U.S. Department of Health and Human Services
Office of the National Coordinator

American Recovery and Reinvestment Act of 2009:
Information Technology Professionals in Health Care:
Program of Assistance for University-Based Training

Program Guidance
Funding Opportunity Announcement
FY 2010

Application Due Date: January 25, 2010
Release Date: December 17, 2009

Legislative Authority: Section 3016 of the Public Health Service Act (PHSA), as added by the American Recovery and Reinvestment Act of 2009 (Recovery Act), Division A – appropriations Provisions, Subtitle B – Information Technology Professionals in Health Care

OMB Approval No. 0990-0352
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Executive Summary

This funding opportunity is for *Information Technology Professionals in Health Care: Program of Assistance for University-Based Training* grants to be funded under section 3016 of the Public Health Service Act, as added by the American Recovery and Reinvestment Act of 2009 (Recovery Act), Public Law 111-5. The purpose of the *Information Technology Professionals in Health Care: Program of Assistance for University-Based Training* grants is to rapidly increase the availability of individuals qualified to serve in specific health information technology professional roles requiring university-level training. The training supported by this program will emphasize programs that can be completed by the trainee in one year or less.

The Recovery Act, signed into law February 17, 2009, provides $2 billion to carry out the provisions of Title XIII of Division A – Appropriations Provisions, Subtitle B. This title (and Title IV of Division B) may be cited as the "Health Information Technology for Economic and Clinical Health Act" or the "HITECH Act". Of these funds, approximately $32,000,000 will support grants under this *Information Technology Professionals in Health Care: Program of Assistance for University-Based Training* funding opportunity. We anticipate issuing approximately eight awards under this funding opportunity. These grants will offer one-time funding for a 39-month project period.

As this funding opportunity is supported by Recovery Act funds, additional financial and performance reporting requirements, as described below, will be associated with it.

American Recovery and Reinvestment Act of 2009: Information Technology Professionals in Health Care: Program of Assistance for University-Based Training

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Opportunity Overview

Department of Health and Human Services (HHS)

Office of the National Coordinator for Health Information Technology (ONC)

Funding Opportunity Title: Information Technology Professionals in Health Care: Training Grants Furnishing Academic Program Development Assistance for University-Based Training of Health Information Technology Professionals

Announcement Type: New Competitive Program

Funding Opportunity Number: FOA-OC-HIT-10-003

Catalog of Federal Domestic Assistance (CFDA) Number: 93.721

Key Dates and Submission Information:

The objective review and funding processes for these training grants will take place according to the table below. Successful applicants will be awarded training grants with a 39-month project period.

A technical assistance teleconference will be offered on **Wednesday, December 23, 2009, at 2 PM Eastern Standard Time (EST)** To facilitate the provision of appropriate answers to all questions pertaining to applications for this program during the call, please submit questions by email to university-based-training@hhs.gov at least three days prior to the call.

FOA Details	Dates[1]	Section Reference
Technical Assistance Teleconference	December 23, 2009 at 2:00 PM, EST	Opportunity Overview
Letter of Intent	January 6, 2010 by 11:59PM, EST	Section IV.A –Letter of Intent
Application Due Date	January 25, 2010 by 11:59 PM, EST	Section IV.D –Submission Dates and Times
Anticipated Award Date	March 18, 2010	VI.A – Award Notices
Approximate Total Funding	$32,000,000	II.A – Summary of Funding

[1] *The announcements and start dates are approximate.*

I. Funding Opportunity Description

A. Background

On February 17, 2009, the President signed the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5) (Recovery Act). Title XIII in Division A and Title IV in Division B are collectively called the "Health Information Technology for Economic and Clinical Health Act" or the "HITECH Act". The HITECH Act provides various means of advancing the use of health information technology that allows for the appropriate exchange and use health information, thereby establishing a foundation for improving care for each individual in the United States.

Section 13101 of the HITECH Act established the Office of the National Coordinator for Health Information Technology (ONC) within the U.S. Department of Health and Human Services (HHS). ONC serves as the principal Federal entity charged with coordinating the overall effort to realize nationwide, secure electronic use and exchange of health information through health information technologies, including but not limited to certified electronic health records technology.

The HITECH Act authorizes payment incentives through the Medicare and Medicaid programs to qualifying eligible professionals and hospitals for their "meaningful use" of certified electronic health record (EHR) technology. These incentives are intended to drive the adoption of such technology, and the appropriate use and electronic exchange of health information, at the level that is needed to achieve the vision of health information technology ("health IT") facilitating the transformation of the US health system.

The most recent studies conducted for the Office of the National Coordinator (ONC) estimate that 80% of physician offices and 89% of hospitals have not yet begun to use EHRs at a basic level of function. The anticipated growth in the use of EHR systems is expected to create a demand for health IT workers who are prepared to provide installation services, workflow redesign, and the support of activities such as quality reporting and other key aspects comprising the meaningful use of EHRs. Thus, the supply of qualified health information professionals is a factor that can limit the rate at which certified EHR technology can be adopted, and may be one of the greatest barriers to comprehensive adoption and meaningful use of health information technology (health IT). As physicians and hospitals increasingly adopt EHRs, the demand for qualified health IT professionals is certain to grow, and to exceed the capacity of existing training programs.

Estimates that are based on data from the Bureau of Labor Statistics (BLS), Department of Education (ED), and independent studies indicate a shortfall of approximately 51,000 qualified health IT workers over the next five years.

Under the authority granted by Section 3016 of the Public Health Service Act (PHSA), as added by the Recovery Act, HHS has – in consultation with the National Science Foundation, and the Departments of Education and Labor – developed a portfolio of programs to assist in the generation and assessment of qualified graduates who will greatly reduce the estimated shortfall.

The workforce development program to be established under Section 3016 of the Recovery Act will consist of four programmatic components described in separate Funding Opportunity Announcements. These components include:

- *Community College Consortia to Educate Health Information Technology Professionals* (Funding Opportunity Number: EP-HIT-10-001);
- *Information Technology Professionals in Health Care: Curriculum Development* (Funding Opportunity Number: FOA-OC-HIT-10-001);
- *Competency Examination for Individuals Completing Non-Degree Training* (Funding Opportunity Number: FOA-OC-HIT-10-002); and
- This funding opportunity: *Training Grants Furnishing Academic Program Development Assistance for University-Based Training of Health Information Technology Professionals* (Funding Opportunity Number: FOA-OC-HIT-10-003).

As a whole, this portfolio of grants and cooperative agreements is expected to generate sufficient additional individuals trained in the key roles to meet 85 percent of the estimated need for expansion of the health IT professional workforce. This estimate is based on the projection that the "Community College Consortia to Educate Health Information Technology Professionals" cooperative agreement-funded training programs at community and/or career colleges will generate approximately 10,500 health IT professional graduates per year upon full-scale implementation of those programs; and that “university”[2] training programs funded under this Funding Opportunity Announcement (FOA) will generate additional graduates in vital highly-specialized health IT roles, over the course of three years. This FOA is directed at the creation or enhancement of “university-based”[3] training. While the number of trainees that are supported by this FOA will be relatively small, the highly trained and specialized personnel that engage in the roles targeted by this FOA will play an extremely important role in supporting meaningful use of health information technology nationwide.

To fulfill the diverse needs of the health care delivery system including support for public health agencies, a total of twelve health IT workforce roles have been identified (see Appendix A). Each role will require specific educational preparation. Upon graduation, it is anticipated that those trained to fulfill these rolls will be able to support nationwide deployment of certified EHR technology and to provide support for the appropriate and secure use and disclosure of electronic health information to improve health, health care delivery, and protection of individuals’ privacy. This FOA will support training for six of the twelve roles identified in Appendix A. These six roles require university-based training and are described in Section I.B, below.

Because this program aims to rapidly increase the availability of individuals qualified to serve in specific health information technology professional roles requiring university-based training, this program will emphasize training programs that can be completed by their enrolled students in

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[2] *For purposes of this FOA, the term “university” is used to signify “four-year college or university” for ease and brevity of reference to these institutions that grant baccalaureate and/or graduate degrees.*

[3] *.For purposes of this FOA,“university-based” is used to signify “four-year-college- or university-based”, for ease and brevity of reference.*

one year or less.

B. Purpose

This FOA will result in new, competitively awarded training grants to rapidly increase the availability of individuals qualified to serve in specific health information technology professional roles requiring university-level training. To that end, awardees will be expected to promptly establish, fill, and begin graduating students from new training positions, in new or expanded training programs, as rapidly as is feasible without compromising the adequacy of training such graduates will have received.

This funding opportunity aims to establish programs that will remain available to train individuals to serve in key health IT professional roles that require university-based training. Thus, awardees will be expected to design and implement programs that will remain available and sustainable after the funding provided by this funding opportunity has been expended.

