

AN ORDINANCE 2008-01-17-0025

**APPROVING A SUB-AWARD AGREEMENT WITH THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO TOTALING \$61,930.00 FOR THE SAN ANTONIO METROPOLITAN HEALTH DISTRICT TO CONTINUE PARTICIPATING IN THE CANCER PATIENT NAVIGATION RESEARCH PROGRAM FOR THE PERIOD SEPTEMBER 1, 2007 THROUGH JANUARY 31, 2008.**

\* \* \* \* \*

**WHEREAS**, the University of Texas Health Science Center at San Antonio (UTHSCSA's) National Center of Excellence in Women's Health was awarded a five-year intervention research project through the National Institutes of Health (NIH) to reduce cancer health disparities; and

**WHEREAS**, this study is based on NIH's Cancer Patient Navigator theoretical framework of care and seeks to determine the various barriers and issues involved in women seeking cancer care services and completing prescribed cancer treatment regimens; and

**WHEREAS**, UTHSCSA, one of nine project grantees, wishes to collaborate with the San Antonio Metropolitan Health District for the third consecutive year to target Hispanic women with abnormal findings or diagnoses related to breast and cervical cancer; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The City Manager or her designee, or the Director of the San Antonio Metropolitan Health District or his designee, is authorized to execute a sub-award agreement with the University of Texas Health Science Center at San Antonio totaling \$61,930.00 for the San Antonio Metropolitan Health District to continue participating in the Cancer Patient Navigation Research Program for the period September 1, 2007 through January 31, 2008. A copy of the agreement is attached hereto and incorporated herein for all purposes as Attachment I.

**SECTION 2.** Fund 2601236008 entitled "UTHSCSA PNRP 07-08" and Internal Order 136000000372 entitled "UTHSCSA PNRP 07-08", are hereby designated for use in the accounting for the fiscal transaction in the acceptance of this agreement.

**SECTION 3.** The budget and personnel complement, which are attached hereto and incorporated herein for all purposes as Attachment II are approved and adopted for entry in the City books.

**SECTION 4.** The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP

MH/mgc  
01/17/08  
Item #10

Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

**SECTION 5.** This ordinance shall be effective on and after January 27, 2008.

PASSED AND APPROVED this 17<sup>th</sup> day of January, 2008.



M A Y O R

**PHIL HARDBERGER**

ATTEST: *Leticia M. Vaent*  
City Clerk

APPROVED AS TO FORM: *Hollis Young*  
for City Attorney

<b>Agenda Item:</b>	<b>10 ( in consent vote: 7, 9, 10, 13, 15, 16, 17 )</b>						
<b>Date:</b>	01/17/2008						
<b>Time:</b>	11:27:46 AM						
<b>Vote Type:</b>	Motion to Approve						
<b>Description:</b>	An Ordinance approving a sub-award agreement with the University of Texas Health Science Center at San Antonio totaling \$61,930.00 for the San Antonio Metropolitan Health District to continue participating in the Cancer Patient Navigation Research Program for the period September 1, 2007 through January 31, 2008. [Frances A. Gonzalez, Assistant City Manager; Dr. Fernando A. Guerra, Director, Health]						
<b>Result:</b>	Passed						
<b>Voter</b>	<b>Group</b>	<b>Not Present</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>	<b>Motion</b>	<b>Second</b>
Phil Hardberger	Mayor		x				
Mary Alice P. Cisneros	District 1		x				
Sheila D. McNeil	District 2		x				
District 3	District 3		x				
Philip A. Cortez	District 4		x				
Lourdes Galvan	District 5		x				
Delcia Herrera	District 6		x				
Justin Rodriguez	District 7		x				
Diane G. Cibrian	District 8		x				x
District 9	District 9		x				
John G. Clamp	District 10		x			x	

*Dr*



CMS or Ordinance Number: CN0040002364

TSLGRS File Code:1025-08-A

Document Title:

