



Project ECHO® (Extension for Community Health Outcomes)

AHRQ ECHO National Nursing Home COVID-19 Action Network Instructions for Applying to be a Training Center

Dear Partner,

Thank you for your interest in becoming a Training Center for the AHRQ ECHO National Nursing Home COVID-19 Action Network! We are grateful for your participation and excited to work with you. To complete your submission, please carefully follow the instructions below. Incomplete or incorrect documentation will delay the receipt of your subcontract.

All forms and templates must be downloaded from the [Training Center web page](#).

1. [Download and complete Attachment 3B](#): This attachment requests a list of your institution's contacts and is required. It will be included as an attachment to your subcontract. Please complete this document in its entirety, and confirm that your institution has an active SAM.gov registration on page 1. **You must be registered in SAM.gov in order to receive a federal subcontract.** Please also confirm whether or not your institution is exempt from reporting executive compensation. If you are not exempt from reporting executive compensation, you must complete page 2.
2. [Download and complete the Scope of Work](#): This outlines expectations and requirements of all parties involved. Please add your institution's name to the line on page 3 to serve as confirmation that you have read and agree to the Scope of Work. This document will be included as an attachment to your subcontract.
3. Download and complete the [delivery-based payment schedule](#), and update the table to include a line for each cohort you intend to launch. If you launch two cohorts, there should be two lines on the payment schedule. This document will be included as an attachment to your subcontract. You will be asked to submit a detailed project budget at a later date, but this is not required for the initial submission.

Please note the following budget restrictions:

- a. **Federal salary cap:** The amount of direct salary which may be paid to an individual under an HHS grant, cooperative agreement, or applicable contract at a rate no greater than Executive Level II of the Federal Executive Pay Scale. Executive Level II salary level is **\$197,300**.
- b. **Unallowable direct costs:** Please note, the following activities shall be unallowable as direct costs if incorporated in your budget:
 - i. Acquisition, by purchase or lease, of any interest in real property
 - ii. Rearrangement or alteration of facilities
 - iii. Accountable Government property
 - iv. Travel to attend general scientific meetings
 - v. Foreign Travel
 - vi. Any costs incurred prior to the contract's effective date;
 - vii. Rental of meeting rooms not otherwise expressly paid for by the contract
 - viii. Food and Beverages

Project ECHO® (Extension for Community Health Outcomes)

- ix. IT equipment and hardware
 - x. Purchase or lease of any item of general purpose-office furniture or office equipment regardless of dollar value. (General purpose equipment is defined as any items of personal property which are usable for purposes other than research, such as office equipment and furnishings, pocket calculators, etc.)
4. [Download and complete the Substitute W9](#): **The Substitute W9 is not the same form as your institution's existing W9, and is required for federal contracts.**
 5. Have a copy of your institution's federally-negotiated indirect cost rate agreement (or F&A rate agreement) available and ready to submit. If your institution does not have this document, you may use the *de minimis* federal indirect rate of 10%.
 6. Provide you institution's Medicare/Medicaid CMS provider number. If your institution does not have a provider number, you will be asked to answer additional questions in the subcontractor intake form explaining the state you intend to serve, your prior experience working with nursing homes, and your experience in managing ECHO programs. All non-provider applications are submitted to AHRQ for review.

Once these documents are complete, submit them [via the online subcontractor form](#). You will receive an email with 24 hours confirming receipt of your documents, informing you of any updates needed, or confirming that your documents were submitted to UNM's Sponsored Projects Office. The person listed as the "Contracting Officer" in the form will be contacted by a Sponsored Projects Officer with a draft subcontracting agreement.