The six specific roles targeted by this FOA are listed below. These roles are not rigidly defined because the health IT field is still evolving. The intent is to give grantees latitude within these broad definitions to design creative and flexible programs to meet current and emerging needs. We anticipate that universities providing education to health IT professionals as a result of training grants issued under this FOA will, depending on the breadth and complexity of the materials covered, offer certificates of advanced training, attesting to completion of a program of studies, or formal master's degrees. The training supported by awards resulting from this FOA will emphasize programs that can be completed in one year (or less). We expect that the six roles addressed by this FOA will support ongoing development, implementation, and use of health IT in a wide range of settings including: hospitals, health centers, long term care facilities, integrated delivery systems, regional extension centers, health information exchange organizations, state and local public health agencies, universities, research centers, government agencies, consulting firms, and EHR vendor organizations.

1. Targeted Information Technology Professionals in Healthcare Roles

The six types of roles targeted by this FOA are:

(i) Clinician/Public Health Leader: By combining formal clinical or public health training with training in health IT, individuals in this role will be able to lead the successful deployment and use of health IT to achieve transformational improvement in the quality, safety, outcomes, and thus in the value, of health services in the United States. In the health care provider settings, this role may be currently expressed through job titles such as Chief Medical Information Officer (CMIO), Chief Nursing Informatics Officer (CNIO). In public health agencies, this role may be currently expressed through job titles such as Chief Information or Chief Informatics Officer. Training appropriate to this role will require at least one year of study leading to a university-issued certificate or master's degree in health informatics or health IT, as a complement to the individual's prior clinical or public health academic training. For this role, the entering trainees may be physicians[4] or other clinical professionals (*e.g.* advanced-practice nurses, physician assistants) ***or*** hold a master's or doctoral degree(s) in public health or related health field. Individuals could also enter this training while enrolled in programs leading directly to degrees qualifying them to practice as physicians or other clinical professionals, or to master's or doctoral degrees in public health or related fields (such as epidemiology). Thus, individuals could be supported for training if they already hold or if they are currently enrolled in courses of study leading to physician, other clinical professional, or public-health professional degrees.

(ii) Health Information Management and Exchange Specialist: Individuals in these roles support the collection, management, retrieval, exchange, and/or analysis of information in electronic form, in health care and public health organizations. We anticipate that graduates of this training would typically not enter directly into leadership or management roles. We would expect that training appropriate to this role would require specialization within baccalaureate-level studies ***or*** a certificate of advanced studies ***or*** post-baccalaureate-level training in Health Information Management, health informatics, or related fields, leading to a university-issued certificate or master's degree.

(iii) Health Information Privacy and Security Specialist: Maintaining trust by ensuring the privacy and security of health information is an essential component of any successful health IT deployment. Individuals in this role would be qualified to serve as institutional/organizational information privacy or security officers. We anticipate that training appropriate to this role would require specialization within baccalaureate-level studies ***or*** a certificate of advanced studies ***or*** post-baccalaureate-level training in health information management, health informatics, or related fields, leading to a university-issued certificate or master's degree.

(iv) Research and Development Scientist: These individuals will support efforts to create innovative models and solutions that advance the capabilities of health IT, and conduct studies on the effectiveness of health IT and its effect on health care quality. Individuals trained for these positions would also be expected to take positions as teachers in institutions of higher education including community colleges, building health IT training capacity across the nation. We anticipate that training appropriate to this role will require a doctoral degree in informatics or related fields for individuals not holding an advanced degree in one of the health professions, or a master's degree for physicians or other individuals holding a doctoral degree in any health professions for which a doctoral degree is the minimum degree required to enter professional practice.

(v) Programmers and Software Engineer: We anticipate that these individuals will be the architects and developers of advanced health IT solutions. These individuals will be cross-trained in IT and health domains, thereby possessing a high level of familiarity with health

[4] *For purposes of this FOA, the term "physician" is defined as an individual holding one or more of the following degrees: doctor of medicine or osteopathy, doctor of medical dentistry, doctor of optometry, doctor of podiatric medicine, doctor of chiropractic. This definition is consistent with the definition of a physician in the Medicare program (Section 1861(r) of the Social Security Act (42 U.S.C. 1395w—4), which is the established by SSA Section 1848(o), as added by the Recovery Act, as the definition of professionals eligible for the Medicare incentives for meaningful use of certified EHR technology authorized by the HITECH Act.*

domains to complement their technical skills in computer and information science. As such, the solutions they develop would be expected to reflect a sophisticated understanding of the problems being addressed and the special problems created by the culture, organizational context, and workflow of health care. We would expect that training appropriate to this role would generally require specialization within baccalaureate-level studies ***or*** a certificate of advanced studies ***or*** post-baccalaureate-level training in health informatics or related field, but a university-issued certificate of advanced training in a health-related topic area would as also seem appropriate for individuals with IT backgrounds.

(vi) Health IT Sub-specialist: The ultimate success of health IT will require, as part of the workforce, a relatively small number of individuals whose training combines health care or public health generalist knowledge, knowledge of IT, and deep knowledge drawn from disciplines that inform health IT policy or technology. Such disciplines include ethics, economics, business, policy and planning, cognitive psychology, and industrial/systems engineering. The deep understanding of an external discipline, as it applies to health IT, will enable these individuals to complement the work of the research and development scientists described above. These individuals would be expected to find employment in research and development settings, and could serve important roles as teachers. We would expect that training appropriate to this type of role would require successful completion of at least a master's degree in an appropriate discipline other than health informatics, but with a course of study that closely aligns with health IT. We would further expect that such individuals' original research (*e.g.* master's thesis) work would be on a topic directly related to health IT.

C. Project Structure

ONC expects to award, through a merit-based competition including objective review, new training grants to four-year institutions of higher education, or consortia led by four-year institutions of higher education, for expansion and/or creation of university-level training programs in fields related to health information technology. Each educational program (*e.g.* specialization within baccalaureate-level studies or certificate of advanced studies or master's degree) targeted for creation or expansion must address one or more of the six targeted roles listed above. To promote flexibility and coordination across training for multiple roles, it is anticipated that each university receiving a grant under this program will prepare individuals for more than one of the types of roles described in Section I.B.1, above. Thus, each institutional application is expected to address at least three of these roles.

Four-year colleges or universities are eligible to apply for funding under this grant program. As section 3016(c)(1) of the PHSA explicitly states that the Secretary shall give preference to existing education and training programs, funding priority will be given to applications that describe plans to expand or expand upon at least one already established baccalaureate program, graduate degree program, or certificate program in one or more of the following fields: health or health-related informatics, health or health-related information management, health or health-related information technology, or health or health-related information science. A "health-related" program is one that uses the name of any health profession for which practitioners may be licensed in the United States. For example, institutions with established degree programs with names such as "medical information management" or "nursing informatics", or "information science in public health" would likely have established a substantially helpful base on which to expand with funding support furnished through this grant. Institutions having, as of the date upon which this FOA was released, only health IT "tracks" or "emphasis areas" within other degree-granting programs are expected to be substantially less likely to receive an award under this program than those having, as of that same date, at least one degree program in one of the fields specifically identified in this paragraph.

Applications will be accepted from universities that propose to expand or establish their own programs, and/or universities that have entered into arrangements to provide training at or through use of faculty of, or courses offered by, multiple institutions of higher education. These partnerships may be expressed in the form of contracts between the applicant university and one or more partner institutions forming a consortium or group of institutions of higher education. Binding agreements must have been executed between the applicant institution and each additional participant proposed as part of the application's proposed approach, as of the date the application is submitted. The application must include detailed budget for each such contract anticipated by the application. More details on consortium applications are provided in I.C.4 below.

Because the purpose of this grant program is to expand both the capacity to train individuals, and the number of individuals trained, in the six role types identified in Section I.B.1, above, only applications that propose to establish and support additional training positions and to fill them with "new students" will be considered. For purposes of this program, "new students" are those who, as of the date this FOA was published, were not enrolled in any program specifically intended to prepare trainees for a career in health IT. Applications proposing to support already established training positions or to retain students already enrolled in health IT professional preparatory programs as of the date this FOA was published, whether at the applicant institution or another, will be deemed to be non-responsive to this FOA and will not be considered for award.

1. Scope of Training

To promote flexibility and coordination across training for multiple roles, it is anticipated that each awardee under this program will prepare individuals for more than one of the types of role described in Section I.B.1, above. In the interest of ensuring the rapid and effective development of a health IT workforce, applications will receive preference points based on the number of the six roles addressed. Thus, each university applying for funding under this program is encouraged to include in its proposed training program as many of the six targeted types of roles (described in Section I.B.1, above) as the applicant believes it can successfully address. Institutions of higher education that are potentially interested in applying for funding under this program but are not certain they could successfully address at least three of the six types of roles in the necessary timeframe may wish to consider options for participating in some capacity in a consortial application.