CONT - UTHSCSA Patient Navigation contract, 9/1/07-1/31/08

~~children enrolled in DCI programs, from 2/1/08 - 1/31/09~~

**Commencement Date:**

**9/1/2007**

**Expiration Date:**

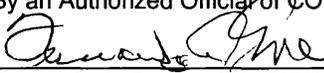
**1/31/2008**

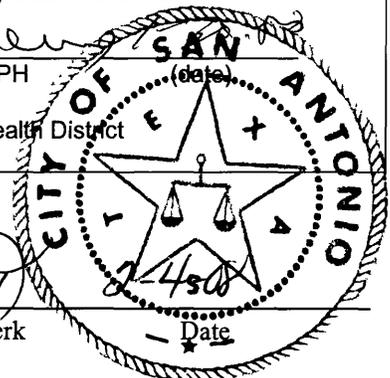
# Subaward Agreement

Institution/Organization ("UNIVERSITY")		Institution/Organization ("COLLABORATOR")	
Name: The University of Texas Health Science Center at San Antonio Address: 7703 Floyd Curl Drive, MC 7828 San Antonio, TX 78229-3900		Name: The City of San Antonio on behalf of the San Antonio Metropolitan Health District Address: 322 W. Commerce, Suite 307 San Antonio, TX 78205	
Prime Award No. 5 U01 CA116885-03		EIN No. 1-740662070	
Subaward No. 125723/125195		Subaward No.	
Awarding Agency US DHHS/National Institutes of Health		CFDA No. 93.399	
Subaward Period of Performance 9/1/07 - 1/31/08		Amount Funded This Action \$ 61,930	Est. Total (if incrementally funded)
Project Title Patient Navigation Research Program			
Reporting Requirements [Check here if applicable <input checked="" type="checkbox"/> See Attachment 4]			

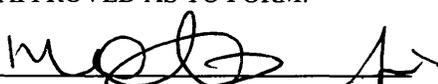
### Terms and Conditions

- 1) University hereby awards a cost reimbursable Subaward, as described above, to Collaborator. The statement of work and budget for the Subaward are (check one): as specified in Collaborator's proposal dated \_\_\_\_\_; or  as shown in Attachment 5. In its performance of the Subaward work, Collaborator shall be an independent entity and not an employee or agent of University.
- 2) University shall reimburse Collaborator not more often than monthly for allocable costs. All invoices shall be submitted using Collaborator's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), Subaward number, and certification as to truth and accuracy of invoice. *Invoices that do not reference University's Subaward number shall be returned to Collaborator.* Invoices and questions concerning invoice receipt or payment should be directed to the appropriate party's Financial Contact, as shown in Attachment 3.
- 3) A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted to University's Financial Contact NOT LATER THAN sixty (60) days after Subaward end date. The final statement of costs shall constitute Collaborator's final financial report.
- 4) All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Collaborator.
- 5) Matters concerning the technical performance of this Subaward should be directed to the appropriate party's Project Director, as shown in Attachment 3. Technical reports are required as shown above, "Reporting Requirements."
- 6) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subaward agreement should be directed to the appropriate party's Administrative Contact, as shown in Attachment 3. Any such changes made to this Subaward agreement require the written approval of each party's Authorized Official, as shown in Attachment 3.
- 7) Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.
- 8) Either party may terminate this Agreement with thirty days' written notice to the other party's Administrative Contact, as shown in Attachment 3. University shall pay Collaborator for termination costs as allowable under OMB Circular A-21 or A-122, as applicable.
- 9) No-cost extensions require the approval of the University. Any requests for a no-cost extension should be addressed to and received by the Administrative Contact as shown in Attachment 3, not less than thirty days prior to the desired effective date of the requested change.
- 10) The Subaward is subject to the terms and conditions of the Prime Award and other special terms and conditions, as identified in Attachment 2.
- 11) By signing below Collaborator makes the certifications and assurances shown in Attachments 1 and 2.

