



Notice of Funding Opportunity (NOFO)

Federal Agency

United States Department of Transportation (U.S. DOT)
National Highway Traffic Safety Administration (NHTSA)

Funding Opportunity Title

Pain Management Evidence-Based Guideline

NHTSA NOFO Number

693JJ919R000078

Assistance Listing Program Number (formerly CFDA)

20.614 - National Highway Traffic Safety Administration (NHTSA) Discretionary Safety Grants

Key Dates

NOFO Posted Date:	August 14, 2019
NOFO Questions Due Date:	August 21, 2019 at 2:00 pm EST
Application Due Date:	September 13, 2019 at 2:00 pm EST

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PROGRAM SUMMARY INFORMATION

A. FEDERAL AGENCY NAME

U.S. Department of Transportation (DOT)
National Highway Traffic Safety Administration (NHTSA)

B. FUNDING OPPORTUNITY TITLE

Pain Management Evidence-Based Guideline

C. ANNOUNCEMENT TYPE

Initial Announcement

D. FUNDING OPPORTUNITY NUMBER

693JJ919R000078

E. ASSISTANCE LISTING PROGRAM NUMBER (formerly CFDA)

20.614 - National Highway Traffic Safety Administration (NHTSA) Discretionary Safety Grants

F. KEY DATES

NOFO Posted Date:	August 14, 2019
NOFO Questions Due Date:	August 21, 2019 at 2:00 pm EST
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MISSION

The mission of the United States (U.S.) Department of Transportation (DOT) is to serve the U.S. by ensuring a fast, safe, efficient, accessible and convenient transportation system. The Mission of the National Highway Traffic Safety Administration (NHTSA), an operating mode of DOT, is to save lives, prevent injuries and reduce economic costs due to road traffic crashes, through education, research, safety standards and enforcement activity. To accomplish this, NHTSA awards Cooperative Agreements to state and local governments, not-for-profit organizations, and other entities in support of motor vehicles and road traffic safety initiatives.

SECTION A - PROGRAM DESCRIPTION

A.1 PURPOSE AND OBJECTIVE

The U.S. Department of Transportation (DOT), National Highway Traffic Safety Administration (NHTSA), hereby requests applications to provide assistance to the Cooperative Agreement Recipient to support its membership by developing an Evidence-based guidelines (EBG) for the pharmacologic management of acute pain by EMS in the prehospital setting, educational materials for use in training EMS clinicians in implementation of the EBG, performance measures by which adherence to the EBG could be used, and disseminating the EBG to its membership.

Specifically, the funding provided by NHTSA would provide financial support to allow the organization to assemble a multidisciplinary Technical Expert Panel (TEP) that would include expertise in emergency medicine, pediatrics, pain management, trauma care, pharmacology, and guideline development methodology, as well as a patient advocate, for the purpose of developing an EBG for the pharmacologic management of acute pain by EMS in the prehospital setting. It is expected that this Technical Expert Panel would meet via conference calls and that the awardee would convene one in-person meeting of the TEP to coincide with the organization's annual meeting or scientific conference. To further support the implementation and dissemination of the guideline, the Grantee will develop educational materials for prehospital EMS clinicians and disseminate the guideline to its membership.

A.2 PROGRAM AUTHORITY

The resultant Cooperative Agreement (also called "Agreement") between the National Highway Traffic Safety Administration, hereinafter referred to as "NHTSA," and the resultant Grant Recipient will be entered into under the authority of the Highway Safety Act of 1966, as amended (23 U.S.C. Chapter 4).

A.3 BACKGROUND

The National Highway Traffic Safety Administration (NHTSA) is responsible for supporting and devising strategies to save lives and to reduce injuries from motor vehicle crashes and motor vehicle related incidents.

Every day, Emergency Medical Services (EMS) clinicians in the United States make decisions about the care and transport of patients injured in motor vehicle crashes and experiencing other medical emergencies. Evidence-based guidelines (EBGs), which are developed through a rigorous review of the scientific literature, provide EMS clinicians with a data-driven tool to help them provide uniform and high-quality emergency medical care to improve health outcomes.