Applicants should use their program narratives to explain the specific training programs they would establish or expand if they were to receive grant funding. For purposes of this application, each “program” should prepare individuals to fulfill one of the specific types of roles described in Section I.B.1, above. For purposes of this application, a program to train individuals in multiple sub-specialties should be organized as one program even though trainees in this program may receive training, certificates, and/or degrees from different academic departments of the university. The program narrative should describe the specific roles (job titles and key responsibilities) within each of the above-identified role types, for which students will be prepared by each of the programs it proposes to establish or expand. Applicants may propose use of funds to increase the number of trainees in existing programs or to create new programs that prepare individuals for one of more of the targeted role types identified in Section II.B.1, above.

Because need exists for personnel trained in the six targeted types of roles in public health settings, we expect that at least some of the approximately eight anticipated grant awards under this program will include establishment or expansion of training programs that specifically target, enroll, and prepare individuals to practice the targeted role types in a manner that has a clear relationship to public health. Applicants may propose one or more programs specifically targeting public health. Alternatively, programs may be designed to target, enroll, and prepare individuals for professional activity that can be applied in both public health and general health care settings. In the latter case, the program narrative should establish what proportion of anticipated enrollment will consist of individuals preparing for roles related to public health.

Detailed guidance on the specific requirements for the program narrative content is provided in Section IV.B, below.

2. Timelines and Priority Training Areas

Programs that prepare individuals with appropriate backgrounds to assume one or more of the targeted roles with training that can be completed in 12 months or less and that leads to a university-issued certificate of advanced training (*e.g.* post-baccalaureate or graduate certificate) or a master’s degree, are sought by this FOA. Applicants are encouraged to use their program narrative to describe specific, feasible plans to begin matriculating students in at least one certificate program no later than the fall academic term (semester or quarter) of 2010-2011 academic year. Such certificate programs should, to the extent practicable, be designed so that students could complete them in 6 months (or less, given adequate student background and ability to carry a full-time course load).

Applicants are required to propose at least 5 training positions in program(s) that can be completed in one year for every 1 proposed training position in programs requiring more than one year to complete. In other words, the applicant must propose to use funding from this FOA to train at least 5 individuals completing a one-year program (specialization within a baccalaureate degree or certificate of advanced studies or master’s degree without thesis) for every one individual completing a two-year program (master’s degree with thesis). Applications will, in addition, receive funding priority to the extent that their program structures demonstrate emphasis on training that can be completed in one year or less. Funding priority will also be given to institutions to the extent of their ability to begin matriculating students in all proposed programs promptly after award. Applicants should use their program narrative to explain their specific plans to establish and fill proposed new training positions as rapidly as possible.

Priority will also be given to programs that incorporate creative and flexible mechanisms, including distance learning and part time instruction, which might allow larger numbers of trainees to enroll in these programs than would be the case with a full-time, on-campus model.

3. Allocation and Use of Funds

Funding through this training grant will be provided for newly established training positions on a per-trainee basis, as described in Section II.B, Funding Description, below. Applicant budget requests should be based on a requested number of training positions in each of its proposed programs. Successful applicants will be notified as to the number of approved positions they have been awarded, and the amount of the grant award will be adjusted and made accordingly. Numbers of approved positions will be based on the demonstrated capacity of the applicant to recruit and educate trainees. Funding will not be provided to support students in training positions already existing as of the date on which this FOA was published, or for students who were enrolled in a health IT professional training program of the applicant (or, in the case of consortial applications, the lead or any consortium member institution) or any other institution of higher education as of the date on which this FOA was published.

For all trainees, a fixed sum of $6,500 per trainee for program development and training related expenses will be awarded to defray costs associated with faculty and staff salaries, program administration, program-related equipment, faculty travel necessary to successfully implement the program and in compliance with the university's establish travel policies and procedures, and trainee child care. Training related expenses may not be used to supplement trainee stipends.

For all types of trainees, these grants will support (up to fixed limits) trainee tuition and mandatory fees associated with enrollment that the institution normally requires in addition to tuition for all students enrolled in similar programs. For trainees in master's degree programs with required thesis, the grant will additionally support health insurance sponsored or required by the awardee institution and a stipend for each trainee enrolled in the program on a full-time basis.

4. Consortial Applications

Applications may be filed by consortia of institutions of higher education. A consortial application must have a lead institution that is the formal submitter of the application, and an identified set of member institutions. Given the required faculty and institutional expertise and capabilities required to deliver training of the level targeted by this grant, and the significant complexity of successfully executing a consortial approach to delivering such training, only four-year institutions of higher education will have the necessary academic support and organizational infrastructure to lead efforts under this grant. All consortium institutions, leader and members, must offer training programs relevant to this FOA. Like an application from an individual institution, a consortial application must offer, inclusive of all participating institutions, training addressing at least three of the six workforce roles targeted by this FOA. Consortia must be completely formed at the time of application, and must include fully specified and approved sub-award budgets and letters of commitment from all members.

II. Award Information

A. Summary of Funding

Type of Award:	Training Grant
Total Amount of Funding Available:	$32,000,000
Number of Awards:	8-12
Project Period Length:	39 months
Budget Period Length:	39 months
Estimated Award Date:	March 2010
Estimated Start Date:	April 2010
Maximum Award	$4,000,000 (single institution) $6,000,000 (consortial application)

ONC anticipates awarding eight or more training grants to institutions of higher education or consortia thereof. Based on the required faculty and institutional expertise and capabilities required to deliver training of the level targeted by this grant program, ONC anticipates that the awardees –individual universities in the case of single-institution applications, or the majority of member institutions in the case of consortia – will be four-year colleges or universities. It is anticipated that approximately $8 million of the $32 million will be allocated to programs that prepare individuals for work in public health settings.

B. Funding Description

Grants will be awarded with full funding for project periods of up to thirty-nine months (three complete academic years, plus a brief preparatory period beginning on award start date and ending with the start of the first supported academic year). Applicants are encouraged, and awardees will be expected, to establish and expand programs supported by this training grant as rapidly as possible, and to use their project narratives to describe plans to establish, fill, and graduate students from as many training positions as possible by the end of the first and/or second academic years.

Project periods of thirty-nine months are being made available to allow applicants and awardees ample time to establish and matriculate students through robust curricula that produce graduates who are very well prepared to fulfill the types of health IT professional roles for which they will have been trained under this award. Thirty-nine months was established to allow for up to three full academic years (beginning with 2010-2011) plus several months to prepare and recruit students into the very first batch of new training positions in the fall term of the 2010-2011 academic year. It is estimated that the highest-scoring applications for this program will describe feasible plans to furnish robust training to the maximum number of students possible, given the maximum award amount, in three or fewer full academic years. In the case of such applications, the award may include a project and budget period of less than thirty-nine months or may be awarded with the maximum possible project period but with the expectation that the funding is highly likely to be expended, and the grant therefore terminated, after a shorter time if the awardee's plans are fully successful.

Funding will be furnished only for estimated costs for allowable activities that will take place during the funding period specifically in support of the purpose of the grant. 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 the Recovery Act. Program-related costs incurred before the issuance of an award will not be reimbursed.

Allowable costs include:

1. Developing and revising curricula in medical/health informatics and related disciplines.
2. Recruiting and retaining students to the program involved.
3. Acquiring equipment necessary for student instruction, including the installation of test bed networks for student use.
4. Establishing or enhancing bridge programs in the health informatics field s between community colleges and universities.
5. Faculty release time to prepare for teaching in these programs.
6. Professional salaries for management of the process to create the program.

Funding awarded to each institution will be based on numbers of approved training positions in each of two broad types of programs:

Type 1: Programs, typically of one year duration or less, leading to award of an institutional certificate or a master's degree without thesis.
Type 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. The allowable expenses and policies for this program are described below.

For trainees in both types of academic programs, support may be provided, 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 purposes of these grants, "mandatory fees" may be construed to include the fee or premium for health insurance coverage that the awardee institution's policies, in place as of the date on which this FOA was published, require the trainee to carry as a condition or result of enrollment is allowable. For trainees in Type 2 academic programs only, in addition to these items, support may be provided for stipends for trainees enrolled in the program on a full-time basis. Full-time enrollment status of an enrollee will be 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 in a Type 1 academic program, as described above, for which support is awarded, funding may be provided as follows:

A. Academic program development and institutional training related expenses (TRE): $6,500 per trainee per year
B. 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, whichever is less.

For each training position in Type 2 academic program, as described above, for which support is awarded, funding may be provided as follows:

A. Academic program development and institutional training related expenses (TRE): $6,500 per trainee per year
B. 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.
C. Trainee stipends, not to exceed $15,000 per trainee per year, and applicable only to trainees enrolled in Type 2 academic programs on a full-time basis.
D. University-provided health insurance expenses: not to exceed $2,000 per trainee per year.

Table 1: **Maximum** Allowable Budgeted Costs Per Trainee

	Program Development/ TRE	**Maximum Tuition**	**Maximum Stipend**	**Maximum Health Insurance**	**Maximum Cost per student per year**
Type 1	$6,500	$10,000	NA	NA	$16,500
Type 2	$6,500	$16,000	$15,000	$2,000	$39,500

Facilities and Administration expenses supported by any grant awarded under this program will be computed at 8% after excluding budgeted amounts for tuition expenses, per HHS Grant Policy Directives 3.01C.2(d).

