



REQUEST FOR APPLICATIONS

TEXAS HIGHER EDUCATION COORDINATING BOARD

**Minority Health Research and Education
Grant Program**

2017-2019

Academic-Clinical Partnerships

NOTICE OF INTENT DEADLINE: 5:00 PM CDT, May 1, 2017

INQUIRY DEADLINE: 5:00 PM CDT, June 8, 2017

APPLICATION DEADLINE: 5:00 PM CDT, June 12, 2017

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MINORITY HEALTH RESEARCH AND EDUCATION GRANT PROGRAM
Academic-Clinical Partnerships

1 OVERVIEW OF FUNDING OPPORTUNITY

1.1 PROGRAM TITLE

Minority Health Research and Education Grant Program (MHGP)

1.2 SYNOPSIS OF PROGRAM

MHGP was established to provide funding to eligible institutions of higher education to conduct research and educational projects on public health issues affecting one or more minority populations in Texas.

This specific Request for Applications (RFA) seeks to support eligible public and private institutions of higher education in providing clinical training and practicum experiences to students in health professions education through sustainable academic-clinical partnerships, while also addressing health disparities, particularly those faced by minority populations in areas and communities in Texas. Consistent with the Texas higher education strategic plan, *60x30TX*, this RFA aims to increase program completion through expanded enrollment and to facilitate the acquisition of marketable skills that enhance program graduates' ability to provide health care in a manner and context appropriate for the individuals being served. One guiding premise of the RFA is also that exposure to and awareness of issues concerning access to health care and health disparities may positively influence students' career aspirations in working with underserved populations upon graduation.

1.3 PROGRAM AUTHORITY

Texas Education Code, Sections 63.301-63.302
Texas Administrative Code, Title 19, Sections 6.71-6.74

1.4 POINT OF CONTACT

Applicants shall direct all inquiries and communications concerning this RFA in writing via email to:

Fu-An Lin, Ph.D.
Program Director
Texas Higher Education Coordinating Board
Email: MHGP@theccb.state.tx.us

Applicants shall make no contact with other Texas Higher Education Coordinating Board (THECB) personnel regarding this RFA. Failure to comply with these requirements may result in an Applicant's disqualification.

2 AWARD SUMMARY

2.1 MAXIMUM NUMBER OF AWARDS ANTICIPATED AND MAXIMUM AWARD AMOUNT

The THECB expects to award approximately five grant awards (Grant Award). Each award will not exceed \$400,000 for the Grant Period.

2.2 GRANT PERIOD

The Grant Period (Grant Period) will be 24 months in length, which will begin upon the execution of the Notice of Grant Award (NOGA) or on September 1, 2017, whichever is later, and conclude on August 31, 2019. Awarded Applicants will have contractual obligations that extend beyond the Grant Period. At the THECB's sole discretion, the second year of funding (September 2018 - August 2019) will be contingent upon the Awarded Applicant using the grant funds appropriately, meeting project benchmarks and contractual deadlines, and producing expected outcomes, results, and products in the first year (September 2017 - August 2018) of the Grant Period.

2.3 APPLICATION TIMELINE

The application process for this RFA is anticipated to proceed according to the published application timeline. The THECB reserves the right to revise this timeline or any portion of this RFA by publishing an addendum. A Calendar of Events for the entire Grant Period is in Appendix A.

Date	Events
May 1, 2017	Notice of Intent (NOI) Deadline
May 3, 2017	Confirmation of NOI Receipt by THECB
May 12, 2017	NOI Response from THECB
June 8, 2017	Inquiry Deadline
June 12, 2017	Application Deadline
June 14, 2017	Confirmation of Application Receipt by THECB
August 1, 2017	THECB Announces Grant Awards
Upon execution of the NOGA or September 1, 2017, whichever is later	Grant Period Begins

3 ELIGIBILITY INFORMATION

3.1 ELIGIBLE APPLICANT

An Eligible Applicant (Eligible Applicant or Applicant) is a public or private general academic or health-related institution accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) or is a Center for Teacher Education located in Texas that independently conducts research or educational programs that address minority health issues or that forms a partnership with a minority organization, college, or university to conduct research or educational programs that address minority health issues. Two-year institutions, including community colleges, state colleges, and technical colleges, are not eligible to submit a grant application. However, an Eligible Applicant is encouraged to partner with one or more two-year institutions in applying to this RFA.

3.2 MAXIMUM NUMBER OF SUBMISSIONS BY APPLICANT

An Eligible Applicant may submit a maximum of one (1) Application.

4 NOTICE OF INTENT TO APPLY REQUIREMENT

Applicants are required to submit a Notice of Intent to Apply on or before May 1, 2017, to the THECB, as directed in Sections 4.1 and 4.2. Applications for which a Notice of Intent to Apply has not been submitted will not be considered for a Grant Award. Submit the Notice of Intent to Apply by email to MHGP@thecb.state.tx.us.

The THECB will confirm receipt of the submitted Notice of Intent to Apply via email by May 3, 2017. If an Applicant did not receive such confirmation from the THECB, contact the Point of Contact listed in Section 1.4 immediately. Applicant will be required to provide proof of timely submission of the Notice of Intent to Apply. The THECB shall not be responsible for Notices of Intent to Apply that are captured, blocked, filtered, quarantined, or otherwise prevented from reaching the proper destination server by THECB or Applicant anti-virus or other security software.

4.1 SUBJECT LINE OF EMAIL

“MHGP Notice of Intent to Apply”

4.2 CONTENT OF EMAIL AND ANY ATTACHMENTS

The email shall include:

- The name of the Applicant institution
- The name, address, telephone number, and email address of the project director (Refer to Sections 8 and 9.1 for eligibility requirements.)
- A brief description of the proposed project. The maximum 800-word description shall identify the targeted allied health discipline(s), major goals and strategies of the project, estimated numbers of academic-clinical partnerships and project participants, characteristics of project participants and of clinical practicum experiences to be provided by the project, methods of data collection and evaluation, anticipated outcomes, estimated cost of the project, and any existing sources of project funding. The description also should demonstrate that the proposed project meets the required components that are defined in Section 8 of this RFA and that the Applicant and project partners have the appropriate population and sufficient resources to conduct the project.
- A table naming the health care providers or employers targeted for the academic-clinical partnerships. The information provided for each facility should include: (1) its name, (2) county, city and ZIP code for its location, (3) a 50-word description about health disparities in the community/area, (4) a 50-word description about the size and/or growth of the minority population in the community/area, (5) indication of whether the facility is a new or existing clinical site for the primary health professions degree program leading the proposed project, and (6) the number and percentage of current students in the primary degree program utilizing the site for clinical training.
- A table indicating, for the primary degree program: (1) the current enrollment number, (2) the anticipated increase in enrollment during the Grant Period, (3) the current number of enrolled African American and Hispanic students, and (4) the anticipated increase of enrollment among African American and Hispanic students during the Grant Period.

4.3 THECB RESPONSE

Based on the information included in the Notice of Intent to Apply, the THECB will make the final determination as to whether or not the proposed project qualifies for the RFA. The THECB will notify the project director at the Applicant via return email by May 12, 2017, to indicate if the Applicant shall proceed to submit an Application.

5 APPLICATION SUBMISSION

Applications must be completed according to the guidelines in Section 11. Applications must be submitted by an authorized agent of the Applicant institution via email to MHGP@theccb.state.tx.us to the Point of Contact listed in Section 1.4, Fu-An Lin.

APPLICATION DEADLINE: 5:00 PM CDT, June 12, 2017

Late or incomplete Applications and Applications submitted to an address different from the specified MHGP email will not be accepted.
No mailed, hand-delivered, or faxed Applications will be accepted.

The THECB will confirm receipt of the submitted Application via email by June 14, 2017. If an Applicant did not receive such confirmation from the THECB, contact the Point of Contact listed in Section 1.4 immediately. Applicant will be required to provide proof of timely submission of the Application. The THECB shall not be responsible for Applications that are captured, blocked, filtered, quarantined, or otherwise prevented from reaching the proper destination server by THECB or Applicant anti-virus or other security software.

6 INQUIRIES

All inquiries shall be directed to the Point of Contact, Fu-An Lin, at MHGP@theeb.state.tx.us. Applicant must not discuss an Application with any other THECB employee unless authorized by the Point of Contact.

Questions must be submitted in writing by email and received no later than 5:00 PM CDT, June 8, 2017. The subject line of the email containing questions should include the name of the Applicant institution.

All responses by the THECB must be in writing in order to be binding. Any information deemed by the THECB to be important and of general interest or which modifies requirements of the RFA shall be sent in the form of an addendum to the RFA to all Applicants that have submitted a Notice of Intent to Apply or an Application. All Applicants must acknowledge receipt of all addenda, if any, to this RFA by returning a signed copy of each addendum with the submitted Application.

7 PROGRAM BACKGROUND

Availability of clinical training sites has been a known challenge for health professions degree programs, limiting enrollment capacities, and existing literature has documented issues concerning access to health care due to a shortage of providers. Current research has, furthermore, demonstrated professional and personal development attained by students in health professions education through fieldwork experiences in a more nontraditional clinical setting. On the promising potential of student development via clinical training and the guiding premise of exposure as influencing students' career aspirations in working with underserved populations, this RFA aims to encourage health professions degree programs' efforts to increase enrollment and alleviate health disparities, particularly those faced by minority populations in areas and communities in Texas.

