

or other Indian health organization, or a public or nonprofit private health organization, the applicant must submit a letter of support from at least one accredited school of public health or health professions program (excluding nursing), depending on the type of program for which it proposes to recruit. This letter must document linkage with that educational organization.

When the target population of a proposed project includes a particular Indian tribe or tribes, an official document, i.e., a letter of support or tribal resolution, must be submitted indicating that the tribe or tribes will cooperate with the applicant.

#### **E. Fund Availability and Period of Support**

It is anticipated that approximately \$250,000 will be available for approximately 3 new grants. The average funding level for projects in FY 1994 was \$98,000. The anticipated start date for selected projects will be September 30, 1995. Projects will be awarded for a budget term of 12 months. Grant funding levels include both direct and indirect costs.

#### **F. Type of Program Activities Considered for Support**

Funds are available to develop grant programs to locate and recruit students with potential for (1) Masters of Public Health or (2) other health professions degree programs (excluding nursing), and to provide support services to Indian students who are recruited.

#### **G. Application Process**

An *IHS Recruitment Grant Application Kit*, including the required PHS 5161-1 (Rev. 7/92) (OMB Approval No. 0937-0189) and the U.S. Government Standard forms (SF-424, SF-424A and SF-424B), may be obtained from the Grants Management Branch, Division of Acquisition and Grants Operations, Indian Health Service, 12300 Twinbrook Parkway, Suite 100, Rockville, Maryland 20852, telephone (301) 443-5204. (This is not a toll free number.)

#### **H. Grant Application Requirements**

All applications must be single-spaced, typewritten, and consecutively numbered pages using black type not smaller than 12 characters per one inch, with conventional one inch border margins, on only one side of standard size 8½ × 11 paper that can be photocopied. The application narrative (not including abstract, tribal resolutions or letters of support, standard forms, table of contents or the appendix) must not exceed 15 typed

pages as described above. All applications must include the following in the order presented:

- Standard Form 424, Application for Federal Assistance
- Standard Form 424A, Budget Information—Non-Construction Programs (Pages 1 and 2)
- Standard Form 424B, Assurances—Non-Construction Programs (front and back)
- Certifications, PHS 5161-1 (pages 17-18)
- Checklist, PHS 5161-1 (pages 23-24)
- Project Abstract (one page)
- Table of Contents
- Program Narrative to include:
  - Introduction and Potential Effectiveness of Project
  - Project Administration
  - Accessibility to Target Population
  - Relationship of Objectives to Manpower Deficiencies
  - Project Budget
  - Appendix to include:
    - Tribal Resolution(s) or Letters of Support
    - Resumes (Curriculum Vitae) of key staff
    - Position descriptions for key staff
    - Organizational chart
    - Workplan Format
    - Completed IHS Application Checklist
    - Application Receipt Care, PHS 3038-1 Rev. 5-90.

#### **I. Application Instructions**

The following instructions for preparing the application narrative also constitute the standards (criteria or basis for evaluation) for reviewing and scoring the application. Weights assigned each section are noted in parenthesis.

**Abstract**—An abstract may not exceed one typewritten page. The abstract should clearly present the application in summary form, from a "who-what-when-where-how-cost" point of view so that reviewers see how the multiple parts of the application fit together to form a coherent whole.

**Table of Contents**—Provide a one page typewritten table of contents.

#### **Narrative**

##### **1. Introduction and Potential Effectiveness (30 pts.)**

- a. Describe your legal status and organization.
- b. State specific objectives of the project, which are measurable in terms of being quantified, significant to the needs of Indian people, logical, complete and consistent with the purpose of sec. 102.
- c. Describe briefly what the project intends to accomplish. Identify the

expected results, benefits, and outcomes or products to be derived from each objective of the project.

d. Provide a project specific work plan (milestone chart) which lists each objective, the tasks to be conducted in order to reach the objective, and the timeframe needed to accomplish each task. Timeframes should be projected in a realistic manner to ensure that the scope of work can be completed within the budget period. (A work plan format is provided.)

e. In the case of proposed projects for identification of Indians with a potential for education or training in the health professions (excluding nursing), include a method for assessing the potential of interested Indians for undertaking necessary education or training in such health professions.

f. State clearly the criteria by which the project's progress will be evaluated and by which the success of the project will be determined.

g. Explain the methodology that will be used to determine if the needs, goals, and objectives identified and discussed in the application are being met and if the results and benefits identified are being achieved.

h. Identify who will perform the evaluation and when.

##### **2. Project Administration (20 pts.)**

a. Provide an organizational chart and describe the administrative, managerial and organizational arrangements and the facilities and resources to be utilized to conduct the proposed project (include in appendix).

b. Provide the name and qualifications of the project director or other individuals responsible for the conduct of the project; the qualifications of the principal staff carrying out the project; and a description of the manner in which the application's staff is or will be organized and supervised to carry out the proposed project. Include biographical sketches of key personnel (or job descriptions if the position is vacant) (include in appendix).

c. Describe any prior experience in administering similar projects.

d. Discuss the commitment of the organization, i.e., although not required, the level of non-Federal support. List the intended financial participation, if any, of the applicant in the proposed project specifying the type of contributions such as cash or services, loans of full or part-time staff, equipment, space, materials or facilities or other contributions.