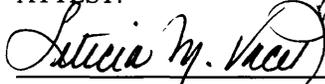
By an Authorized Official of UNIVERSITY:   Jane A. Youngers Assistant Vice President for Research and Sponsored Programs 2-8-08 (date)	By an Authorized Official of COLLABORATOR:   Fernando A. Guerra, MD, MPH Director of Health San Antonio Metropolitan Health District (date)
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APPROVED AS TO FORM:

  
 Michael D. Bernard, City Attorney

ATTEST:

  
 Leticia M. Vacek, City Clerk

2-4-08  
 - Date

**Attachment 1  
Subaward Agreement**

By signing the Subaward Agreement, the authorized official of COLLABORATOR certifies, to the best of his/her knowledge and belief, that

**Certification Regarding Lobbying**

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Collaborator, to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Collaborator shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to the University.
- 3) The Collaborator shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 13.52, title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Debarment, Suspension, and Other Responsibility Matters**

Collaborator certifies by signing this Subaward Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency

**OMB Circular A-133 Assurance**

Collaborator assures University that it complies with A-133 and that it will notify University of completion of required audits and of any adverse findings which impact this subaward.

**Attachment 2**  
**Subaward Agreement**  
**NIH**

**Agency-Specific Certifications/Assurances**

1. The following assurances/certifications are made and verified by Collaborator's Authorized Official on the face page of this Subaward. Descriptions of individual assurances/certifications are provided in Section III of the PHS 398. 1) Human Subjects; 2) Research Using Human Embryonic Stem Cells; 3) Research on Transportation of Human Fetal Tissue; 4) Women and Minority Inclusion Policy; 5) Inclusion of Children Policy; 6) Vertebrate Animals; 7) Debarment and Suspension; 8) Drug-Free Workplace; 9) Lobbying; 10) Non-Delinquency on Federal Debt; 11) Research Misconduct; 12) Civil Rights (Form HHS 441 or HHS 690); 13) Handicapped Individuals (Form HHS 641 or HHS 690); 14) Sex Discrimination (Form HHS 639-A or HHS 690); 15) Age Discrimination (Form HHS 680 or HHS 690); 16) Recombinant DNA and Human Gene Transfer Research; 17) Financial Conflict of Interest.

**General terms and conditions:**

1. The restrictions on the expenditure of federal funds in appropriations acts are applicable to this subaward to the extent those restrictions are pertinent.
2. 45 CFR Part 74 or 45 CFR Part 92 as applicable. [This is the CFR governing NIH.]
3. The NIH Grants Policy Statement, including addenda, in effect as of the beginning date of the period of performance and found at <http://grants.nih.gov/grants/policy/policy.htm>, except for the payment mechanism and final reporting requirements are replaced with Reporting Requirements and Terms and Conditions on the front page of this agreement.
4. The Terms and Conditions of the prime award attached to the Subaward Agreement as Attachment 6.
5. Collaborator assures, by signing this Subaward Agreement, that all Collaborator's personnel who are responsible for the design and conduct of projects involving human research participants have successfully completed their institutional training in accordance with the NIH Guide, Notice OD-00-039.

**Special terms and conditions:**

1. Copyrights  
Collaborator  grants /  shall grant to University an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this Subaward Agreement solely for the purpose of and only to the extent required to meet University's obligations to the Federal Government under its Prime Award.
2. Data Rights  
Collaborator grants to University the right to use data created in the performance of this Subaward Agreement solely for the purpose of and only to the extent required to meet University's obligations to the Federal Government under its Prime Award.

