

## HBCUs AND HSI HEALTH SERVICES RESEARCH GRANTS

### TERMS AND CONDITIONS

**APP. NUMBER:**

**TITLE:**

**AWARDEE:**

**All relevant provisions of 45 CFR 74 apply to this award**

#### FINANCIAL REPORT REQUIREMENTS

1. The awardee shall submit a financial status report (SF-269A) to the **CMS Grants Specialist** (Ms. Linda Bianco, HBCU investigators or Ms. Nicole Nicholson, Hispanic investigators) with a copy to the **CMS Project Officer** on an annual basis no later than 90 days after the end of the budget period.

#### TECHNICAL REPORT REQUIREMENTS

2. The awardee shall assume responsibility for the accuracy and completeness of the information contained in all technical documents and reports submitted.
3. The awardee shall submit written quarterly progress reports at the end of the month throughout the period of performance (October, January, April, and July).
4. A **draft final report** should be submitted to the CMS project officer for comments. CMS's comments should be taken into consideration by the grantee for incorporation into the final report. The awardee should use the CMS, Office of Research, Development, and Information Author's Guidelines: Grants and Contracts Final Reports in the preparation of the final report. The final report shall be submitted to the CMS Project Officer no later than 90 days after the termination of the project.

The final report of the project may not be released or published without permission from the CMS project officer within the **first 4 months** following the receipt of the report by the CMS project officer. **The final report or publication will contain a disclaimer that the opinions expressed are those of the awardee and do not necessarily reflect the opinion of CMS.**

The **final** report shall be delivered to the CMS project officer in the three formats (paper/electronic) as stated below and in the required "electronic" formats.

a) Paper, bound, in the number of copies specified by the project officer;  
b) Paper, unbound, suitable for use as a camera-ready copy;  
c) Electronic, as one file in Portable Document Format (PDF), as one file in Hypertext Markup Language (HTML), and in Microsoft Word 2000 [for text] or Microsoft Excel [for tables]. Data tables must be in HTML and PDF formats as well. Charts and graphs must be in Graphical Interchange Format. Data files (spreadsheets, databases) must be made available primarily as comma-delimited or flat files, with proprietary file formats (Excel, Access) available as alternative downloads. Documents submitted in PDF must be prepared using Adobe Acrobat 5.0 (or subsequent versions) to assure compliance with the requirements of Section 508 (Rehabilitation Act) when placed on CMS' Web Site. More detailed guidelines for creation of internet-ready content are available on CMS's Web Site at <http://www.cms.hhs.gov/ResearchDemoGrantsOpt/Downloads/authorsguidelines.pdf>. In addition, the contractor shall provide a 200-word abstract summary of the final report(s) suitable for submission to the National Technical Information Service.

5. The grantee shall develop and submit detailed plans to protect the confidentiality of all project-related information that identifies individuals. The plan must specify that such information is confidential, that it may not be disclosed directly or indirectly except for purposes directly connected with the conduct of the project, and that informed written consent of the individual must be obtained for any disclosure.
6. For 6 months after the completion of the project, the grantee shall notify the CMS project officer prior to formal presentation of any report or statistical or analytical material based on information obtained through this award. Formal presentation includes papers, articles, professional publications, speeches, and testimony. In the course of this research, whenever the principal investigator determines that a significant new finding has been developed, he or she will immediately communicate it to the CMS project officer before formal dissemination to the general public.
7. An awardee must submit an article to a refereed journal describing the findings of the study. All published reports, both formal and informal should acknowledge grant support with the following footnote "This project was supported with funding from the Centers for Medicare & Medicaid Services." Before submitting a manuscript or a publication, the awardee must consult with the Project Officer. When a manuscript resulting from this grant is accepted for publication the awardee must promptly notify the Project Officer of its acceptance and the date it is schedule to be published. The awardee is also required to participate in CMS sponsored research conferences. At these conferences, the awardee will present preliminary and/or final results of his/her study.

## **DATA REQUIREMENTS**

8. At any phase of the project, including the project's conclusion, the grantee, if so requested by the project officer, shall submit copies of analytic data file(s), with appropriate documentation, representing the data developed/used in end-product analyses generated under the award. The analytic file(s) may include primary data collected, acquired or generated under the award and/or data furnished by CMS. The content, format, documentation, and schedule for production of the data file(s) will be agreed upon by the principal investigator and the CMS project officer. The negotiated format(s) could include both file(s) that would be limited to CMS internal use and file(s) that CMS could make available to the general public.
  
9. All data provided by CMS will be used for the research described in this grant. The awardee will return any data provided by CMS or copies of data at the conclusion of the project.