Notice of Funding Opportunity

Application due June 3, 2024

Minority Research Grant Program

Opportunity number: CMS-1W1-24-001



Contents

Before you begin 3

Step 1: Review the Opportunity 4

Basic information 5

Eligibility 6

Program description 8

Step 2: Get Ready to Apply 16

Get registered 17

Find the application package 17

Step 3: Write Your Application 18

Application contents and format 19

Step 4: Learn About Review and Award 24

Application review 25

Award notices 30

Step 5: Submit Your Application 31

Application submission and deadlines 32

Step 6: Learn What Happens After Award 35

Post-award requirements and administration 36

Contacts and Support 39

Before you begin

If you believe you are a good candidate for this funding opportunity, secure your SAM.gov and Grants.gov registrations now. If you are already registered, make sure your registration is active and up-to-date.

SAM.gov registration (this can take several weeks)

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

See Step 2: Get Ready to Apply

Grants.gov registration (this can take several days)

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

See Step 2: Get Ready to Apply

Apply by June 3, 2024

Applications are due by 11:59 p.m. Eastern Time on June 3, 2024.

To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.



Step 1:
Review the Opportunity

In this step

Basic information 5
Eligibility 6
Program description 8

Basic information

Centers for Medicare & Medicaid Services

Office of Minority Health

Focusing on innovative research to increase health equity.

Summary

Our purpose is to encourage innovative health services research that can directly and demonstrably contribute to the improvement of health outcomes for people from all minority populations. We encourage research that focuses on reducing health gaps at the health care system-level.

Such research will stimulate interest in the characterization and inferential analysis of determining factors associated with health-related social needs and focus funding in this area.

Funding details

Type: Grant

Total expected funding for the program: $1,275,000

Total expected awards for the program: 5

Funding limit per applicant for the period of performance: $255,000

We will provide funding in a single budget period of 24 months, for a 2-year period of performance.

Have questions? See Contacts and Support.

Key facts

Opportunity name:
Minority Research Grant Program

Opportunity number:
CMS-1W1-24-001

Federal Assistance Listing:
93.779

Key dates

Application deadline:
June 3, 2024, 11:59 p.m. ET

Optional notice of intent deadline:
May 1, 2024

Expected award date:
September 15, 2024

Expected start date:
September 30, 2024

Eligibility

Who can apply

Eligible applicants

Only these types or organizations may apply:

Education organizations

- Public and state-controlled institutions of higher education
- Private institutions of higher education

Other eligibility criteria

This funding opportunity is open to the following eligible organizations:

- Historically Black Colleges and Universities (HBCUs)
- Hispanic Serving Institutions (HSIs)
- Asian American and Native American and Pacific Islander-Serving Institutions (AANAPISIs)
- Tribal Colleges and Universities (TCUs)
- Alaska Native and Native Hawaiian Serving Institutions (ANNHs)
- Native American-Serving Nontribal Institutions (NASNTIs)
- Predominantly Black Institutions (PBIs)

Eligibility limitations

Your organization must be a Minority Serving Institution (MSI).

Your organization may submit more than one application for consideration, provided that each application is scientifically distinct.

Cost sharing

This program requires you to contribute one percent of the project's total cost.

You can calculate this cost-sharing requirement in one of two ways:

Method 1: Start with the federal share

Calculation: Divide the federal share by 99.

For example: A federal share of $255,000 divided by 99 equals a required match of $2,576.

Method 2: Start with the total project cost

Calculation: Divide the total project costs by 100.

For example: A total project cost of $257,576 divided by 100 equals a required match of $2,576.

Types of cost sharing

You can meet your match requirement through any combination of:

- Cash contributed by your organization.
- Cash contributed by partners or other third parties.
- In-kind (non-cash) contributions from third parties.

Cost sharing commitments

You must follow through on your promise of cost-sharing funds. This includes those who have promised an amount more than the required minimum. We put these commitments in the Notice of Award.

If you don't provide your promised amount, we may have to decrease your award amount. You must include your funds when you fill out your application forms and budget narrative. After the award, you will include funds in your Federal Financial Reports.

