Webinar Speakers

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Office of the Associate Administrator
Bureau of Health Workforce (BHW), HRSA

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Supervisory team lead
Office of Federal Assistance Management, HRSA
Agenda

- The Notice of Funding Opportunity
- The Budget
- The Objective Review Process
Grant Application Guidance
Know the NOFO Structure

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

HRSA
Health Resources & Services Administration

Bureau of Health Workforce
Division of Nursing and Public Health

Nurse Anesthetist Traineeship (NAT) Program

Funding Opportunity Number: HRSA-18-006
Funding Opportunity Type: New, Competing Continuation
Catalog of Federal Domestic Assistance (CFDA) Number: 93.124

NOTICE OF FUNDING OPPORTUNITY
Fiscal Year 2018

Application Due Date: February 28, 2018

Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!
Deadline extensions are not granted for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to 1 month to complete.

Issuance Date: December 21, 2017

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Author: Public Health Service Act, Section 311(a)(2) of the Public Health Service Act (42 U.S.C. 236(a)(2)).

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Determine Program Purpose

Executive Summary

Section I: Purpose

Section II: Award

Section III: Eligibility
Write your Application

Plan

• Find and read NOFO
• Determine submission deadline
• Identify resources needed
• Engage institutional support
• Find collaborators
• Pay attention to criteria reviewers use to evaluate applications

Write

• Start early
• Follow instructions
• Keep your audience in mind
• Be brief, concise, and clear
• Be organized and logical
• Proof read and edit for accuracy

Submit

• Check for completeness
• Submit early
• Address system errors
• Submit changed/corrected applications
• Track and view application
Complete your Application Package

• Mandatory Forms
  • SF424 (R & R)
  • Abstract
  • Project Site Locations
  • R&R Senior/Key Person
  • R&R Other
  • R&R Budget
  • Attachments (x-reference NOFO Section IV.2.6)

• Optional Forms
  • R&R Subaward Budget
  • SF-LLL
SF424 - R&R Budget Forms - Personnel

### A. Senior/Key Person

<table>
<thead>
<tr>
<th>Prefix</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
<th>Suffix</th>
<th>Base Salary ($)</th>
<th>Months Cal.</th>
<th>Aoad.</th>
<th>Sum.</th>
<th>Requested Salary ($)</th>
<th>Fringe Benefits ($)</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Project Role: PD/PI

**Add Additional Key Person**

**Additional Senior Key Persons:**

**Add Attachment**

**Delete Attachment**

**View Attachment**

Total Funds requested for all Senior Key Persons in the attached file

Total Senior/Key Person

### B. Other Personnel

<table>
<thead>
<tr>
<th>Number of Personnel</th>
<th>Project Role</th>
<th>Months</th>
<th>Requested Salary ($)</th>
<th>Fringe Benefits ($)</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Graduate Students</td>
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<tr>
<td></td>
<td>Undergraduate Students</td>
<td></td>
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<tr>
<td></td>
<td>Secretarial/Clerical</td>
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</tr>
</tbody>
</table>

**Add Additional Other Personnel**

**Total Number Other Personnel**

**Total Other Personnel**

**Total Salary, Wages and Fringe Benefits (A+B)**
### C. Equipment Description

List items and dollar amount for each item exceeding $5,000

<table>
<thead>
<tr>
<th>Equipment item</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Add Additional Equipment**

**Additional Equipment:**

- **Add Attachment**
- **Delete Attachment**
- **View Attachment**

Total funds requested for all equipment listed in the attached file:

**Total Equipment**

### D. Travel

1. Domestic Travel Costs
2. Foreign Travel Costs

<table>
<thead>
<tr>
<th>Funds Requested ($)</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Total Travel Cost**
SF424 - R&R - Participant Costs

<table>
<thead>
<tr>
<th>E. Participant/Trainee Support Costs</th>
<th>Fund Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tuition/Fees/Health Insurance</td>
<td></td>
</tr>
<tr>
<td>2. Stipends</td>
<td></td>
</tr>
<tr>
<td>3. Travel</td>
<td></td>
</tr>
<tr>
<td>4. Subsistence</td>
<td></td>
</tr>
<tr>
<td>5. Other</td>
<td></td>
</tr>
</tbody>
</table>

