

Frequently Asked Questions and Answers

1. Question – Because participation on the Applicant Webinar was affected by my internal IT issues, will it be repeated for those unable to attend?

Answer – A live Webinar will not be repeated; however a link to view the July 15th meeting is <http://connect8.caeph.tulane.edu/p7ewzfu9d3d/>.
2. Question – Do I have to hire CHWs certified through the University of South Alabama Community Health Worker Training Project (CHWTP)?

Answer – Yes.
3. Question – Will I need to name the prospective CHWs within my proposal?

Answer – No. You will need to provide a brief job description for the position(s) you would like to create within your proposed program and have a budget line item to detail salary and fringe benefits. In some cases an applicant may have already identified a CHWTP trained CHW they would like to embed into their program and it is within the guidelines to include them in the scope of work.
4. Question – Will the list of available CHWs that have been trained through the University of South Alabama CHWTP be made available?

Answer – No, however there will be an evening meet and greet scheduled on Sunday, August 11th (more information to follow). Our trainees will email their resumes directly to awardees. Tulane sub-recipients will be charged with interviewing and hiring their CHW/Patient Navigation staff.
5. Question – Can I hire one full-time CHW?

Answer – Yes a full-time CHW may be hired in place of 2 part-time CHWs.
6. Question – Are the CHW's employees of Tulane or the sub-recipient agency?

Answer – The CHW's will not be Tulane employees and will be directly hired through the sub-recipients human resources process.
7. Question – How many pages should the scope of work be?

Answer – There should be 4 section headers within your scope of work – 1) Organizational capacity, 2) Statement of need, 3) Proposed Program Description, and 4) Evaluation. Each section is limited to 2,000 characters.

8. Question – Are there formatting specifications?

Answer – Yes. Use a minimum 11 point, Arial type font. Create 1 inch margins on all sides, and keep the document double spaced. If using references, please adhere to the APA format (<http://www.apastyle.org/>). Include a Title Page listing the proposal title and Director name/title/affiliation with contact information.

9. Question – Is there a budget template?

Answer – We are not providing a budget template and are open to reviewing your organizations internal budget forms. All budget items need to be specific with a detailed narrative budget justification. The budget justification should be in narrative form and stick to the general font type/size and margin formatting detailed in question 7.

10. Question – If my organization has more than one site across a region, will we be considered for a larger award?

Answer – Separate applications will have to be submitted per site and will be reviewed within the competitive applicant pool.

11. Question – How do I submit the scope of work, budget, and budget justification?

Answer – Email your application package to Farah Arosemena at faroseme@tulane.edu.