Program description

Purpose

The Minority Research Grant Program supports funding opportunities for promising solutions in existing CMS programs. The program also supports funding opportunities that affect social determinants of health (SDOH) and how changes in SDOH achieve health equity. Our purpose is to encourage innovative health services research that improves health outcomes for underserved populations, including:

- Racial and ethnic minority groups
- People with disabilities
- Members of the lesbian, gay, bisexual, transgender, and queer (LGBTQ+) community
- People with limited English proficiency
- People residing in rural areas
- People adversely affected by persistent poverty or inequality

This program also encourages research that focuses on reducing health disparities at the health care system-level. Such research will stimulate interest in the characterization and inferential analysis of determining factors associated with health-related social needs and focus funding in this area.

Background

Despite decades of research and interventions to reduce and eliminate health disparities, they persist. In some cases, they are widening in the following groups:

- Racial and ethnic minority groups
- People with disabilities
- Members of the lesbian, gay, bisexual, transgender, and queer (LGBTQ+) community
- People with limited English proficiency
- People residing in rural areas
- People adversely affected by persistent poverty or inequality

Growing needs

As the United States' largest health care payer, CMS has committed significant resources to understand and characterize the complicated and complex factors that affect the care of enrollees and practices across the health care system.

Since the Affordable Care Act (ACA) expanded health insurance to millions of new enrollees at the start of the Public Health Emergency (PHE), health care demand surged in nearly all specialty areas and geographic regions. Health care is an open system likely to be influenced by environmental and other events outside the direct control of those who are trying to run it.

Health disparities

Disparities in health do not have a single cause. To understand the many levels of health disparities, research has begun to incorporate the socioecological framework. This highlights the interrelationships between aspects of the social and physical environments, and how they impact health.

CMS seeks to achieve health equity by improving quality and making care more person-centered, affordable, and accessible. The purpose of this NOFO is to encourage health services research that can directly contribute to improving the health of people from all minority populations and reducing health disparities, while taking into consideration:

- the interaction between system-level healthcare
- individual clinical care and social determinants of health, including the role of structural systemic factors, place, and neighborhood factors

In this way, the program is consistent with CMS's goals of achieving health equity and improving healthcare quality.

The socioecological framework

The socioecological framework suggests that social needs such as stable housing, access to nutritious food, reliable transportation, safety, stable and fulfilling employment, education, social connectedness, and financial stability contribute to health outcomes.

Recent studies suggest that addressing unmet social needs could potentially reduce morbidity and mortality more than advances in medical care. In response to this evidence, the National Academies of Sciences, Engineering, and Medicine (NASEM) and the World Health Organization (WHO) have called for the integration of both social and clinical care.

A growing number of health care providers, as well as private and public health care payers, are implementing initiatives for addressing the social needs of the populations they serve. Key CMS programs include:

- Medicare Part A (hospital coverage)
- Medicare Part B (medical services)
- Medicare Part C (Medicare Advantage)
- Medicare Part D (prescription drug coverage)
- Medicaid including Medicaid Managed Care and Children's Health Insurance Program (CHIP)

In each of these programs, there are opportunities to explore issues related to health equity. Opportunities include:

- CMS Quality Improvement Programs
- Quality Payment Program
- Conditions of Participation
- Formulary and benefit design
- Reimbursement
- Risk adjustment
- Network adequacy
- Bundled payment
- Risk-sharing
- Value-based payment
- Health equity implications of algorithms used in healthcare
- Risk adjustment
- Instrument design
- Assessment and reporting of standardized data related to demographic and social determinants of health
- Interventions to address social risk factors and health-related social needs
- Cognitive testing and cross-cultural validation of questions in standardized patient assessments, and the implications of CMS programs on environmental justice and the impacts of climate change on specific communities

Program requirements

The program builds the capacity of principal investigators to advance the understanding of health equity in CMS programs. Health equity enhances the capacity of CMS and other stakeholders to develop solutions and embed health equity across programs and policies.

Consistent with Executive Orders related to advancing health equity, researchers are expected to collaborate with underserved communities, such as:

- Racial and ethnic minorities
- Individuals with disabilities
- Members of the LGBTQ+ community
- People with limited English proficiency
- Individuals residing in rural areas
- Individuals adversely affected by persistent poverty or inequality
- Health systems such as hospitals, health plans, community centers, and so on, in the design, implementation, and evaluation of research projects on issues related to health equity, including social determinants of health in particular.