In its 2007 report on Emergency Care in the United States, the Institute of Medicine (IOM) advised NHTSA to lead the development of EBGs for EMS. With supplemental

funding from the EMS for Children Program at the Health Resources and Services Administration, NHTSA published a National Prehospital EBG Model Process which has guided the development of several EBGs published in peer-reviewed scientific journals. This project will contribute to the growing body of prehospital EBGs, strengthen the Agency's response to the recommendations of the IOM, and address one of the Nation's leading public health emergencies, opioid overdoses, by developing recommendations for the prehospital use of analgesics.

Every day EMS clinicians treat patients suffering from pain. According to the National EMS Database, 5,044,995 EMS patients reported pain as their primary symptom in 2016. In that same year, EMS clinicians administered fentanyl 335,418 times and morphine 146,497 times.

When EMS clinicians administer analgesics, they operate under the direct and indirect oversight of an EMS physician medical director. Medical directors use EBGs to help ensure that patients receive the highest quality care. To assist their membership in providing optimal patient care, national organizations that represent medical directors have developed numerous guidelines and clinical position statements to serve as a reference for medical directors in developing EMS protocols.

This project will assist a national organization representing EMS medical directors to develop an EBG and model EMS treatment protocol for the pharmacologic management of acute pain by EMS in the prehospital setting. A manuscript describing the EBG and the methodology used to develop it will be written for submission to a scientific journal such as Prehospital Emergency Care. These tools will be used by EMS medical directors to improve patient care.

SECTION B - FEDERAL AWARD INFORMATION

B.1 FUNDING AND TYPE OF AWARD

A total of \$200,000 is available to fund up to one (1) discretionary Cooperative Agreement. NHTSA will only accept one (1) application from each eligible applicant (see Section C.1). Submission of an application is **not** a guarantee of award.

Given the amount of funds available for this effort, the applicant is encouraged to seek other funding opportunities to supplement the Federal funds. Preference may be given to applicants with cost sharing or in-kind contributions identified in their applications/proposals. NHTSA is under no obligation to pay for any costs associated with preparation or submission of applications. Nothing in this NOFO should be construed as committing NHTSA to make any award.

B.2 PERIOD OF PERFORMANCE

All work required hereunder including preparation, submission, review, and acceptance of the final reports shall be completed within eighteen (18) months of the effective date

of the Cooperative Agreement. NHTSA currently anticipates the start date for new Federal awards to be in September 2019.

B.3 TYPE OF APPLICATION

NHTSA will accept only new applications under this Notice of Funding Opportunity.

SECTION C - ELIGIBILITY INFORMATION

C.1 ELIGIBLE APPLICANTS

This NOFO is limited to non-profit organizations based on the Justification for Limiting Cooperative Agreement Competition dated July 30, 2019.

C.2 COST SHARING OR MATCHING

Cost-sharing or matching requirements are not required under this NOFO. While not mandatory, applicants are encouraged to seek funds from other Federal, State, local, and private sources to augment those Federal funds available under this NOFO. Preference may be given to applicants with cost sharing or in-kind contributions identified in their applications/proposals.

SECTION D - APPLICATION AND SUBMISSION INFORMATION

D.1 ADDRESS TO REQUEST APPLICATION PACKAGE

A copy of this NOFO, including all application forms, can be received by submitting an email request to seth.moody@dot.gov using the following criteria:

- Keyword(s): Pain Management Evidence-Based Guideline
- Opportunity Number: 693JJ919R000078
- CFDA Number: 20.614

If obtaining an electronic copy of the NOFO is not accessible, paper copies of materials may be requested by mail to the following address:

National Highway Traffic Safety Administration (NHTSA)
Office of Acquisition Management (NFO-300)
Attn: Seth Moody
1200 New Jersey Avenue, SE, W53-413
Washington, DC 20590

D.2 CONTENT AND FORM OF APPLICATION SUBMISSION

Each application package must include the following required documents:

- The application shall not exceed 25 standard pages (not including resumes or appendices). The application must be in English. NHTSA defines a standard page as 8.5 x 11 inch paper with a 1-inch top, bottom, left, and right margins. The type shall be Times New Roman 12 point.
- If submitting the application in hardcopy or digital storage media format: OMB Standard Form (SF) 424 (including 424 “Application for Federal Assistance,” 424A “Budget Information for Non-Construction Programs,” and 424B “Assurances for Non-Construction Programs”), with the required information filled in and certified assurances signed. These forms can be accessed by going to <https://www.grants.gov/web/grants/forms/forms-repository.html>. These forms are available in Appendix B.
- Certification Regarding Debarment, Suspension, And Other Responsibility Matters--primary Covered Transactions (49 CFR Part 29 - Appendix A); Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions (49 CFR Part 29 - Appendix B); and Certification Regarding Drug-free Workplace Requirements (49 CFR Part 29 - Appendix C). These forms are available in Appendix B.
- SFLLL: Disclosure of Lobbying Activities. This form can be accessed by going to <https://www.gsa.gov/forms-library/disclosure-lobbying-activities>.
- The applicant must provide a detailed breakdown of the proposed costs, as well as any in-kind costs, by year. This cost breakdown shall not only identify cost categories, but shall also identify specific sub-categories (and associated costs). For example, Labor Costs should include labor categories, associated levels of effort, and rates; Direct Materials costs including itemized equipment and supplies costs; Travel and transportation costs, including projected trips and number of people traveling; Subcontractor/ Sub-recipient costs with similar detail, if known; and overhead. The applicant shall provide indirect rates, bases, and any audit information to support rates. The applicant must also justify each proposed cost by explaining how each cost was calculated and determined to be fair and reasonable. Finally, the applicant should also include copies of any supporting documentation it may have (i.e. indirect cost rate agreements, etc.) as part of the budget package. The electronic submission(s) of the Budget Application shall be accompanied by a submission in a format compatible with Microsoft Office (i.e., MS Excel) 2016. The electronic submission(s) of the Business Proposals shall allow the Government to interact with the data.
- Non-Federal funding sources are encouraged. Since activities may be performed with a variety of financial resources, applicants need to fully identify all project costs and their funding sources in the proposed budget. The proposed budget must identify all funding sources in sufficient detail to demonstrate that the overall objectives of the project will be met. All other factors being equal,

preference will be given to those that have proposed cost-sharing strategies and/or other proposed funding sources in addition to those in this announcement.

- **Technical Application:** The application/proposal shall fully describe the scope of the project, providing a project plan detailing the activities and costs for which funding is being requested. ***The technical application shall be separated from the cost application – no cost information shall be included or referenced in the technical application.*** Also, applications for this program must include the following information in the program narrative statement:
 - A table of contents including page number references.
 - A description of the project or program's goal and how the applicant plans to meet the goal. The applicant must be specific with respect to the particular approach being addressed and how it will be implemented.
 - A description of the specific activities proposed by the applicant.
 - Demonstrated capability of technical and management skills to successfully conduct similar projects. The applicant shall demonstrate that such past programs have resulted in timely, adequate and complete projects. The applicant should also include a narrative description of documented experience, clearly indicating the relationship of past programs to this project and provide details such as project description and sponsoring agency. References to completed final project reports shall include the author's name (and contact information if available).
 - A description of how the proposed project will be managed. The application shall identify the proposed project manager and other personnel considered critical to the successful accomplishment of the project, including a brief description of their qualifications and respective organizational responsibilities. The role and responsibilities of the applicant and any others included in the application package shall be specified. The proposed level of effort in performing the various activities shall also be identified.
 - The applicant must furnish an organizational chart, staffing plan, and résumés of each proposed staff member.
 - A detailed explanation of time schedules, milestones, and product deliverables, including quarterly reports and draft and final reports.
- **Commitment and Support:** When other sources and organizations are required to complete the proposed effort, the applicant shall provide proof of their commitment to the agreement effort. Such proof can be a letter of support or buy-in indicating what the organization will provide to the applicant.
- **Additional Cost Information**

- The Government reserves the right to request, at any time after the receipt of applications and before award, additional cost or price information necessary to perform an analysis. Regular invoicing (monthly or quarterly) is required. Irregular invoicing could result in a reduction of available funding for subsequent years.
- Given that an award may be made without negotiations and without any discussion, each Applicant shall document and support the proposed costs so thoroughly that no additional information is needed by NHTSA.
- Applicants shall ensure that all proposed costs, including non-federal contributions and contributions from other federal sources, are reasonable, allowable, and allocable according to the cost principles stated in 2 CFR Parts 200 and 1201.
- **CERTIFICATION INFORMATION:** The Applicant shall provide with its application signed certification forms covering the requirements in 49 CFR Part 20, U.S. Department of Transportation New Restrictions on Lobbying. This form is available in Appendix B.