**Attachment 3  
Subaward Agreement**

<b>University Contacts</b>	<b>Collaborator Contacts</b>
<p><b>Administrative Contact</b></p> <p>Name: Jane A. Youngers Assistant Vice President for Research Office of Sponsored Programs</p> <p>Address: The University of Texas Health Science Center at San Antonio 7703 Floyd Curl Drive, MC 7828 San Antonio, Texas 78229-3900</p> <p>Telephone: 210.567.2340 Fax: 210.567.2344 Email: <a href="mailto:grants@uthscsa.edu">grants@uthscsa.edu</a></p>	<p><b>Administrative Contact</b></p> <p>Name: Olga Lozano Contracts Section</p> <p>Address: San Antonio Metropolitan Health District 332 West Commerce Street San Antonio, Texas 78205</p> <p>Telephone: 210.207.5738 Fax: 210.207.6359 Email: <a href="mailto:Olga.Lozano@sanantonio.gov">Olga.Lozano@sanantonio.gov</a></p>
<p><b>Principal Investigator</b></p> <p>Name: Donald J. Dudley, M.D.</p> <p>Address: Department of Obstetrics/Gynecology The University of Texas Health Science Center at San Antonio 7703 Floyd Curl Drive San Antonio, Texas 78229-3900</p> <p>Telephone: 210.567.5035 Fax: 210.567.3013 Email: <a href="mailto:dudleyd@uthscsa.edu">dudleyd@uthscsa.edu</a></p>	<p><b>Project Director</b></p> <p>Name: Linda Hook Public Health Coordinator</p> <p>Address: San Antonio Metropolitan Health District 332 West Commerce Street San Antonio, Texas 78205</p> <p>Telephone: 210.207.8808 Fax: 210.207.6983 Email: <a href="mailto:Linda.Hook@sanantonio.gov">Linda.Hook@sanantonio.gov</a></p>
<p><b>Financial Contact</b></p> <p>Name: Accounting Group Supervisor</p> <p>Address: Office of Accounting The University of Texas Health Science Center at San Antonio 7703 Floyd Curl Drive, MC 7966 San Antonio, TX 78229-3900</p> <p>Telephone: 210.567.6085 Fax: 210.567.2566 Email: not available</p>	<p><b>Financial Contact</b></p> <p>Name: Virginia Cobarrubias Fiscal Planning Manager</p> <p>Address: San Antonio Metropolitan Health District 332 West Commerce Street San Antonio, Texas 78205</p> <p>Telephone: 210.207.3117 Fax: Email: <a href="mailto:Virginia.Cobarrubias@sanantonio.gov">Virginia.Cobarrubias@sanantonio.gov</a></p>
<p><b>Authorized Official:</b></p> <p>Name: Jane A. Youngers Assistant Vice President for Research Office of Sponsored Programs</p> <p>Address: The University of Texas Health Science Center at San Antonio 7703 Floyd Curl Drive, MC 7828 San Antonio, TX 78229-3900</p> <p>Telephone: 210.567.2340 Fax: 210.567.2344 Email: <a href="mailto:grants@uthscsa.edu">grants@uthscsa.edu</a></p>	<p><b>Authorized Official:</b></p> <p>Name: Fernando A. Guerra, MD, MPH Director of Health</p> <p>Address: San Antonio Metropolitan Health District 332 West Commerce Street San Antonio, Texas 78205</p> <p>Telephone: 210.207.8731 Fax: Email: <a href="mailto:Fernando.Guerra@sanantonio.gov">Fernando.Guerra@sanantonio.gov</a></p>

**ATTACHMENT 4**  
**SUBAWARD AGREEMENT**

**Reporting Requirements**

*(as modified by The University of Texas Health Science Center at San Antonio)*

1. Subawardee shall submit reports to University's Project Director, as stated in Attachment 3, in such form and content as University's Project Director may reasonably request.
2. Final Statement of Cumulative Costs. Pursuant to Item 3 of Terms and Conditions, a final statement of cumulative costs incurred, including cost sharing, marked "FINAL," must be submitted to University's Financial Contact NOT LATER THAN sixty (60) days after subaward end date. The final statement of costs shall constitute Collaborator's final financial report.

University reserves the right to reject any final statement of cumulative costs incurred received after sixty (60) days after subaward end date.

**ATTACHMENT 5  
STATEMENT OF WORK AND BUDGET**

**STATEMENT OF WORK  
San Antonio Metropolitan Health District**

**Patient Navigator Research Program**

This Agreement continues work begun under Agreement No. 121543/121537 as follows:

**Project Purpose:**

Assist disadvantaged women who have received abnormal cancer screening results to gain timely access to cancer care and treatment. The project, combining the efforts of Navigators and Promotoras, will build cultural competence, optimal communication, community cooperation, interdisciplinary investigation, and sound research to provide solid evidence concerning the cost-effectiveness and clinical efficacy of highly coordinated care.

**Period of Performance:** 09/01/2007 – 01/31/2008 Contingent upon the availability of funds, it is anticipated that this project will be five year's in length with funding provided for each year consistent with that as proposed.

**Performance Measures:** Performance Measures will be developed and incorporated into the protocol which will be based the proposal submitted to the National Institutes of Health dated 11/16/04 which is incorporated herein by reference and the National Patient Navigator Project Group.

