

National Coordinating Center (NCC) for AHRQ's Healthcare Extension Service - State-based Solutions to Healthcare Improvement (U54)

Frequently Asked Questions for RFA-HS-24-006 10/22/24

Organizations and Eligibility

1. Can the same institution apply for more than one NOFO comprising the HES?

Eligible organizations can apply to all three NOFOs related to the Healthcare Extension Service ([RFA-HS-24-004](#), [RFA-HS-24-005](#), and [RFA-HS-24-006](#)), either as the prime applicant or as a subcontractor, as long as they meet individual NOFO requirements. If submitting an application for the National Evaluation Center, the applicant must ensure that the proposed investigative team has no overlap regarding investigators and direct cost funding with any State Cooperative or National Coordinating Center (NCC) application.

Budget

2. Are there any facility costs to the NCC to use AHRQ office space for the in-person meeting at AHRQ?

No.

3. Are there any travel or lodging costs to the NCC for the Cooperative members to attend the in-person meeting at AHRQ?

No. Travel and lodging costs are the responsibility of the Cooperative grantees.

4. Are there any travel or lodging costs to the NCC to attend the annual meeting?

Yes. Applicants must budget for at least 2 key personnel to travel to the Washington, DC area once/year to meet with AHRQ staff, and any invited guests for a two-day meeting.

Coordination with the Healthcare Extension Cooperatives

5. What is the NCC's role with respect to the Cooperatives' Multistakeholder Council?

The NCC is responsible for providing technical assistance (TA) to the Cooperatives on creating and running the Multistakeholder Council.

Evaluation

6. What part of NCC will be evaluated by the NEC?

The NEC will conduct a process and effectiveness evaluation of NCC services and activities, including but not limited to technical assistance services and convening functions.

Overall Application

7. Are U54s subject to OMB review and approval?

Activities conducted under this award that involve the collection of information, e.g., conducting surveys or requesting responses to uniform questions from nine or more persons, establishments, or

other entities, with certain exceptions, are currently required to be cleared by OMB under the Paperwork Reduction Act (PRA), (44 USC 3501-3521).

Clearance by OMB under the Paperwork Reduction Act (PRA), (44 USC 3501-3521) (PRA) is required for cooperative agreements if AHRQ has significant input or control over the data collection activity. AHRQ will not have significant input or control over data collection activities. Therefore, OMB clearance will not be required.

Detailed information on the PRA can be found at [Paperwork Reduction Act \(PRA\) of 1995 | Guidance Portal \(hhs.gov\)](https://www.hhs.gov/paperwork-reduction-act).

8. If an entity is proposing multi-PD/PI(s), is a Multiple PD/PI Leadership Plan required?

Yes, multiple PD/PI applications must include the Multiple PD/PI Leadership plan attachment. For additional information about the AHRQ Multiple Program Director/Principal Investigator Policy, please refer to NOT-HS-16-018 (<https://grants.nih.gov/grants/guide/notice-files/NOT-HS-16-018.html>).

9. Are all sections of the M.220- R&R Other Project Information Form required for the Core Component other than the "Project Narrative"?

Yes, please refer to <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/multi-project-forms-h.pdf> for additional information and instructions.

10. Are letters of support required from all senior/key personnel and other significant contributors?

Provide letters of support from partner organizations and entities. Letters from individuals who will serve as consultants or collaborators on the project, but with no specified levels of efforts, should also be included. Do not include letters from individuals who will be supported by the grant who are named in the application. Do not include letters from individuals or organizations that are not directly contributing to the project (i.e., general letters of support for the project).

11. What needs to be included in the required Letters of Support?

Letters of Support from partner organizations and entities should specify the nature of collaboration and their role in the NCC. Applications must include letter(s) of support from an institutional official that endorses the proposed NCC and describes the available institutional resources that will support the activities of the NCC. Letters should include, in part, a description of the planned activities, duration of the partnership, and any in-kind support.

12. Do letters of support count against the 12-page limit for the Overall section?

No, the letters of support do not count against the entire Overall component which is limited to 12 pages for the research strategy attachment.

13. Does the 12-page limit for the Core section, as listed in the NOFO apply to the "Research Strategy" attachment only, or the whole submission, including the forms?

The 12-page limit applies to the research strategy attachment only.

- 14. In Section IV under the Core section, the NOFO says to “List all performance sites that apply to the specific component.” Can AHRQ clarify if we should include the performance sites of all proposed organizations involved in the bid, or the locations for all Key Personnel, or something else?**

Applicants should report the primary location and any other locations at which the project will be performed. If there is more than one organization playing a significant role, include those sites as well. Please refer to <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/multi-project-forms-h.pdf> (M.230) for additional information.

- 15. The Leadership and Project Management section notes that the NCC must "Conduct at least two site visits to each Cooperative over the course of the grant period". Must the site visits be conducted by a member of the project leadership, or can they be conducted by another appropriate team member?**

The NCC NOFO does not require that site visits to each Cooperative be conducted by a member of the NCC project leadership. It is the responsibility of the applicant to propose and provide the rationale for the appropriate team member to meet the goals of a successful site visit.