1) Purpose of the project – Describe what the investigator wants to do and why - e.g. the problem that is being addressed, potential impact of the project on the problem, statement of achievable goals and objectives, relevance to CMS mission/programs (for example, actual or potential impact of Medicare/Medicaid expenditures), need for the research project, and supporting research. Specifically, state how the funding will be used to support implementation of the project. 2) Methodology of the proposed project - How does the investigator intend to implement the project? 3) Institutional capabilities – Does the HBCU have the structure and capacity to conduct the research project? 4) Evaluation of the project - How will the success of the project be determined?

Submission of Application

The original application, signed by the university President or other official having authority to legally bind the HBCU to the performance of a grant, if approved, and two copies should be submitted. (Under the Paperwork Reduction Act of 1995, we may only require an original and two copies of the application. However, if you submit an **original and five copies** it will facilitate processing of your application.) **The original should be bound and the five copies should be unbound. Please do not use staples.** Mail the original and copies of the application to:

> Centers for Medicare & Medicaid Services
> Office of Internal Customer Support
> Acquisition and Grants Group
> Research, Contract, and Grants Division
> Attn: Ms. Linda Bianco
> Mail Stop C2-21-15
> 7500 Security Boulevard
> Baltimore, Maryland 21244-1850

The mailed application should be received by the **close of business (5:00 p.m.)** on Friday, June 25, 2004.

<div align="center">or</div>

Hand deliver the original and five copies of the application by 5:00 p.m. (EST) on Friday, June 25, 2004 to the above location.

To expedite the receipt of your application, you are strongly urged to send it by Federal Express

or Express mail. All applications must be received by close of business Friday, June 25, 2004. An application must show one of the following as proof of mailing: a legibly dated U.S. Postal Service postmark, a legible mail receipt with the date of mailing stamped by the U.S. Postal Service or a dated shipping label, invoice, or receipt from a commercial carrier. Private metered postmarks will not be acceptable as proof of timely mailing.

Upon receipt of an application, the Acquisition and Grants Group will mail a notification of receipt to the institution. If an institution fails to receive the notification of receipt within 15 days from the date of mailing the application, the institution should call the Acquisition and Grants Group at 410-786-5701.

Late applications: Any application that does not meet the above criteria will be deemed a "late application." Those institutions submitting a late application will be notified that the application was not considered in the competition.

NOTE: **If the proposal does not comply with the guidelines in the Announcement (proper format, table of contents, executive summary, etc.) it will not be reviewed.**

Acceptable applications, i.e. those that meet the above criteria, will be reviewed using the procedures described below.

REVIEW CRITERIA

Acceptable applications will be referred to a technical review panel for evaluation and scoring. The technical panel will use the information to judge the likelihood that the project will be successfully implemented and will have tangible, beneficial outcomes. To assist applicants in preparing the application and to aid the technical panel in its review, the narrative portion of the application should be written using the following format: 1) Purpose of the Project, 2) Methodology, 3) Institutional Capabilities, and 4) Evaluation. The panel reviewers will score the applications based on this format.

1. Purpose of the Project

What does the researcher want to do and why? This section of the application must describe the 1) statement of the problem, 2) potential impact of the project on the problem, 3) a statement of achievable goals and objectives, 4) relevance of the project to CMS's mission/programs (for example, actual or potential impact on Medicare/Medicaid expenditures), 5) need for the research, and 6) supporting research. The application must demonstrate that the applicant has a

thorough understanding of the specific health problem(s) within the African American community and the strategies needed to address the problem(s) identified.
        Panel scoring: 20 Maximum Points

2. Methodology

The applicant should explain how the researcher intends to implement the project. Any innovative features of the proposed project should be highlighted. The application must include: 1) study design, 2) hypotheses or research questions, 3) data collection and data analysis plan as appropriate, 4) target population, 5) intervention strategies where applicable; 6) expected outcomes, 7) responsibilities of personnel, 8) a budget with a detailed justification, and 9) a management plan (workplan) describing tasks, responsible individuals, timelines, and costs. A timetable of not more than 24 months with specific key actions and milestones should be included.
   Panel scoring: 45 Maximum Points

