

Request for Applications

Minority Health Research and Education Grant Program

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Report on Best Practices

Deadline for Applications

October 1, 2010



Texas Higher Education Coordinating Board

P. O. Box 12788
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Texas Higher Education Coordinating Board

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Mission of the Coordinating Board

The Texas Higher Education Coordinating Board's mission is to work with the Legislature, Governor, governing boards, higher education institutions, and other entities to help Texas meet the goals of the state's higher education plan, *Closing the Gaps by 2015*, and thereby provide the people of Texas the widest access to higher education of the highest quality in the most efficient manner.

Philosophy of the Coordinating Board

The Texas Higher Education Coordinating Board will promote access to quality higher education across the state with the conviction that access without quality is mediocrity and that quality without access is unacceptable. The Board will be open, ethical, responsive, and committed to public service. The Board will approach its work with a sense of purpose and responsibility to the people of Texas and is committed to the best use of public monies. The Coordinating Board will engage in actions that add value to Texas and to higher education. The agency will avoid efforts that do not add value, or that are duplicated by other entities.

The Texas Higher Education Coordinating Board does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services.

Summary of Grant Program

This packet contains instructions for submitting a grant application to the Texas Higher Education Coordinating Board’s (THECB) Minority Health Research and Education Grant Program (MHGP), Survey of Best Practices Competition. To be eligible for MHGP funding, institutions must submit applications to the THECB as specified in these instructions and in any other instructions that the Board may distribute before the submission deadline. Electronic copies of these instructions can be found at the Board’s website at <http://www.thecb.state.tx.us>.

Competition Overview

Name	Minority Health Research and Education Grant Program (MHGP)
Program Purpose	The Program provides funding to eligible institutions of higher education to conduct research and educational projects on public health issues affecting one or more minority groups in Texas. It also supports the goals of <i>Closing the Gaps</i> to increase the ethnic diversity of the general higher education population and, more specifically, to increase the number and ethnic diversity of graduates in health degree programs.
Authority	Texas Education Code, §63.301 - 63.302.
Eligible Institutions	Public and independent accredited general academic and health-related institutions, and Centers for Teacher Education located in Texas. Two-year colleges and universities, including junior and community colleges, state colleges and technical colleges are not eligible to submit a grant application but may be compensated by a grant to an eligible institution.
Background	<p>Texas is facing a significant shortage of health professionals. Additionally, as the Texas population grows more ethnically diverse, it is becoming increasingly important to produce health care professionals who are representative of the general population. In an effort to address these concerns and the state’s higher education goals, the THECB awards grants under the Minority Health Research and Education Grant Program (MHGP) to support effective strategies and interventions that promote the success of African-Americans and Hispanic students in health degree programs.</p> <p>The purpose of this MHGP grants competition is to support research by an eligible institution and any institutional partners to identify successful strategies and interventions or “best practices” for recruiting and retaining African-American and Hispanic students in health degree programs. “Health degree programs” are those offered at the associate, baccalaureate, master’s, Ph.D., and professional doctorate level in all of the following disciplines: allied health, biomedical sciences, dentistry, medicine, nursing, pharmacy and public health.</p>

<p>Background, cont.</p>	<p>The research project would culminate in a final report to the THECB which would be disseminated to institutions of higher education across the state and would also serve as the basis for future MHGP grants competitions.</p>
<p>Project Requirements</p>	<p>The grant would be structured in three phases: research design; data collection and analysis; and, report writing. The three phases of the survey project must be completed within a 12-month period ending no later than November 30, 2011 or 12 months from the date of grant execution and fulfillment of the following requirements:</p> <p><u>Phase 1: Research Design</u></p> <p>The research design phase should encompass a pipeline that represents three levels of education: Kindergarten through Grade 12 education; undergraduate education at both two-year and four-year institutions; and graduate education including professional degree education.</p> <p>The research should answer the following questions, as well as others identified by the project team:</p> <ol style="list-style-type: none"> 1. What are the major gaps in the educational pipeline? 2. What are the obstacles to creating best practices to fill those gaps? 3. What measurable outcomes should identify a "best practice"? 4. What best practices or promising strategies exist at the national, state, regional and local levels that could be implemented in Texas? 5. How are these best practices limited by scalability, cost, particular student demographic, specific health discipline, and educational level? 6. How should these best practices be implemented through future MHGP grants competitions? <p><u>Phase 2: Data Collection and Analysis</u></p> <p>The data collection and analysis phase shall include, but not be limited to:</p> <ol style="list-style-type: none"> 1. A review of the current literature on recruiting and retaining African-American and Hispanic students in health degree programs; and 2. At least one other data collection effort to identify effective strategies and interventions or "best practices" at the national, state, regional and local levels.

