

**Patricia S. Brown Breast Cancer Education Community-Based
Demonstration Projects
2007 Competition**

Questions and Answers

- Q1: Are hospitals eligible to apply as a non-profit entity using their own staff as consultants?
- A1: Not usually but it may depend on the proposal. A Community-Based Organization (CBO) is generally considered to be a small organization providing services in a community. A typical proposal in response to this RFA would have a CBO as the lead applicant and the hospital could partner, and/or use qualified hospital staff as consultants (also see Q&A 6).
- Q2: Would retreats for different populations affected by breast cancer (be) considered, including follow-up assessments, eligible in response to this RFA?
- A2: Education must be the basis of the proposal. A retreat is a supportive service type of activity with some educational aspects included. The educational components of the retreat and measurement of the impact of those components could be fashioned to be responsive to the RFA. The whole retreat though, would not be considered responsive.
- Q3: Could a series of targeted public service workshops, materials, day-long events addressing issues of causation of breast cancer and encouraging healthy lifestyle practices be eligible in response to this RFA?
- A3: Yes, targeting specific at-risk groups with information and education, and evaluating its effectiveness, could be consistent with the goals of the RFA.
- Q4: Page 6 - Number 4 Revision: In the second sentence of this paragraph, there is the only mention in the entire RFA of a "lead educator". IS THIS ASSUMED TO BE THE SAME PERSON WHO IS LISTED AS THE PRINCIPAL INVESTIGATOR ON THE FACE PAGE?
- A4: No. The Principal Investigator and the lead educator may be different people. The person listed as the Principal Investigator on the Face Page is responsible for the overall contract and project execution. The lead educator could be any CBO staff person responsible for developing and/or delivery of the educational programs/materials.

- Q5: Attachment 4 - Human Subjects Form - and Face Page
Both the Human Subjects Form and the Face Page require listing a Principal Investigator. Since it is the IRB of the Assessment Consultant that will be used, CAN THE ASSESSMENT CONSULTANT BE LISTED AS THE PRINCIPAL INVESTIGATOR ON ATTACHMENT 4 - THE HUMAN SUBJECTS FORM - WHILE THE CBO STAFF PERSON RESPONSIBLE FOR THE PROJECT IS LISTED AS THE PRINCIPAL INVESTIGATOR ON THE FACE PAGE?
- A5: Yes. As described, the Assessment Consultant could be appropriately listed as the Principal Investigator on Attachment 4 while the CBO staff person responsible for the overall contract and project execution would be listed as the Principal Investigator on the Face Page (see Instruction 15 on page 24).
- Q6: For purposes of this RFA, does a not-for-profit hospital meet the definition of a CBO (RFA p.3), and thus qualify as an eligible applicant?
- A6: Not usually but it may depend on the proposal. A Community-Based Organization (CBO) is generally considered to be a small organization providing services in a community. A typical proposal in response to this RFA would have a CBO as the lead applicant and the hospital could partner, and/or use qualified hospital staff as consultants (see also Q&A 1).
- Q7: The RFA indicates (page 3) that only one award can be made for any application involving a given CBO. Would a hospital that is a member of a health care system with another hospital, but which is separately incorporated and has an independent board, be eligible for an award separately from the other hospital in that health care system?
- A7: Yes, a hospital that is a member of a health care system with another hospital, but which is separately incorporated and has an independent board, would be eligible for an award separately from the other hospital in that health care system, if that hospital is qualified as a CBO (see above).
- Q8: Is it required that the Content Consultant (RFA, p. 3) be employed by one of the institutions listed in Attachment 1?
- A8: One letter of commitment must come from an appropriate faculty member (e.g., an oncologist or research scientist) employed by or on the faculty of one of New York State's medical centers (including the accredited allopathic medical schools and affiliated teaching hospitals, listed in Attachment 1), research institutes, or an appropriate department of a college or university who is both qualified and prepared to act as a breast cancer Content Consultant to the project. Attachment 1 is not an all-

inclusive list and the Content Consultant may be employed by an institution not on the list.

Q9: Is it permissible for the Content Consultant (RFA, p.3) to be an employee of the applicant agency?

A9: Yes, a Content Consultant may be an employee of the applicant agency if he or she is qualified as "an appropriate faculty member (e.g., an oncologist or research scientist) employed by or on the faculty of one of New York State's medical centers (including the accredited allopathic medical schools and affiliated teaching hospitals, listed in Attachment 1), research institutes, or an appropriate department of a college or university who is both qualified and prepared to act as a breast cancer Content Consultant to the project".

Q10: Is a negotiated administrative cost rate agreement with a government agency required in order to claim administrative costs?

A10: No, a negotiated administrative cost rate agreement with a government agency is not a requirement to claim administrative costs, however, as with any budgeted item, the costs and cost rate must be justified and able to be substantiated.