

TERMS AND CONDITIONS

HBCUs AND HSI GRANTS PROGRAM

GRANT NUMBER:

TITLE:

AWARDEE:

All relevant provisions of 45 CFR 74 apply to this award

FINANCIAL REPORT REQUIREMENTS

1. The awardee shall submit a financial status report (SF-425) to the **CMS Grants Officer** with a copy to the **CMS Project Officer** on an annual basis no later than 90 days after the end of the budget period.

TECHNICAL REPORT REQUIREMENTS

2. The awardee shall assume responsibility for the accuracy and completeness of the information contained in all technical documents and reports submitted.
3. The awardee shall submit written progress reports on a semiannual basis no later than 30 days after the end of the budget period. **However, the project officer may request quarterly reports.**
4. A **draft final report** should be submitted to the CMS project officer for comments. CMS's comments should be taken into consideration by the grantee for incorporation into the final report. The awardee should use the CMS, CMMI, Research and Rapid Cycle Evaluation Group HBCU and HSI guidelines for final reports. **The guidelines will be emailed to you in the second year of the project.** The final report shall be submitted to the CMS Grants Officer and the CMS Project Officer no later than 90 days after the termination of the project.

The final report of the project may not be released or published without permission from the CMS project officer within the **first 4 months** following the receipt of the report by the CMS project officer. The final report will contain a disclaimer that the opinions expressed are those of the awardee and do not necessarily reflect the opinion of CMS.

The final report shall be delivered to the CMS project officer in the following format (paper/electronic) as stated below.

- Final Report (unbound), Paper bound (2 copies), plastic spiral bounding, and a CD Rom. Use Microsoft Word (for text) and PDF format for Data tables (Charts and Graphs)
 - Paper, unbound, suitable for use as camera-ready copy;
5. The grantee shall develop and submit detailed plans to protect the confidentiality of all project-related information that identifies individuals. The plan must specify that such information is confidential, that it may not be disclosed directly or indirectly except for purposes directly connected with the conduct of the project, and that informed written consent of the individual must be obtained for any disclosure.
 6. For 6 months after the completion of the project, the grantee shall notify the CMS project officer prior to formal presentation of any report or statistical or analytical material based on information obtained through this award. Formal presentation includes papers, articles, professional publications, speeches, and testimony. In the course of this research, whenever the principal investigator determines that a significant new finding has been developed, he or she will immediately communicate it to the CMS project officer before formal dissemination to the general public.

DATA REQUIREMENTS

7. At any phase of the project, including the project's conclusion, the grantee, if so requested by the project officer, shall submit copies of analytic data file(s), with appropriate documentation, representing the data developed/used in end-product analyses generated under the award. The analytic file(s) may include primary data collected, acquired or generated under the award and/or data furnished by CMS. The content, format, documentation, and schedule for production of the data file(s) will be agreed upon by the principal investigator and the CMS project officer. The negotiated format(s) could include both file(s) that would be limited to CMS internal use and file(s) that CMS could make available to the general public.
8. All data provided by CMS will be used for the research described in this grant.