

**Questions and Answers**  
**Global Nurse Capacity Building Program Funding Opportunity Announcement**  
Announcement Number: HRSA-12-123

**Program Expectations**

- Q1:** On page 13 the second paragraph describing the program’s Project Director – the last sentence reads “all efforts to hire a local nurse from within the country should be made”. As the position is based at HQ we were confused about the meaning of this sentence. Could you please clarify?
- A1:** Although it is not a requirement to hire a nurse from an African country to serve as the Project Director at the HQ, it would be ideal if the Project Director has lived and worked in a developing country, particularly in Africa, and has intimate understanding of the culture, systems and issues in developing countries. Note that this position is expected to be 1.0 full-time equivalent (FTE) for the entire funding mechanism, and may be based in the U.S. The Country Coordinator is expected to be based in the country of activity, with their FTE reflecting the Program’s need.
- Q2:** Could you please provide a definition for a NEPI Coordinating Center?
- A2:** The NEPI Coordinating Center is essentially the NCBP grantee/implementing partner. This is the title and role of the grantee in the NEPI partnership (see page 4 of FOA, 4<sup>th</sup> paragraph for list of partners). Its responsibilities are outlined in the Programs Expectations section, starting on page 5 of the FOA.
- Q3:** Are all of the components in this FOA are required for a successful application? We do not have on-the-ground experience in a few or all of the NEPI countries. However, we do have connections with nurses involved in PEPFAR activities in those countries, and we have experience working in other countries.
- A3:** To the extent possible, yes. Applicants are not required to have previously worked in the NEPI countries (Malawi, Lesotho, Zambia and Ethiopia), but as noted in the FOA, applicants should demonstrate strong capacity for partnering with local/regional organizations, including the USG in-country and Ministries of Health, and for carrying on the activities in the NEPI countries.
- Q4:** Is the grantee required to work only in Africa?
- A4:** No, not for the general nursing capacity project. Grantee may work in any PEPFAR country (see [pepfar.gov](http://pepfar.gov) for list of PEPFAR countries). However, the grantee must work in the pre-selected NEPI countries and continue the ongoing activities there.

- Q5:** On page 11 of the FOA, the applicant is instructed to describe the proposed local partner, its history, mission, activities and list grants and contracts awarded. Does this mean that we are supposed to name the proposed institution(s) we plan to partner with, including their history and other information?
- A5:** Yes, but as noted in the FOA, the Local Partner(s) is/are not approved until after the award has been made and has been vetted by USG agencies and local stakeholders. HRSA must approve the Local Partner(s) before activities and funding can begin.
- Q6:** The FOA states that NEPI is already in four countries and will add two more? What are these two new countries?
- A6:** The Democratic Republic of Congo has been added since the FOA was issued, but since this information is not written in the FOA, applicants are not expected to address this in their grant application. We will possibly add more countries over time.
- Q7:** The goals are differently stated on pages 1 and 2, as opposed to page 6, 8 and 10. Which would be considered the better sets of wordings?
- A7:** Goals 1, 2 and 3 on pages 1-2 are identical to Goal 1 on page 6, Goal 2 on page 8, and Goal 3 on page 10 (Goal 3 is expanded on page 10). Pages 6-14 also include the objectives and technical areas related to the goals. A specific technical area may cover more than one goal or objective. Pages 6-14 have more details and should be followed more closely.
- Q8:** On page 5, the FOA states that the implementation can occur in “any PEPFAR country” - is this any country where there is an operational plan for 2011 or does this refer to a different list?
- A8:** See [pepfar.gov](http://pepfar.gov) for list of PEPFAR countries.
- Q9:** How many university sites should be included for each country? Is there an expected minimum or maximum?
- A9:** The schools being supported by NEPI have been pre-determined. Applicants are not expected to identify the schools.
- Q10:** Is there a maximum number of countries in which we can implement our program?
- A10:** No. The minimum is 12 countries, six of which are the NEPI countries. The general nursing capacity sub-project can be implemented in any six of the PEPFAR countries. These general nurse capacity building activities are more flexible than the NEPI countries.

**Q11:** If we have an existing office in a given country, can we work out of this office or are we expected to establish an office in each country?

**A11:** You may work out of your existing office, and you may use this office as a regional office and send staff to the countries of implementation, if it is feasible to do so. If necessary, you may establish new offices in the countries, but the costs for doing this must be kept to a minimum.

### **Award and Project Period**

**Q12:** I do not understand the funding as it is written on page 15 under Section 2, Summary of Funding. My understanding of that section is that one group will be awarded \$6.5 - \$8.5 million for the first three years, then it drops to \$500,000 for the last two years?

**A12:** Yes, the funding is \$6.5-8.5M annually for 2012-2015 (3 years) and \$500,000 annually for 2015-2017 (2 years). Please remember that funds are also expected from Country Operational Plan (COP) negotiations.

**Q13:** NEPI has already been operational for one year? Will it only go on for another three years from when the next award will be made?

**A13:** Yes, but if there are leftover funds after 2015, NEPI activities may continue through 2017 but without new funding.

**Q14:** Will the current HRSA NCBP grantee continue for the next few years? Will NEPI continue if someone other than the original NEPI recipient wins the award?

