

## **NCI Guidelines for Administrative Supplements for a Community Health Educator (CHE) for Outreach, Education, Coordination, and Evaluation**

**Supplement Title:** Administrative Supplements for a Community Health Educator (CHE) for Outreach, Education, Coordination and Evaluation

**Available Funds:** \$100,000/year direct costs for up to two years.

**Application Deadline:** **July 1, 2009**

### **Eligibility Requirements:**

The Center to Reduce Cancer Health Disparities (CRCHD) of the National Cancer Institute (NCI) announces for the fiscal year of 2009 the opportunity for grantees to seek administrative supplemental funding for a community health educator. This administrative supplement is limited to NCI CRCHD's **Minority Institutions/Cancer Center Partnership (MI/CCP), the Community Networks Program (CNP), and the Patient Navigation Research Program (PNRP)**. These programs may apply for an administrative supplement providing the following conditions are met:

- The original cancer research grant or cooperative agreement involves basic, clinical, behavioral or population-science research that is designed to address cancer health disparities.
- Costs for the proposed implementation research cannot have been included in the original award.
- The Principal Investigator (PI) for the supplement must be the PI of the original award.

### **CRCHD General Guidance for ARRA Funded Administrative Supplements:**

- Eligible PIs may apply for this administrative supplement opportunity even if they have applied for other ARRA administrative supplements. Applicants may request administrative supplements for up to two years of funding. Preference will be given to requests that do not exceed \$100,000 in direct costs per year.
- Unobligated balances in the current grant, progress on previous CRCHD grants/supplements, and the number of other ARRA awards will be considered in NCI/CRCHD's evaluation of the supplement request.
- Funding priority will be given to those applications addressing ARRA goals of hiring and preserving jobs, and accelerating the tempo of scientific research on active grants. All applications must clearly specify the purpose/projects for which funds are to be used.

### **Purpose:**

The purpose of this administrative supplement is to provide support for a community health educator (CHE). The CHE, ideally from the community, can serve as a number

of roles, including performing outreach activities, assessing educator materials for cultural appropriateness and literacy, developing and implementing new educational materials, and evaluating educational materials.

### **Brief overview of the Project/Program:**

The Center to Reduce Cancer Health Disparities (CRCHD) has a number of community oriented programs to reduce cancer health disparities. The Community Networks Program (CNP) uses community-based participatory research (CBPR) to increase awareness on how to access and use primary prevention (e.g., smoking cessation) and early detection procedures (e.g., mammography). The Patient Navigation Research Program (PNRP) evaluates if patient navigation can shorten the time from the abnormal finding of an early detection procedure to its resolution and, if necessary, it evaluates the time to diagnosis to treatment. The Minority Institution/Cancer Center Program (MI/CCP), composed of a Minority Serving Institution and a NCI Cancer Center, has an outreach component to increase use of early detection tests or procedures. These programs provide health promotion and cancer education activities in underserved communities, and have the potential to increase their productivity with the addition of a community health educator.

This project provides administrative supplemental funding for eligible grantees from these Programs (25 CNP – U01, 7 MI/CCP – U54, 8 MI/CCP –U56, 8 PNRP – U01 grants) to support a community health educator (CHE) at their respective sites. The roles of the CHE may include: 1) assessing the appropriateness of educational materials and resources available and identifying gaps, 2) developing new materials that fill gaps identified, 3) coordinating educational activities across the grantees’ partners, and 4) evaluating the ability of educational materials to increase knowledge and improve attitudes and behaviors relevant to reducing cancer health disparities. The applicant may propose a combination of these outreach and educational activities. The CHE involvement will address a critical aspect of health care, which is “how” an individual is able to receive, process, and understand health related information and services. Each eligible applicant will propose the scope of the roles for their CHE. It is expected that each site awarded will hire a non-member of the existing staff as the CHE. The activities of the educator will be reported as a separate section in the annual progress report.

