

**Information Technology  
Professionals in Health Care:  
Program of Assistance for University-Based Training**

**Application Form**

**Application and Submission Information**

***Letter of Intent***

Applicants are requested, but not required, to submit a letter of intent to apply for this funding opportunity to assist ONC in planning for the program's independent review process. A letter of intent is not binding, and does not enter into the review of a subsequent application.

The letter of intent must be no longer than 2 pages, double-spaced, formatted to 8 ½" x 11" (letter-size) pages with 1" or larger margins on top, bottom, and both sides, and a font size of not less than 12 point.

The letter of intent must be received by January 7, 2010. Letters of intent must be sent electronically to email address ([university-based-training@hhs.gov](mailto:university-based-training@hhs.gov)) that is listed in Section VII, Agency Contacts, below.

Please refer to Appendix C for suggestions on the content of the letter. A letter of intent should specify the institutions that are expected to be involved in the application. This information will help to plan for objective review of the applications.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0990-XXXX. The time required to complete this information collection is estimated to average 367 hours per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Avenue, SW, Suite 537-H, Washington, DC 20201 Attention: PRA Reports Clearance Officer.

## ***Address to Request Application Package***

The application for this FOA is the standard SF-424.

Application materials can be obtained from the “Apply for Grants” section of the Grants.gov website at: [www.grants.gov/](http://www.grants.gov/)\_\_\_\_\_

### **Contact person regarding this Program Announcement:**

ONC Health IT Workforce Program Implementation Team – ATTN: University-Based Training

Office of the National Coordinator for Health Information Technology

U.S. Department of Health and Human Services

200 Independence Avenue, S.W., Suite 729D

Washington, DC 20201

Email: [university-based-training@hhs.gov](mailto:university-based-training@hhs.gov)

*Please note: for more prompt and efficient receipt of requests and/or comments, use of email is strongly encouraged.*

Please note, ONC is requiring applications for all announcements to be submitted electronically through [www.grants.gov](http://www.grants.gov). The Grants.gov registration process can take several days. If your organization is not currently registered with [www.grants.gov](http://www.grants.gov), please begin this process immediately. For assistance with [www.grants.gov](http://www.grants.gov), please contact them at [support@grants.gov](mailto:support@grants.gov) or 1-800-518-4726 between 7 a.m. and 9 p.m. Eastern Standard Time. At [www.grants.gov](http://www.grants.gov), you will be able to download a copy of the application packet, complete it off-line, and then upload and submit the application via the Grants.gov website.

Applications must be submitted via [www.grants.gov](http://www.grants.gov) :

- You may access the electronic application for this program on [www.grants.gov](http://www.grants.gov). You must search the downloadable application page by the Funding Opportunity Number (HHS-20\_\_-ONC-\_\_-\_\_\_\_ Insert Number) or CFDA number 93.721.
- At the [www.grants.gov](http://www.grants.gov) website, you will find information about submitting an application electronically through the site, including the hours of operation. ONC strongly recommends that you do not wait until the application due date to begin the application process through [www.grants.gov](http://www.grants.gov) because of the time delay.
- All applicants must have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration.
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications.
- Prior to application submission, Microsoft Vista and Office 2007 users should review the Grants.gov compatibility information and submission instructions provided at

[www.grants.gov](http://www.grants.gov) (click on “Vista and Microsoft Office 2007 Compatibility Information”).

- Your application must comply with any page limitation requirements described in this Program Announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from [www.grants.gov](http://www.grants.gov) that contains a Grants.gov tracking number. ONC will retrieve your application form from Grants.gov.
- When grants.gov receives your application, a return receipt will be emailed to the applicant contact. This will be in addition to the validation number provided by Grants.gov
- Each year organizations registered to apply for Federal grants through [www.grants.gov](http://www.grants.gov) will need to renew their registration with the Central Contractor Registry (CCR). You can register with the CCR online and it will take about 30 minutes (<http://www.ccr.gov>).

APPLICATIONS CANNOT BE ACCEPTED THROUGH ANY EMAIL ADDRESS OR VIA PAPER MAIL, COURIER, OR DELIVERY SERVICE. APPLICATIONS CANNOT BE ACCEPTED THROUGH ANY WEBSITE OTHER THAN <http://www.grants.gov> .

APPLICANTS ARE STRONGLY ENCOURAGED TO COMPLETE AND SUBMIT APPLICATIONS AS FAR IN ADVANCE OF THE SUBMISSION DEADLINE AS POSSIBLE. THE APPLICATION INCLUDING ALL REQUIRED ATTACHMENTS AND INCLUDED FILES FOR POTENTIAL CONSIDERATION IN THE REVIEW PROCESS MUST BE RECEIVED BY 11:59 PM EASTERN TIME ON THE DATE SPECIFIED.