8 ELIGIBLE PROJECTS

Proposed projects at eligible public and private institutions of higher education are required to plan and execute new academic-clinical partnerships, and are allowed to expand existing partnerships to increase student clinical placement. The new and existing partnerships should seek to address health disparities in communities with a large or growing minority population by providing valuable clinical training experiences to students in health professions degree programs. Existing partnerships to be expanded under MHGP support, in addition, should be those that have been underutilized for students' clinical training. The proposed academic-clinical partnerships must be developed and established by

August 31, 2018, with program students engaging in clinical practicum training at the clinical partnership sites during the second year of the Grant Period (September 2018 - August 2019).

Eligible health professions degree programs will be those considered as allied health disciplines, currently with enrolled students, and fully accredited by an agency recognized by the Secretary of the U.S. Department of Education to confer the specific higher education degrees. Proposed projects are further required to demonstrate an increase in overall enrollment and in enrollment of underrepresented minority students, particularly African American and Hispanic students.

This RFA encourages an Interprofessional Education (IPE) focus for students' clinical training at the proposed clinical partnership sites (see Section 8.3). However, the proposed project should identify the primary health professions degree program that will lead the project development and implementation; the primary degree program must meet the eligibility criteria regarding allied health, student enrollment, and program accreditation.

Proposed projects shall not conflict with the orders and decrees of any court or administrative bodies or tribunals in the administration of minority programs in higher education.

8.1 ELIGIBLE ALLIED HEALTH DISCIPLINES

Based on the well-recognized need for mental health services in the state and across the nation, funding priority under this RFA will be given to the disciplines listed in Table 1. If the primary degree program for the proposed project is a priority discipline from Table 1, the project will receive 20 points in the application evaluation process.

Table 1 Priority Allied Health Disciplines

<i>Clinical Psychology</i>	<i>Marriage and Family Counseling</i>
<i>Community Health Services/Counseling</i>	<i>Mental Health Counseling</i>
<i>Counseling Psychology</i>	<i>Social Work</i>

Table 2 lists other allied health disciplines targeted by this RFA, but without the designation of funding priority.

Table 2 Other Targeted Allied Health Disciplines

<i>Clinical Laboratory Science</i>	<i>Occupational Therapy</i>
<i>Communication Sciences and Disorders</i>	<i>Pharmacy</i>
<i>Dental Hygiene</i>	<i>Physical Therapy</i>
<i>Dentistry</i>	<i>Physician Assistant Studies</i>

Eligible Applicants may propose other allied health fields that are not included in Table 1 or Table 2; however, the THECB shall make the final determination as to whether or not a proposed field falls within the intent of this RFA.

8.2 REQUIRED PROJECT COMPONENTS

The following components are required for the proposed project:

- New and sustainable partnerships with health care providers or employers in areas or communities in Texas with identified health disparities and a large or growing minority population

- If in addition to new partnerships, an Applicant plans to expand existing partnerships that meet the requirements regarding disparities and minority populations and have been underutilized for students' clinical training, at least 50 percent of the proposed partnerships must be new to the primary health professions degree program. The academic-clinical partnerships shall enable experiential learning and mentoring for students.
- At least partial fulfillment of the degree program's requirements regarding clinical/practicum experiences for students who participate in clinical training at the clinical partnership sites
- Specified learning objectives for program students' clinical practicum experiences at the clinical partnership sites
- Training on specified learning objectives and evidence-based "precepting" practices for clinicians and practitioners who will provide licensed supervision at the clinical partnership sites
- Increased overall program enrollment capacity and increased enrollment of underrepresented minority students, particularly African American and Hispanic students

8.3 PREFERRED PROJECT COMPONENTS

The following are preferred components for the proposed project. Applicants that include one or more of the preferred project components may receive up to a maximum of 50 points in the application evaluation process.

- Clinical training experiences with an Interprofessional Education focus. The IPE component could be through collaboration with other degree programs at the same institution or external entities, including two-year higher education institutions. In the application evaluation, preference will be given to IPE degree programs that are accredited by an agency recognized by the Secretary of the U.S. Department of Education [up to 30 points]
- Development of a career pathway for clinicians and practitioners at the clinical partnership sites to pursue academic appointments [up to 20 points]

9 PROJECT REQUIREMENTS

9.1 ELIGIBLE PROJECT DIRECTOR

The project director is an educator from the primary health professions degree program who is responsible for the implementation and oversight of the proposed project. The person shall be a full-time employee, preferably a faculty member in a tenured or tenure-track position, at the Applicant institution. One additional co-project director may be named from the Applicant institution if the person is similarly qualified and shares responsibilities for the project. If a proposed project director has limited experience with program evaluation, the THECB strongly recommends that two project directors be named: one to design and implement the project and the second to evaluate it.

9.2 PROJECT LENGTH

The planning, implementation, and evaluation of the project must be completed within the 24-month Grant Period ending August 31, 2019. Awarded Applicants will have contractual obligations that extend beyond the Grant Period.

The project is allowed to devote a maximum of 12 months (until August 31, 2018) as a planning period for the proposed academic-clinical partnerships. Specific clinical partnership sites must be identified and communication initiated by February 28, 2018. Contracts and/or agreements must be established for the academic-clinical partnerships by August 31, 2018, with program students engaging in clinical practicum training at the clinical partnership sites during the second year of the Grant Period (September 2018 - August 2019). Failure to meet these benchmarks may constitute, at THECB's discretion, a material breach of the grant Contract.

If by August 31, 2018, (1) the project fails to establish and/or expand at least 75 percent of the proposed number of clinical partnership sites, awarded funding will be reduced; or (2) the project does not establish any of the proposed new academic-clinical partnerships, the Grant Award will be subject to early termination.

9.3 FUNDING RESTRICTION

MHGP funds shall not be substituted for any other funds available to the Applicant or its partners.

9.4 ALLOWABLE COSTS AND RESTRICTIONS

9.4.1 Allowable Cost Categories. The Applicant should refer to Sections 11.6 and 11.7 for instructions for specific budget categories. The THECB shall negotiate a final budget with each Awarded Applicant. The following are common costs that will be allowed in the project budget:

- Stipends for student participants, which shall serve to subsidize reasonable expenses related to students' participation in clinical practicum training at the MHGP project's clinical partnership sites
 - To receive support under the MHGP-funded project, student participants must be U.S. citizens or permanent resident aliens (who are authorized to seek employment in the U.S. without restrictions) and Texas residents, be enrolled in the targeted degree program(s) maintaining satisfactory academic standing and have not yet graduated, and be placed in the project's clinical partnership sites for clinical practicum training. Students on temporary or student visas are not eligible to receive MHGP funding support.
 - Each student participant may be awarded the MHGP-supported stipend only once and only from one institution or entity involved in the MHGP project.
- Costs related to training for clinicians and practitioners providing licensed supervision
- Compensation for project faculty and staff at the Applicant institution and at institutions serving as IPE collaborators
 - Costs for staffing must reflect institutional salaries appropriate to the tasks that will be performed and to the length and time spent on the project.
- External evaluators

9.4.2 Prohibited Costs. The following kinds of costs shall not be included in the proposed budget or be paid with MHGP funds:

- Costs incurred prior to the Grant Award
- Salaries or other stipends that are calculated at a higher pay rate than that which an individual normally receives in a position (or in a similar position)
- Direct payments and compensations for clinicians or practitioners at clinical partnership sites
- Construction or remodeling of facilities
- Food and beverages not considered as per diem for travel
- Travel not consistent with State of Texas guidelines
- Foreign travel
- Indirect costs

9.4.3 Cost Restrictions. The Awarded Applicant may not charge any of the following costs to the grant without prior approval from the THECB:

- Equipment, including software, not specifically itemized in the awarded Application
- Domestic travel not specifically itemized in the awarded Application
- Salaries and fringe benefits for positions other than those specifically identified in the awarded Application
- Budget transfers across Budget Categories A, B, C, and D that cumulatively exceed 15 percent of the total Grant Award during the Grant Period

9.5 MATCHING FUNDS

Applicants that report matching funds to support the project may receive up to 10 points from THECB staff in the selection criteria. For an Applicant to receive the maximum number of points, the matching funds must be at least 15 percent of the total budget request. Those funds must represent a cash contribution specifically dedicated to the project *from an entity external to the Applicant institution*. The funds may not represent in-kind contributions, including from the Applicant institution, and must be verified in a letter from the external entity. The letter(s) shall be submitted with the Application as an Attachment.

9.6 PARTNERSHIPS

New and sustainable partnerships with health care providers or employers in areas or communities in Texas with identified health disparities and a large or growing minority population are required for the proposed project. The project is allowed a maximum of 12 months (until August 31, 2018) as a planning period for all proposed academic-clinical partnerships.

Applicants are encouraged to include a focus on Interprofessional Education in the clinical training experiences at the clinical partnership sites by partnering with other degree programs at the same institution or external entities. The role of the IPE partners shall be described in the Project Narrative and must be verified in letters from the partners. The letters shall be submitted with the Application as an Attachment. Applicants that demonstrate a strong commitment and participation of their IPE partners in the project and that include IPE degree programs accredited by an agency recognized by the Secretary of the U.S. Department of Education may receive up to 30 points in the application evaluation process.

10 SELECTION CRITERIA

This RFA is competitive. It is designed to issue Grant Awards that provide the best overall value to the state. General selection criteria shall be based on project quality, as determined by reviewer criteria; cost of the project; and other factors, including state and regional needs and priorities, number of clinical partnership sites, number of eligible students served, extent of projected program enrollment increase during the Grant Period, quality and viability of the proposed academic-clinical partnerships, financial ability to conduct the project, ability to continue the project after the Grant Period, and past performance on THECB grants.