Detailed information and instructions needed for budget preparation are found in Appendices D and E, below.

C. Evaluation and Milestones

Awardees' progress toward key milestones will be regularly monitored on an ongoing basis. In the event an awardee's progress is lagging, the ONC project officer for that award will work with the awardee to furnish technical assistance aimed at improving the awardee's performance.

Awardees will also be expected to participate in a more formal assessment of performance against key milestones and accomplishments expected by the 18^{th} month of the award, pursuant to the applicant's project plan for activities under this grant. This assessment may be effected via a site visit or through telecommunications technologies. The project plan of reference will be the applicant's proposed project plan, with any revisions made as a result of discussions with ONC (such as reduction or increase in the total of training positions to be established for a particular type of health IT professional role), that is incorporated in the grant award. The formal evaluation will be referenced in this document as "mid-award review". This mid-award review may occur at any point between the 18^{th} and 24^{th} month of the award.

Key milestones that will be assessed in the mid-award review, in comparison to progress expected in the project plan will include:

- Degree to which the awardee has implemented and matriculated students in new training positions in any new educational programs for which funding was awarded.
- Degree to which the awardee has implemented and matriculated students in new training positions in any enhanced or expanded programs for which funding was awarded.
- Degree to which the awardee has filled with new students the new training positions for which funding was awarded.
- Degree to which the awardee has retained and graduated trainees with whom funded training positions were filled.
- Degree to which awardee has complied with its established institutional policies, and any requirements of its accrediting body, for minimum student performance (*e.g.* GPA) required to graduate from each type of certificate and degree program from which it has graduated trainees funded under this award.
- Entered employment rate - percent of participants employed in the first quarter after exit.
- Employment Retention Rate - Percent of participants employed in the first quarter after program exit still employed in the second and third quarters.
- Average earnings - Average six-month earnings.
- Number of students enrolled in programs supported by this initiative.
- Number of students graduating from programs supported by this initiative.

D. Statutory Authorization and Constraints for Funding

As discussed in Section I, above, this Funding Opportunity Announcement is for one program within a portfolio of programs to address a critical shortfall of information technology professionals in healthcare. The statutory authority for this portfolio of programs is provided by PHSA Section 3016, as added by the Recovery Act. PHSA Section 3016, Information Technology Professionals in Healthcare, establishes the parameters within which funding may be used under programs within this portfolio. The full text of PHSA Section 3016 is:

‘‘(a) IN GENERAL.—The Secretary, in consultation with the Director of the National Science Foundation, shall provide assistance to institutions of higher education (or consortia thereof) to establish or expand medical health informatics education programs, including certification, undergraduate, and masters degree programs, for both health care and information technology students to ensure the rapid and effective utilization and development of health information technologies (in the United States health care infrastructure).

‘‘(b) ACTIVITIES.—Activities for which assistance may be provided under subsection (a) may include the following:

‘‘(1) Developing and revising curricula in medical health informatics and related disciplines.

‘‘(2) Recruiting and retaining students to the program involved.

‘‘(3) Acquiring equipment necessary for student instruction in these programs, including the installation of testbed networks for student use.

‘‘(4) Establishing or enhancing bridge programs in the health informatics fields between community colleges and universities.

‘‘(c) PRIORITY.—In providing assistance under subsection (a), the Secretary shall give preference to the following:

‘‘(1) Existing education and training programs.

‘‘(2) Programs designed to be completed in less than six months.”

III. Eligibility Information

A. Eligible Applicants

United States based public or private, four-year institutions of higher education, or consortia of institutions of higher education that are led by a four-year institution of higher education, described in Section III.C. below.

B. Cost Sharing or Matching Requirements

None.

C. Other Consortia Members

Applications may include other institutions of higher education, such as community and career colleges, through the mechanism of consortial applications. However, one four-year “lead’ institution must be the applicant institution. Given the required faculty and institutional expertise and capabilities required to deliver training of the level targeted by this grant, and the significant complexity of successfully executing a consortial approach to delivering such training, only four-year institutions of higher education will have the necessary academic support and organizational infrastructure to lead efforts under this grant.

All contractual arrangements between member institutions must be fully agreed to and approved by all members at the time of application. Because any such consortial arrangement would be effected via a prime award to one institution that would contract with additional schools, the institution receiving the prime award will have and retain full responsibility for the successful implementation and effective management of the project to achieve its objectives.

IV. Application and Submission Information

A. Letter of Intent

Letters of intent are optional. 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.

If the applicant chooses to submit a letter of intent, it must be received by January 6, 2010. Letters of intent must be sent electronically to email address (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.

B. 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: 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
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 http://www.grants.gov. The Grants.gov registration process can take several days. If your organization is not currently registered with http://www.grants.gov, please begin this process immediately. For assistance with http://www.grants.gov, please contact them at support@grants.gov or 1-800-518-4726 between 7 a.m. and 9 p.m. Eastern Standard Time. At 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 http://www.grants.gov :

- You may access the electronic application for this program on http://www.grants.gov. You must search the downloadable application page by the Funding Opportunity Number FOA-OC-HIT-10-003 or CFDA number **93.721**.
- At the 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 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.
- 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 0990-0352. 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 Ave., S.W., Suite 537-H, Washington D.C. 20201 Attention: PRA Reports Clearance Officer.
- 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 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 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 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.

C. 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 .

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. This section should include a sustainability plan describing how the institution will continue to recruit and retain students after the grant period in the specific programs supported by this grant. 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 types 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 Type 1 training positions (certificate training or master's degree without thesis) for each Type 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 Type 1 positions to each Type 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 Type 2 academic 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 in a Type 1 academic program, as described above, for which support is awarded, funding may be provided as follows:

A. Academic program development and institutional training related expenses (TRE): $6,500 per trainee per year
B. 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.

For each training position in a Type 2 academic program, as described above, for which support is awarded, funding may be provided as follows:

A. Academic program development and institutional training related expenses (TRE): $6,500 per trainee per year
B. 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.
C. Trainee stipends, not to exceed 15,000 per trainee per year, and applicable only to trainees enrolled in Type 2 academic programs on a full-time basis.
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.

D. Submission Dates and Times

The deadline for the submission of applications under this Program Announcement is January 25, 2010. Applications must be submitted electronically by 11:59 p.m. Eastern Standard Time, January 25, 2010.

Applications that fail to meet the application due date will **not** be reviewed and will receive **no** further consideration.

Grants.gov will automatically send applicants a tracking number and date of receipt verification electronically once the application has been successfully received and validated in Grants.gov.

E. Intergovernmental Review

This program is excluded from Executive Order 12372.

F. Funding Restrictions

Funds under this announcement cannot be used for the following purposes:

- To supplant or replace current public or private funding.
- To supplant on-going or usual activities of any organization involved in the project.
- To purchase or improve land, or to purchase, construct, or make permanent improvements to any building.
- To reimburse pre-award costs.
- To reimburse Facilities and Administration expenses in excess of 8 percent of project costs after excluding costs for tuition expenses, per HHS Grant Policy Directives 3.01C.2

The Recovery Act also requires that the recipient comply with additional funding limitations described in Section VI.E, Recovery Act Terms and Conditions, of this funding announcement

G. Other Funding Information

The thirty-nine month project period, encompassing three full academic years plus an approximately brief preparatory period, is intended to allow recipients time to complete the goals of the application. However, applicants are strongly encouraged to plan projects and budgets that accomplish most of the federally funded project goals and milestones within the first two years of the project period.

Unobligated funds at the end of the project/budget period may be withdrawn or may remain in the account for future disposition, according to ONC's determination of the best interest of the grant and cooperative agreements programs described in Section I.A above. Unobligated funds are those that are reported on the SF-269 Financial Status Report (FSR), which is required to be submitted 90 days after the end of such period.

Until such time as HHS migrates to the SF-425 FFR, the recipient shall submit at the end of each year of the budget period a Financial Status Report (FSR) using form SF-269, and shall submit one final FSR at the end of the 39-month budget period. An FSR is due no later than 90 days after the budget period. Failure to submit these reports in a timely manner could affect future funding. The report is the accounting of expenditures under the project. More specific information on this reporting requirement will be included in the Notice of Award.

V. Application Review Information

A. Application Screening Criteria

All applications will be screened for completeness and for responsiveness to the FOA. Applications that fail to meet the following screening criteria described below will not be reviewed and will receive no further consideration.

In order for an application to be reviewed, it must meet the following screening requirements:

- Applications must be submitted electronically via http://www.grants.gov by 11:59 p.m., Eastern Time, January 25, 2010.
- The Project Narrative section of the Application must be formatted to a page layout of 8 ½” x 11” (letter size) pages, with 1” margins on both sides, and a font size of not less than 12 points. (*An exception to font size is allowed for text within tables and other graphics, but applicants are strongly advices, in the interest of legibility for objective reviewers, to avoid even in these instances any use of font-size less than 8 points.*)
- The Project Narrative must not exceed 25 pages. Any pages over the limit will not be reviewed. ***NOTE:*** Attachments such as Resumes/CVs of Key Project Personnel and Faculty are not counted as part of the Project Narrative for purposes of the page limit.
- Applications will be screened for completeness. All required elements must be included.