We encourage research that advances analysis of the intersectionality of variables (independent or dependent) in ways that could also be disaggregated. This program also encourages research that focuses on reducing health disparities at the health care system-level.

The program recommends that your project align with CMS programs and policies as well as Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government.

Research topics of interest

Some of our research topics of interest include:

- Cognitive testing and cross-cultural validation of translated standardized demographic and/or social determinants of health questions in kidney dialysis facilities, hospice, or hospitals.
- Strategies to address preparedness for, response to, and recovery from public health emergencies, such as COVID-19. This includes the disproportionate impact on diverse racial and ethnic groups, people with disabilities, members of the lesbian, gay, bisexual, transgender, and queer (LGBTQ+) community, people with limited English proficiency, individuals

residing in rural areas, and people adversely affected by persistent poverty or inequality.

- Public health interventions designed to meet the needs of people with disabilities or people with limited English proficiency. These might include telehealth, exercise, life skills and/or health coaches, nutrition, preventative healthcare, and so forth.
- Developing, adapting, and testing culturally and linguistically tailored programs covered by Medicare, Medicaid, and Marketplace. These might include smoking cessation, diabetes self-management education and support or training (DSME/T), and diabetes prevention programs (DPPs) for racial and ethnic minorities, sexual and gender minorities, people with disabilities, or people residing in rural areas.
- Research bias in health care algorithms that are relevant to Medicare, Medicaid, and/or Marketplace programs, and test best practices to address bias in algorithms.
- Research of the impact of COVID-19 disparities on racial and ethnic minority women, infants, or children enrolled in Medicaid and CHIP.
- Drivers of behavioral, social, environmental, or community/population-based studies that create health instability among racial and ethnic populations, sexual and gender minorities, people with disabilities, and/or individuals residing in rural areas.
- Research strategies and promising practices to address the compounded inequities of urban and/or rural residents and the intersection of racial and ethnic minorities, disability, language preference, sexual and gender minorities, and so on.

You may also propose research studies to address the impact of CMS programs, policies, or practices that address social determinants of health (SDOH) on health disparities. We encourage you to study more than one priority area, to be innovative and to evaluate multisector and multilevel programs, policies, or practices that address SDOH factors, and how changes in SDOH affect health disparities related to CMS enrollee outcomes.

The research projects funded under this NOFO can address one or more existing programs, policies, or practices and their impacts on reducing health disparities in enrollee outcomes, risk factors, or health behaviors. Programs, policies, or practices examined should be naturally occurring without influence by the researcher.

Programs, policies, or practices to be evaluated should:

- Address at least one of the following priority areas:

    - Built environment and housing instability
    - Community-clinical linkages
    - Food and nutrition security
    - Social connectedness
    - Transportation needs
- Collection of new health equity-related data in post-acute care (PAC) settings, such as skilled nursing facilities. This information should include race, ethnicity, transportation, social isolation, health literacy, and preferred language.

Past topics

These include:

- Using community health workers to improve access to health services among vulnerable populations.
- Reducing prenatal stress for women in Puerto Rico after Hurricane Maria through group prenatal care.
- Increasing resources for minority patients with diabetic eye disease.

Technical assistance and information for applicants

We encourage research projects that will develop and test new methodologies, models, and research interventions, and/or technologies focused on specific topics addressing social determinants of health.

The availability of beneficiary data through the Medicare Current Beneficiary Survey (MCBS) Public Use Files, Data.gov, CrownWeb Data, Part C and D Stratified Reports, as well as Mapping Medicare Disparities (MDD) Tool, make it possible to study factors that contribute to disparities in health outcomes among different racial and ethnic populations enrolled in CMS programs.

We encourage you to include in your proposals how you may include data analysis by:

- Race and ethnicity (HHS 2011 data standards)
- Disability (HHS 2011 data standards)
- Geographic location (urban/rural)
- Language preference
- Sexual orientation
- Gender identity

- Sex assigned at birth
- Social determinants of health (coverage type, transportation, social isolation, health literacy, housing insecurity, food insecurity, socioeconomic status, or SES, pollution and toxins, neighborhood safety, and effects of environmental change)

We expect you to coordinate with CMS Office of Minority Health (OMH) to determine if questions used to collect data align with standardized social determinants of health questions.

