

**Emergency Medical Services for Children
Network Development and Demonstration Project
FAQ 2008**

1. What biosketch format should be used?

As there is no specified format in the guidance any format may be used (e.g., NIH or MCHB) as long as the biosketch does not exceed two pages.

2. Do the letters of recommendation/support need to be scanned and saved in PDF format?

Yes as the letters of recommendation/support count towards the application page count (see page 18 of guidance); the only letters of support that need to be included are ones that specifically indicate a commitment to the project/program such as in-kind services, staff, or space. Other letters of recommendation/support can be listed as “available upon request”. For these letters include the name of the person providing the letter, the organization and the date the letter was received.

3. What is the funding amount? The cover sheet from grants.gov states \$925,000 while the guidance lists \$890,000.

The correct funding amount is \$890,000 as stated in the guidance.

4. The guidance states that "A 100 % nodal administrator should be budgeted at each RNC." Can this be met with two people totaling 100%?

Yes, two people that total 100% is acceptable. No more than two people may be used to meet this requirement.

5. What type of HEDA sites is the guidance looking for?

The application should clearly demonstrate a HEDA’s ability to conduct meaningful rigorous research. There are no requirements for specific volume or size for a HEDA site. A good way to show ability to conduct research is past success for each proposed site with enrollment and other participation in research studies.

6. What is meant by \$50,000 study participation funds on page 27? What category would it fall into in the budget?

These costs can be put under “other” expenses. This is not a required but a “recommended” item. The line item should be called “Study Participation Funds”. These funds are for internally funded PECARN studies. These can be either pilot studies undertaken by a node in order to prepare for a large scale PECARN study or used to fund PECARN projects that are not funded by external sources.

7. How many HEDA sites are required?

Page 30 of the guidance states the following:

The application should provide documentation (letters of agreement from HEDA project directors) of participation of at least four HEDAs (one of which is the RNC's HEDA) with detailed descriptions of each HEDAs characteristics, including patient population characteristics, average patient numbers, types of treatment or service currently delivered, number, characteristics and structure of staff. Although this guidance calls for a minimum of five HEDAs (with the RNC serving as a HEDA), applicants should consider whether or it is feasible to support more HEDAs.

The first sentence is incorrect and should state that:

The application should provide documentation (letters of agreement from HEDA project directors) of participation of at least FIVE HEDAs (one of which is the RNC's HEDA)...

Thus, 5 TOTAL HEDAs are required (including one at the RNC).

In addition, the sentence "...applicants should consider whether or it is feasible...." should read "...applicants should consider whether or not it is feasible....."

8. Can you show the ability to focus on prehospital research through existing collaborations?

Yes, the guidance does not state a specific time reference.

9. Can you clarify the instructions for "Staffing Plan and Personnel Requirements" on page 27?

All necessary staff should be listed in the Staffing Plan along with justification. Information for identified staff such as education, experience and qualifications of each individual should be provided in narrative format. For unidentified staff that is key personnel (Nodal PI, Nodal Administrator, and HEDA PI), a description of the experience and qualifications for the proposed position should be included in paragraph format. Also in Attachment 1 a brief paragraph format position description, which include the roles, responsibilities, and qualifications of proposed project staff must be included for the unidentified staff positions. The biosketches for identified staff are included in Attachment 2.

10. What paperwork needs to be provided for subcontract agreements?

A letter of intent highlighting the purpose of each contract may be provided. A formal contract does not need to be included with the application packet.

11. What is the difference between the organizational chart on page 32 and the organizational chart on page 34 for Appendix 4?

The organizational chart on page 32 is descriptive for the function and structure of the RNC and HEDA personnel while the organizational chart for Appendix 4 includes RNCs, HEDAs, subcontracts and other significant contributors.

Typographical Errors and Other Edits:

- The e-mail address for technical assistance is now tsingh@cnmc.org
- All phone exchanges for the National Resource Center are 476 (no longer 884)
- Page 3 - e-mail address for Thais Diaz-Macaluso is TDiaz-macaluso@hrsa.gov
- Page 9 - fourth paragraph, third sentence should read: Of particular importance...
- Page 11 - on the diagram, the word Regional should be changed to Research
- Page 17 under "Summary of Funding" should read: Approximately \$3,560,000 is expected.....
- Page 44, under status reports, semi-annual reports – Add a bullet point stating "Your non-competing continuation application for year 2 of the project will serve as your 'semi-annual performance report' described above in this application guidance. A separate 'semi-annual performance report' is not required."