B. Application Responsiveness Criteria

The following are required of all applicants. Applications not meeting these criteria will not qualify for objective review and will be returned to the applicants unscored.

- As described in Section III.C, above, the applicant has described in its application proposed plans to expand and/or establish new certificate and/or degree-granting programs in health IT for some or all of the six types of roles identified in Section II.B.1, above.
- The applicant has proposed to begin training for at least one of its proposed new or enhanced (specialization within baccalaureate-level studies or certificate of advanced studies or master’s degree) programs not later than the fall term of the 2010-2011 academic year.
- The application describes proposed plans to establish new training positions, and to use any student-specific support awarded under this program (such as tuition and/or provision of stipend to students enrolled on full-time basis in master’s degree program with thesis) only to support enrollment and retention of new students in these new training positions established under the proposed grant award. Applications that include any proposed expenditures to extend the course of study, or supplant current or otherwise available sources of financial aid for students already

enrolled in health IT or IT curricula will be deemed non-responsive and returned to the applicants unscored. For purposes of this program, "new students" are defined as students who, as of the date on which this FOA was published, were not enrolled in any program specifically intended to prepare trainees for a career in health IT.

- The applicant has described the number of training slots they believe they can fill in each of the two categories identified in Section II.B, below.

C. Application Review Criteria

Institutional training capacity and recruitment (25 points)
Educational approach (20 points)
Quality of the faculty (15 points)
Project management (10 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 (25 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)

(c) Evidence of sustainability for the program to continue to recruit and retain students to grow and maintain the health IT workforce after the grant period. (5 points)

2. Educational approach (20 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 (15 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 (15 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. (10 points)

(a) The applicant includes a description, in a clear and sequential fashion, of the plan for managing the project (5 points)

(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 (5 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)

D. Review and Selection Process

An independent review panel of at least three individuals will evaluate applications that meet the screening criteria. These reviewers will be experts in relevant fields, drawn from academic institutions, non-profit organizations, state and local government, and Federal government agencies. Based on the Application Review Criteria as outlined above, the reviewers will comment on and score the applications, focusing their comments and scoring decisions on the identified criteria.

Final award decisions will be made by the Office of the National Coordinator for Health Information Technology (ONC). In making these decisions, the ONC will take into consideration: merit of the proposed project as determined by objective review; the reasonableness of the estimated cost to the government considering the available funding and anticipated results; relevance of the proposed project in relation to program priorities including assuring that appropriate proportions of the supported training will prepare individuals to serve key health IT professional roles in the clinical and public health settings; and the likelihood that the proposed project will result in the benefits expected.

Applicants have the option of omitting from the application specific salary rates or Social Security Numbers for individuals specified in the application budget.

VI. Award Administration Information

A. Award Notices

Successful applicants will receive an electronic Notice of Award. The Notice of Award is the authorizing document from the ONC authorizing official. The Notice of Award is the authorizing document from the Office of the National Coordinator for Health Information Technology and is signed by the Grants Management Officer.

Unsuccessful applicants are notified within 30 days of the final funding decision and will receive notification via e-mail or U.S. mail.

B. Administrative and National Policy Requirements

The award is subject to Department of Health and Human Services Administrative Requirements, which can be found in 45CFR Part 74 and the Standard Terms and Conditions implemented through the HHS Grants Policy Statement located at http://www.hhs.gov/grantsnet/adminis/gpd/index.htm .

C. HHS Grants Policy Statement

ONC awards are subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to the grant/cooperative agreement based on recipient type and purpose of award. This includes, as applicable, any requirements in Parts I and II of the HHS GPS that apply to the award, as well as any requirements of Part IV. The HHS GPS is available at http://www.hhs.gov/grantsnet/adminis/gpd/ . The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary (as specified in the Notice of Award).

D. Post-Award Record and Reporting Requirements

All reporting requirements will be provided to applicants who submit successful full applications, adherence to which is a required condition of any award. In general, the successful applicant under this guidance must comply with the following reporting and review activities:

1. Audit Requirements

The recipient shall comply with audit requirements of Office of Management and Budget (OMB) Circular A-133. Information on the scope, frequency, and other aspects of the audits can be found on the Internet at http://www.whitehouse.gov/omb/circulars

2. Financial Status Reports

Until such time as HHS migrates to the SF-425 FFR, the recipient shall submit at the end of each year of the budget period a Financial Status Report (FSR) using form SF-269, and shall submit one final FSR at the end of the thirty-nine month budget period. An FSR is due no later than 90 days after the budget period. Failure to submit these reports in a timely manner could affect future funding. The report is the accounting of expenditures under the project. More specific information on this reporting requirement will be included in the Notice of Award.

The anticipated Reporting Schedule for the thirty-nine month budget period including three annual FSR reporting segments within the budget period is as shown in the following table:

Budget Segment / Report	Report Period Length	Report Period Start Date	Report Period End Date	FSR Due Date
First	15 months	03/31/2010	06/30/2011	10/01/2011
Second	12 months	07/1/2011	06/30/2012	10/01/2012
Third	12 months	07/1/2012	06/30/2013	10/01/2013

An FSR is due 90 days following each budget segment as outlined above. Failure to submit timely reports may invoke enforcement actions by the grant awarding office. Such an action may impact institutional draw-downs as a result of withholding of payment until such reports are submitted to the ONC.

A term and condition will accompany the Notice of Award that fully addresses the reporting requirements for grants awarded as a result of this FOA.

3. Performance Reports

The awardee shall submit annual progress reports related to their projects and overall Center performance. A specific Performance Report format will be finalized between the awardee and ONC following the award date.

In accepting an ONC award, the recipient assumes legal, financial, administrative, and programmatic responsibility for administering the award in accordance with the terms and conditions of the award, as well as applicable laws, rules, regulations, and Executive Orders governing HHS assistance awards, all of which are incorporated into this award by reference. Failing to comply with these requirements may result in suspension or termination of the award and/or ONC's recovery of award funds.

4. Recovery Act-Specific Reporting

Quarterly Financial and Programmatic Reporting: Consistent with the Recovery Act's emphasis on accountability and transparency, reporting requirements under Recovery Act programs will differ from and expand upon HHS's standard reporting requirements for grants and cooperative agreements. In particular, Section 1512(c) of the Recovery Act sets out detailed requirements for quarterly reports that must be submitted within 10 days of the end of each calendar quarter. Receipt of funds will be contingent on meeting Recovery Act reporting requirements. The information from recipient reports will be posted on a public website. To the extent that funds are available to pay a recipient's administrative expenses, those funds may be used to assist the recipient in meeting the accelerated time-frame and extensive reporting requirements of the Recovery Act.

Additional instructions and guidance regarding required reporting will be provided as they become available. For planning purposes, however, all applicants shall be aware that Recovery Act Section 1512(c) provides as follows regarding recipient reports:

Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from a federal agency shall submit a report to that agency that contains—

(1) the total amount of recovery funds received from that agency;

(2) the amount of recovery funds received that were expended or obligated to projects or activities; and

(3) a detailed list of all projects or activities for which recovery funds were expended or obligated, including--

(A) the name of the project or activity;

(B) a description of the project or activity;

(C) an evaluation of the completion status of the project or activity;

(D) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and

(E) for infrastructure investments made by state and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.

(4) Detailed information on any sub-contracts or sub-grants awarded by the recipient to include the data elements required to comply with the federal Funding accountability and Transparency Act of 2006 (Public Law 109-282), allowing aggregate reporting on awards below $25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

OMB guidance for implementing and reporting Recovery Act activities can be found at http://www.whitehouse.gov/omb/recovery_default/

5. Report Cycling

In order to synchronize recipient financial, progress, and ARRA reporting due dates, ONC may adjust budget/project period dates as reflected on the Notice of Award document

6. Stipends and Tax Reporting Requirements

Awardees will be responsible for all reporting requirements under the Internal Revenue Code that are applicable to activities under this award. This includes, but is not limited to, faculty and staff salaries and any stipends that may be furnished to students pursuant to the provisions of the grant. Information specifically pertinent to stipends is as follows:

(i) Taxability of Stipends

Section 117 of the Internal Revenue Code applies to the tax treatment of scholarships and fellowships. Degree candidates may exclude from gross income (for tax purposes) any amount used for course tuition and related expenses such as fees, books, supplies, and equipment required for courses of instruction at a qualified educational organization. Non-degree candidates are required to report as gross income any monies paid on their behalf for stipends or any course tuition and fees required for attendance. The taxability of stipends in no way alters the relationship between fellows and sponsoring organizations. Stipends are not considered salaries. In addition, recipients of fellowships are not considered to be in an employee-employer relationship with HHS or the sponsoring organization solely as a result of the fellowship award. The interpretation and implementation of the tax laws are the domain of the IRS and the courts. HHS takes no position on what the status may be for a particular taxpayer, and it does not have the authority to dispense tax advice. Individuals should consult their local IRS office about the applicability of the law to their situation and for information on their tax obligations.