### ***Content and Form of Application Submission***

#### **1. DUNS Number**

The Office of Management and Budget (OMB) requires applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements on or after October 1, 2003. It is entered on the SF 424. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities. The DUNS number is free and easy to obtain.

Organizations can receive a DUNS number free of charge by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by using this link to access a guide: [https://www.whitehouse.gov/omb/grants/duns\\_num\\_guide.pdf](https://www.whitehouse.gov/omb/grants/duns_num_guide.pdf) . ✓

#### **2. Project Abstract**

Applicants shall include a one-page abstract (no more than 500 words) of the application. This abstract is often distributed to provide information to the public and Congress and represents a high-level summary of the project. As a result, applicants should prepare a clear, accurate, concise abstract that can be understood without reference to other parts of

the application and which gives a description of the proposed project, including: the project's goal(s), objectives, overall approach (including target population and significant partnerships), anticipated outcomes, products, and duration.

The project abstract must be double-spaced with a font size of not less than 12 point. .

The applicant shall place the following information at the top of the narrative abstract (this information is not included in the 500 word maximum):

- Project Title
- Applicant Name
- Address
- Contact Name
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

✓

The project abstract must describe the proposed project, including the specific training programs proposed, keyed to the six targeted types of roles described in Section I.B.1 of this FOA. The project narrative must also identify the three or more types of roles for which the proposed training would prepare individuals completing such training.

### **3. Project Narrative**

The project narrative must provide a detailed picture of the proposed training program(s).

The project narrative must be double-spaced, formatted to 8 ½" x 11" (letter size) paper with 1" margins on both sides, and a font size of not less than 12 points. Smaller font sizes may be used to fill in the Standard Forms and Sample Formats, and within illustrative graphics the applicant may choose to include. In any case, the applicant is encouraged to consider legibility in opting to use the flexibility for font size within forms, tables, and graphics.

25 pages is the maximum length allowed. ONC will not review Project Narrative pages beyond the 25 pages allowed. The abstract, letters of commitment, bibliography, and resumes of key personnel are not counted as part of the project narrative for purposes of the 25-page limit, but all of the other sections noted below are included in the limit. Consortial applications may extend their narrative by 3 pages per member institution. (That is, a consortium with a lead, applicant institution and two members may submit up to 31 pages.)

The project narrative is the most important part of the application, because it will be used as the primary basis to determine whether or not the application meets the minimum requirements for funding under the HITECH Act, and will serve as a primary basis for the review. The project narrative should provide a clear and concise description of your project. ONC recommends that your project narrative include the following components:

**(i) Goals, Objectives, and Outcomes**

This section should consist of a description of the project’s goal(s) and major objectives. ONC recommends a very small, highly focused set of goals and objectives.

**(ii) Proposed Strategy**

This section of the application should describe the proposed training in detail. Applicants should first describe which of the six targeted roles they will address. For purposes of this application, training directed at a particular role constitutes a “program”. A separate section should then be devoted to the proposed training approach for program. Consortial applications should describe separately each proposed program at each institution.

A separate subsection of the proposed-strategy section should be established for each type of role for which training is proposed. Each such subsection should detail:

- a. The role being addressed and (for consortial programs) the name of the institution that will be home to the program.
- b. The overall educational goals for the program.
- c. Whether the applicant is proposing to establish a new program or to expand an existing one.
- d. The duration of the training and whether a degree or certificate will be awarded. If a degree, specify the degree and which institutional department will award it. If a certificate, specify the proposed title of the certificate and which department will award it.
- e. If the program is a new program, when the training program will matriculate its first trainees.
- f. Whether the program addresses health care, public health, or both.
- g. The target number of trainees to be enrolled in this program per year, and, separately, the number of these trainees to be supported by funds from this grant.
- h. The curriculum for the program listing titles and credit hours (or trainee time commitment) of all required courses and other required experiences. For each required course/experience, indicate whether it is currently offered or whether it will require development. *Include in an appendix, a brief (approximately 200 word) description of each required course or experience.*
- i. The faculty members who will be offering the required courses and other experiences. Biosketches for these faculty members must be included in a separate section of the application
- j. Mechanisms for student mentoring and advising, also specifying how trainees’ progress through the program will be monitored and evaluated.
- k. If the program requires supervised research or scholarship (a terminal project, thesis, or dissertation), a description of the resources that will be available to students as venues for this work.

**(iii) Recruitment Plan and Experience**

This section should include all plans to identify and attract qualified students to the proposed program(s). This can be described program-by-program or for all programs combined. Applicants should describe their previous experience with and level of success at recruiting students to related programs.