Funding policies and limitations

Limitations

We do not allow the following costs:

- Pre-award costs
- Meeting matching requirements for any other federal funds or local entities
- Services, equipment, or supports that are the legal responsibility of another party under federal, state, or tribal law, such as vocational rehabilitation or education services, or under any civil rights laws, such as modifying a workplace or providing accommodations that are obligations under law
- Goods or services not allocable to the project
- Supplanting existing state, local, tribal, or private funding of infrastructure or services, such as staff salaries
- Construction
- Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life as a direct cost, except with our prior written approval
- The cost of independent research and development, including their proportionate share of indirect costs (see 45 CFR 75.476)
- Funds related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order
- Certain telecommunications and video surveillance equipment (see 2 CFR 200.216)
- Meals unless in limited circumstances such as:
    - Subjects and patients under study

- Where specifically approved as part of the project or program activity, such as in programs providing children's services
- As part of a per diem or subsistence allowance provided in conjunction with allowable travel

Unallowable research topics

The following topics are **not** appropriate for this NOFO:

- Genome-Wide Association Studies (GWAS)
- Studies investigating biological mechanisms such as metabolic changes/ chronic metabolic diseases on the microenvironment (including immune cells, surrounding blood vessels, soluble factors) in racial/ethnic minorities
- Studies that do not propose health disparity research
- Studies not related to CMS programs as outlined in the background section of this NOFO

Indirect costs

Indirect costs are those for a common or joint purpose across more than one project that cannot be easily separated by project. Learn more at 45 CFR 75.414.

Indirect costs for training awards cannot exceed 8 percent of modified total direct costs. To understand what is included in modified total direct costs, see 45 CFR 75.2.

Statutory authority

This program is under the authority of Section 1110 of the Social Security Act and is consistent with five executive orders:

- Executive Order 13779: White House Initiative to Promote Excellence and Innovation at Historically Black Colleges and Universities
- Executive Order 13555: White House Initiative on Educational Excellence for Hispanics
- Executive Order 13592: White House Initiative on Improving American Indian and Alaska Native Educational Opportunities and Strengthening Tribal Colleges and Universities
- Executive Order 13515: White House Initiative on Asian American and Pacific Islanders in Federal Programs



Step 2:
Get Ready to Apply

In this step

Get registered 17

Find the application package 17

Get registered

SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier. SAM.gov registration can take several weeks. Begin that process today.

To register, go to SAM.gov Entity Registration and select **Get Started**. From the same page, you can also select the Entity Registration Checklist for the information you will need to register.

Grants.gov

You must also have an active account with Grants.gov. You can see step-by step instructions at the Grants.gov Quick Start Guide for Applicants.

Find the application package

The application package has all the forms you need to apply. You can find it online. Go to Grants Search at Grants.gov and search for opportunity number CMS-1W1-24-001.

Need help? See Contacts and Support.



Step 3:
Write Your Application

In this step

Application contents and format 19

Application contents and format

Applications include five main components. This section includes guidance on each. Make sure you include each of these:

Component	Submission Format
Project abstract	Use the Project Abstract Summary form
Project narrative	Use the Project Narrative Attachment form
Budget narrative justification	Use the Budget Narrative Attachment form
Attachments	Insert each in the Other Attachments form
Standard forms	Upload using each required form.

View instructions on document formats in the following sections.

Project abstract

Limit to 1 page. May be single spaced, but follow other formatting requirements listed for the Project Narrative.

Write a one-page summary of your proposed project including the purpose and outcomes. Do not include any proprietary or confidential information. We will use this document for information sharing and public information requests if you get an award.

Include:

- Project goals
- Total budget amount
- A description of how you will use funds

Project narrative

The project narrative must provide a concise and complete description of the proposed project and support the investigator's ability to implement the research project. The following six points briefly highlight the Project Narrative requirements.

- Overall impact
- Significance

- Approach
- Innovation
- Investigators
- Environment

The proposed goals, measurable objectives, and milestones must be addressed in accordance with the provided instructions and content requirements and the specific criteria. See Step 4 criteria. Please include the title “project narrative” at the beginning of your project narrative.