(ii) Form 1099

Although stipends are not considered salaries, this income is still subject to Federal and, sometimes, State income tax. Such income may be reported by the sponsoring organization on IRS Form 1099, Statement of Miscellaneous Income. Normally, the business office of the sponsoring organization will be responsible for annually preparing and issuing IRS Form 1099 for fellows paid through the organization (fellows at domestic non-Federal organizations). Sponsoring organizations are not required to issue a Form 1099, but it is a useful form of documentation of income received and a reminder to the fellow that some tax liability may exist. Fellows should be reminded that, even if the sponsoring organization does not issue a Form 1099, they still are required to report stipends as income.

E. General Terms and Conditions of Award

1. Recipient Responsibilities

The award instrument for this program is a training grant. Grant recipients, “grantees”, retain their authority to manage the grant consistent with their institutional policies and authorities. Grantees, by accepting a training grant award, will abide by the conditions stipulated in this FOA, the ARRA terms and conditions and the standard and special terms and conditions that accompany the Notice of Award statement.

2. Intellectual Property

The Government reserves all rights granted by and the recipient agrees to be bound by HHS regulations regarding rights in intangible property, 45 C.F.R. § 74.3, which is specifically incorporated herein. Generally, the recipient may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under this award. The Government reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

3. Dispute Resolution

Both ONC and the recipient are expected to work in a collegial fashion to minimize misunderstandings and disagreements. Pursuant to 45 C.F.R. §74.3, ONC will resolve disputes by using alternative dispute resolution (ADR). ADR often is effective in reducing the cost, delay, and contentiousness involved in appeals and other traditional ways of handling disputes. ONC will determine the specific technique to be employed on a case-by-case basis. ADR techniques include mediation, neutral evaluation, and other consensual methods. The National Coordinator for Health IT will make final determinations pertaining to cooperative agreements based on the output of these resolution methods and in accordance with 45 C.F.R. Part 74.

F. Recovery Act Terms and Conditions

The following are the standard terms and conditions for Recovery Act grants.

1. HHS Standard Terms and Conditions

HHS award recipients must comply with all terms and conditions outlined in their award, including policy terms and conditions contained in applicable HHS Grant Policy Statements, and requirements imposed by program statutes and regulations and HHS grant administration regulations, as applicable, unless they conflict or are superseded by the terms and conditions implementing the Recovery Act's requirements below.

In addition to the standard terms and conditions of award, recipients receiving funds under Division A of the Recovery Act must abide by the terms and conditions set out below. The terms and conditions below concerning civil rights obligations and disclosure of fraud and misconduct are reminders rather than new requirements, but the other requirements are new and are specifically imposed for awards funded under the Recovery Act. Recipients are responsible for contacting their HHS grant/program managers for any needed clarifications.

2. Preference for Quick Start Activities

In using funds for this award for infrastructure investment, recipients shall give preference to activities that can be started and completed expeditiously, including a goal of using at least 50 percent of the funds for activities that can be initiated not later than 120 days after the date of the enactment of the Recovery Act. Recipients shall also use funds in a manner that maximizes job creation and economic benefit. (Recovery Act Sec. 1602)

3. Limit on Funds

None of the funds appropriated or otherwise made available in the Recovery Act may be used by any state or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool. (Recovery Act Sec. 1604)

4. Recovery Act: One-Time Funding

Unless otherwise specified, Recovery Act funding to existent or new recipients should be considered one-time funding.

5. Civil Rights Obligations

While the Recovery Act has not modified awardees' civil rights obligations, which are referenced in the HHS Grants Policy Statement, these obligations remain a requirement of federal law. Recipients and sub-recipients of Recovery Act funds or other federal financial assistance must comply with Title VI of the Civil Rights Act of 1964 (prohibiting race, color, and national origin discrimination), Section 504 of the Rehabilitation Act of 1973 (prohibiting disability discrimination), Title IX of the Education Amendments of 1972 (prohibiting sex discrimination in education and training programs), and the Age Discrimination Act of 1975 (prohibiting age discrimination in the provision of services). For further information and technical assistance, please contact the HHS Office for Civil Rights at (202) 619-0403, OCRmail@hhs.gov, or http://www.hhs.gov/ocr/civilrights/.

6. Disclosure of Fraud or Misconduct

Each recipient or sub-recipient awarded funds made available under the Recovery Act shall promptly refer to the HHS Office of Inspector General any credible evidence that a principal, employee, agent, contractor, sub-recipient, sub-contractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds. The HHS Office of Inspector General can be reached at http://www.oig.hhs.gov/fraud/hotline/.

7. Recovery Act Transactions Listed in Schedule of Expenditures of Federal Awards and Recipient Responsibilities for Informing Sub-Recipients

(a) To maximize the transparency and accountability of funds authorized under the Recovery Act as required by Congress and in accordance with 45 CFR 74.21 "Uniform Administrative Requirements for Grants and Agreements", as applicable, and OMB A-102 Common Rules provisions, recipients agree to maintain records that identify adequately the source and application of Recovery Act funds.

(b) For recipients covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," recipients agree to separately identify the expenditures for federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133. This shall be accomplished by identifying expenditures for federal awards made under the Recovery Act separately on the SEFA, and as separate rows under Item 9 of Part III on the SF-SAC by CFDA number, and inclusion of the prefix "ARRA-" in identifying the name of the federal program on the SEFA and as the first characters in Item 9d of Part III on the SF-SAC.

(c) Recipients agree to separately identify to each sub-recipient, and document at the time of sub-award and at the time of disbursement of funds, the federal award number, CFDA number, and amount of Recovery Act funds. When a recipient awards Recovery Act funds for an existing program, the information furnished to sub-recipients shall distinguish the sub-awards of incremental Recovery Act funds from regular sub-awards under the existing program.

(d) Recipients agree to require their sub-recipients to include on their SEFA information to specifically identify Recovery Act funding similar to the requirements for the recipient SEFA described above. This information is needed to allow the recipient to properly monitor sub-recipient expenditure of Recovery Act funds as well as oversight by the federal awarding agencies, Offices of Inspector General and the Government Accountability Office.

8. Recipient Reporting

Reporting and Registration Requirements under Section 1512 of the Recovery Act:

(a) This award requires the recipient to complete projects or activities which are funded under the Recovery Act and to report on use of Recovery Act funds provided through this award. Information from these reports will be made available to the public.

(b) The reports are due no later than ten calendar days after each calendar quarter in which the recipient receives the assistance award funded in whole or in part by the Recovery Act.

(c) Recipients and their first-tier recipients must maintain current registrations in the Central Contractor Registration (http://www.ccr.gov) at all times during which they have active federal awards funded with Recovery Act funds. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (http://www.dnb.com) is one of the requirements for registration in the Central Contractor Registration.

(d) The recipient shall report the information described in Section 1512(c) using the reporting instructions and data elements that will be provided online at http://www.FederalReporting.gov and ensure that any information that is pre-filled is corrected or updated as needed.

9. Wage Rate Requirements under Section 1606 of the American Recovery and Reinvestment Act of 2009

(a) Section 1606 of the Recovery Act requires that all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to the Recovery Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code.

Pursuant to Reorganization Plan No. 14 and the Copeland Act, 40 U.S.C. 3145, the Department of Labor has issued regulations at 29 CFR Parts 1, 3, and 5 to implement the Davis-Bacon and related Acts. Regulations in 29 CFR 5.5 instruct agencies concerning application of the standard Davis-Bacon contract clauses set forth in that section. Federal agencies providing grants, cooperative agreements, and loans under the Recovery Act shall ensure that the standard Davis-Bacon contract clauses found in 29 CFR 5.5(a) are incorporated in any resultant covered contracts that are in excess of $2,000 for construction, alteration or repair (including painting and decorating).

(b) For additional guidance on the wage rate requirements of section 1606, contact your awarding agency. Recipients of grants, cooperative agreements and loans should direct their initial inquiries concerning the application of Davis-Bacon requirements to a particular federally assisted project to the Federal agency funding the project. The Secretary of Labor retains final coverage authority under Reorganization Plan Number 14.

VII. Agency Contacts

Program Contact:
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
Tel: (202) 205-0690
university-based-training@hhs.gov

Grant Management Contact:
Dwight Mowery, Chief Grants Management Officer
National Library of Medicine
National Institutes of Health
US Department of Health and Human Services
6705 Rockledge Drive, Suite 301
Bethesda, MD 20892-7968
Tel: 301-496-4222
Email: Dwight.Mowery@nih.hhs.gov

This funding opportunity announcement is subject to restrictions on oral conversations during the period of time commencing with the submission of a formal application by an individual or entity and ending with the award of the competitive funds.[*] Federal officials may not participate in oral communications initiated by any person or entity concerning a pending application for a Recovery Act competitive grant or other competitive form of federal financial assistance, whether or not the initiating party is a federally registered lobbyist. This restriction applies unless:

- The communication is purely logistical;
- The communication is made at a widely attended gathering;

[*] Formal application includes the preliminary application and letter of intent phases of the program.