**(iv) Project Management**

This section should include a clear delineation of the roles and responsibilities of project managers, staff, faculty, any consultants, or contractors. This delineation should clearly establish how individuals in each of these roles will contribute to achieving the project’s objectives and outcomes. It should specify who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project’s ongoing progress, preparation of reports; communications with ONC. It should also describe the approach that will be used to monitor and track progress on the project’s tasks and objectives. For consortial applications, it should include plans for establishing and maintaining coordination among the member institutions.

**(v) Resumes of Key Personnel**

The applicant must provide resumes for all project management and support personnel and for all faculty who will be teaching required courses across all the proposed programs. Resumes should include academic degrees, professional experience, short bibliography, and relevant teaching experience. “Relevant teaching experience” must provide the titles of all relevant courses the faculty member has taught in the past five years. It should be specifically noted if a faculty member has previously taught a specific course that will be part of the proposed training.

**(vi) Evaluation**

This section should describe the method(s), techniques and tools that will be used to track and maintain project information expected to be needed to evaluate the project and inform the independent evaluation required under Required Project Activities.

**(vii) Organizational Capability Statement**

This statement should include the applicant organization’s educational capabilities and resources as they specifically relate to the proposed training program. These statements should make specific reference to educational support services, student recruitment, faculty and instructional development organizations that will be used by the proposed program. This statement should also speak to the ability of the institution to support the program of the size and scope proposed, including availability of classrooms, computer-based educational resources, laboratories, and internship experiences. Consortial programs should submit separate capability statements for each member institution.

#### **4. Collaborations and Letters of Commitment From Key Participating Organizations and Agencies**

Include confirmation of the commitments of the project (should it be funded) made by key collaborating organizations and institutions included in the application. Any organization that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator. The letter of commitment should describe the role of the organization and anticipated/proposed resource and budget requirements for its participation.

Because applications must be submitted electronically via Grants.gov, signed letters of commitment must be scanned and included as attachments.

#### **5. Budget Narrative/Justification**

All applicants are required to detail proposed costs that support all project activities. The application must include the allowable activities with estimated costs that will take place during the funding period that will be used specifically in support of the purpose of the grant. Costs are not allowed to be incurred until the date listed in the Notice of Grant Award. Whether direct or indirect, these costs must be allowable, allocable, reasonable, consistently applied, and necessary under the applicable OMB Cost Circulars: <http://www.whitehouse.gov/omb/circulars> and based on programmatic requirements for administering the program as outlined in ARRA.

The duration of the grant award is for a maximum of 39 calendar months, allowing for a maximum of three complete academic years: 2010-2011, 2011-2012, and 2012-2013. Each applicant should provide detailed budgets for the period between grant award and the start of the applicant's first academic year under the award, and for each of the maximum three academic years of the proposed project. These budgets must include justification. See Appendix D for detailed information on completing the budget forms.

Budgets for these training grants will be based on numbers of approved training positions in each of two categories of programs:

1. Programs, typically of one year duration or less, leading to award of an institutional certificate or a master's degree without thesis.
2. Programs, typically of a maximum of two years' duration, leading to award of a master's degree with thesis.

Budgets will be computed in proportion to the numbers of training positions to be created and filled with new students. Applicants should propose numbers of training slots that they believe they can fill. Their recruiting plans, aimed at filling the requested number of grant-supported positions, must be described in detail. Because of this program's emphasis on certificate-level training, each application must propose and budget for at least five Category 1 training positions (certificate training or master's degree without

thesis) for each Category 2 position (master's degree with thesis) requested. For consortial applications, this requirement applies to the application as a whole. Applicants are advised to note that the required ratio of at least 5 Category 1 positions to each Category 2 position proposed is a responsiveness criterion for applications submitted in response to this FOA.

For trainees in both categories of programs, applicants may request support, on a per trainee basis, for expenses needed to quickly recruit and retain qualified new students into the new or expanded programs (such expenses may include tuition and fees) and the institution's other training related expenses. For trainees in Category 2 programs only, applicants may, in addition to these items, request support for stipends for trainees enrolled in the program on a full-time basis, determined by maintenance of at least the minimum course load per term that would typically be required to retain financial assistance such as tuition waivers granted with graduate teaching associate or research assistant appointments. The institution's training related expenses may be used to defray costs associated with faculty and staff salaries, program administration, equipment, program-related faculty travel, and provision of trainee child care for times and purposes that the trainee needs to attend class or participate in other academic activities (such as study and research) directly related and necessary to successful completion of the training program.