See merit review criteria to understand how reviewers will assess and score your project narrative.

Required format for project narrative

Page limit: 25

Format: PDF

Size: 12-point font
Footnotes and text in graphics may be 10-point.

Spacing for project abstract, tables, and footnotes: Single-spaced

Spacing for main content: Double-spaced

Margins: 1-inch

Page Size: 8.5 x 11

Filename: Project Narrative

Include consecutive page numbers throughout.

Budget narrative

The budget narrative supports the information you provide in Standard Form 424-A. See standard forms.

It includes added detail and justifies the costs you ask for. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project’s purpose and activities.
- Restrictions on spending funds. See funding policies and limitations.

In your budget narrative, you will:

- Include a yearly breakdown of costs for each line item in your SF-424A.
- Describe the proposed costs for each activity or cost within the line item.
- Define the proportion of the requested funding designated for each activity.
- Justify the costs, including how you calculated them.
- Explain how you separate costs and funding administered directly by you as the lead agency, from funding you subcontract to other partners.
- Be clear about how costs link to each activity and the goals of this NOFO.
- Include a travel budget for a minimum of one staff person to attend up to two, 2-day meetings per year in the Washington DC/Baltimore MD area for applicants for ombudsman activities.

To create your SF-424A and budget narrative, see detailed instructions on our website at Guidance for Preparing a Budget Request and Narrative.

See merit review criteria to understand how reviewers will assess and score your budget narrative.

Required format for budget narrative

Page limit: None

File format: PDF

Font Size: 12-point

Spacing: Single-spaced

Margins: 1-inch

Page Size: 8.5 x 11

File name: Budget Narrative

Include consecutive page numbers throughout.

Attachments

You will upload attachments in Grants.gov using the Other Attachments Form.

Indirect cost agreement

If you include indirect costs in your budget using an approved rate, include a copy of your current agreement approved by your cognizant agency for indirect costs. If you use the de minimis rate, you do not need to submit this attachment. See agency budget guidance.

Resumes and job descriptions

For key personnel, attach resumes for positions that are filled. If a position isn't filled, attach the job description with qualifications.

Business assessment of applicant organization

Maximum 12 pages, single spaced

We must assess your organization's risk before we can make an award. This analysis includes your organization's:

- financial stability
- quality of management systems
- internal controls
- your ability to meet the management standards prescribed in 45 CFR part 75.

For us to complete your assessment, you must review, answer, and attach the business assessment questions found on our website at Business Assessment of Applicant Organization.

Project work plan and timeline

Maximum 5 pages, single spaced

The Project Work Plan and Timeline section of the application should document activities, reasonable and achievable milestones, and timeframes that are likely to lead to achievement of the stated project goal. Name the parties responsible for performing the activities.

See merit review criteria to understand how reviewers will assess and score your project work plan and timeline.

Standard forms

You will need to complete four standard forms. Submit the following standard forms through Grants.gov. You can find them in the NOFO application package or review them and their instructions at Grants.gov Forms.

Forms	Submission requirement
Application for Federal Assistance (SF-424)	With the application. See the extra instructions.
Budget Information for Non-Construction Programs (SF-424A)	With the application.
Disclosure of Lobbying Activities (SF-LLL)	With the application.
Project/Performance Site Location(s)	With the application.

Extra instructions for SF-424: Application for Federal Assistance

Special instructions include:

- To write your Descriptive Title of Applicant's Project in Item 15, see characteristics for writing a strong descriptive title on our website.
- Select **no** to item 19c. State review under Executive Order 12372 (E.O. 12372) does **not** apply.
- Your authorized organizational representative (AOR) must electronically sign this form. The AOR is the person who can make legally binding commitments for your organization. When the AOR authorizes an application, they agree to assume all award obligations.



Step 4: Learn About Review and Award

In this step

Application review 25

Award notices 30

Application review

Initial review

We review each application to make sure it is eligible, complete, and responsive. We won't consider an application that:

- Is from an organization that doesn't meet all eligibility criteria.
- Requests funding above the award ceiling shown in the funding range.
- Is submitted after the deadline.
- Isn't eligible, complete, or responsive.
- Is not submitted through Grants.gov.