- The communication is to or from a federal agency official and another federal Government employee;
- The communication is to or from a federal agency official and an elected chief executive of a state, local or tribal government, or to or from a federal agency official and the Presiding Officer or Majority Leader in each chamber of a state legislature; or
- The communication is initiated by the federal agency official.

For additional information, see:
http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-24.pdf

VIII. Tips for Writing a Strong Application

Include DUNS Number. You must include a DUNS Number to have your application reviewed. Applications will not be reviewed without a DUNS number. To obtain a DUNS number, access http://www.dunandbradstreet.com or call 1-866-705-5711. Please include the DUNS number in item 8c on the application face page.

Keep your audience in mind. Reviewers will use only the information contained in the application to assess the application. Be sure the application and responses to the program requirements and expectations are complete and clearly written. Do not assume that reviewers are familiar with the applicant organization. Keep the review criteria in mind when writing the application.

Start preparing the application early. Allow plenty of time to gather required information from various sources.

Follow the instructions in this guidance carefully. Place all information in the order requested in the guidance. If the information is not placed in the requested order, you may receive a lower score.

Be brief, concise, and clear. Make your points understandable. Provide accurate and honest information, including candid accounts of problems and realistic plans to address them. If any required information or data is omitted, explain why. Make sure the information provided in each table, chart, attachment, etc., is consistent with the proposal narrative and information in other tables.

Be organized and logical. Many applications fail to receive a high score because the reviewers cannot follow the thought process of the applicant or because parts of the application do not fit together.

Be careful in the use of attachments. Do not use the attachments for information that is required in the body of the application. Be sure to cross-reference all tables and attachments to the appropriate text in the application.

Carefully proofread the application. Misspellings and grammatical errors will impede reviewers in understanding the application. Be sure that page limits are followed. Limit the use of abbreviations and acronyms, and define each one at its first use and periodically throughout application. Make sure you submit your application in final form, without markups.

Print out and carefully review an electronic application to ensure accuracy and completion. When submitting electronically, print out the application before submitting it to ensure appropriate formatting and adherence to page limit requirements. Check to ensure that all attachments are included before sending the application forward.

Ensure that all information is submitted at the same time. We will not consider additional information and/or materials submitted after your initial submission, nor will we accept e-mailed applications or supplemental materials once your application has been received.

IX. Appendices

Appendix A. Health Information Technology Professional Workforce Roles
Appendix B. Letter of Intent to Apply – Suggested Content
Appendix C. Recovery Act Required Performance Measures
Appendix D. Instructions for Completing the SF 424, Budget (SF 424A), Budget Narrative/Justification, and Other Required Forms

Appendix A. Health Information Technology Professional Workforce Roles

A total of 12 workforce roles are described below, spanning the full range of roles envisioned in ONC's workforce program. These roles are described in three general categories.

Competencies associated with six of the roles listed below can, for qualified individuals, be attained through six month programs based in community colleges. These roles (noted with an asterisk, below) are specifically targeted by the *Community College Consortia to Educate Health Information Technology Professionals* FOA (Funding Opportunity Number: EP-HIT-10-001). The other six roles listed below, that are not marked with an asterisk are addressed by this FOA.

Category 1: Mobile Adoption Support Roles

These members of the workforce will support implementation at specific locations, for a period of time, and when their work is done, will move on to new locations. They might be employed by regional extension centers, vendors, or state/city public health agencies.

*Implementation support specialist
*Practice workflow and information management redesign specialist
*Clinician consultant
*Implementation manager

Category 2: Permanent Staff of Health Care Delivery and Public Health Sites

These roles are needed for ongoing support of health IT at office practices, hospitals, health centers, Long Term Care (LTC) facilities, health information exchange organizations and state and local public health agencies.

Clinician/public health leader
*Technical/software support staff
*Trainer
Health information management and exchange specialist
Health information privacy and security specialist

Category 3: Health Care and Public Health Informaticians

These individuals will be based in universities, research centers, government agencies, and research and development divisions of software companies.

Research and development scientist
Programmers and software engineer
Health IT sub-specialist

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 6, 2010, at 11:59 p.m. Eastern Standard Time. 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

Appendix C. Recovery Act Required Performance Measures

To assist in fulfilling the accountability objectives of the Recovery Act, as well as the Department's responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, applicants who receive funding under this program must provide data that measure the results of their work. The following are required measures for awards made under the Recovery Act:

Objective	Performance Measures	Data the recipient provides for 3-month reporting period	Description (Plain language explanation of what exactly is being provided)
Recovery Act: Preserving jobs	Number of jobs saved (by type) due to Recovery Act funding.	a) How many jobs were prevented from being eliminated with the Recovery Act funding during this reporting period? b) How many jobs that were eliminated within the last 12 months were reinstated with Recovery Act funding?	An unduplicated number of jobs that would have been eliminated if not for the Recovery Act funding during the three-month quarter. Report this data for each position only once during the project period. A job can include full time, part time, contractual, or other employment relationship.
Recovery Act: Creating jobs	Number of jobs created (by type) due to Recovery Act funding.	How many jobs were created with Recovery Act funding this reporting period?	An unduplicated number of jobs created due to Recovery Act funding during the three month quarter. Report this data for each position only once during the award. A job can include full time, part time, contractual, or other employment relationship.

Appendix D. Instructions for Completing the SF 424, Budget (SF 424A), Budget Narrative/Justification, and Other Required Forms

This section provides step-by-step instructions for completing the four (4) standard Federal forms required as part of your grant application, including special instructions for completing Standard Budget Forms 424 and 424A. Standard Forms 424 and 424A are used for a wide variety of Federal grant programs, and Federal agencies have the discretion to require some or all of the information on these forms. Accordingly, please use the instructions below in lieu of the standard instructions attached to SF 424 and 424A to complete these forms.

a. Standard Form 424

1. **Type of Submission:** (Required): Select one type of submission in accordance with agency instructions.
   • Preapplication • Application • Changed/Corrected Application – If requested, check if this submission is to change or correct a previously submitted application.

2. **Type of Application:** (Required) Select one type of application in accordance with agency instructions.
   • New . • Continuation • Revision

3. **Date Received:** Leave this field blank.

4. **Applicant Identifier:** Leave this field blank

5a. **Federal Entity Identifier:** Leave this field blank

5b. **Federal Award Identifier:** For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award (grant) number.

6. **Date Received by State:** Leave this field blank.

7. **State Application Identifier:** Leave this field blank.

8. **Applicant Information:** Enter the following in accordance with agency instructions:

a. **Legal Name:** (Required): Enter the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.

b. **Employer/Taxpayer Number (EIN/TIN):** (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service.

c. **Organizational DUNS:** (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.

d. **Address:** (Required) Enter the complete address including the county.

e. **Organizational Unit:** Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the project.

f. **Name and contact information of person to be contacted on matters involving this application:** Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.

9. **Type of Applicant:** (Required) Select the applicant organization "type" from the following drop down list.
   A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)

10. **Name Of Federal Agency:** (Required) Enter U.S. Assistant Secretary for Preparedness and Response

11. **Catalog Of Federal Domestic Assistance Number/Title:** The CFDA number can be found on page one of the Program Announcement.

12. **Funding Opportunity Number/Title:** (Required) The Funding Opportunity Number and title of the opportunity can be found on page one of the Program Announcement.

13. **Competition Identification Number/Title:** Leave this field blank.

14. **Areas Affected By Project:** List the largest political entity affected (cities, counties, state etc).

15. **Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project.

16. **Congressional Districts Of:** (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all.

17. **Proposed Project Start and End Dates:** (Required) Enter the proposed start date and final end date of the project. Therefore, if you are applying for a multi-year grant, such as a 3 year grant project, the final project end date will be 3 years after the proposed start date.

18. **Estimated Funding:** (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.

NOTE: Applicants should review cost sharing or matching principles contained in Subpart C of 45 CFR Part 74 before completing Item 18 and the Budget Information Sections A, B and C noted below.

All budget information entered under item 18 should cover the upcoming budget period. For sub-item 18a, enter the Federal funds being requested. Sub-items 18b-18e is considered matching funds. The dollar amounts entered in sub-items 18b-18f must total at least 1/3rd of the amount of Federal funds being requested (the amount in 18a). For a full explanation of ONC's match requirements, see the information in the box below. For sub-item 18f, enter only the amount, if any, which is going to be used as part of the required match.

There are two types of match: 1) non-Federal cash and 2) non-Federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered matching funds. Generally, most contributions from sub-contractors or sub-grantees (third parties) will be non-Federal in-kind matching funds. Volunteered time and use of facilities to hold meetings or conduct project activities may be considered in-kind (third party) donations. Examples of non-Federal cash match includes budgetary funds provided from the applicant agency's budget for costs associated with the project.