Reviewers will use the following selection criteria to evaluate Applications submitted for this RFA. A maximum of 270 points may be awarded. See Appendix B for the Application Evaluation Form.

- Significance of educational project (50 points)
- Project design (50 points)
- Preferred project components (50 points)
- Resources to perform project (25 points)

- Cost effectiveness (25 points)
- Evaluation (35 points)
- Feedback and outcomes (25 points)
- Matching funds (10 points)

11 APPLICATION FORMAT AND CONTENT

11.1 APPLICATION FORMAT

The Application shall be submitted, with signatures, by an authorized agent of the Applicant institution as two files in PDF format. The first file shall contain Application Forms 1-7. The file name shall read as the Initials of the Applicant.Application.pdf (e.g., *UNT.Application.pdf*).

The second file shall contain Attachments to the Application (see Section 11.9). The file name shall read as the Initials of the Applicant.Letter.pdf (e.g., *UNT.Letter.pdf*). The Attachments must be typed in a font no smaller than 11 point and must be formatted and easily reproduced on 8.5 x 11 paper.

See Appendix C for the required Application Forms. For the "Applicant" field on each form, please provide the name of the institution. The Application Forms are available as Word documents on the THECB website. Please do not alter the Application Forms; such alternations may result in the disqualification of the Applicant.

11.2 COVER PAGE (Application Form 1)

The Cover Page provides summary information about the project and authorized signatures of the Applicant institution. Under "Primary Degree Program Targeted by Project," Applicant shall specify the allied health professions degree program leading project development and implementation. The project director should be a full-time employee, preferably a faculty member in a tenured or tenure-track position, from the primary health professions degree program.

If the project has received or anticipates to receive additional funds from the THECB or another Texas state agency, such information shall be indicated on the Cover Page under the "Additional State Funds for Project" section.

11.3 PROJECT ABSTRACT (Application Form 2)

The Abstract, limited to one page, states the problem to be addressed and summarizes the goals, measurable objectives, methods for carrying out the project, data collection process, and anticipated outcomes.

11.4 PROJECT NARRATIVE (Application Form 3)

The Project Narrative is limited to 10 pages and may contain any information needed to properly describe the project, including any preferred project components to be incorporated in the project. The following content should be included in every Application:

11.4.1 Project Scope, Goals, and Objectives

- Describe the problem that the project is designed to address, including identification of the targeted areas or communities with health disparities and a large or growing minority population. Explain what is important about the project.
- Specify the goals and objectives of the project. Goals and objectives should be specific and should identify what the Applicant will assess and how objectives will be measured. Milestones

for reaching the goals should be built into the project's evaluation design and reporting; *please limit the number of goals to four.*

- Describe the academic-clinical partnerships to be established and/or expanded based on the targeted clinical sites listed on the Cover Page. Indicate whether each health care facility is a new or existing clinical site for the primary health professions degree program, and include the number and percentage of current program students utilizing the site for clinical practicum training.
- Provide the levels and estimated number of students per level who would participate in clinical practicum training at the MHGP project's clinical partnership sites during the Grant Period.
- Create a table that shows the numbers of (1) current program enrollment, (2) anticipated increase in enrollment during the Grant Period, (3) currently enrolled African American and Hispanic students, and (4) anticipated increase of enrollment among African American and Hispanic students during the Grant Period.
- Explain any relationship between the work proposed and other related funded programs and projects managed by the Applicant's faculty and staff. Address how the MHGP project would ensure that resources would not be expended on overlapped or duplicated efforts.

11.4.2 Implementation Methodology

- Outline the general project implementation process. Use the Timeline (Application Form 4) to provide greater detail.
- Delineate the plan for developing the proposed academic-clinical partnerships, including outreach and recruitment strategies, considerations regarding reciprocity and cost benefits, anticipated challenges, and resources and plans to address challenges.
- Describe the processes for defining roles played by the clinical partnership sites, for identifying learning objectives for clinical training or practicum experiences, for training clinicians and practitioners providing licensed supervision, and for creating ongoing feedback mechanisms.
- Specify the activities, length (in both weeks and hours), and timing of students' clinical placement at the partnership sites. Indicate how the students' participation in the clinical placement will fulfill, fully or partially, the degree program's clinical/practicum requirements.
- Describe the processes of student recruitment and selection, clinical scheduling and placement, in addition to timing and method of stipend payment. Explain situations leading to and procedures for recovering paid stipends from students.
- Include enough information about previous research, methods, and techniques to adequately support the merit of the project design.

11.4.3 Institutional Readiness and Sources of Additional Support

- Briefly describe the Applicant institution's commitment and resources available to the project.
- Describe the role of project partners.
- Briefly describe how any matching funds from external entities will be used to leverage Grant Award funds.

11.4.4 Qualifications of Key Personnel

- Identify the key personnel who will implement and evaluate the project, and briefly list their qualifications and relevant experiences.

11.4.5 Project Evaluation

- Describe how the project will be evaluated, including data sources and methods for data collection. The evaluation should:
 - be aligned with the project goals and the implementation process, and address the required performance measures in Section 11.8.2;
 - have a formative and summative component;
 - include input and feedback from relevant stakeholders and a mechanism by which feedback is used to improve the project;

- have sufficient staffing to ensure that evaluation data are properly collected, analyzed, and reported;
- have funds earmarked for evaluation in the project budget; and
- follow Family Educational Rights and Privacy Act (FERPA) laws.
- Include performance measures, quantitative and/or qualitative, that identify major outcomes during the Grant Period. Applicant should:
 - explain how the outcomes will be used to assess the project's effectiveness and achievement of proposed goals;
 - include relevant outcome data on the performance of project participants; and
 - enter the required performance measures and key quantifiable performance measures on the Performance Measures and Outcomes Form (Application Form 7).
- Describe how project outcomes will be made public or disseminated to other higher education institutions in Texas. Include how outcomes will be FERPA-compliant and reported pursuant to Section 12.8 of this RFA.

11.4.6 Sustainability

- Describe how the project or similar activities would continue after the Grant Period ends.

11.5 TIMELINE (Application Form 4)

The Timeline, limited to three pages, provides an outline of the key activities and benchmarks for the project in a chronological order. Each entry in the Timeline should have the following:

- A span of dates for accomplishing an activity
- A brief description of the activity and identification of the responsible person or position (shown in parentheses following the description)
- The expected results

While the Applicant has some discretion as to which activities to highlight, the Timeline shall have entries for the following activities:

- Initiation of communication and recruitment for the academic-clinical partnerships
- Signed contracts and/or agreements for the academic-clinical partnerships
 - If by August 31, 2018, (1) the project fails to establish and/or expand at least 75 percent of the proposed number of clinical partnership sites, awarded funding will be reduced; or (2) the project does not establish any of the proposed new academic-clinical partnership, the Grant Award will be subject to early termination.
- Program students' clinical placement at the clinical partnership sites
- Data collection
- Significant hires, if applicable
- Capital equipment purchases, if applicable
- Project approval by the Institutional Review Board and any regulatory body, if applicable
- A signed contract with any compensated partner, if applicable

11.6 BUDGET SUMMARY (Application Form 5)

The Applicant should review Sections 9.3-9.5 of this RFA before completing this form. The THECB shall negotiate a final budget with each Awarded Applicant.

All totals should represent the costs for the 24-month period from September 1, 2017, to August 31, 2019, and should match the information entered on the Cover Page. Please round up to the nearest dollar.

Definitions and reporting formats for budget categories:

- *A. Personnel* – salaries of employees at the Applicant institution and at institutions serving as IPE collaborators. Salaries of employees at other project partners should be reported under Other Direct Costs.
- *B. Personnel Travel* – domestic travel costs for employees of the Applicant only, including costs associated with the project director(s) attending a minimum of three meetings in Austin during the 24-month Grant Period (See Appendix A)
- *C. Participant Costs* – costs relating to project participants, such as students or members of the general public who are beneficiaries or research subjects of the project
- *D. Other Direct Costs* – all other costs
- *E. Total Direct Costs* – sum of budget categories A, B, C, and D
- *F. Matching Funds* – cash contributions dedicated to the project from an external entity

11.7 BUDGET DETAIL (Application Form 6)

The Budget Detail shall explain the proposed costs of the project. Under a budget category, each row should represent a major cost. The text under each row should describe the cost and its function, and explain how the cost is calculated. For the total in each budget category, please round up to the nearest dollar.

Definitions and reporting formats for budget categories:

- *A. Personnel* – salaries and fringe benefits for specific employees (e.g., project director’s salary) or categories of employees (e.g., support staff salaries). The total Personnel costs must not exceed 25 percent of the total MHGP budget. Time spent on research activities not considered as a part of the approved project evaluation and on written publications must not be charged to MHGP.
- *B. Personnel Travel* – itemized by specific trip (e.g., December 2018 professional conference in Dallas) or category of travel (e.g., MHGP meetings in Austin). The THECB will not fund travel to professional conferences in the first year of the Grant Period. All travel to professional conferences in the second year (September 2018 - August 2019) must be primarily for disseminating results of the MHGP-funded project to other higher education institutions in the state of Texas.
- *C. Participant Costs* – itemized by type of project participants or category of cost. Descriptions and calculations for student stipends must (1) demonstrate that the amount is to subsidize reasonable expenses related to students’ participation in clinical practicum training at the MHGP project’s clinical partnership sites and (2) itemize estimates for different costs included in the reasonable expenses.
- *D. Other Direct Costs* – all other costs. Subcontracted costs, if applicable, must be itemized for each subcontractor.
- *E. Total Direct Costs* – sum of budget categories A, B, C, and D
- *F. Matching Funds* – itemized by source of funding and supported by letters as an Attachment verifying the amount

11.8 PERFORMANCE MEASURES AND OUTCOMES (Application Form 7)

This form, limited to four pages, projects outcomes of the required performance measures and the key quantifiable performance measures described in the **Project Narrative**.