For each training position requested in Category 1 above, expenses may be budgeted in the following amounts:

- A. Tuition and Fees: Tuition and/or mandatory university fee expenses will be supported by this grant, up to a maximum that is equal to the lesser of the following: (1) the total tuition and fees normally applicable to the number and type of credit hours involved; or (2) \$10,000 per trainee.
- B. Training related expenses: \$4,500 per trainee per year

For each training position in Category 2, applications may request funding for:

- A. Tuition and fees: Tuition and fee expenses will be supported by this grant to the level of 60% of applicable tuition and mandatory university fees for the program, not to exceed \$16,000 per trainee per year.
- B. Trainee stipends, not to exceed \$21,000 per trainee per year, and applicable only to trainees enrolled in Category 2 programs on a full-time basis.
- C. Training related expenses: \$4,500 per trainee per year
- D. University-provided health insurance expenses: not to exceed \$2,000 per trainee per year

Facilities and Administration expenses are computed at 8 percent of project costs after excluding



budgeted amounts for tuition per HHS Grant Policy Directives 3.01C.2(d).

Required budget forms and information helpful for the completion of budget narrative/justification are found in Appendix D of this FOA.

## ***Application* Review Criteria**

- Institutional training capacity and recruitment (20 points)
- Educational approach (25 points)
- Quality of the faculty (20 points)
- Project management (5 points)
- Response to priority areas (30 points)

The Office of the National Coordinator for Health Information Technology (ONC) will apply the following selection criteria in evaluating applications under this competition. The maximum total score any applicant may receive is 100 points. The maximum score for each criterion is indicated in parentheses.

### **1. Institutional training capacity and recruitment (20 points)**

- (a) Evidence that the applicant can establish and/or expand the programs it proposes to establish and/or expand, and that it has the infrastructure in place (faculty, physical facilities, instructional materials, recruitment, advisory system) to achieve the specified levels of student enrollments (10 points)
- (b) Evidence that the program can recruit qualified trainees in sufficient numbers to fill the number of funded training positions requested (10 points)

### **2. Educational approach (25 points)**

- (a) The extent to which the applicant presents a clear statement of the purpose for the training for each role (5 points)
- (b) The extent to which the applicant offers a curriculum for each program that can meet its educational goals (20 points)
  - (i) The component courses and other curricular experiences are appropriate to the program goals
  - (ii) The program has methods of assess student achievement and progress, and take remedial actions as needed.
  - (iii) The component courses and experiences have a logical flow and sequence.

### **3. Quality of the faculty (20 points)**

The extent to which the program identifies a faculty both qualified and experienced to offer the courses and other proposed educational components.

### **4. Project management. (5 points)**

- (a) The applicant includes a description, in a clear and sequential fashion, of the plan for managing the project (1 point)
- (b) The extent to which the Project Director for the overall project has clearly identified and documented qualifications, competencies, and experiences that are appropriate for the tasks to be carried out (4 points)

**5. Response to priority areas (30 points)**

- (a) The ratio of the number of Category 1 (one-year) trainees who will complete training in the 2010-2011 year to the number of Category 1 trainees who will complete training in the 2012-2013 academic year. The higher the ratio, the greater number of points that will be awarded (10 points)
- (b) Use of flexible methods that allow for part-time study by trainees physically remote from the campus (5 points)
- (c) The specific number of the different roles identified in Section I.B.1, above, that this proposal addresses. (10 points)
- (d) Extent to which the applicant is proposing to expand upon existing programs of study that are specifically intended to prepare students for health IT professional roles of one or more of the types targeted by this FOA (5 points)

## **Appendix B: Letter of Intent to Apply – Suggested Content**

Applicants are requested, but **not** required, to submit a Letter of Intent to apply for this funding opportunity; the deadline for the letter of intent is January 4, 2010 at 11:59 p.m. ET. This Letter of Intent is a preliminary, non-binding indication of an organization's intent to submit an application and should contain the information in the following template:

Date

Health IT Workforce Program Implementation Team – ATTN: University-Based Training  
Office of the National Coordinator for Health Information Technology (ONC)  
Department of Health and Human Services  
200 Independence Avenue, S.W., Suite 729D  
Washington, DC 20201

Gentle Persons,

***[Name of organization submitting the letter]*** intends apply for the Funding Opportunity number **##-###**, entitled: *American Recovery and Reinvestment Act of 2009: Information Technology Professionals in Health Care: Program of Assistance for University-Based Training*

- *Types of roles for which the institution anticipates requesting support in the application – specifically indexed to the roles identified in II.B of the FOA*
- *Any other institutions/organizations that are expected to be part of the application*
- *Name of proposal/project lead staff or point of contact (if different from signatory)*

Sincerely,

Name

Title

Institution

College/School (if/as applicable)

US Postal Service Mailing Address (including street/post office box, any internal mailstop needed, city, state, and zip code)

Phone Number

Fax Number

Email Address