### **Application and Submission Guidelines:**

Applicants are encouraged to discuss their administrative supplement request with the CRCHD Program Director prior to submission.

Use the PHS 398 research grant application instructions and forms (rev. 11/07) at <http://grants.nih.gov/grants/funding/phs398/phs398.html>. Follow standard PHS 398 instructions for font size. NIH will return applications that are not submitted on the 9/04 version. For further assistance contact GrantsInfo at 301/435-0714 or via email at [GrantsInfo@nih.gov](mailto:GrantsInfo@nih.gov).

All requests must include the following:

**Cover letter:** Request the administrative supplement and refer to and provide contact information for the project leader of the application. The cover letter must be signed by the

Principal Investigator and the appropriate business official of the institution. The PI must provide an estimate of the current unobligated balance of the grant in the cover letter. Include the following statement, as well: “Per supplement instructions, a detailed budget request is enclosed.”

**PHS 398 Face page (PHS 398, Form Page 1):**

- Item 1: The request must have the same title as the original award. Please include the number of the original grant.
- Item 2: Identify the supplement as “**Community Health Educator Administrative Supplement Request**”
- Item 3: The request must have the same PI as the original grant.
- Item 4: Request one or two years of support. There must be an active original award during the entire funding period. For original awards that have less than one year remaining, plans for a no cost extension of the parent award should be addressed in the cover letter and will be evaluated at the time the supplement is reviewed.
- Items 7A-8b: Denote the direct and total costs for the first year, as well as for the entire period of support. Total costs should not exceed those stated under **CRCHD General Guidelines** above.

**PHS Biographical Sketch Format Page:** For the proposed Community Health Educator . Biosketches of other key personnel in program (MI/CCP, CNP or PNRP) are not required unless new to the program

**PHS Other Support Format Page:** Documentation of active research funding (i.e., NIH, other federal, private sources) is needed for new proposed staff only.

**Detailed Budget for Initial Budget Period:** [PHS 398 (O9/2004), Form pages 4-6)

All applicants must provide an itemized budget, signed by the grantee institution’s business office.

**Applicant Guidelines:**

- Describe the roles of the proposed community health educator (CHE). The roles of the CHE may include: 1) assessing the appropriateness of educational materials and resources available and identifying gaps, 2) developing new materials that fill gaps identified, 3) coordinating educational activities across the grantees’ partners, and 4) evaluating the ability of educational materials to increase knowledge and improve attitudes and behaviors relevant to reducing cancer health disparities. The applicant may propose a combination of these outreach and educational activities. The CHE involvement will address a critical aspect of health care, which is “how” an individual is able to receive, process, and understand health related information and services. It is expected that each site awarded will hire a non-member of the existing staff as the CHE. The activities of the CHE will be reported as a separate section in the annual progress report.
- Given the qualifications for the proposed applicants or candidates. Indicate expertise the CHE should possess for the proposed roles of the CHE.

- Indicate the specific activities of the CHE.

**Literature Cited:**

Provide a listing of relevant publications.

**Post Award Requirements:**

*ARRA Related Reporting.* Post award, awardees will be required to provide periodic reports for use by NCI/NIH to fulfill ARRA related reporting requirements. Details regarding the specific content and timeframes for these reports are yet to be determined.

*Final Report.* Within 90 days after the conclusion of the funded activity, the applicant must submit to their respective CRCHD Program Official, a Final Progress Report or a section in the parent grant's Final Progress Report.

**Submission of Administrative Supplement Request:**

**Address for Sending Administrative Supplement:** Requests for Administrative Supplements should be submitted to Mr. Bryan Baker. Applicants are **strongly encouraged** to submit applications electronically as a scanned, signed .pdf via e-mail to [bb117a@nih.gov](mailto:bb117a@nih.gov). Only if necessary, applications may also be submitted in hard copy.