<p>Project Requirements, cont.</p>	<p><u>Phase 3: Report Writing</u></p> <p>The final report should directly answer the research questions posed in the research design and it shall include, but not be limited to, the following components:</p> <ol style="list-style-type: none"> 1. A one-to-four page executive summary, including recommendations of best practices that can be applied at institutions across Texas; 2. Background information on the educational pipeline, and other issues surrounding the recruitment and retention of African American and Hispanic students into health degree programs; 3. A description of the definitions, methodology and assumptions used in conducting the literature review and other research activities; 4. Analysis of promising strategies and/or best practices including an assessment of each, its scalability for implementation, and an assessment of its resource intensity and limitations for application by health discipline, educational level, and other criteria; and 5. A ranked list of recommendations, with explanation, of those practices that should be considered for statewide, regional and local implementation at Texas higher education institutions. <p>Travel requirements – The program director will travel to Austin on at least three separate occasions during the grant period to discuss progress on the project including the final presentation of the research to THECB staff. Based on those meetings, THECB reserves that right to terminate the grant contract or delay grant payments based on the quality of, or progress on, the research project.</p>
<p>Project Team's Qualifications</p>	<p>The project director will lead the project at the eligible institution and serve as the contact person with the THECB. That person must have:</p> <ol style="list-style-type: none"> 1. A full-time faculty appointment at the eligible institution; 2. A doctoral degree in a health field, education, or a closely related field; 3. Experience teaching in a health degree program and/or experience researching and evaluating extracurricular activities to recruit and retain African-American and Hispanic students in health degree programs; 4. Demonstrated experience overseeing large-scale research projects; <p>Other faculty and staff at the eligible institution and any partner institution may support the project director. Key members of the project team should be identified separately in the application. Collectively, they must have:</p> <ol style="list-style-type: none"> 5. Demonstrated experience implementing large-scale projects; 6. Demonstrated ability to meet project deadlines; 7. Experience with survey research and/or literature reviews; and 8. Demonstrated experience writing reports that summarize research activities and results for a general audience.

<p>General Selection Criteria</p>	<p>The THECB will award one grant. The award will be based on a competitive process designed to identify the application that provides the best overall value to the state. Selection criteria shall be based on: the project team’s demonstrated knowledge, competence, experience, and references; project quality; cost of the project; and the eligible institution’s past performance on Coordinating Board grants. Preference may be given to applications that have multiple institutional partners.</p>
<p>Selection Process</p>	<p>THECB staff will select qualified individuals to evaluate the quality of applications. Reviewers shall not evaluate any applications for which they have a conflict of interest. THECB staff will provide written instructions and training for reviewers. Reviewers will evaluate applications and assign scores based on the General Selection Criteria. All evaluations and scores of the review panel are final and will be based solely on the information provided in the written application. THECB staff will rank each application based on points assigned by reviewers and recommend a priority ranked list of applications to the Commissioner.</p>
<p>Application Content</p>	<p>The application shall contain the following elements in the following sequence:</p> <p>Transmittal Letter addressed to Chris Fowler, Senior Program Director, shall identify the eligible institution and program director submitting the application. The letter must specifically reference this Request for Applications and include “full acceptance of the terms and conditions described in this Request for Application.” Any exceptions must be specified in the letter. However, any exceptions may disqualify the application from further consideration. The letter must state, “The application enclosed is binding and valid at the discretion of THECB for a period of sixty (60) days.”</p> <p>Abstract represents a summary of the application including cost information. It should be one page in length.</p> <p>Project Description must describe the general parameters of the grant project and provide a preliminary definition of a “best practice.” It must describe how each phase of the project would be implemented and completed and must include the estimated time in clock hours for completing each phase of the project. It should also include any travel requirements and a description of the resources available to the project director and other members of the project team, including institutional personnel, facilities, information resources, and any subcontractors.</p>

<p>Application Content, cont.</p>	<p>Timeline must provide dates for completing each phase of the project, proposed meeting dates in Austin, and specific dates of completing draft and final reports and any other deliverables.</p> <p>Budget must identify the total funding request for completing the project and must itemize all major budget categories (e.g., personnel, travel, materials and supplies) associated with completing the project. The budget must identify the project director's rate of compensation and the rate of compensation for any team members or subcontractor who would perform services under the grant.</p> <p>The application may include all reasonable costs associated with the project. However, the <i>following kinds of costs shall <u>not</u> be included</i> in the proposed budget or charged to the grant:</p> <ul style="list-style-type: none"> • Capital equipment; • Construction or remodeling of facilities; • Costs incurred prior to the grant award; • Foreign travel; • Indirect costs; • Travel not consistent with State of Texas guidelines; and • Utilities, including telephone service. <p>Program Director's Curriculum Vitae must demonstrate professional qualifications and past experience with research projects.</p> <p>References will include the names, academic rank or title, addresses and contact information for three professional references.</p> <p>Appendices may be included (e.g., resumes of key team members, a bibliography, illustrative work, and descriptions of related projects).</p> <p>Signature Page will include directory information and signature/dates for the project director and institution's official representative on the grant.</p>
<p>Grant Award</p>	<p>A maximum award of \$75,000.</p>
<p>Grant Extension</p>	<p>Not applicable to this grant.</p>
<p>Grant Period</p>	<p>From December 1, 2010 to November 30, 2011.</p>
<p>Grant Disbursement</p>	<p>In biannual payments in December and June of the grant period.</p>