3. Institutional Capabilities

The applicant should demonstrate clear and convincing evidence that the institution has the structure and capacity to conduct the research project effectively, including: 1) resources available for implementation of the project, 2) capabilities of all personnel, 3) equipment, 4) a plan for budget and performance monitoring, 5) protocols to guide the administrative aspects of the project, and 6) strong collaboration with another HBCU, and/or community/health organizations. Letters of support from collaborating organizations outlining their contributions and responsibilities should be included in the proposal.
   Panel scoring: 20 Maximum Points

4. Evaluation

The applicant should discuss thoroughly how the success of the project will be determined. 1) How will it be determined that the goals and objectives of the project have been met? 2) What are the limitations and factors that may confound the findings of the study? 3) What evaluation strategies will be used (formative, summative, process, and outcome)?
   Panel scoring: 15 Maximum Points

REVIEW OF APPLICATIONS

An independent review will be conducted by a panel of experts from the academic community and the Department of Health and Human Services. The panel will be convened during the summer of 2004. The panelists' comments and recommendations will be condensed into a summary statement that will assist in making the final award decisions.

AWARD DECISION

The award decision will be made by the Director and Senior staff members, Office of Research, Development, and Information, Centers for Medicare & Medicaid Services, after consideration of the comments and recommendations of the technical review panelists and availability of funds. CMS reserves the right to determine which qualified applications will receive funding

under this program.

The applicant will receive written notification of the award decision. CMS expects to announce award decisions by September 2004.

Technical assistance will be made available post award to the awardee.

If funded, the awardee must submit an article to a refereed journal describing the findings of the study. All published reports, both formal and informal, should acknowledge grant support with the following footnote "This project was supported with funding from the Centers for Medicare & Medicaid Services." Before submitting a manuscript or a publication, the principal investigator must consult with the project officer. When a manuscript resulting from this grant is accepted for publication the principal investigator must promptly notify the project officer of its acceptance and the date it is schedule to be published.   The awardee is also required to participate in CMS sponsored research conferences. At these conferences, the awardee will present preliminary and/or final results of his/her study.

INQUIRIES

Inquiries concerning this grant program are encouraged. Requests to clarify any issues or questions from potential applicants are welcome. Please contact:

> Richard Bragg, Ph.D.
> Project Officer
> Office of Research, Development, and Information
> Centers for Medicare & Medicaid Services
> Mail Stop C3-19-07
> 7500 Security Boulevard
> Baltimore, Maryland 21244-1850
> (410) 786-7250
> e-mail - rbragg@cms.hhs.gov

Direct inquiries regarding grant procedures, fiscal matters, or guidance in completing the application forms to:

> Centers for Medicare & Medicaid Services
> Office of Internal Customer Support
> Acquisition and Grants Groups
> Research, Contract, and Grants Division
> Attn: Ms. Linda Bianco
> Mail Stop C2-21-15
> 7500 Security Boulevard
> Baltimore, Maryland 21244-1850
> (410) 786-7080

e-mail - lbianco@cms.hhs.gov

SCHEDULE OF PROCESSING

- Application due to CMS – June 25, 2004
- Technical Panel Review – July 2004
- CMS Review – August 2004
- Announcement of Awards – September 2004

AUTHORITY

Authority: Sections 1110, 1115(a), 1875, 1881(c)(7) and 1881(f) of the Social Security Act (42 U.S.C. 1310, 1315(a) 1395II, 1395rr(c)(7) and 1395rr(f); section 402 of the Social Security Amendments of 1967, as amended (42 U.S.C. 1395b-1); section 222(a) of the Social Security Amendments of 1972, as amended (42 U.S.C. 1395-1 (note)).

(Catalog of Federal Domestic Assistance Program No. 93.779, Health Financing Research Demonstrations and Experiments)