

2014 HRSA-14-006: Priority Requirements Checklist*

Application Details	
Due date: December 27, 2013, 11:59 ET	
<p>Page Limit: 80 printed pages (page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support required in the <i>Application Guide</i> and this FOA)</p> <ul style="list-style-type: none"> ✓ Font: Times Roman, Arial, Courier, or CG Times. ✓ Font size: No less than a 12-point font for text and no less than 10-point for charts, graphs, footnotes, and budget tables ✓ Spacing: No less than 1.0 line (single) spacing. 	
<p>Abstract: In one single-spaced page include:</p> <ul style="list-style-type: none"> ✓ At the top of the abstract include the project title, applicant organization name, address, project director name, contact phone numbers (voice and fax), e-mail address, website, all funds requested ✓ A brief description of the proposed project including the needs to be addressed, the proposed services, and population groups(s) to be served ✓ Refer to <i>SF-424 Application Guide</i> for more information http://www.ncham.org/hrsa-webinar 	
Criterion 1: Need (20pts.) The extent to which...	Page #
<p>The application demonstrates the problem and factors that contribute to the problem. Include data that show:</p> <ul style="list-style-type: none"> ✓ Unmet health needs and factors that contribute to these needs ✓ Socio-cultural determinants of health ✓ Health disparities ✓ Quantitative data on LTFU and LTD at each stage of EHDI continuum ✓ Supportive demographic data ✓ Relevant barriers in the service area 	
<p>The applicant articulates the contributing factors to executing a quality improvement project and why the project will help resolve the problem of LTFU/LTD. In this section be sure to include:</p> <ul style="list-style-type: none"> ✓ A brief description of purpose of the proposed project ✓ Show how these needs relate to the project goals/aims 	
Criterion 2: Response to Methodology, Work Plan, and Resolution (35pts.) The extent to which...	
<p>The proposed project responds to the <i>Purpose</i> section of the proposal (described on page 1 of the FOA), including:</p> <ul style="list-style-type: none"> ✓ Goals/aims and objectives/aims that relate to the project purpose ✓ Quality improvement activities/strategies geared to achieve project goals/aims <ul style="list-style-type: none"> • Identifying needs • Implementing small tests of change • Using data to inform decisions • Identifying change activities/strategies (may include those described in the <i>Background</i> section [pg.1] but there are infinite others) • Spreading successful change activities/strategies ✓ How stakeholder team will be involved in the QI process from inception to sustainability of the project <ul style="list-style-type: none"> • Selection process, composition (e.g., pediatric audiologist, parent of a child with hearing loss) • Links to Early Head Start, title V, and home visiting programs ✓ Sustainability plan for services and interventions that resulted in improvement 	
<p>Applicant lists activities/strategies that will fulfill project objectives/aims and ultimately project goals/aims. In this workplan include:</p> <ul style="list-style-type: none"> ✓ Plan for determining goals/objectives/aims ✓ Formation of a team ✓ How workplan activities/strategies will achieve program objectives/aims and goals/aims ✓ How small tests of change will be spread ✓ Implementation timeline that delineates each activity/strategy and responsible staff ✓ Support and collaboration with stakeholders ✓ Data source and analysis ✓ Data collection and reporting ✓ Challenges likely to be encountered and approaches used to resolve challenges 	
<p>Applicant demonstrates an understanding of QI, including creating goals/aims, managing measures, and identifying change activities/strategies</p>	
Criterion 3: Evaluative Measures (20 pts.)	

Evaluative measures will be able to assess: 1) extent objectives/aims have been met, and 2) extent improvement can be attributed to project. Evaluation must include:	
<ul style="list-style-type: none"> ✓ Key processes and expected outcomes of activities/strategies ✓ How data will be collected and managed (e.g., skilled staff, data software) ✓ Use of data to inform change ✓ Potential obstacles for evaluation and how those obstacles will be mitigated ✓ Describe evaluation experience (e.g., skills, knowledge, staff, materials published) 	
Criterion 4: Impact (10pts.) Corresponds to Summary Progress report (attachment 7)	
Delineate previous accomplishments. In the summary include:	
<ul style="list-style-type: none"> ✓ Goals/aims and objectives/aims and progress in attaining those goals/aims and objectives/aims ✓ These goals/aims and objectives/aims should demonstrate ability to implement QI- starting from baseline, setting goals/aims, establishing objectives/aims, and implementation ✓ Highlight how a previous project was disseminated on a local, state, and national level ✓ Delineate the replicability of the project ✓ The start and end date of the project ✓ Include any technical problems that may have been experienced 	
Related how past success prepares you for success for your current proposal	
Identified personnel are qualified and have past experience implementing QI projects	
Applicant organization will fulfill the needs and requirements of the proposed project. Be sure to include:	
<ul style="list-style-type: none"> ✓ Organization mission ✓ Current scope of activities/strategies ✓ Organizational chart (cross reference to attachment 5) ✓ Capabilities to support culturally and linguistically appropriate services 	
Criterion 6: Support requested (5pts.) The extent to which...	
The budget justification and narrative demonstrate that:	
<ul style="list-style-type: none"> ✓ Yearly costs are reasonable given the scope of work ✓ Key personnel have adequate time devoted to project 	
Ensure your budget complies with HRSA's budget guidelines (see Section 4.1.iv and 4.1.v of HRSA's SF-424 Application Guide, available at http://www.ncham.org/hrsa-webinar)	
Attachments	
1. Work Plan	
<ul style="list-style-type: none"> ✓ Include all information detailed in project narrative in a succinct format 	
2. Staff Plan and Job Descriptions for Key Personnel	
<ul style="list-style-type: none"> ✓ Each job description no more than 1 page ✓ Include role, responsibilities, and qualifications of proposed staff 	
3. Biographical Sketches of Key Personnel	
<ul style="list-style-type: none"> ✓ Include sketches of personnel fulfilling positions outlined in attachment 2 ✓ Each sketch should be no more than 2 pages ✓ If the position is TBH, include letter of commitment for person proposed in the sketch 	
4. Letters of agreement	
<ul style="list-style-type: none"> ✓ New letters of agreement or a letters describing existing contracts for partners cited in the proposal. ✓ These letters are for partners who are participating somehow in the actual grant activities ✓ /strategies ✓ Letters should be dated and describe roles of the partner and any contribution (e.g., deliverables, in-kind services, dollars, staff, space equipment) 	
5. Organizational chart	
<ul style="list-style-type: none"> ✓ One page figure that depicts organizational structure 	
6. Tables, charts, etc. needed to provide additional detail for the grant application (e.g., logic model, driver diagrams)	
7. Summary progress report	
<ul style="list-style-type: none"> ✓ This is worth 10 points and is described in more detail under Criterion 4: Impact 	
8-15. Other relevant documents	
<ul style="list-style-type: none"> ✓ Letters of support from organizations who may not be participating, but support the project. Letters must include dates and delineate if they have any commitment to the project (e.g., dollars, staff, space equipment). 	

*Disclaimer: FOA HRSA-14-006 contains the definitive information about what should be included in applications and how they will be evaluated. This document has been created by NCHAM staff to assist states in responding to the FOA, but does not replace the information in HRSA-14-006. Completion of this checklist does not guarantee that your application will be approved.