If we determine that your application is ineligible, according to HHS Grant Policy, the Division of Grants, Director, or Deputy Director, Office of Acquisition and Grants Management, may choose to continue the review process for an ineligible application if it is in the best interests of the government to meet the objectives of the program.

Also, if you don't follow page limit or formatting requirements and that may give you an advantage, we may remove pages from your application.

Merit review

A panel reviews all applications that pass the initial review, using the following criteria. For more information, see our website for the Merit Review and Selection Process.

Criterion	Total number of points = 100
Project Narrative	75 points
Budget Narrative	15 points
Project Work Plan and Timeline	10 points

Criteria

Project narrative (maximum points = 75)

Title	Points	Sub criteria
I. Overall Impact Assessment of proposed advancements in health equity in CMS programs.	15	Describe how your organization will contribute to advancements in health equity in CMS programs. • Describe how this research project is relevant to CMS programs. **(3.75 points)** • Determine how the project proposes to advance healthcare quality for underserved communities, including members of the following communities: racial and ethnic minorities, people with disabilities, members of the lesbian, gay, bisexual, transgender, and queer (LGBTQ+) community, individuals with limited English proficiency, individuals residing in rural areas, and individuals adversely affected by persistent poverty or inequality. **(3.75 points)** • How does the project discuss and address equity issues that lead to advancing practices in a fair and just manner? If not applicable, determine the expected outcome for reducing disparities. **(3.75 points)** • Determine the application of ethical principles in the collection, maintenance, use, and dissemination of data and information specific to the health status of populations and their related determinants of health (e.g., factors contributing to health promotion, disease prevention and control, and availability and use of health services). **(3.75 points)**
II. Significance	15	The applicant must address the following questions: • How does the project address an important health equity related problem(s)? **(3 points)** • What is the scientific basis for your project? How does the project propose to address a health equity issue identified as a priority for the CMS? **(3 points)** • What are the project goals? Do the goals integrate diversity and inclusion efforts with population health, patient care, quality, and safety? **(3 points)** • How will achieving the project's aims improve knowledge, technical capability, or enhance quality, or

Title	Points	Sub criteria
		access, or outcomes for populations participating in the research design? **(3 points)** • We encourage applicants to pursue collaborations with organizations such as community health centers. **(3 points)**
III. Approach	15	The applicant must address the following questions: • What are the key research questions and aims, and how do the proposed methodologies and analysis address them? **(2 points)** • How will the investigators ensure a robust and unbiased approach? **(2 points)** • What is the target population and setting, including the size of the target population, the proportion that is expected to be reached by the study, and rationale for this figure? **(2 points)** • What is the data collection and analysis plan? **(2 points)** • How will investigators measure success, i.e., benchmarks, outcome measures, reduction in disparities? **(2 points)** • What challenges does the applicant anticipate and what potential mitigation strategies might the applicant pursue? **(2 points)** • How will the investigator protect human subjects from research risks, particularly people who are historically or systematically disadvantaged, and what are the applicant's plans to obtain IRB approval? **(3 points)**
IV. Innovation	10	The applicant must address the following question: • How does the proposed project improve or develop new policy or program ideas that advance equity for underserved populations? **(5 points)** • How will the proposed project creatively address the social determinants of health (e.g., Healthy People 2030)? **(5 points)**
V. Investigator(s)	10	The applicant must address the following questions: • What skills does the PI have to support a heightened level of success on the proposed project? **(2.5 points)**

Title	Points	Sub criteria
		• What are staff members' capabilities and how is their training, experience, and/or ongoing record of accomplishment well suited to the project? **(2.5 points)** • How will staff be organized, and what will be their responsibilities and roles? **(2.5 points)** • If the project has multiple principal investigators, how will these investigators integrate their expertise and approach joint leadership of the project? **(2.5 points)**
VI. Environment	10	The applicant must address the following questions: • How will the applicant's institutional infrastructure, organizational resources, and management capacity enable project success? Applicants should describe the availability and adequacy of the facilities, equipment, and financial management systems needed to conduct the project. **(2.5 points)** • What are the unique aspects of the applicant's institution that will enable the project's success? **(2.5 points)** • What is the applicant's plan for budget and performance monitoring (e.g., how does the PI plan to monitor the proposed budget and progress of the proposed research?)? **(2.5 points)** • What are the collaborative relationships supporting the proposed research project that have been established or that may be established between the applicant and other organizations? Are roles and responsibilities well defined? **(2.5 points)**