11.8.1 General Instructions and Definitions

Applicants will submit a maximum of four performance measures for each goal, along with a baseline and *proposed* outcomes for each performance measure. Awarded Applicants will report *actual* outcomes in the interim and final project reports, which are further discussed in Section 12.22 of this RFA. Note the following definitions:

- *Goals* – the most significant achievements anticipated from the project. They should be identical to the goals described in the **Project Narrative**.

- *Baseline* – the measure of a population or situation at the beginning of the project
- *Outcomes* – the baseline measure plus the increase or decrease relevant to the population or situation based on the performance measure and goal

Applicants should include performance measures that align with the corresponding goal and represent the most relevant data that can be collected and reported to the THECB near the end of the first year of the Grant Period and/or at the end of the 24-month Grant Period.

11.8.2 Required Performance Measures

The following performance measures are required for each MHGP project funded under this RFA and shall be included in Application Form 7. The Applicant shall categorize the required measures under appropriate project goals and shall include, for each measure, a baseline and proposed outcomes.

- Number of MHGP academic-clinical partnerships. The baseline should include existing clinical sites the project proposes to expand but exclude new sites to be established under the grant. The proposed outcomes will include both existing and new partnerships.
- Number of trained clinicians and practitioners providing licensed supervision at MHGP clinical partnership sites.
- Number and percentage of program students placed at clinical partnership sites. Specify the level of students as needed, and if applicable, include a separate performance measure for IPE degree programs.
- Overall program enrollment. Proposed outcomes should be presented as numbers of admitted students during each year of the Grant Period.
- Enrollment of African American students. Proposed outcomes should be presented as numbers and percentages of admitted African American students during each year of the Grant Period.
- Enrollment of Hispanic students. Proposed outcomes should be presented as numbers and percentages of admitted Hispanic students during each year of the Grant Period.

11.9 ATTACHMENTS

The following Attachments should be submitted, as applicable, as a single PDF file. Applicant shall not include documents as attachments or appendices that are not specified in this section; such documents will be discarded and will not be forwarded to reviewers for application evaluation.

- Official accreditation letter for the primary health professions degree program (required);
- Letter from each IPE partner on official letterhead addressed to the project director and signed by authorized representative, describing its role in the project (required to receive credit in the Application evaluation process);
- Official accreditation letters for IPE partners (required to receive credit in the Application evaluation process);
- Letter from any external entity addressed to the project director, verifying matching funds (required to receive credit in the Application evaluation process); and
- Letter from Applicant requesting the THECB's consideration of exceptions, if applicable, to specific terms and conditions described in the RFA. Any exceptions must be clearly identified by section, and the Applicant's proposed alternative must be provided. Applicants cannot take a "blanket exception" to this entire RFA. If any Applicant takes a "blanket exception" to this entire RFA or does not provide alternative language, the Applicant's Application may be disqualified from further consideration. Any terms and conditions attached to an Application will not be considered unless specifically referred to in this RFA, and the Applicant's attachment of such terms and conditions to an Application may disqualify the Application. The letter must be signed by an individual legally authorized to bind the Applicant institution.

12 PROVISIONS AND ASSURANCES

12.1 COST OF APPLICATION PREPARATION

All costs associated with the preparation and submission of an Application for this RFA are the responsibility of Applicant. These costs shall not be chargeable to the THECB by any successful or unsuccessful Applicant.

12.2 APPLICATION DELIVERY AND LATE APPLICATIONS

12.2.1 Applications must be submitted by an authorized agent of the Applicant.

12.2.2 Applications shall be considered to be "on time" if they are received on or before the date and time of established deadlines. Applicant shall be solely responsible for ensuring that Application is received by the THECB prior to the deadlines outlined in Section 5. The THECB shall not be responsible for failure of electrical or mechanical equipment, operator error, or inability of an electronic delivery agent to deliver an Application prior to the deadline. Failure to respond in a timely manner to this RFA shall result in Applicant losing the opportunity to receive a Grant under this program. A late Application, regardless of circumstances, shall not be evaluated or considered for award.

12.3 CONFLICT OF INTEREST

Applicants must disclose any existing or potential conflicts of interest relative to the performance of the requirements of this RFA. Failure to disclose a conflict of interest may be cause for disqualification of an Application or termination of a Contract resulting from this RFA. If, following a review of this information, it is determined by the THECB that a conflict of interest exists, Applicants may be disqualified from further consideration.

12.4 CONTRACT

12.4.1 Submission of an Application confers no rights of Applicant to an award or to a subsequent Contract, if there is one. The issuance of this RFA does not guarantee that a Contract will ever be awarded. The THECB reserves the right to amend the terms and provisions of the RFA, negotiate with Applicant, add, delete, or modify the Contract and/or the terms of Application submitted, extend the deadline for submission of Application, or withdraw the RFA entirely for any reason solely at the THECB's discretion. An individual Application may be rejected if it fails to meet any requirement of this RFA. The THECB may seek clarification and additional documentation from Applicant at any time, and failure to respond within a reasonable timeframe is cause for rejection of an Application.

12.4.2 Upon execution of a Contract resulting from this RFA, the term 'Applicant' shall have the same meaning as 'Awarded Applicant' or 'Grantee.' Likewise, the terms 'Request for Applications' and 'Application' shall have the same meaning as the term 'Contract' or 'Agreement.'

12.5 PAYMENT TERMS

Payments shall be provided on a cost-reimbursement basis. Awarded Applicant will submit expenditure reports on March 19, 2018, September 18, 2018, and March 18, 2019. Payment shall be based upon actual expenditures of the project, up to the amount provided by the Grant Award. All grant-related expenses must be incurred on or prior to August 31, 2019.

At the THECB's sole discretion, the second year of grant funding will be contingent upon the Awarded Applicant using grant funds appropriately, meeting project benchmarks and contractual deadlines, and producing expected outcomes, results, and products in the first year of the Grant Period.

The final reimbursement payment will be made upon the THECB's approval of the final project report, which is due on October 21, 2019, and of the final expenditure report. The final expenditure report is due on November 5, 2019.

12.6 GRANT EXTENSION

An Awarded Applicant that shows success in project outcomes may be eligible to apply for a maximum one-year grant extension on the project, which may be granted at the THECB's sole discretion. Extensions are subject to the availability of appropriated funds and to the eligibility requirements.

12.7 PROPRIETARY INFORMATION

During the performance of a project implemented under a Contract resulting from this RFA, Awarded Applicant may have access to data, information, files, and/or materials (collectively referred to as "data"), which are the property of the THECB. These data shall be handled in a method that concurs with the Family Educational Rights and Privacy Act (FERPA) regulations and guidelines.

Applicant agrees to comply with FERPA, 20 U.S.C. Section 1232g, and the implementing federal regulations, 34 CFR Part 99. Applicant agrees (1) to protect any confidential student information it receives or accesses that could make a student's identity traceable, and (2) any confidential data analysis or report shall not be disclosed to any third party without the THECB's prior written consent.

Awarded Applicant shall have a system in effect to protect all data received or maintained in connection with the activities of this RFA. Awarded Applicant agrees to use its best efforts to preserve the safety, security, and integrity of the data, and to ensure the privacy and confidentiality of all data. Any disclosure or transfer of proprietary information by Awarded Applicant shall be in accordance with applicable federal or Texas law.

12.8 RELEASE OF INFORMATION BY AWARDED APPLICANT

12.8.1 FERPA. Awarded Applicant shall NOT release any data that is not FERPA compliant. Failure to follow the guidelines established may result in immediate termination of the Contract.

12.8.2 Prior Notification. Publication, including presentations, is encouraged; however, Awarded Applicant agrees to notify the THECB prior to the publication of any information, including results, findings or reports, regarding the activities being conducted under any Contract/Grant resulting from this RFA. Awarded Applicant shall ensure the following statements are included in any published work:

This work was supported in whole or in part by a grant from the Texas Higher Education Coordinating Board (THECB). The opinions and conclusions expressed in this document are those of the author(s) and do not necessarily represent the opinions or policy of the THECB.

12.8.2.1 Potential Publication in News Media of any type. Should Awarded Applicant be contacted by any news media about any information, including results, findings, or reports regarding activities being conducted under any Contract/Grant resulting from this RFA, Awarded Applicant shall notify its Point of Contact in the Division of Academic Quality and Workforce of the THECB, when possible, before communicating with news media. When not possible, Awarded Applicant shall notify its Point of Contact at the THECB immediately after concluding

the communication with the news media since, based on staff experience, the THECB is also likely to be contacted by the news media.

12.8.2.2 Should Awarded Applicant desire to contact any news media about any information, including results, findings, or reports regarding activities being conducted under any Contract/Grant resulting from this RFA, Awarded Applicant shall notify its Point of Contact in the Division of Academic Quality and Workforce of the THECB before communicating with news media.

12.8.3 Any written publication shall be sent electronically to the Point of Contact in the Division of Academic Quality and Workforce at the THECB.