D.3 UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (SAM)

Each applicant is required to:

- Be registered in SAM before submitting its application;
- Provide a valid unique entity identifier in its application (e.g., DUNS Number); and
- Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by NHTSA.

NHTSA may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time NHTSA is ready to make an award, NHTSA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a cooperative agreement award to another applicant. **NHTSA will review an applicant's registration status to make a responsibility determination and to ensure that the applicant is responsible, current on all federal taxes, and is not on the list of parties excluded from federal awards.**

D.4 SUBMISSION DATES AND TIMES

Application Due Date and Time

Applications must be submitted no later than September 13, 2019 at 2:00 pm EST.

Only complete packages received on or before the published due date will be considered. Applications received after the due date will not be evaluated for consideration. Facsimile submission of proposals will not be accepted. **NHTSA will only accept one (1) application from each applicant.** NHTSA will provide acknowledgments of receipt of applications via email.

Questions Due Date and Time

General administrative and programmatic questions must be directed to Mr. Seth Moody, Contract Specialist, at NHTSAOAM@dot.gov with a copy to seth.moody@dot.gov. To allow for sufficient time to address questions appropriately, all questions must be submitted via email no later than August 21, 2019 at 2:00 pm EST.

D.5 FUNDING RESTRICTIONS

- Funds provided under cooperative agreement awards may not be used for lobbying, advocacy or in direct support of litigation.
- All NHTSA awards are subject to the terms and conditions in the cooperative agreement and cost principles in 2 CFR Parts 200 and 1201.
- NHTSA will not reimburse applicants for pre-award costs.

D.6 OTHER SUBMISSION REQUIREMENTS

Each application should include:

- The NHTSA NOFO Number: 693JJ919R000078.

Application Submission:

- Applications must be submitted to the attention of Mr. Seth Moody, Contract Specialist, via email at NHTSAOAM@dot.gov with a copy to seth.moody@dot.gov, no later than September 13, 2019 at 2:00 pm EST.

Or

- If submitting applications in hard-copy or digital storage media (preferred) format, the applicant shall submit five (5) copies of its application to the following address by no later than September 13, 2019 at 2:00 pm EST.

National Highway Traffic Safety Administration (NHTSA)
Office of Acquisition Management (NFO-300)
Attn: Seth Moody
1200 New Jersey Avenue SE, W53-413
Washington, DC 20590

Important: The timely submission of application packages is the **sole responsibility of the applicant**. All prospective applicants are cautioned that, due to increased security concerns, documents transmitted via U.S. Mail can be delayed for several weeks. NHTSA recommends that when transmitting hardcopy or digital storage media applications methods other than U.S. Mail be used (i.e. Federal Express delivery, UPS).

SECTION E - APPLICATION REVIEW INFORMATION

E.1 CRITERIA

NHTSA will evaluate the applications using the evaluation criteria below to score and select competing applications. Evaluation Factors 1 through 4 will be weighted, with Factor 1 being weighted the most, and Factor 4 being weighted the least. Evaluation Factor 5 will be evaluated but not scored.

Submission of an application is not a guarantee of award. NHTSA may, at its discretion, award a cooperative agreement based on an application in its entirety, award only portions of an application, or not make an award.

For each factor, the agency will determine whether the applicant has provided an acceptable explanation of its qualifications.

A. EVALUATION FACTOR 1: Project Description/Technical Approach, Work Plan, and Timeline

- The extent to which the applicant's goals are clearly articulated and the objectives are time-phased, specific, measurable, action-oriented and achievable.
- The degree to which the applicant has described and documented the rationale for each component of the proposed technical approach.
- The degree to which the applicant has identified and described potential opportunities for cost savings and expense sharing, especially for travel-related expenditures
- The degree to which the applicant has demonstrated that the guideline developed will meet recommendations of Guidelines We Can Trust, published by the Institute of Medicine/National Academy of Medicine.
- The degree to which the applicant has clearly documented the methodology that will be used for guideline development and the supporting rationale.
- The extent to which the applicant has clearly documented the methodology that will be used to develop performance indicators and the supporting rationale.