**Study Sites:**

Pecan Valley  
Zarzamora Clinic

**Staffing:**

<b>Name</b>	<b>Role on Project</b>	<b>% Effort</b>
Linda Hook, RN	Public Health Coordinator	10%
John Berlanga, MPA	Research Coordinator	15%
Pamela Joan Drake	Patient Navigator	100%
Maria Ruiz	Patient Navigator	100%

**Description of work by role:**

**Public Health Coordinator** – Linda Hook as Public Health Coordinator will be responsible for coordinating activities in the San Antonio Metropolitan Health District out-patient clinic sites. She will meet weekly with the patient navigator team, including the Project Investigators and the Project Manager. Additionally, she will ensure that data is collected appropriately from SAMHD clinic sites.

**Research Coordinator** – John Berlanga as Research Coordinator will collate and review research data for integrity and veracity. He will execute and supervise evaluation of all patient navigator and promotora activities in the SAMHD clinic sites and will work with the research team on the evaluation

of the study. Additionally, he will assist in the collection of data for comparison groups to the patients enrolled in the navigator system.

**Patient Navigators** – The San Antonio Metropolitan Health District will responsible for hiring and training two Patient Navigators who will work exclusively with patients recruited from SAMHD clinics. The Navigator will be paired with a Promotora to enhance education and culturally appropriate communication of care. The Navigator, as a health professional will have specialized knowledge such as knowledge of cancer treatments, disease courses, emotional impact, the interventions necessary for accurate diagnosis in conjunction with evidence based clinical practice guidelines and will use this knowledge to focus on the clinical and health needs of the patient.

Additionally, the Navigator will assist the patient in navigation of functional or organizational barriers, including funding issues, and also consult with available professionals in the system to address specific barriers for care. This requires the Navigator to have extensive knowledge of community health care, financial and cultural resources.

The Navigator will be responsible for consenting the individual into the study and will receive contact information about the patient from personnel within the clinical settings thus requiring staff at each SAMHD site to be educated about the program and actively involved in the recruitment and information process. Navigators will need to be available during office hours and with at least one of the two Navigators on call at all times.

**ATTACHMENT 5 (cont)  
BUDGET**

<b>DETAILED BUDGET FOR BUDGET PERIOD</b>					FROM 9/1/07	THROUGH 1/31/08	
PERSONNEL <i>(Applicant organization only)</i>		TYPE APPT. <i>(months)</i>	% EFFORT ON PROJ	INST. BASE SALARY	DOLLAR AMOUNT REQUESTED <i>(omit cents)</i>		
NAME	ROLE ON PROJECT				SALARY REQUESTED	FRINGE BENEFITS	TOTAL
Linda Hook	Public Health Coordinator	5	10		2,813	730	3,543
John Berlanga	Research Coordinator	5	15		4,033	1,153	5,186
TBN	Patient Navigator	5	100		17,134	6,746	23,880
TBN	Patient Navigator	5	100		16,355	6,485	22,840
<b>SUBTOTALS</b> →					<b>40,335</b>	<b>15,114</b>	<b>55,449</b>
CONSULTANT COSTS							0
EQUIPMENT <i>(Itemize)</i>							0
SUPPLIES <i>(Itemize by category)</i> Map Info Software maintenance							395
TRAVEL							
OTHER EXPENSES <i>(Itemize by category)</i>							0
<b>SUBTOTAL DIRECT COSTS FOR BUDGET PERIOD</b>						<b>\$ 55,844</b>	
						Indirect Costs, 11.36%	6.086
<b>TOTAL COSTS FOR BUDGET PERIOD</b> →						<b>\$ 61,930</b>	

**ATTACHMENT 6**  
**PRIME AWARD**  
**(edited)**

**Grant Number:** 5U01CA116885-03  
**Principal Investigator(s):**  
DONALD J DUDLEY, MD  
**Project Title:** Patient Navigation Research Program

**Budget Period:** 09/01/2007 – 08/31/2008  
**Project Period:** 09/01/2005 – 08/31/2010

Dear Business Official:

The National Institutes of Health hereby awards a grant in the amount of \$ (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to UNIVERSITY OF TEXAS HLTH SCI CTR SAN ANT in support of the above referenced project. This award is pursuant to the authority of 42 USC 241 31 USC 6305 & 6306 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

Each publication, press release or other document that cites results from NIH grant-supported research must include an acknowledgment of NIH grant support and disclaimer such as "The project described was supported by Grant Number U01CA116885 from the National Cancer Institute. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Cancer Institute or the National Institutes of Health." Award recipients are strongly encouraged to submit to PubMed Central (PMC), upon acceptance for publication, an electronic version of peer-reviewed, original research publications, resulting from research supported in whole or in part, with direct costs from National Institutes of Health. The author's final manuscript is defined as the final version accepted for journal publication, and includes all modifications from the publishing peer review process. For additional information, please visit <http://publicaccess.nih.gov/>.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,  
Tanya T. McCoy  
Grants Management Officer  
NATIONAL CANCER INSTITUTE

**SECTION I – AWARD DATA – 5U01CA116885-03**

**Award Calculation (U.S. Dollars)**

**Salaries and Wages \$**

**Fringe Benefits \$**

**Supplies \$**

**Travel Costs \$**

**Other Costs \$**

**Consortium/Contractual Cost \$**

**Federal Direct Costs \$**

**Federal F&A Costs \$**

**Approved Budget \$**

**Federal Share \$**

**Less Unobligated Balance \$**

**TOTAL FEDERAL AWARD AMOUNT \$**

**AMOUNT OF THIS ACTION (FEDERAL SHARE) \$**

**SUMMARY TOTALS FOR ALL YEARS**

**YR THIS AWARD CUMULATIVE TOTALS**

3

4

5 Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

**Fiscal Information:**

**CFDA Number:** 93.399

**EIN:** 1741586031A3

**Document Number:** UCA116885A

**Fiscal Year:** 2007

**IC CAN 2007 2008 2009**

CA 84227 Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

**NIH Administrative Data:**

**PCC:** A1CD2713 / **OC:** 414P / **Processed:** MCCOYT0 09/06/2007

**SECTION II – PAYMENT/HOTLINE INFORMATION – 5U01CA116885-03**

For payment and HHS Office of Inspector General Hotline information, see the NIH Home Page at <http://grants.nih.gov/grants/policy/awardconditions.htm>

**SECTION III – TERMS AND CONDITIONS – 5U01CA116885-03**

This award is based on the application submitted to, and as approved by, NIH on the above-titled project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The NIH Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.  
(See NIH Home Page at '<http://grants.nih.gov/grants/policy/awardconditions.htm>' for certain references cited above.)

This grant is awarded under the terms and conditions of the Federal Demonstration Partnership Phase IV.

Carry over of an unobligated balance into the next budget period requires Grants Management Officer prior approval.

**Treatment of Program Income:**

Additional Costs

## **SECTION IV – CA Special Terms and Conditions – 5U01CA116885-03**

**REQUIREMENT** This award is issued as a cooperative agreement, a financial assistance mechanism in which substantial NIH scientific and/or programmatic involvement is anticipated in the performance of the activity. This award is subject to the Terms and Conditions of Award as set forth in the SPECIAL REQUIREMENTS section of RFA CA-05-019, Patient Navigation Research Program (PNRP), NIH Guide to Grants and Contracts, 8/27/04, which are hereby incorporated by reference as special terms and conditions of this award.

Copies of this RFA may be accessed at the following internet address:

<http://www.nih.gov/grants/guide/index.html>

Copies may also be obtained from the Grants Management Contact indicated in the terms of award.

These special Terms and Conditions of Award are in addition to and not in lieu of otherwise applicable OMB administrative guidelines, Federal Regulations, including HHS Grant Administration Regulations at 42 CFR Part 52, 45 CFR Parts 74 and 92, and other HHS, PHS, and NIH Grant Administration policy statements.

**INFORMATION** This non-competing award reflects an adjustment of the amount recommended on the previous Notice of Grant Award, per the NIH implementation of the FY 07 fiscal policy (See NIH Guide Notice NOT-OD-07-049 <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-049.html> ).

Future year recommended levels also have been adjusted consistent with the referenced Notice.