12.9 RELEASE OF APPLICATION INFORMATION BY THECB

12.9.1 *Public Information Act.* Awarded Applicant understands and acknowledges that as a Texas state agency, the THECB is subject to the provisions of the Texas Public Information Act, Government Code, Chapter 552, as interpreted by judicial opinions and the opinion of the Attorney General of the state of Texas. Awarded Applicant will cooperate with the THECB in the production of documents responsive to any such requests under the Public Information Act. **Awarded Applicant is required to make any information created or exchanged with the state pursuant to this Agreement, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the state.** The THECB will make a determination whether to submit a Public Information Act request to the Attorney General. This RFA, Awarded Applicant's Application, any Grant awarded to the Applicant, and all data and other information generated or otherwise obtained in its performance may be subject to the Texas Public Information Act. To the extent Grantee is subject to the Public Information Act, Grantee will notify the THECB's General Counsel within 24 hours of receipt of any third party requests for information it receives relating to this Agreement.

12.9.2 All submitted Applications become the property of the THECB after the RFA submittal deadline date. Upon acceptance of the Contract, all information submitted with Applicant's Application becomes public record and all information submitted with Awarded Applicant's Application becomes part of the Contract. Therefore, such information is subject to disclosure under the Texas Public Information Act, unless an exception under the Texas Public Information Act is applicable.

12.9.3 Any proprietary information included in Applicant's Application shall be subject to disclosure unless such proprietary information was clearly identified by Applicant, and such identification was submitted concurrently with the original submission of the proprietary information. Such identification of proprietary information shall be clearly marked in the Application at each page it appears. Such markings shall be in **boldface** type at least **14 point font**. Additionally, Applicant shall state the specific reason(s) an exception from the Texas Public Information Act is being claimed concurrently with the original submission of the proprietary information.

12.9.4 If Awarded Applicant fails to clearly identify proprietary information with the original submission of the proprietary information, then those Sections will be deemed 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 the THECB to violate any law, including the Texas Public Information Act.

12.10 AMENDMENT AND TERMINATION

12.10.1 Amendment. Any amendment or change to the Grant which becomes necessary shall be accomplished by a formal Contract amendment signed and approved by duly authorized representatives of Awarded Applicant and the THECB. None of the parties to the Contract will be bound by any oral statements, agreements, or representations contrary to the written Contract requirements and terms and conditions.

12.10.2 THECB Right to Terminate for Cause. As consistent with applicable law, the THECB may terminate the Contract, in whole or in part, immediately upon notice to Awarded Applicant, or at such later date as the THECB may establish in such notice, upon the occurrence of any material breach, including, but not necessarily limited to, non-compliance with requirements and assurances outlined in the RFA or its Section 12 "Provisions and Assurances," failure to provide accurate, timely, and complete information as required by the THECB to evaluate the effectiveness of the program, or a failure to perform any of the work under the Contract to the THECB's satisfaction within the time specified herein or any extension thereof. Any instance of non-compliance shall constitute a material breach. The THECB may, in its sole discretion, provide Awarded Applicant with an opportunity for consultation with the THECB prior to termination. If Awarded Applicant fails or refuses to perform its obligations under the Contract, the THECB may exercise any and all rights as may be available to it by law or in equity.

12.10.3 Interpretation. As consistent with applicable law, the Contract may be terminated in the event that federal or state laws or other requirements or a judicial interpretation renders continued fulfillment of the Contract on the part of either party unreasonable or impossible. If the parties hereto should be unable to agree upon amendment which would thereafter be needed to enable the substantial continuation of the services contemplated herein, then, upon written notification by the THECB to Awarded Applicant, the parties shall be discharged from any further obligations created under the terms of the Contract, except for the equitable settlement of the respective accrued interests or obligations incurred up to the date of termination. The THECB reserves the right, at its sole discretion, to unilaterally amend the Contract throughout the Grant Period to incorporate any modifications necessary for the THECB's compliance, as an agency of the state of Texas, with all applicable state and federal laws, rules, regulations, requirements, and guidelines.

12.10.4 Effect of Termination. As consistent with applicable law, upon receipt of written notice to terminate, Awarded Applicant shall promptly discontinue all Services affected (unless the notice directs otherwise), refund partially or fully all Grant proceeds in accordance with written notice, and shall deliver or otherwise make available to the THECB, a summary of work products developed by Awarded Applicant under the Contract, whether completed or in process. Upon any termination, all indemnities, including without limitation those set forth in the Contract, as well as Contract provisions regarding confidentiality, records retention, right to audit, and dispute resolution, shall survive the termination of the Contract for any reason whatsoever and shall remain in full force and effect. The THECB shall be liable to Awarded Applicant for that portion of the Services authorized by the THECB and which have been completed prior to the effective date of termination, provided that the THECB shall not be liable for any work performed that is not acceptable to the THECB and/or does not meet Contract requirements.

12.10.5 In the event of termination, the THECB reserves the right to negotiate a Contract based on another Applicant's submission if it is in the state's best interest.

12.11 NOTICE

12.11.1 Form of Notice. All notices and other communications in connection with this Agreement shall be in writing.

12.11.2 Method of Notice. All notices must be given (i) by personal delivery, (ii) by an express courier (with confirmation), (iii) mailed by registered or certified mail (return receipt requested), (iv) facsimile, or (v) electronic mail to the parties at the address specified in this Agreement, or to the address that a party has notified to be that party's address for the purposes of this section.

12.11.3 Receipt of Notice. A notice in accordance with this Agreement will be effective upon receipt by the party to which it is given or, if mailed, upon the earlier of receipt and the fifth business day following mailing.

12.11.4 The THECB shall not be responsible for notices that are captured, blocked, filtered, quarantined, or otherwise prevented from reaching the proper destination server by THECB or Grantee's anti-virus or other security software.

12.12 ASSIGNMENT OR SUBCONTRACTING

No rights, interest, or obligations in a Contract resulting from this RFA shall be assigned, delegated, or subcontracted by Awarded Applicant without prior written permission of the THECB Point of Contact at the THECB. Any attempted assignment, delegation, or subcontract by Awarded Applicant shall be wholly void and totally ineffective for all purposes unless made in conformity with this Paragraph. No delegation, assignment, or subcontract shall relieve Awarded Applicant of any responsibility under this RFA.

12.13 LIABILITY AND INDEMNIFICATION

12.13.1 LIABILITY

12.13.1.1 Neither the THECB's review, approval, or acceptance of, nor payment for any of the services provided hereunder shall be construed to operate as a waiver of any rights under the Contract, or of any cause of action arising out of the performance of the work required by the Contract.

12.13.1.2 The THECB shall have no liability except as specifically provided by law.

12.13.1.3 Sovereign Immunity. The THECB and Awarded Applicant stipulate and agree that no provision of, or any part of the Contract between the THECB and Awarded Applicant, or any subsequent change order, amendment, or other Contract modification shall be construed: (1) as a waiver of the doctrine of sovereign immunity or immunity from suit as provided for in the Texas Constitution and the Laws of the State of Texas; (2) to extend liability to the THECB or Awarded Applicant beyond such liability provided for in the Texas Constitution and the Laws of the State of Texas; or (3) as a waiver of any immunity provided by the 11th Amendment or any other provision of the United States Constitution or any immunity recognized by the Courts and the laws of the United States.

12.13.2 INDEMNIFICATION

(THIS SECTION DOES NOT APPLY TO STATE AGENCIES)

12.13.2.1 Acts or Omissions. Grantee shall indemnify and hold harmless the State of Texas and THECB AND/OR THEIR OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEY FEES, AND EXPENSES arising out of, or resulting from, any acts or omissions of the Grantee or its agents, employees,

subcontractors, Order Fulfillers, or suppliers of subcontractors in execution or performance of the Agreement. THE DEFENSE SHALL BE COORDINATED BY GRANTEE WITH THE OFFICE OF THE ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND THE GRANTEE MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE ATTORNEY GENERAL. GRANTEE AND THECB AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

12.13.2.2 *Infringements.*

(a) Grantee shall indemnify and hold harmless the State of Texas, THECB AND/OR THEIR EMPLOYEES, AGENTS, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES from any and all third party claims involving infringement of United States patents, copyrights, trade and service marks, and other intellectual or intangible property rights in connection with the PERFORMANCES OR ACTIONS OF GRANTEE PURSUANT TO THIS AGREEMENT. GRANTEE AND THECB AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM. GRANTEE SHALL BE LIABLE TO PAY ALL COSTS OF DEFENSE INCLUDING ATTORNEYS' FEES. THE DEFENSE SHALL BE COORDINATED BY GRANTEE WITH THE OFFICE OF THE ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND GRANTEE MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE ATTORNEY GENERAL.

(b) Grantee shall have no liability under this section if the alleged infringement is caused in whole or in part by: (i) use of the product or service for a purpose or in a manner for which the product or service was not designed, (ii) any modification made to the product without Grantee's written approval, (iii) any modifications made to the product by the Grantee pursuant to THECB's specific instructions, (iv) any intellectual property right owned by or licensed to THECB, or (v) any use of the product or service by THECB that is not in conformity with the terms of any applicable license agreement.

(c) If Grantee becomes aware of an actual or potential claim, or THECB provides Grantee with notice of an actual or potential claim, Grantee may (or in the case of an injunction against THECB, shall), at Grantee's sole option and expense: (i) procure for THECB the right to continue to use the affected portion of the product or service, or (ii) modify or replace the affected portion of the product or service with functionally equivalent or superior product or service so that THECB's use is non-infringing.