Budget narrative (maximum points = 15)

Title	Points	Sub criteria
VII. Budget Narrative	15	The proposed budget and budget narrative must be carefully developed and reflect efficient and reasonable use of funds. • Are budget line items clearly delineated and consistent with work plan objectives? **(3.75 points)** • Does the applicant possess the organizational infrastructure and management capacity to conduct the research project, as well as a comprehensive budget reflecting all costs of staffing for implementing the health services research activities? **(3.75 points)** • Is the time commitment of the proposed project director and other key project personnel sufficient to assure proper direction, management, and prompt completion of the project? **(3.75 points)** • Indirect costs (overhead and administrative costs) must be reasonable and cannot exceed 8% per requirements of grant program. **(3.75 points)**

Project work plan and timeline (maximum points = 10)

Title	Points	Sub criteria
VIII. Work Plan and Timeline	10	A detailed Project Work Plan and Timeline is required. The Project Work Plan and Timeline section of the application should document activities, reasonable and achievable milestones, and timeframes that are likely to lead to achievement of the stated project goal and name the parties responsible for performing the activities.

Risk review

Before making an award, we review the risk that you will not prudently manage federal funds. We need to make sure you've handled any past federal awards well and demonstrated sound business practices. We use SAM.gov Responsibility / Qualification to check this history for all awards. You can comment on your organization's information in SAM.gov. We'll consider your comments before making a decision about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see 45 CFR 75.205.

Selection process

CMS selects recipients at our sole discretion.

When making funding decisions, we consider:

- Merit review results. These are key in making decisions but are not the only factor.
- The larger portfolio of agency-funded projects, including the diversity of project types and geographic distribution.
- The past performance of the applicant. We may choose not to fund applicants with management or financial problems. See Risk Review.

We may:

- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Decide not to allow a prime recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Choose to fund no applications under this NOFO.

Award notices

If you are successful, your authorized organizational representative will receive an email notification from GrantSolutions. You can then retrieve your Notice of Award (NoA). We will notify you if your application is disqualified or unsuccessful within 30 days of the award date.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you don't have permission to start work.

Find out more about Notice of Award contents.



Step 5: Submit Your Application

In this step

Application submission and deadlines 32

Application submission and deadlines

See find the application package to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. See get registered. You will have to maintain your registration throughout the life of any award.

Deadlines

Optional notice of intent

Due on May 1, 2024.

Application

Due on June 3, 2024 at 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept the last on-time submission.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

Submission methods

Grants.gov

You must submit your application through Grants.gov unless we give you an exemption for a paper submission. See get registered.

For instructions on how to submit in Grants.gov, see the Quick Start Guide for Applicants. Make sure that your application passes the Grants.gov validation checks or we may not get it. Do not encrypt, zip, or password protect any files.

See Contacts and Support if you need help.

Other submissions

Optional notice of intent

We ask that you let us know if you plan to apply for this opportunity. We do this to plan for the number of expert reviewers we will need to evaluate applications. You do not have to submit a notice of intent to apply.

Please email the notice to OMHgrants@cms.hhs.gov.

In your email, include:

- The funding opportunity number and title
- Your organization's name and address
- A contact name, phone number, and email address
- An expression of your interest
- The proposed regions of participation
- A brief description of your organization

See the deadline for notices of intent.

Mandatory disclosure

You must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, 45 CFR 75.113.

Send written disclosures to the Office of Inspector General at grantdisclosures@oig.hhs.gov. Include "Mandatory Grant Disclosures" in the subject line.

You must also email the disclosure to this NOFO's administrative and budget contact. See Contacts and Support.

Intergovernmental Review

This NOFO is not subject to executive order 12372, Intergovernmental Review of Federal Programs. No action is needed other than checking No on the SF-424 box 19c.

