

selection of scholarship recipients by fair and consistent means, monitoring of recipients to assure compliance with scholarship requirements and eventual job placement within the service area of the grantee to fulfill service obligation. A student must serve one year for every year funded. One of the monitoring objectives in assuring satisfactory academic performance which is defined as: (1) A 2.50 grade point average (GPA); and (2) the GPA required by the college/university.

(g) *Fund Availability*: Approximately \$1.7 million is available per year, for a five year cycle. The anticipated start date for selected projects will be August 1, 2003. A total of five projects will be awarded with funding for succeeding years based on satisfactory level of performance; the availability of appropriation in future years; and the continuing need of IHS for the project. Funding will be available to fund only one project (MSN, BSN, ADN, LPN) grant within an IHS Area.

(h) *Period of Support*: Projects will be funded with annual budget periods and project periods of five years. The second, third, fourth and fifth year funding will be based on the following: (1) Satisfactory progress of the grantee; (2) availability of funds; and (3) continuing need of the IHS or the program.

(i) *Application Process*:

(1) An IHS Recruitment Grant Application Kit may be obtained from the Grants Management Branch, Division of Acquisition and Grants Management, Indian Health Service, 801 Thompson Avenue, Reyes Building, Rockville, MD 20852, (301) 443-5204. This kit includes Standard Form PHS 5161-1 (Rev. 7/00); Standard Forms 424, 424A, and 424B (Rev. 7/97); Application Receipt Card—PHS 3038-1 (Rev. 4/97); instructions for preparing the program narrative; IHS Application Check List; a copy of the **Federal Register** Notice for Nursing Recruitment Grants; and a copy of Section 112 of the Act.

(2) The application must be signed and submitted by an individual authorized to act for the applicant and to assume on behalf of the applicant the obligations imposed by the terms and conditions of any award.

(3) The available funding level is inclusive of both direct and indirect costs. Because this project is for a training grant, the Department of Health and Human Services' policy limiting reimbursement of indirect cost to 8 percent of total direct costs (exclusive of trainee costs and expenditures for equipment) is applicable. This limitation applies to all institutions of

higher education other than agencies of State and local government.

(4) Each application will be reviewed by the Grants Management Branch for eligibility, compliance with the announcement, and completeness. All acceptable applications will be subject to a competitive objective review and evaluation. An unacceptable application will be returned to the applicant without further consideration.

(5) Applicants will be notified by July 31, 2003, of their status as approved, approved unfunded, or disapproved.

(6) The project period may not exceed five years. Applications must include Narrative and Budget information for the entire anticipated project period. The application must comply with the following format:

(a) Table of Contents (one page)

(b) Narrative (up to five pages)

(c) Budget and Justification

(d) Appendix (Tribal resolution, verification of accreditation, résumé's and position descriptions of staff who will administer the program, an organizational chart of placement of the administrative staff within the Tribes or Tribal organization, and supporting documentation.

(j) *Narrative*: The following instructions for the preparation of the narrative are to be used in lieu of the instructions on pages 21-23 of form PHS 5161-1. The narrative section of the application must include: (1) Description of administration of the grant; (2) description of applicant's previous experience with nursing recruitment grants; (3) methodology for recruiting, selecting, paying, and monitoring students; (4) number of nurses to be funded; (5) justification of need; and (6) description of proposed payback services by graduates. The narrative section should be written in a manner that is clear to outside reviewers unfamiliar with activities of the applicant. It should be well organized, succinct, and contain all information necessary for reviewers to understand the project fully. The narrative may not exceed five single-spaced pages in length, excluding attachments, budget, and required documentation. Pages must be numbered. Provide a narrative for year two, three, four, and five of the project; however, provide information only for those narrative items which you anticipate will change from year to year.

#### (a) Administration of the Grant

(1) Describe the organization submitting the application, include an organizational chart in appendix showing the grant's placement within the organization.

(2) Describe who will be responsible for administering the grant project. In the appendix, provide biographical sketches (resumes) and position descriptions for the program director and key personnel as described on pages 21-23 of form 5161-1.

#### (b) Prior Experience

Describe any previous experience the organization has had with nursing recruitment grant programs including information on the types of grants and funding.

#### (c) Methodology

(1) Describes how students will be recruited to assure maximum distribution of information about the availability of the scholarships.

(2) Describe the process by which scholarship recipients will be selected to assure fairness and consistent treatment.

(3) List, and if necessary, explain the criteria to be used in selecting recipients.

(4) Describe how and when students will be paid.

(5) Describe the process of monitoring to assure acceptable academic standing (refer to Section D—PROGRAMMATIC OBJECTIVES).

#### (d) Types of Scholarships

Provide information on the types and numbers of nursing scholarships to be funded.

#### (e) Service Payback

(1) A student must service one year for every year funded.

(2) The training institution must provide information on each scholarship recipient funded per semester, and academic year to the Section 112 Indian Health Service (IHS) Database.

(3) Indicate a plan for tracking placement of graduates and retention of nursing students in the nursing program.

#### (f) Evaluation

(1) Provide a narrative addressing how the conduct of the program will be evaluated. Define the procedures for determining whether the proposed methodology has been successful in announcing and carrying out the project. An evaluation should be conducted annually.

(2) Provide a narrative addressing how results of the program will be evaluated to determine the success of the Tribal scholarship program. This should be done at the end of year four to assist the IHS in determining the effectiveness of the program in meeting Tribal needs for nurses.