- The degree to which the applicant has clearly documented an approach to developing educational materials to support the guideline and performance measures.
- The degree to which the applicant has clearly identified and described proactive mechanisms for disseminating the guideline, performance indicators, and educational materials to EMS medical directors and other key stakeholders.
- The degree to which the applicant has identified and described methods to ensure the ongoing sustainability of the Project, including obtaining Continuing Medical Education credit for training participants and developing a process for future revisions in the training content, as new data become available.
- The degree to which the applicant has identified potential barriers to the success of the Project and the provided plans for mitigating or eradicating those barriers.
- The feasibility of the applicant's plan to achieve the milestones and deliverables outlined in the request for proposal, including a proposed timeline.

B. EVALUATION FACTOR 2: Collaboration with Stakeholders

- The degree to which the applicant demonstrates an ability to convene a Technical Expert Panel that represents diverse EMS stakeholders, including patients.
- The extent to which the applicant demonstrates an ability to convene a multidisciplinary Technical Expert Panel that includes methodological support and expertise from fields such as guideline development methodology and library science.
- The extent to which the applicant has demonstrated the interest for involvement of its membership in the development, dissemination, and implementation of evidence-based guidelines, especially guidelines for prehospital care.
- The extent to which key stakeholders' willingness to participate in the Project is documented by letters of support clearly stating their potential contribution to the Project and the resources (financial and in-kind) that they would contribute to the effort. Letters should be on organizational letterhead and signed by an organizational representative with appropriate signature authority.
- The extent to which the applicant demonstrates and documents prior involvement with EMS Medical Directors and engaging their active participation in sponsored projects.

C. EVALUATION FACTOR 3: Personnel Qualifications / Organization

- The extent to which the organization has clearly documented the experience of the proposed Principal Investigator, with respect to evidence-based guideline development and project leadership.
- The extent to which the proposed personnel have clearly described roles and appropriately assigned positions, and the proper level of education and experience to carry out the Project.
- The extent to which the proposed time commitment of proposed personnel is adequate to ensure the success of the project.

- The extent to which persons with credible expertise in prehospital guideline development and/or guideline development methodology are included as key personnel for the Project.

D. EVALUATION FACTOR 4: Experience / Past Performance

- The extent to which the organization has clearly documented previous experience with the development and dissemination of clinical guidelines for prehospital care.
- The extent to which applicant documents well-established mechanisms for reaching the Project's target audience, e.g., publications, newsletters, well-trafficked Website, conference presentations, etc.
- The extent to which the applicant documents the ability of the organization to work closely and cooperatively with EMS medical directors and other potential stakeholders.
- The degree to which the applicant documents their technical capability and experience in managing projects of similar scope and national significance.
- The degree to which the applicant documents a satisfactory history of cooperative and collaborative grantor/grantee relationships, as demonstrated by on-time and on-budget completion of past efforts, and the submission of reports and other deliverables that indicate a high level of satisfaction from government agencies and other organizations.
- The extent to which the applicant documents a good record of financial responsibility and accountability as it relates to the use of federal funding, and a demonstrated history of compliance with regulations that apply to federal assistance agreements.
- The extent to which the applicant demonstrates and documents prior experience in providing services to EMS medical directors.

E. EVALUATION FACTOR 5: Cost/Budget Evaluation

The Applicant's proposed budget will be evaluated for accuracy and feasibility, based on the provisions of 2 CFR Parts 200 and 1201.

For equally acceptable applications, preference may be given to those that have proposed cost-sharing strategies and/or other proposed funding sources in addition to those in this NOFO.

E.2 REVIEW AND SELECTION PROCESS

Each application package will be reviewed initially to confirm that the applicant meets the eligibility requirements as set forth in Section C.1, Eligible Applicants, and has included all of the items specified in Section D.2, Content and Form of Application Submission. A Technical Evaluation Committee (TEC) will then review each completed application that meets the eligibility requirements and provide recommendations for award.

For each application, the TEC will rate the application using the following rating definitions:

Rating Definitions
Outstanding – The application demonstrates a professionally superior approach for accomplishing program objectives. The application is fully responsive to every aspect of the NOFO, within most or all areas covered by the announcement. The application demonstrated a large capability for excellent or highly productive results.
Good – The application demonstrates a comprehensive and fully acceptable; excellent approach for accomplishing program objectives. The application is fully responsive to every aspect of the NOFO, with capability for excellent or productive results in one or more major areas covered by the announcement.
Acceptable – The application meets minimum requirements of the NOFO; is responsive to all major aspects of NOFO; and is capable of achieving desired program objectives.
Unacceptable – The application demonstrates an incomprehensible or unacceptable approach, methods, organization, or capabilities; provided little to no detail as to how the program would be accomplished. The application is not capable of being evaluated.

E.3 System for Acquisition Management Review

NHTSA will review and consider any information about the applicant that is in the designated integrity and performance system accessible through the System for Acquisition Management (SAM), currently FAPIIS.

Each applicant may review information in the SAM and provide comment in its application about itself that a Federal awarding agency previously entered and is currently in SAM.

NHTSA will consider any comment submitted by the applicant, in addition to the other information in SAM when determining the applicant's integrity, business ethics, and record of performance under Federal awards.

E.4 ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES

It is anticipated that an award will be made no later than December 31, 2019. HOWEVER, SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN AWARD WILL BE MADE.

SECTION F - FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 FEDERAL AWARD NOTICES

The NHTSA Contracting Officer will award cooperative agreements to responsible and eligible applicants whose applications are judged most meritorious under the procedures set forth in this NOFO. All funds provided by NHTSA must be expended solely for the purpose for which the funds are awarded in accordance with the approved application and budget, the Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Parts 1200 and 1201), and the NHTSA General Provisions for Assistance Agreements, as provided in Appendix A.

The Cooperative Agreement award will provide pertinent instructions and information including, at a minimum, the following:

- General Federal Award Information:
 - Recipient name;
 - Recipient's unique entity identifier;
 - Unique Federal Award Identification Number (FAIN) assigned by NHTSA;
 - Federal Award Date;
 - Period of Performance Start and End Date;
 - Amount of Federal Funds Obligated by this action;
 - Total Amount of Federal Funds Obligated;
 - Total Amount of the Cooperative Agreement Award;
 - Budget Approved by NHTSA;
 - Total Approved Cost Sharing or Matching, where applicable;
 - Cooperative Agreement project description;
 - Agency name and contact information for awarding official;
 - Assistance Listing Program Number (formerly CFDA) and Name;
 - Identification of whether the award is R&D; and
 - Indirect cost rate for the Cooperative Agreement.
- General Terms and Conditions as applicable including:
 - Cooperative Agreement Administrative Requirements;
 - National Policy Requirements; and
 - Recipient integrity and performance matters.
- NHTSA General Provisions for Assistance Agreements
- Cooperative Agreement Performance Goals

F.2 ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Several Federal statutes and regulations apply to grant applications considered for review and grants awarded under this program. All grant awards shall be subject, as applicable, to the following requirements:

- Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Parts 1200 and 1201);
- The NHTSA General Provisions for Assistance Agreements, as provided in Appendix A;
- The Grant Recipient shall have procedures in place to respond to an unauthorized disclosure or breach of a consumer's personally identifying information (PII). In the event of an unauthorized disclosure or breach, the grant recipient shall cooperate and exchange information with NHTSA, as needed, to properly escalate, refer, and respond to the incident.

F.3 REPORTING

The following reporting requirements will be required under this program. All reports will be submitted electronically, unless otherwise requested by NHTSA.

F.3.1 Quarterly Reports

Within fifteen (15) days of the quarter being reported, beginning three (3) months after award, the Grant Recipient agrees to submit a quarterly progress report to the COR (AA). At a minimum, the quarterly progress report shall include a narrative description of the following items: 1) progress made in completing conditions during the reporting period, 2) a Financial Statement of funds expended to date, 3) problems or delays encountered while conducting services during the reporting period, 4) activities, milestones, and deliverables that the Grant Recipient plans to accomplish during the next reporting period, and 5) preliminary or interim results, conclusions, trends, other items of information that the Grantee believes are of timely interest to the COR (AA).