<p>Grant Restrictions and Conditions</p>	<p>Applications to and grants awarded under MHGP must comply with the state's Uniform Grant Management Standards (UGMS). Those standards can be found at: http://governor.state.tx.us/search/results/?cx=003463821556383649006%3Af7d9hoewggg&cof=FORID%3A10&ie=UTF-8&q=Uniform+Grant+Management+Standards#1085</p> <p>THECB and the grantee institution also shall agree to the following restrictions and conditions.</p> <p><u>THECB or its staff:</u></p> <ul style="list-style-type: none"> • may visit the grantee institution to review project accomplishments and financial records; • may suspend or terminate the grant if the grantee institution or project director fails to comply with the terms of the contract or if the project director leaves the institution without a suitable replacement approved by the Board; • shall not be held liable in the event of damages to persons or property which may occur in the course of activities conducted as a result of the grant; and • shall make grant payments subject to the availability of MHGP funds. Awards will be terminated upon appropriate funds becoming unavailable. <p><u>The grantee institution shall:</u></p> <ul style="list-style-type: none"> • ensure that all personnel associated with the grant abide by all State and Federal regulations for educational projects. <i>Eligible institutions should review proposed projects with legal counsel before submitting applications;</i> • ensure that all personnel associated with the grant abide by the grantee institution's intellectual property policy; • ensure that no person is excluded from participation in, denied benefits of, or otherwise subjected to discrimination under the grant on the grounds of race, color, national origin, religious affiliation, disability or gender; • have a financial management system that provides appropriate review and approval of expenditures of grant funds and monitoring of project performance. The grantee institution shall have its financial records and other materials pertinent to the grant available for review and audit by the Board, the State Auditor and other auditors for a period of three years following the end of the grant period;
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<p>Grant Restrictions and Conditions, con't.</p>	<ul style="list-style-type: none"> • notify THECB of any potential conflicts of interest that arise prior to or during the grant period; • notify THECB if a project director leaves the grantee institution or otherwise relinquishes active direction of the project. Any replacement must be approved by THECB. • expend funds in accordance with Budget Restrictions. Any subcontractors shall abide by the same restrictions; • receive biannual grant payments from the Board; • submit a final financial report and return all unexpended funds to THECB within 90 days of the expiration of the grant; and • acknowledge THECB support of the project by including language to that effect on related publications and other materials. Sample language: <i>This material is based upon work supported by the Minority Health Research and Education Grant Program, a grant program funded by proceeds from the State's Tobacco Lawsuit Settlement and administered by the Texas Higher Education Coordinating Board.</i>
<p>Dispute Resolution</p>	<p>Disputes between the THECB and a grantee institution that is a public institution of higher education will be governed by the provisions of the Interagency Cooperation Act, Chapter 771 of the Texas Government Code.</p> <p>Disputes between the THECB and a grantee institution that is a private or independent institution of higher education will be governed by Chapter 2260 of the Texas Government Code.</p>
<p>Noncompliance</p>	<p>In the event THECB determines, in THECB's sole discretion, that the grantee institution has failed to perform the requirements of a contract resulting from this Request For Applications, the grantee institution shall return all unexpended funds to THECB within thirty (30) calendar days of the effective date of THECB's notice.</p> <p>In the event THECB determines, in THECB's sole discretion, that the grantee institution failed to perform the requirements of a contract resulting from this Request For Applications, and the expenditure of funds provided to the grantee institution on an advance basis was not in accordance with the contract requirements, the grantee institution shall reimburse such funds to THECB within thirty (30) calendar days of the effective date of THECB's notice. This section shall survive termination of contract.</p>

Release of Application Information	<p>Upon acceptance of the application, all information submitted with the application becomes part of the contract and becomes public record. Therefore, such information is subject to disclosure under the Texas Public Information Act (Texas Government Code Section 552.001 et seq.), unless an exception under the Texas Public Information Act is applicable.</p> <p>Any confidential or proprietary information included in the application shall be subject to disclosure unless such confidential or proprietary information was clearly identified by eligible institution, and such identification was submitted concurrently with the original submission of the confidential or proprietary information. Additionally, the eligible institution shall state the specific reason(s) an exception from the Texas Public Information Act is being claimed concurrently with the original submission of the confidential or proprietary information.</p> <p>If the grantee institution fails to clearly identify confidential or proprietary information with the original submission of the confidential or proprietary information, then those sections will be deemed non-confidential or non-proprietary and made available upon public request after the contract is awarded. The production of any material under the contract shall not have the effect of violating or causing THECB to violate any law, including the Texas Public Information Act.</p>
Application Format and Deadline	<p>The application must be typed and formatted for printing on 8 ½ x 11 paper. It must be <i>submitted</i> electronically in PDF format to Chris Fowler at chris.fowler@thecb.state.tx.us in the Academic Affairs and Research Division at THECB headquarters, located at 1200 E. Anderson Lane, Austin, Texas, 78752 by 5 p.m., October 1, 2010 to be considered for funding.</p>
More Information	<p>Contact Ms. Chris Fowler at chris.fowler@thecb.state.tx.us or by phone at 512/427-6217</p>

Program Schedule

October 1, 2010	Applications are due.
October 22, 2010	Grant award is announced.
December 1, 2010	Grant begins.