**INFORMATION** This award reflects the National Cancer Institute's acceptance of the certification that all key personnel have completed education on the protection of human subjects, in accordance with NIH policy, "Required Education in the Protection of Human Research Participants," as announced in the June 5, 2000 NIH Guide (revised August 25, 2000) (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-00-039.html>). Any individual involved in the design and conduct of the study that is not included in the certification must satisfy this requirement prior to participating in the project. Failure to comply can result in the suspension and/or termination of this award, withholding of support of the continuation award, audit disallowances, and/or other appropriate action.

**INFORMATION:** See "Assurance Requirements and Institutional Review Boards" under Part II, Subpart A, Human Subjects, in the NIH Grants Policy Statement (NIHGPS)(rev. 12/03), for specific requirements and grantee responsibilities related to the protection of human subjects, which are applicable to and are a term and condition of this award. The NIHGPS can be found on the internet at [http://grants2.nih.gov/grants/policy/nihgps\\_2003/](http://grants2.nih.gov/grants/policy/nihgps_2003/). The referenced section of the NIHGPS is 00083.

**INFORMATION** In a continuing effort to provide exceptional customer service, the NCI Office of Grants Administration has set up a Feedback address on its web site (<http://www.nci.nih.gov/admin/gab/index.htm>). General concerns and issues related to NCI grants policies, procedures, and practices can be sent to the Customer Liaison using this feature. Specific questions or concerns related to this grant should be addressed to the Grants Management Specialist listed in the Terms of Award.

### **STAFF CONTACTS**

The Grants Management Specialist is responsible for the negotiation, award and administration of this project and for interpretation of Grants Administration policies and provisions. The Program Official is responsible for the scientific, programmatic and technical aspects of this project. These individuals work together in overall project administration. Prior approval requests (signed by an Authorized Organizational Representative) should be submitted in writing to the Grants Management Specialist. Requests may be made via e-mail.

**Grants Management Specialist:** Tanya T. Mccoy

**Email:** [mccoym@mail.nih.gov](mailto:mccoym@mail.nih.gov) **Phone:** (301) 496-7800 **Fax:** (301) 496-8601

**Program Official:** Roland Garcia

**Email:** [garciaar@mail.nih.gov](mailto:garciaar@mail.nih.gov) **Phone:** 301 496-7072

**Attachment II**  
**UTHSCSA Patient Navigation Research Program**  
**UTHSCSA National Center of Excellence in Women's Health 2008**  
**Fund 2601236008**  
**Functional Area 3600500000120003**  
**Budget for Period : 9/01/2007 to 1/31/2008**

ESTIMATED REVENUES	GL	CURRENT AMOUNT
UTHSCSA Subaward Agreement 125723/125195	4501160	61,930
<b>Total Estimated Revenues</b>		<b>\$ <u>61,930</u></b>

**APPROPRIATIONS**

**UTHSCSA Patient Navigation Research Program**  
 Cost Center: 3606820002  
 Internal Order: 136000000372

Regular Salaries & Wages	5101010	40,335
Language Skill Pay	5101050	
Social Security	5103005	3,086
Life Insurance	5103010	70
Car Expense Allowance	5103055	
Group Health Insurance	5104030	6,900
TMRS	5105010	-5,058
Education		
Travel		
Binding, Printing & Reproduction	5203060	
Mail & Parcel Post Service	5205010	
Office Supplies	5302010	-
Tools, Apparatus, & Accessories	5304050	
Computer Software	5304075	395
Pagers/Mobile phones	5403030	
Automatic Data Processing Svcs	5403520	
Workers' Disability Compensation	5405020	
Indirect Cost	5406530	6,086
Computer Equipment	5501000	
Furniture and Fixtures	5501065	
Total :		<u>61,930</u>

**Total Appropriations**

**PERSONNEL COMPLEMENT**  
 Cost Center: 3606820002  
 Internal Order: 136000000372

**PREVIOUS POSITIONS**

Class No.	Title	
0046	Management Analyst (.10 FTE)	1
0246	Sr. Public Health Nurse	2
0249	Nursing Program Manager - (.10 FTE)	1
	<b>Total Personnel:</b>	<u>4</u>