### Number of Participants/Trainees

### Total Participant/Trainee Support Costs
### SF424 - R&R – Direct & Indirect Costs

<table>
<thead>
<tr>
<th>G. Direct Costs</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Direct Costs (A thru F)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>H. Indirect Costs</th>
<th>Indirect Cost Rate (%)</th>
<th>Indirect Cost Base ($)</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect Cost Type</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Additional Indirect Cost

<table>
<thead>
<tr>
<th>Total Indirect Costs</th>
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</thead>
</table>

Cognizant Federal Agency
( Agency Name, POC Name, and POC Phone Number)

I. Total Direct and Indirect Costs | Funds Requested ($) |
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Total Direct and Indirect Institutional Costs (G + H)</td>
<td></td>
</tr>
</tbody>
</table>

L. Budget Justification
(Only attach one file.)
Indirect Costs

Indirect costs under training grants to organizations other than state, local or Indian tribal governments will be budgeted and reimbursed at 8% of modified total direct costs rather than on the basis of a negotiated cost agreement, and are not subject to upward or downward adjustment.

Division of Cost Allocation [http://rates.psc.gov]
## Expanded Authority

<table>
<thead>
<tr>
<th>May exercise as expanded authority</th>
<th>Except</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carryover of unobligated balances from one budget period to the next successive budget period</td>
<td>If the NoA indicates otherwise</td>
</tr>
<tr>
<td>Cost-related prior approvals for direct cost items, including research patient care costs</td>
<td>If the scope would change</td>
</tr>
<tr>
<td>Extension of a final budget period of performance without additional funds</td>
<td>If the non-federal entity already has given itself one extension of up to 12 months beyond the original expiration date</td>
</tr>
<tr>
<td>Pre-award costs up to (and including) 90 days before the beginning date of the initial budget period of a new or competing</td>
<td>If the NoA indicates otherwise</td>
</tr>
<tr>
<td>Transfer of performance of substance programmatic work to a third party (by subaward or a contract under the grant)</td>
<td>If the transfer would be to a foreign component or it would result in a change in scope</td>
</tr>
</tbody>
</table>
**DIR Key Functions**

<table>
<thead>
<tr>
<th>Function</th>
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</thead>
<tbody>
<tr>
<td>Ensure and maintain the integrity of the objective review process at HRSA</td>
</tr>
<tr>
<td>Design and execute a merit review process for competitive applications</td>
</tr>
<tr>
<td>Recruit, select, train, and ensure independence of objective reviewers</td>
</tr>
<tr>
<td>Avoid conflict of interests (COI) in the objective review process</td>
</tr>
<tr>
<td>Prepare accurate summary statements and ROLs for funding decisions</td>
</tr>
<tr>
<td>Maintain databases of qualified reviewers, review scheduling, and costs</td>
</tr>
<tr>
<td>Document objective reviews</td>
</tr>
</tbody>
</table>
Objective Review Cycle

Pre-review
- Recruitment
- Conflict of Interest (COI)
- Confidentiality
- Selection
- Assignment
- Independent Review

During Review
- Expert Assessment
- COI
- Confidentiality
- Review Criteria
- Scoring
- Systems

Post-review
- Notification to applicants
- Summary Statements
- Records Management
Roles and Responsibilities

Chair
+
Reviewers

RA
PO
GMS

LOGISTICAL SUPPORT
ORC Deliverables

• Rank Order list
• Summary Statements Development
• Notification to Applicants
Uniqueness of BHW Programs

• Health Professions training
• Funding Preferences
• Funding Priorities
• Voting - Most unique about BHW programs. Title VII and some Title VIII programs
Contact Information

Email: ofamdirtraining@hrsa.gov
Division of Independent Review (DIR)
Office of Federal Assistance Management (OFAM)
Health Resources and Services Administration (HRSA)

Web: https://www.hrsa.gov/about/organization/bureaus/index.html
Twitter: https://twitter.com/HRSAgov
Facebook: https://www.facebook.com/HRSAgov/
Questions
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