F.3.2 Final Report

The Grant Recipient agrees to submit a Final Report to the COR (AA) within eighteen (18) months of award. The report shall provide a detailed explanation of the results and outcomes accomplished for all conditions for this project, at a minimum, a description of the activities conducted, lessons learned, and general outcomes of the project.

F.3.3 Financial Status Reports

The Grant Recipient will be required to prepare and submit all federal financial reports (Standard Form 425) documenting the status of funds.

SECTION G – FEDERAL AWARDING AGENCY CONTACTS

Primary NOFO Point of Contact

For further information concerning this notice please contact:

Seth Moody
Contracting Officer
Office of Acquisition Management
National Highway Traffic Safety Administration
1200 New Jersey Ave SE W53-413
Washington, DC 20590
Email: seth.moody@dot.gov
Phone: (202) 366-9557

Office hours are from 6:00 a.m. to 2:30 p.m. Eastern Standard Time, Monday through Friday, except Federal holidays.

Grants.Gov Applicant Support

For technical issues or questions related to Grants.gov, please email support@grants.gov or call (800) 518-4726.

SECTION H – OTHER INFORMATION

For the period of performance of the resultant Cooperative Agreement, the Grant Recipient shall cooperatively and with the concurrence of NHTSA furnish the necessary personnel, equipment and facilities, and otherwise perform all things necessary for or incident to the performance of work (the accomplishment of objectives) as set forth below:

Specifically:

A. NHTSA will:

Provide liaison with other government/private organizations (as appropriate);

Review and provide feedback on materials and planned activities produced under this Cooperative Agreement;

Provide existing communication and outreach materials, and/or support the development of new materials, by reviewing the Grantee's creative material concepts and media and outreach plans (as appropriate);

Designate a Contracting Officer's Representative/ Assistance Agreement (COR (AA)) to participate in the planning and management of this project and to coordinate activities between the Grantee and NHTSA.

Provide information and technical assistance from Government sources within available resources as determined appropriate by the COR (AA).

Provide access to a systematic review on pharmacologic management of acute pain by EMS in the prehospital setting, currently being developed through an Interagency Agreement between NHTSA and the Agency for Healthcare Research & Quality.

Stimulate the exchange of ideas and information among recipients of related projects through periodic meetings.

Maintain on-going contact with the Grantee regarding the conduct of this project.

Reserve the right to terminate this Cooperative Agreement in whole or in part, if it's determined that a termination is in the best interest of the Government.

B. The Grantee shall:

Perform the effort as specified in this Cooperative Agreement.

Designate a Project Manager to provide liaison and coordination between NHTSA and the staff and membership of the Grantee and to manage all aspects of the project and keep the COR(AA) apprised of the progress being made under the Cooperative Agreement

Notify the COR (AA) of any problems in implementing or making progress on this project.

Not deviate from the procedures or objectives specified in this cooperative agreement and shall be implemented unless presented and approved by the NHTSA CO in writing.

C. General Requirements

The Grantee shall work cooperatively with NHTSA to develop an EBG for the pharmacologic management of acute pain by EMS in the prehospital setting.

D. Conditions for this Cooperative Agreement

As a condition of this Cooperative Agreement, the Grantee agrees to the following:

D.1 Condition 1: Kickoff Meeting

Within thirty (30) days of award, the Grantee agrees to meet with the COR (AA), Contracting Officer (CO) and/or Contract Specialist (CS), and other interested

NHTSA personnel, either in person at NHTSA Headquarters in Washington, DC, or via teleconference to discuss the administration of the Cooperative Agreement, project's objectives, planned course of action, responsibilities, and to begin finalizing the work plan which was submitted as part of the application. The meeting will serve as a forum to resolve any differences between NHTSA and the Grantee's approach.