The Office of Grants Administration, NCI address for all U.S. postal service mail, including U.S. Post Office Express Mail is:

**Office of Grants Administration, NCI  
Executive Plaza South, Suite T-44  
6120 Executive Blvd.  
Bethesda, MD 20892**

The Office of Grants Administration, NCI address for mail sent private "over night" delivery services should be addressed to:

**Office of Grants Administration, NCI  
Executive Plaza South, Suite T-44  
6120 Executive Blvd.  
Rockville, MD 20852**

**Contact Information:** Please contact the Program Director assigned to the parent grant for questions related to scientific or programmatic content and to determine if the supplement fits within the approved scope of the project.

Please contact the Grants Management Specialist assigned to the parent grant for questions related to administrative or budgetary requirements specific to the grant being supplement.

General administrative questions regarding ARRA funds should be directed to Ms. Crystal Wolfrey at [crystal.wolfrey@nih.gov](mailto:crystal.wolfrey@nih.gov) or via phone at 301-496-8634.

This is a one-time announcement and formal requests must be received on or before July 1, 2009. Late applications will not be accepted. Note the NIH Center for Scientific Review (CSR) IS NOT involved in receipt and processing of these requests. **Applicants are strongly encouraged to submit their administrative supplement requests electronically as an e-mail attachment in PDF format; however, the scanned application must include the signature of an official from the institution's business office.**

### **Review Considerations:**

All proposals will undergo review for scientific and technical merit by a committee of NCI staff with expertise in the disciplines pertaining to cancer health disparities. Those proposals judged to be responsive to the intent of this initiative will be evaluated based on the review criteria below, and prioritized accordingly.

### **Award Criteria:**

#### **Criteria for Selection:**

- Relevance of the proposed activities to the parent grant and determination that the proposed activities are within the existing peer-reviewed and approved scope of the project.
- Adequate progress of the parent grant appropriate to the current stage of the project.
- Appropriate and well-described plan to accomplish the goals within the timeframe proposed.
- Expertise of the research/scientific team proposed to conduct and achieve the goals of the supplemental study or accelerate the tempo of scientific research.
- Appropriateness of the request to achieve Recovery Act goals in promoting job creation, economic development, and accelerating the pace and achievement of scientific research.
- Relevance to target areas/priorities.
- Previous history of administrative supplements and performance of tasks.
- Carryover obligations.

In addition to the General Guidance for ARRA Funded Administrative Supplements (see page 1), awards will be based on the following criteria: a) scientific and technical merit of proposed project; and b) availability of funds.

### **Authority and Regulations:**

The PHS strongly encourages all grant recipients to provide a smoke-free workplace and discourages the use of all tobacco products. In addition, Public Law 103-227, the Pro- Children Act of 1994, prohibits smoking in certain facilities (or in some cases, any portion of a facility) in which regular or routine education, library, day care, health care, or early childhood development services are provided to children. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

## **Program Contacts:**

For information contact the program director of the parent grant or one of the following:

CNP: Leslie Cooper, Ph.D., RN  
Program Director  
Center to Reduce Cancer Health Disparities, NCI  
E-mail: [lcooper@mail.nih.gov](mailto:lcooper@mail.nih.gov)  
Phone: 301-402-5557

MI/CCP: H. Nelson Aguila, D.V.M.  
Diversity Training Branch  
Center to Reduce Cancer Health Disparities  
National Cancer Institute  
6116 Executive Blvd. Suite 602  
Rockville, MD 20852  
Phone: 301-496-7344  
E-mail: [Aguilah@mail.nih.gov](mailto:Aguilah@mail.nih.gov)

PNRP: Martha L. Hare, Ph.D., RN  
Program Director,  
Center to Reduce Cancer Health Disparities, NCI  
Phone: 301-594-1908  
E-mail: [martha.hare@nih.gov](mailto:martha.hare@nih.gov)

Kenneth Chu, Ph.D.  
Chief, Disparities Research Branch  
Center to Reduce Cancer Health Disparities, NCI  
E-mail: [Kc10d@nih.gov](mailto:Kc10d@nih.gov)  
Phone: 301-496-8589