**A14:** No, not if they do not win the 2012-2017 award. In this case, they will be allowed to request a no-cost extension for up to 12 months following the end of their project period, if they have leftover funds. During this time, their NEPI activities will be transitioned to the next grantee. The initiatives launched in the initial NEPI countries will continue, regardless of who is named as the next NEPI Coordinating Center in response to the current FOA, though there may be some adjustments needed (e.g. due to changes within the countries, or by the U.S. Government partners). Any changes in the initial NEPI plans will be made in sync with USG and in-country partners, and need to be approved by HRSA, as the funding agency, and in partnership with CDC In-country and OGAC.

**Q15:** Will accepting funds from the new NCBP grantee somehow preclude recipients from receiving the old funding?

**A15:** No, accepting funds from a new NCBP awardee will not preclude recipients from receiving old funding that has already been committed through NEPI. Whoever receives

this award will need to coordinate follow-on funding with the previous Coordinating Center, to ensure a smooth transition.

**Q16:** How many grantees will be awarded? How many are U.S. based?

**A16:** Only one. The U.S. based organization will develop programs in the countries.

### **Application and Submission**

**Q17:** On page 20 the table of contents requires a form for the project/performance site locations, specifying “ supports primary and 29 additional sites in structured form” - could you please clarify the origin of the number and if these sites have been identified or will be proposed by the applicant.

**A17:** The instructions only say 29 because that is the maximum number the form will accommodate. You should only list the sites you plan to have. As noted on the FOA, the NEPI countries are required sites/countries.

**Q18:** Do we need to submit detailed budgets with our application or just the summary SF424A forms? If we need to submit detailed budgets, are they part of the 80-page limit?

**A18:** Yes, you need to submit SF 424A, detailed budget, and budget narrative/justification with subtotals by budget category. The detailed budget and budget narrative/justification are counted in the 80-page limit.

**Q19:** The SF424A does not include a category for Consultants. Our usual practice is to include them under “Other”. Is this acceptable to HRSA?

**A19:** Any costs related to Consultant are considered Contractual. You will have to include those costs in your Contractual and provide a discussion in your narrative about the consulting activities.

**Q20:** Is there a page limit for the narrative portion of the application?

**A20:** No.

**Q21:** The FOA states that all attachments are included towards the 80-page limit. Budget, however, is not included. Should the Fifth-Year Budget (mandated as Attachment 6) count towards the 80-page limit?

**A21:** No, budget/fifth year budget does not count towards the 80-page limit.

**Q22:** Staffing plan, mandated on page 24 of the FOA, is not mentioned in section x or section xi. Should the staffing plan be included in the narrative or should it be one included among Other Relevant Documents (Attachments 8 through 15)? Does it count towards the 80-page limit?

**A22:** This is an oversight. Do not include the staffing plan in the narrative. Include it among Other Relevant Documents. Yes, it counts towards the page limit.

**Q23:** Regarding the format for charts and tables,

i. Please explain the difference between a chart (may be 10 pt type) and a table (must be 12 pt type).

**A23i:** Please see bottom of page 10 of the User Guide

(<http://www.hrsa.gov/grants/apply/userguide.pdf>) – charts, graphs, footnotes and budget tables may be of different font size, but not less than 10 pitch or size font.

ii. Would it be permissible to include small table elements such as column headers in smaller type, providing they remain legible?

**A23ii:** Yes, as above.

**Q24:** What flexibility is there for font sizes/formats on section headers, column headers, etc.? Can we use boldface with a slightly smaller font to emphasize different sections?

**A24:** No, unless within table, charts, etc. as in Q&A #23 above. See page 18 of the FOA.

**Q25:** Is it possible to attach other types of media to our submission (e.g. videos)?

**A25:** No.

**Q26:** Normal biosketches for NIH grants have ½ inch margins all around and use 10 points fonts. Should this proposal follow NIH specifications (outlined in SF424) or should we go with 12 point font and 1” margins.

**A26:** Go with the 12 point font and 1” margins.

**Q27:** Can page headers and footers fall within the document margins?

**A27:** Yes.

### **Applying as Sub-Partner**

**Q28:** Could you clarify the distinction between prime partner and sub-partner? Our institution is not planning to be the prime partner overseeing submission of either proposal, but rather would be one of many collaborating partners helping to address the project goals in a specific country. Is this what is meant by sub-partner?

**A28:** Yes.

**Q29:** My organization has been asked by a two separate groups to join their teams. Are we able to be included on two competing proposals or should we just chose one to be involved with?

**A29:** As you will find on page 17 in the FOA, “Only one application per organization will be accepted. Applications that exceed \$8,500,000 annual budget will not be considered for funding under this announcement. Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be considered non-responsive and will not be considered for funding under this announcement.” Therefore, I do not recommend that your organization apply as the prime partner for more than one application. However, there is no restriction for an organization to be included in multiple applications in the role of a sub-partner. If appropriate for your organization, you may wish to consider this option.

**Q30:** If a different university were to apply as the lead agency, would it be acceptable for us to be written into their application as a subcontract, perhaps to have some responsibilities in one or more of the countries where capacity is to be built?

**A30:** Yes, your institution can be written in as a subcontractor with a different university as the lead agency and grant applicant. However, the lead agency will have the primary responsibility for carrying out the projects.