NOTE: **Indirect charges** may only be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another Federal agency; or (2) the applicant is a state or local government agency. State governments should enter the amount of indirect costs determined in accordance with DHHS requirements. **If indirect costs are to be included in the application, a copy of the approved indirect cost agreement must be included with the application. Further, if any sub-contractors or sub-**

grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.

19. **Is Application Subject to Review by State Under Executive Order 12372 Process?** Check c. Program is not covered by E.O. 12372

20. **Is the Applicant Delinquent on any Federal Debt?** (Required) This question applies to the applicant organization, not the person who signs as the authorized representative. If yes, include an explanation on the continuation sheet.

21. **Authorized Representative:** (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

b. Standard Form 424A

NOTE: Standard Form 424A is designed to accommodate applications for multiple grant programs; thus, for purposes of this program, many of the budget item columns and rows are not applicable. Unless otherwise indicated, the SF 424A should reflect a one year budget.

Section A - Budget Summary
Line 5: Leave columns (c) and (d) blank. Enter TOTAL Federal costs in column (e) and total non-Federal costs (including third party in-kind contributions and any program income to be used as part of the grantee match) in column (f). Enter the sum of columns (e) and (f) in column (g).

Section B - Budget Categories
Column 3: Enter the breakdown of how you plan to use the Federal funds being requested by object class category (see instructions for each object class category below).

Column 4: Enter the breakdown of how you plan to use the non-Federal share by object class category.

Column 5: Enter the total funds required for the project (sum of Columns 3 and 4) by object class category.

Separate Budget Narrative/Justification Requirement

You must submit a separate Budget Narrative/Justification as part of your application. When more than 33% of a project's total budget falls under contractual, detailed Budget Narratives/Justifications must be provided for each sub-contractor or sub-grantee. **Applicants requesting funding for multi-year grant programs are REQUIRED to provide a combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding. A separate Budget Narrative/Justification is also REQUIRED for each potential year of grant funding requested.**

For your use in developing and presenting your Budget Narrative/Justification, a sample format with examples and a blank sample template have been included in these Attachments. In your Budget Narrative/Justification, you should include a breakdown of the budgetary costs for all of the object class categories noted in Section B, across three columns: Federal; non-Federal cash; and non-Federal in-kind. Cost breakdowns, or justifications, are required for any cost of $1,000 or more. The Budget Narratives/Justifications should fully explain and justify the costs in each of the major budget items for each of the object class categories, as described below. Non-Federal cash as well as, sub-contractor or sub-grantee (third party) in-kind contributions designated as match must be clearly identified and explained in the Budget Narrative/Justification The full Budget Narrative/Justification should be included in the application immediately following the SF 424 forms.

Line 6a: Personnel: Enter total costs of salaries and wages of applicant/grantee staff. Do not include the costs of consultants; consultant costs should be included under 6h - Other. In the Budget Narrative/Justification: Identify the project director, if known. Specify the key staff, their titles, brief summary of project related duties, and the percent of their time commitments to the project in the Budget Narrative/Justification.

Line 6b: Fringe Benefits: Enter the total costs of fringe benefits unless treated as part of an approved indirect cost rate. In the Justification: Provide a break-down of amounts and percentages that comprise fringe benefit costs, such as health insurance, FICA, retirement insurance, etc.

Line 6c: Travel: Enter total costs of out-of-town travel (travel requiring per diem) for staff of the project. Do not enter costs for consultant's travel - this should be included in line 6h. In the Justification: Include the total number of trips, destinations, purpose, length of stay, subsistence allowances and transportation costs (including mileage rates).

Line 6d: Equipment: Enter the total costs of all equipment to be acquired by the project. For all grantees, "equipment" is non-expendable tangible personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit or as indicated in negotiated IDC agreement with cognizant federal agency. If the item does not meet the $5,000 threshold, include it in your budget under Supplies, line 6e. In the Justification: Equipment to be purchased with Federal funds must be justified as necessary for the conduct of the project.

The equipment must be used for project-related functions; the equipment, or a reasonable facsimile, must not be otherwise available to the applicant or its sub-grantees. The justification also must contain plans for the use or disposal of the equipment after the project ends.

Line 6e: Supplies: Enter the total costs of all tangible expendable personal property (supplies) other than those included on line 6d. In the Justification: Provide general description of types of items included.

Line 6f: Contractual: Enter the total costs of all contracts, including (1) procurement contracts (except those, which belong on other lines such as equipment, supplies, etc.). Also include any contracts with organizations for the provision of technical assistance. Do not include payments to individuals or consultants on this line. In the Budget Narrative/Justification: Attach a list of contractors indicating the name of the organization, the purpose of the contract, and the estimated dollar amount. If the name of the contractor, scope of work, and estimated costs are not available or have not been negotiated, indicate when this information will be available. **Whenever the applicant/grantee intends to delegate more than 33% of a project's total budget to the contractual line item, the applicant/grantee must provide a completed copy of Section B of the SF 424A Budget Categories for each sub-contractor or sub-grantee, and separate Budget Narrative/Justification for each sub-contractor or sub-grantee for each year of potential grant funding.**

Line 6g: Construction: Leave blank since construction is not an allowable cost under this program.

Line 6h: Other: Enter the total of all other costs. Such costs, where applicable, may include, but are not limited to: insurance, medical and dental costs (i.e. for project volunteers this is different from personnel fringe benefits); non-contractual fees and travel paid directly to individual consultants; local transportation (all travel which does not require per diem is considered local travel); postage; space and equipment rentals/lease; printing and publication; computer use; training and staff development costs (i.e. registration fees). If a cost does not clearly fit under another category, and it qualifies as an allowable cost, then rest assured this is where it belongs. In the Justification: Provide a reasonable explanation for items in this category. For individual consultants, explain the nature of services provided and the relation to activities in the work plan. Describe the types of activities for staff development costs.

Line 6i: Total Direct Charges: Show the totals of Lines 6a through 6h.

Line 6j: Indirect Charges: Enter the total amount of indirect charges (costs), if any. If no indirect costs are requested, enter "none." Indirect charges may be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another Federal agency; or (2) the applicant is a state or local government agency.

Budget Narrative/Justification: State governments should enter the amount of indirect costs determined in accordance with DHHS requirements. An applicant that will charge indirect costs to the grant **must enclose a copy of the current indirect cost rate agreement.** If any sub-

contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.
If the applicant organization is in the process of initially developing or renegotiating a rate, it should immediately upon notification that an award will be made, develop a tentative indirect cost rate proposal based on its most recently completed fiscal year in accordance with the principles set forth in the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. It should be noted that when an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the grant. Also, if the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Line 6k: Total: Enter the total amounts of Lines 6i and 6j.

Line 7: Program Income: As appropriate, include the estimated amount of income, if any, you expect to be generated from this project. Program Income must be used as additional program costs and can not be used as match (non-Federal resource).

Section C - Non-Federal Resources

Line 12: Enter the amounts of non-Federal resources that will be used in carrying out the proposed project, by source (Applicant; State; Other) and enter the total amount in Column (e). Keep in mind that if the match requirement is not met, Federal dollars may be reduced.

Section D - Forecasted Cash Needs - Not applicable.

Section E - Budget Estimate of Federal Funds Needed for Balance of the Project

Line 20: Section E is relevant for multi-year grant applications, where the project period is 24 months or longer. This section does not apply to grant awards where the project period is less than 17 months.

Section F - Other Budget Information

Line 22: Indirect Charges: Enter the type of indirect rate (provisional, predetermined, final or fixed) to be in effect during the funding period, the base to which the rate is applied, and the total indirect costs. Include a copy of your current Indirect Cost Rate Agreement.

Line 23: Remarks: Provide any other comments deemed necessary.

c. Standard Form 424B - Assurances

This form contains assurances required of applicants under the discretionary funds programs administered by the Assistant Secretary for Preparedness and Response. Please note that a duly authorized representative of the applicant organization must certify that the organization is in compliance with these assurances.

d. Certification Regarding Lobbying

This form contains certifications that are required of the applicant organization regarding lobbying. Please note that a duly authorized representative of the applicant organization must attest to the applicant's compliance with these certifications.

e. Other Application Components

Survey on Ensuring Equal Opportunity for Applicants
The Office of Management and Budget (OMB) has approved an HHS form to collect information on the number of faith-based groups applying for a HHS grant. Non-profit organizations, excluding private universities, are asked to include a completed survey with their grant application packet. Attached you will find the OMB approved HHS "Survey on Ensuring Equal Opportunity for Applicants" form (Attachment F). Your help in this data collection process is greatly appreciated.

Indirect Cost Agreement
Applicants that have included indirect costs in their budgets must include a copy of the current indirect cost rate agreement approved by the Department of Health and Human Services or another Federal agency. This is optional for applicants that have not included indirect costs in their budgets.