12.13.2.3 Taxes/ Workers' Compensation/Unemployment Insurance – Including Indemnity.

(a) GRANTEE AGREES TO COMPLY WITH ALL STATE AND FEDERAL LAWS APPLICABLE TO ANY SUCH PERSONS, INCLUDING LAWS REGARDING WAGES, TAXES, INSURANCE, AND WORKERS' COMPENSATION. THECB AND/OR THE STATE SHALL NOT BE LIABLE TO THE GRANTEE, ITS EMPLOYEES, AGENTS, OR OTHERS FOR THE PAYMENT OF TAXES OR THE PROVISION OF UNEMPLOYMENT INSURANCE AND/OR WORKERS' COMPENSATION OR ANY BENEFIT AVAILABLE TO A STATE EMPLOYEE OR EMPLOYEE OF ANOTHER GOVERNMENTAL ENTITY.

(b) GRANTEE AGREES TO INDEMNIFY AND HOLD HARMLESS THECB, THE STATE OF TEXAS AND/OR THEIR EMPLOYEES, AGENTS, REPRESENTATIVES, CONTRACTORS, AND/OR ASSIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEYS' FEES, AND EXPENSES, RELATING TO TAX LIABILITY, UNEMPLOYMENT INSURANCE AND/OR WORKERS' COMPENSATION IN ITS PERFORMANCE UNDER THIS AGREEMENT. GRANTEE SHALL BE LIABLE TO PAY ALL COSTS OF DEFENSE INCLUDING ATTORNEYS' FEES. THE DEFENSE SHALL BE COORDINATED BY GRANTEE WITH

THE OFFICE OF THE ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND GRANTEE MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE ATTORNEY GENERAL. GRANTEE AND THECB AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

12.14 INSURANCE

(THIS SECTION DOES NOT APPLY TO STATE AGENCIES)

Grantee agrees to maintain at its expense insurance as required for the work being performed under this Agreement. Such insurance will protect the THECB from all claims for bodily injury, death, or property damage which may arise out of or result from the performance of the Grantee's obligations under the Agreement. Grantee represents and warrants that it will, within five (5) business days of receiving the THECB's request, provide the THECB with current certificates of insurance or other proof acceptable to the THECB of the following insurance coverage:

Standard Workers Compensation Insurance in accordance with the following statutory limits covering all personnel who will provide work under this Agreement: Employers Liability: Each Accident \$1,000,000, Disease- Each Employee \$1,000,000, Disease-Policy Limit \$1,000,000.

Commercial General Liability:

Occurrence based: Bodily Injury and Property Damage, Each occurrence limit: \$1,000,000; Aggregate limit: \$2,000,000; Medical Expense each person: \$5,000; Personal Injury and Advertising Liability: \$1,000,000; Products /Completed Operations Aggregate Limit: \$2,000,000; Damage to Premises Rented to You: \$50,000

Grantee represents and warrants that all of the above coverage is with companies licensed in the state of Texas with at least an "A" rating from A.M. Best Company, and authorized to provide the requisite coverage. Grantee also represents and warrants that all policies contain endorsements prohibiting cancellation except upon at least thirty (30) days prior written notice to the THECB. Grantee represents and warrants that it shall maintain the above insurance during the term of this Agreement. Grantee is not relieved of any liability or any other obligations assumed under this Agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

12.15 OWNERSHIP OF WORK

12.15.1 *Definition of work.* For the purposes of this Contract, the term "work" is defined as all reports, statistical analyses, work papers, work products, materials, approaches, designs, specifications, systems, documentation, methodologies, concepts, research, materials, intellectual property or other property developed, produced, or generated in connection with this Contract.

12.15.2 *Copyright.* When copyrightable material is developed in the course of or under this Grant, Awarded Applicant is free to copyright the materials or permit others to do so. The THECB shall have a royalty-free, non-exclusive, fully-paid up, no cost, transferable, worldwide, and irrevocable right and license to reproduce, publish, or otherwise use and to authorize others to use for governmental and educational purposes: (1) the copyright in any work developed under the Grant and (2) any rights of copyright to which a Awarded Applicant (or any sub-grantee or subcontractor of the Grantee) purchases ownership with Grant funds. In no event shall the Awarded Applicant (or any sub-grantee or subcontractor to the Awarded Applicant) charge other Texas state agencies, institutions of higher education, and independent institutions of higher education (as the terms "institutions of higher education" and "independent institutions of higher education" are defined in

the Texas Education Code) for any license to use any or all copyrights purchased with Grant funds or in any work developed under the Grant.

12.15.3 Data. The THECB has the right to: (1) obtain, reproduce, publish or otherwise use the data first produced under this Grant and (2) authorize others to receive, reproduce, publish, or otherwise use such data for governmental and educational purposes. In no event shall the Awarded Applicant (or any sub-grantee or subcontractor to the Awarded Applicant) charge other Texas state agencies, institutions of higher education, and independent institutions of higher education (as the terms "institutions of higher education" and "independent institutions of higher education" are defined in the Texas Education Code) for any license to use any or all data first produced under this Grant.

12.16 SEVERABILITY AND STRICT PERFORMANCE

The invalidity, illegality, or unenforceability of any provisions of the Contract shall in no way affect the validity, legality, or enforceability of any other provisions.

Each and every right granted to the THECB and Awarded Applicant hereunder or under any other document delivered hereunder or in connection herewith, or allowed them by law or equity, shall be cumulative and may be exercised from time to time. Failure by the THECB or Awarded Applicant at any time to require strict performance of any contractual provision or obligation contained herein shall not constitute a waiver or diminish the rights of either party thereafter to demand strict compliance. The THECB's review, approval, acceptance of, or payment for any of the services provided in the Contract shall not be construed to operate as a waiver of any of its rights under the Contract, or of any cause of action arising out of the performance of the services required by the Contract.

12.17 CONFLICTING RFA LANGUAGE

In the event that language contained in a particular Section of the RFA is found to be in conflict with language in another Section, the most stringent requirement(s) shall prevail.

12.18 INSPECTIONS/SITE VISITS

Throughout the Grant Period, the THECB and/or its representatives shall have the right to make site visits to review the MHGP program operations and accomplishments.

12.19 AUDIT AND ACCESS TO RECORDS

12.19.1 Awarded Applicant acknowledges that acceptance of funds under the Contract acts as acceptance of the authority of (1) the Texas State Auditor's Office, or any successor agency, (2) the Texas State Auditor's Office or any successor agency, under the direction of the Texas Legislative Audit Committee, (3) THECB's Internal Auditor, and (4) any external auditors selected by THECB, the State Auditor's Office, or by the United States (collectively referred to as "Audit Entities"), to conduct an audit or investigation in connection with those funds. Awarded Applicant further agrees to cooperate fully with Audit Entities in the conduct of the audit or investigation, including providing all records requested. Awarded Applicant shall ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Awarded Applicant and the requirement to cooperate is included in any subcontract Awarded Applicant awards.

12.19.2 Awarded Applicant shall maintain its records and accounts in a manner which shall assure a full accounting for all funds received and expended by Awarded Applicant in connection with the Contract. These records and accounts (which includes all receipts of expenses incurred by Awarded Applicant) shall be retained by Awarded Applicant and made available for inspecting, monitoring,

programmatic or financial auditing, or evaluation by the THECB and by others authorized by law or regulation to do so for a period of not less than seven (7) years from the date of completion of the Contract or the date of the receipt by the THECB of Awarded Applicant's final claim for payment or final expenditure report or until a resolution of all billing questions in connection with the Contract, whichever is later. If an audit has been announced, the records shall be retained until such audit has been completed. Awarded Applicant shall make available at reasonable times and upon reasonable notice, and for reasonable periods, all documents and other information related to the Contract. Awarded Applicant and any subcontractors shall provide any Audit Entities with any information the entity deems relevant to any monitoring, investigation, evaluation, or audit.

12.19.3 Each Grantee institution shall have a system established in writing to ensure that appropriate officials provide all necessary organizational reviews and approvals for the expenditure of funds and for monitoring project performance and adherence to Grant terms and conditions under the Contract.

12.19.4 The THECB reserves the right to require the reimbursement of any over-payments determined as a result of any audit or inspection of records kept by Awarded Applicant on work performed under the Contract. Awarded Applicant shall reimburse the THECB within 30 calendar days of receipt of notice from the THECB of overpayment. Awarded Applicant's failure to comply with this "Audit and Access to Records" subsection shall constitute a material breach of the Contract.

12.20 ACCOUNTING SYSTEM

Awarded Applicant shall have an accounting system that accounts for cost in accordance with generally accepted accounting principles. Awarded Applicant's accounting system must include an accurate and organized file/records system for accounting and financial purposes for providing backup materials for billings.

12.21 NON-APPROPRIATION OF FUNDS

The Contract may be terminated if funds allocated to the THECB should become reduced, depleted, or unavailable during the Contract period, and to the extent that the THECB is unable to obtain additional funds for such purposes. The THECB shall negotiate efforts as first consideration and if such efforts fail, then the THECB shall immediately provide written notification to the Awarded Applicant of such fact and the Contract shall be deemed terminated upon receipt of the notification, and neither party shall have any further rights or obligations hereunder. Awarded Applicant shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as reasonably practicable. The THECB shall be liable for costs incurred up to the time of such termination. Under no circumstances shall this RFA or any provisions herein be construed to extend the duties, responsibilities, obligations, or liabilities of the State of Texas or THECB beyond the then existing biennium.

12.22 REPORTING REQUIREMENTS

12.22.1 Awarded Applicant shall be required to complete project evaluations for a project funded as a result of this RFA.