D.2 Condition 2: Final Work Plan

Within two (2) months of award, the Grantee agrees to submit the Final Work Plan to the NHTSA COR (AA). The plan shall detail and describe how the Grantee intends to accomplish the tasks outlined in this project. The plan shall include specific (step-by-step) tasks and the roles of the staff, and the plan shall finalize the project timeline as well as any remaining items necessary to carry out the project into its work plan. The Grantee agrees to include in the work plan details associated with meeting project objectives, project tasks, and timelines. The Final Work Plan will take precedence over the Grantee's application and serve to guide the Grantee's project implementation.

Within two (2) weeks of receipt, the COR (AA) will review the Final Work Plan and provide questions and/or comments to the Grantee for consideration.

D.3 Condition 3: Technical Expert Panel

The Grantee agrees to assemble a multidisciplinary Technical Expert Panel (TEP) that would include expertise in emergency medicine, pediatrics, pain management, trauma care, pharmacology, and guideline development methodology, as well as a patient advocate, for the purpose of developing an EBG for the pharmacologic management of acute pain by EMS in the prehospital setting. Within three (3) months of award, the Grantee agrees to identify experts to participate in the TEP and submit the names to the COR (AA).

The Grantee agrees to convene the first meeting of the TEP within four (4) months of award.

D.4 Condition 4: Interim Briefings

The Grantee agrees to participate in six (6) interim briefings, via conference call, to be scheduled at a time that is convenient to the COR (AA) and the Grantee. The Grantee should be prepared to discuss the progress toward the project goals.

D.5 Condition 5: Manuscript for Publication

Within twelve (12) months of award, the Grantee agrees submit a manuscript for publication to the COR (AA). The manuscript shall be in a form suitable for submission to a peer-reviewed scientific journal. This manuscript will include a

background/introduction section describing the need for the EBG, the methodology used to develop the EBG, recommendations relating to the need for pain management by EMS personnel and a model EMS protocol for pain management with supporting references from the scientific literature. It may also include recommendations for implementation and future research priorities.

D.6 Condition 6: Draft EMS Protocol

Within twelve (12) months of award, the Grantee agrees to submit the draft model EMS Protocol for the pharmacologic management of acute pain by EMS in the prehospital setting to the COR (AA).

D.7 Condition 7: Performance Measures

Within fifteen (15) months of award, the Grantee agrees submit EMS performance measures for pain management to the COR (AA). These performance measures will be developed using the process and methodology recommended by the EMS COMPASS project or its current successor.

D.8 Condition 8: Educational Materials

Within fifteen (15) months of award, the Grantee agrees to submit educational materials to the COR (AA) for use by State and local EMS agencies. These educational materials are intended to help State and local EMS agencies instruct EMS clinicians in the use of the draft model EMS protocol for the pharmacologic management of acute pain.

D.9 Condition 9: Participate in Final Project Briefing

Within eighteen (18) months of award, the Grantee agrees to provide a Final Project Briefing on the results of the project to the COR (AA) and other interested NHTSA personnel at NHTSA Headquarters in Washington, DC. The presentation will be an overview of the project, with summary information from the final report.

E. Deliverables (D) and Milestones (M)

The following items represent the Milestones (M) and Deliverables (D) under the resultant Cooperative Agreement. Deliverables must be in electronic format and printable.

Note: Several items may take place concurrently and do not need to be completed in the exact order listed below, provided due dates are still met.

Item #	Condition #	Milestone (M) / Deliverable (D)	Due Date from Award
1	1	Participate in Kick-off Meeting (M)	30 days
2	2	Submit Final Work Plan (D)	2 months

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3	2	Final Work Plan comments (M)	Within 2 weeks of receipt of Item #2
4	3	Submit names of the Technical Expert Panel (D)	3 months
5	3	Convene first meeting of Technical Expert Panel (M)	4 months
6	4	Participate in Interim Briefings (M)	Quarterly, as determined by the COR
7	5	Submit manuscript for publication (D)	12 months
8	6	Submit draft EMS protocol (D)	12 months
9	7	Submit performance measures (D)	15 Months
10	8	Submit educational materials (D)	15 months
11	9	Participate in Final Briefing at NHTSA Headquarters (M)	18 Months
12	F.3.2	Submit Final Report (D)	18 months
13	F.3.1	Submit Quarterly progress reports to the COR (D)	Within 15 days of the month following the reporting quarter, beginning 3 months after award

[END OF REQUEST FOR APPLICATION]