Application Checklist

Make sure that you have everything you need to apply:

Component	How to Upload	Page Limit
☐ Project Abstract	Use the Project Abstract Summary Form.	1 page
☐ Project Narrative	Use the Project Narrative Attachment form.	25 pages
☐ Budget Narrative	Use the Budget Narrative Attachment form.	None
Attachments **(4 total)**	Insert each in a single Attachments form.	
☐ Indirect cost rate agreement		None
☐ Resumes and job descriptions		None
☐ Business assessment of applicant organization		12 pages
☐ Project work plan and timeline		5 pages
Standard Forms **(4 total)**	Upload using each required form.	
☐ SF-424 (Application for Federal Assistance)		None
☐ SF-424A: Budget Information for Non-Construction Programs		None
☐ Project/Performance Site Locations(s)		None
☐ Disclosure of Lobbying Activities (SF-LLL)		None



Step 6: Learn What Happens After Award

In this step

Post-award requirements and administration 36

Post-award requirements and administration

Administrative and national policy requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the Notice of Award. See the CMS Standard Terms and Conditions.
- The rules listed 45 CFR part 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.
- The HHS Grants Policy Statement (GPS). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in the HHS Administrative and National Policy Requirements.
- Federal laws regarding accessibility if you receive a request for information in accessible formats. See accessibility requirements on our website.

Reporting

If you are successful, you will have to submit reports. These include:

- Progress Reports
- Federal Financial Report (FFR)
- Federal Funding Accountability and Transparency Act (FFATA)
- Integrity and Performance Reporting Payment Management System (PMS)
- Audit Reporting (Federal Audit Clearing House)
- Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

Find more information on post-award reporting.

Assurance of compliance

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov.

You and all subrecipients, including contractors, must also submit an Assurance of Compliance, HHS-690. You will find instructions on how to submit it at the bottom of the form.

To learn more, see the HHS Office for Civil Rights website.

Continued eligibility

Continued funding is contingent on satisfactory progress, compliance with the terms and conditions, and the availability of funds.

For CMS to issue you continuation funding, you must demonstrate satisfactory progress. If we issue all the funding in the first year, then you must continue to show satisfactory progress to maintain access to your funds.

At any time, we could decrease funding or terminate your award if you fail to perform the requirements of the award. See 45 CFR 75.372.

Satisfactory progress for selected award recipients includes, but is not limited to:

- Publications
- Presentations
- Standardized data collection, applicable to HHS data standards for:
  - Disability
  - Language preference
  - Gender identity
  - Assigned sex at birth
  - Sexual orientation
  - Race
  - Ethnicity
- Appropriate questions on social determinants of health
- Analysis that includes demographic and SDOH data to conduct root cause analysis of disparities and results of solutions that were tested

Health information technology interoperability

If you receive an award, you must agree that where your activities involve implementing, acquiring, or upgrading health IT, you, and all your subrecipients will:

- Meet the standards and specifications in 45 CFR part 170, subpart B, if those standards support the activity.
- If the activities relate to activities of eligible clinicians in ambulatory settings or hospitals under Sections 4101, 4102, and 4201 of the HITECH Act, that you will use only health IT certified by the ONC Health IT Certification Program.

If standards and implementation specifications in 45 CFR part 170, subpart B can't support the activity, we encourage you to use health IT that meets non-proprietary standards and specifications of consensus-based standards development organizations. This may include standards identified in the ONC Interoperability Standards Advisory.

Non-discrimination and assurance

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance (HHS-690). To learn more, see the Laws and Regulations Enforced by the HHS Office for Civil Rights.



Contacts and Support

In this step

Agency contacts 40
Grants.gov 40
SAM.gov 40
Reference websites 40

Agency contacts

Program

Brian Young
OMHgrants@cms.hhs.gov

Administration and budget

Sharron Jernigan
OMHgrants@cms.hhs.gov

Grants.gov

Grants.gov provides 24/7 support.
Call 1-800-518-4726 or email support@grants.gov.
Hold on to your ticket number.

SAM.gov

If you need help, you can call 866-606-8220 or live chat with the Federal Service Desk.

Reference websites

- U.S. Department of Health and Human Services (HHS)
- CMS Grants and Cooperative Agreements
- Grants.gov Accessibility Information
- Code of Federal Regulations (CFR)
- United States Code (U.S.C.)