12.22.2 Awarded Applicant shall submit two written project reports as specified by the THECB: an 11-month interim project report due on August 23, 2018, and a final project report due on October 21, 2019. The THECB shall provide templates for reporting.

12.22.3 Awarded Applicant shall submit four financial expenditure reports as specified by the THECB: six-month reports due on March 19, 2018, September 18, 2018, and March 18, 2019; and a final expenditure report due on November 5, 2019. The THECB shall provide templates for reporting.

12.23 STATE FISCAL COMPLIANCE GUIDELINES

The standard financial management conditions and uniform assurances set out in the RFA are applicable to all grants, cooperative agreements, contracts and other financial assistance arrangements executed between state agencies, local governments, and any other sub-recipient not specifically excluded by state or federal law. All applicable conditions and uniform assurances can be found at <http://governor.state.tx.us/files/state-grants/UGMS062004.doc>.

12.24 APPLICABLE LAW AND VENUE

The Contract and any incorporated documents shall be governed by and construed in accordance with the laws of the State of Texas. The exclusive venue of any suit brought concerning the Contract and any incorporated documents is fixed in any Court of competent jurisdiction in Travis County, Texas, and all payments under the Contract shall be due and payable in Travis County, Texas.

12.25 APPLICANT RESPONSIBILITIES

Applicant shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations (including the THECB rules relating to the MHGP program as codified in Title 19, Part 1 of the Texas Administrative Code) and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the Contract, including, if applicable, workers compensation laws, compensation statutes and regulations, and licensing laws and regulations. When requested to do so by the THECB, Applicant shall furnish the THECB with satisfactory proof of its compliance.

12.26 KEY PERSONNEL

Awarded Applicant, in its reasonable discretion, reserves the right to substitute appropriate key personnel to accomplish its duties so long as the substituted personnel are equally qualified and skilled in the tasks necessary to meet project requirements and outcomes. Awarded Applicant shall provide to the THECB prior written notice of any proposed change in key personnel involved in accomplishing the Grant Award. No substitutions of key personnel will be made without the prior written consent of the THECB. All requested substitutes must be submitted to the THECB, together with the information about the substitutes' qualifications. The key personnel that will be assigned to work on the Grant Award are considered to be essential to accomplishing the project.

12.27 ELIGIBILITY/AUTHORIZATION TO WORK IN THE UNITED STATES

Awarded Applicant shall ensure that all personnel provided to perform work under the Contract possess proof of eligibility/authorization to work in the United States in compliance with the Immigration Reform and Control Act of 1986, the Immigration Act of 1990, and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996. Awarded Applicant shall maintain written records on all personnel provided under the Contract and shall provide such records to the THECB upon request. Failure to maintain and provide records upon request shall represent a material breach of this Contract and the THECB shall have the right to terminate the Contract for cause. Awarded Applicant shall ensure this section is included in all subcontracts it is authorized by the THECB to enter.

12.28 SUPPLANTING PROHIBITION

A Grant Award may not be used to replace federal, state or local funds.

12.29 CARRYOVER FUNDS

At the THECB's discretion, unencumbered funds may carry over from each year of the Grant Period.

12.30 TIME AND EFFORT RECORDKEEPING

For those personnel whose salaries are prorated between or among different funding sources, time and effort records will be maintained by Awarded Applicant that confirm the project work provided within each funding source. Awarded Applicant must adjust payroll records and expenditures based on this documentation. This requirement applies to all projects, regardless of funding sources, unless otherwise specified.

12.31 FORMS, ASSURANCES, AND REPORTS

Awarded Applicant shall timely file with the proper authorities all forms, assurances and reports required by state laws and regulations. The THECB shall be responsible for reporting to the proper authorities any failure by Awarded Applicant to comply with the foregoing laws and regulations coming to the THECB's attention, and may deny reimbursements or recover payments made by the THECB to Awarded Applicant in the event of Awarded Applicant's failure to so comply.

12.32 AFFIRMATION CLAUSES

Applicant has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, travel, favor, or service to a THECB public servant, including employees, in connection with the submitted response.

Neither Applicant nor the firm, corporation, partnership, entity, or institution represented by Applicant or anyone acting for such firm, corporation, partnership, entity, or institution has (1) violated the antitrust laws of the State of Texas under Texas Business & Commerce Code, Chapter 15, or the federal antitrust laws, or (2) communicated the contents of this Application either directly or indirectly to any competitor or any other person engaged in the same line of business during the procurement process for this RFA.

If applicable, the Texas business address shown herein is, in fact, the legal business address of Applicant and Applicant qualifies as a Texas Resident Bidder under Texas Government Code Chapter 2252.

Under Texas Government Code § 2155.004, no person who was compensated by the THECB to assist in preparing the RFA specifications or this RFA has any financial interest in Applicant's Application. If Applicant is not eligible, then any contract resulting from this RFA shall be immediately terminated. Further, under Section 2155.004, Texas Government Code, Applicant certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

The THECB is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing Applicants with the Federal General Services Administration's System for Award Management (SAM, <http://www.sam.gov>), which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated

National (SDN) list. Applicant is not so prohibited from entering into this contract. Moreover, Applicant further certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Applicant is in compliance with the State of Texas statutes and rules relating to procurement and that Applicant is not listed on the federal government's terrorism watch list as described in Executive Order 13224. (Entities ineligible for federal procurement are listed at <http://www.sam.gov>.)

Under Section 2155.006(b) of the Texas Government Code, a state agency may not accept a bid or award a contract, including a contract for which purchasing authority is delegated to a state agency, that includes proposed financial participation by a person who, during the five-year period preceding the date of the bid or award, has been: (1) convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459(a)(2), Texas Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or (2) assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459(a)(2), Texas Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005. Under Section 2155.006 of the Texas Government Code, Applicant certifies that the individual or business entity named in this Application is not ineligible to receive a contract resulting from this RFA and acknowledges that any contract resulting from this RFA may be terminated and payment withheld if this certification is inaccurate.

12.33 HB 1295 - DISCLOSURE OF INTERESTED PARTIES

Background: Effective January 1, 2016, the THECB must comply with the "Disclosure of Interested Parties" requirement mandated by HB 1295, as implemented by the Texas Ethics Commission. The THECB may not execute a contract/grant requiring approval of the Board Chair, Vice Chair, and Committee Chair until the Business Entity has presented a certificate disclosing interested parties. "Business Entity" is defined as an entity (other than a governmental entity or state agency) through which business is conducted, regardless of whether the entity is for-profit or nonprofit.

The Texas Ethics Commission (TEC) has built an online portal for vendors/grantees. Vendors/Grantees will need to create a username and password to complete the "Certificate of Interested Parties" form. After the form has been completed, please print, sign, and notarize before sending a final copy to the THECB. The TEC portal link can be found at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

APPENDIX A: PROJECT CALENDAR OF EVENTS

May 1, 2017	Notice of Intent Deadline
May 12, 2017	Notice of Intent Response from THECB
June 8, 2017	Inquiry Deadline
June 12, 2017	Application Deadline
August 1, 2017	THECB Announces Grant Awards
September 1, 2017	Grant Period Begins*
September 19, 2017	Awarded Applicants Have First Meeting in Austin
February 28, 2018	Each Awarded Applicant Submits to THECB a List of Clinical Sites It Has Identified and Communicated with
March 19, 2018	First Expenditure Report Is Due to THECB
June 27, 2018	Awarded Applicants Have Second Meeting in Austin
August 23, 2018	Interim Project Report Is Due to THECB
August 31, 2018	Each Awarded Applicant Submits to THECB Executed Clinical Contracts and/or Agreements
September 18, 2018	Second Expenditure Report Is Due to THECB
March 18, 2019	Third Expenditure Report Is Due to THECB
August 15, 2019	Awarded Applicants Have Third Meeting in Austin
August 31, 2019	Grant Period Ends—All Grant Expenses Must Be Incurred
October 21, 2019	Final Project Report Is Due to THECB
November 5, 2019	Final Expenditure Report Is Due to THECB

*The Grant Period will begin upon NOGA execution or on September 1, 2017, whichever is later.

APPENDIX B: APPLICATION EVALUATION FORM

MHGP Evaluation Form	Project #	Reviewer #
Academic-Clinical Partnerships		

<i>PART A - Proposal Scoring</i>	Max. Points	Actual Points
<p>Significance of educational project</p> <ul style="list-style-type: none"> • The primary degree program for the project is listed as a priority allied health discipline in Table 1. [20] • The number of academic-clinical partnerships to be developed by the project, including new clinical sites, is reasonably ambitious. [8] • The project is important for one or more geographic areas in the state. [7] • The project would make an impact in terms of the number of eligible students exposed to and acquiring knowledge about health disparities faced by minority populations in the state. [5] • The projected program enrollment increase, including among African American and Hispanic students, during the Grant Period is reasonably ambitious. [5] • The project advances knowledge in establishing academic-clinical partnerships for health professions degree programs. [5] 	50	
<p>Project design</p> <ul style="list-style-type: none"> • The project is well defined, supported by research/past experience, and has a cohesive design that supports timely completion of major milestones. [10] • The project design ensures reciprocity and benefits for the clinical partnership sites. [5] • The project design ensures quality clinical training experiences, adequate fulfillment of clinical/practicum requirements, and attainment of marketable skills for student participants. [10] • Goals and objectives are appropriate to the project and are realistic. [10] • The project can be completed within the Grant Period. [5] • The Applicant provides sufficient evidence that the project, including its academic-clinical partnerships, would continue after the Grant Period. [10] 	50	
<p>Preferred project components</p> <ul style="list-style-type: none"> • The project integrates an IPE component, including collaboration with accredited degree programs, and demonstrates strengths in design, implementation, commitment and participation from its IPE partners. [30] • The project integrates the development of a pathway for clinicians and practitioners to pursue academic appointments, and demonstrates strengths in design and implementation of the pathway. [20] 	50	
<p>Resources to perform project</p> <ul style="list-style-type: none"> • The professional credentials and experiences of the project's key personnel are relevant to the project. [7] • The costs associated with personnel, participant costs, and other resources included in the Application are needed and adequately justified. [10] • Existing resources at the Applicant are used. [5] • Resources from other institutions and/or organizations will be utilized in the project. [3] 	25	

<p>Cost effectiveness</p> <ul style="list-style-type: none"> • Budget items are consistent with specified allowable costs and restrictions. [7] • The proposed staffing, student stipends, and, if applicable, service providers for the project are appropriate given the cost of the project. [8] • The budget is reasonable and realistic. [5] • The project makes effective use of grant funds. [5] 	25	
<p>Evaluation</p> <ul style="list-style-type: none"> • The description and explanation of the data collection effort, program development and evaluation, and the nature of analysis to be carried out are comprehensive and relevant to the project. [13] • The performance measures are aligned to the project’s goals, are appropriate to the activities to be conducted, and can be supported by quality data. [10] • The project evaluation includes required performance measures listed in the RFA. [2] • There is sufficient staffing and resources to ensure that evaluation data are properly collected and reported, including funds specifically earmarked for evaluation in the project budget. [5] • The evaluation plan demonstrates how FERPA rules will be followed. [5] 	35	
<p>Feedback and outcomes</p> <ul style="list-style-type: none"> • The evaluation includes input from relevant stakeholders. [5] • There is a mechanism in place to use feedback to improve the project. [5] • The project collects relevant outcome data on participants’ performance. [5] • The expected outcomes are realistic and could make a positive impact on students and/or communities. [10] 	25	
<i>Subtotal</i>	260	
<p>Matching funds (<i>THECB Staff Scoring</i>)</p> <ul style="list-style-type: none"> • The Applicant provides evidence of cash contributions from external entities to support the project. 	10	
TOTAL POINTS	270	
<p><i>PART B – Budget Revision</i></p> <p>Revise Budget to \$_____</p> <p><i>Please include your notes to explain the revision under "Cost effectiveness."</i></p>		

APPENDIX C: APPLICATION FORMS

**Minority Health Research and Education Grant Program
COVER PAGE**

Applicant:

Project Title:

Primary Degree Program Targeted by Project:		
Degree Program, CIP	Degree Level	Accreditation Status and Period

Clinical Sites to be Targeted for Academic-Clinical Partnerships: <i>(Insert additional rows as needed)</i>		
Name of Facility	County	City, ZIP code
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

IPE Partners: <i>(Insert additional rows as needed)</i>		
Degree Program, CIP	Degree Level	Accreditation Status and Period

Proposed Funding:	Total MHGP funding requested for 24-month period ending 8/31/2019:	
MHGP \$	\$	
Matching Funds \$	Year 1 Funding Request (9/1/2017-8/31/2018):	Year 2 Funding Request (9/1/2018-8/31/2019):
Total \$	\$	\$

Additional State Funds for Project:		
Source (State Agency)	Current, Pending, or Previous Funding	Amount Awarded/Requested

Contact Information and Signatures:

Project Director's Name (typed):

Job Title:
Phone:
Email Address:
Mailing Address:

Project Director Signature

Co-Project Director's Name (from same institution):

Job Title:
Phone:
Email Address:
Mailing Address:

Co-Project Director Signature

Contact Person's Name and Title at Office of Sponsored Projects (typed):

Phone/Email:
Mailing Address:

Authorized Institutional Representative's Name and Title (typed):

I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I further certify that if MHGP program funds are awarded, this institution accepts the obligation to comply with terms and conditions set by the Texas Higher Education Coordinating Board.

Authorized Institutional Representative Signature

Date

**Minority Health Research and Education Grant Program
PROJECT ABSTRACT**

Applicant and Project Title:

Abstract:

**Minority Health Research and Education Grant Program
PROJECT NARRATIVE**

Applicant and Project Title:

(Start text here.)

**Minority Health Research and Education Grant Program
TIMELINE**

Applicant and Project Title:

Dates	Activity and Method of Delivery (Person Responsible)	Result(s)

(TIMELINE continued)

Dates	Activity and Method of Delivery (Person Responsible)	Result(s)

**Minority Health Research and Education Grant Program
BUDGET SUMMARY**

Applicant and Project Title:		
	Budget Category	Total (24-Month Grant Period)
A. Personnel	<i>Salaries and Wages for () FTE employees</i>	\$
	<i>Fringe Benefits @ (%)</i>	\$
	<i>Total – Salaries, Wages, and Fringe Benefits</i>	\$
B. Personnel Travel		\$
C. Participant Costs		\$
D. Other Direct Costs		\$
E. TOTAL DIRECT COSTS		\$
F. Matching Funds		\$
<p>I hereby certify that I have read and agree to comply with all conditions of this grant and agree to return to the THECB any funds not expended in compliance with those conditions.</p> <p>_____</p> <p>Project Director's Signature _____ Date</p>		
<p>I hereby certify that I have read and agree to comply with all conditions of this grant and agree to return to the THECB any funds not expended in compliance with those conditions.</p> <p>_____</p> <p>Institutional Representative's Signature _____ Date</p>		

**Minority Health Research and Education Grant Program
BUDGET DETAIL**

Applicant and Project Title:

Budget Detail by Category	Year 1 (9/1/2017-8/31/2018)	Year 2 (9/1/2018-8/31/2019)
---------------------------	--------------------------------	--------------------------------

A. Personnel

•		\$	\$
•		\$	\$
•		\$	\$
•		\$	\$
•		\$	\$

<i>Personnel Total</i>	\$	\$
-------------------------------	----	----

B. Personnel Travel

•		\$	\$
•		\$	\$
•		\$	\$
•		\$	\$

<i>Personnel Travel Total</i>	\$	\$
--------------------------------------	----	----

Budget Detail by Category	Year 1 (9/1/2017-8/31/2018)	Year 2 (9/1/2018-8/31/2019)
C. Participant Costs		
•	\$	\$
•	\$	\$
•	\$	\$
<i>Participant Costs Total</i>	\$	\$
D. Other Direct Costs		
•	\$	\$
•	\$	\$
•	\$	\$
<i>Other Direct Costs Total</i>	\$	\$
E. Total Direct Costs	\$	\$
TOTAL MHGP FUNDING REQUESTED	\$	
F. Matching Funds		
•	\$	\$
•	\$	\$
<i>Matching Funds Total</i>	\$	\$
Total Available Funding for Grant Period	\$	

**Minority Health Research and Education Grant Program
PERFORMANCE MEASURES AND OUTCOMES**

Applicant and Project Title:			
Goal and Performance Measures	Baseline	Year 1 Outcomes <i>Proposed : Actual</i>	Year 2 Outcomes <i>Proposed : Actual</i>
Example:			
Goal X: Increase partnerships that could sustain the support for students.			
<ul style="list-style-type: none"> Percentage of students receiving tuition reimbursement from employers 	0%	3% :	7% :
Goal 1:			
•		:	:
•		:	:
•		:	:
•		:	:
Goal 2:			
•		:	:
•		:	:
•		:	:
•		:	:
Goal 3:			
•		:	:
•		:	:
•		:	:
•		:	:
Goal 4:			
•		:	:
•		:	:
•		:	:
•		:	:

APPENDIX D: SAMPLE NOTICE OF GRANT AWARD



Texas Higher Education
Coordinating Board

THECB Award Number: **{bmsReference}**

Appropriation Year: {encumbrance AY}

Notice of State Grant Award

to

{contracted_party}

Grantee Name and Address: {contracted_party} {contractedPartyAddress} {contractedPartyCity}, {contractedPartyState} {contractedPartyZip}	Grant Title: MHGP – Academic-Clinical Partnerships
	Amount of Award: \$ {total_\$}
	Division: Academic Quality and Workforce
	Term of Grant: September 1, 2017 - August 31, 2019
	Payment Method: Reimbursement

Authority: **Texas Education Code, Sections 63.301 – 63.302**

The Texas Higher Education Coordinating Board's ("THECB") and the Grantee's (collectively, referred to as "the parties") execution of this Notice of Grant Award creates a legally binding agreement between the parties. The Program requirements (e.g., objectives, scope, budget, methodology) as stated in (1) the original Request for Application ("RFA") including any addenda issued, (2) addenda to the Grantee's Application (if any), and (3) Grantee's Application are incorporated into and made a part of this Notice of Grant Award for all purposes, supersede any prior or contemporaneous understandings between the parties pertaining to the subject matter herein whether oral or written, and collectively constitute the entire agreement between the parties. In the event of a conflict in the language contained in the incorporated documents, conflicts shall be resolved by reference to the language contained in the documents in the order listed above.

Any changes in the approved Grant must follow THECB's amendment process as defined in the RFA. Any funds received by Grantee and not expended prior to the end of the grant term indicated above shall be returned to THECB within thirty (30) days unless otherwise agreed by THECB and Grantee.

Approving THECB Official:	Approving Grantee Official:
{signContact} {signContacttitle}	{signed_by} {signed_bytitle}
Date:	Date: