



Navigating and Preparing a HRSA Application Responding to a Funding Opportunity Announcement

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Health Resources and Services Administration



Agenda

- Registration
- Find Opportunities and Download Application Package
- Sections of a Funding Opportunity Announcement (FOA)
- Submitting Your Application
- Provide Resources

Registration

- You will not be able to submit an application without having active registration with:
 - Dun and Bradstreet
(<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>)
 - The System for Award Management (SAM)
(<https://www.sam.gov>)
 - Grants.gov (<http://www.grants.gov/>)
- Allow at least one month to complete registration
- Provide consistent information across all systems



Registration- Additional Information

- <http://www.hrsa.gov/grants/apply/register/index.html>

The screenshot shows the HRSA website interface. At the top, there is a navigation bar with the HRSA logo and the text "U.S. Department of Health and Human Services Health Resources and Services Administration". To the right, there is a search bar and a "Search" button. Below the navigation bar, there is a menu with options: "HRSA Home", "Get Health Care", "Grants", "Loans & Scholarships", "Data & Statistics", "Public Health", and "About HRSA". The "Grants" menu is expanded, showing sub-options: "How to Apply", "Manage Your Grant", "Funded Projects", and "Grant Reviewers". The "How to Apply" sub-option is selected, and the breadcrumb trail reads "HRSA Home > Grants > How to Apply".

The main content area features a large heading "Register & Get Ready" with a "Share" button and social media icons. Below the heading, there is a sub-heading "At Least One Month Before Your Funding Opportunity Opens" and a paragraph of text: "Every applicant organization and sub-recipient organizations must complete three free registrations to be able to submit a grant application. The process can take one month or longer. If you plan to apply for a HRSA grant, do not". To the right of the text is an illustration of a hand checking off a checklist with a green pen.

On the left side, there is a sidebar with the heading "Apply for a Grant" and several links: "Home", "Register & Get Ready", "Find & Submit", "Write a Strong Application", and "Understand the Review Process".

On the right side, there is a "Learn More" section with the text: "Register early! It can take 4 weeks or longer and you cannot apply if you're not registered. All registrations are free." Below this text are links for "How to Register (PDF - 129 KB)", "DUNS | System for Award Management (SAM) | Grants.gov | Grants.gov software", and a "Webinar" section.



Finding Funding Opportunities

- Grants.gov (<http://www.grants.gov/>)
- HRSA Website (<http://www.hrsa.gov/grants/>)
- Register to get email notifications when opportunities are available:
 - http://www.grants.gov/applicants/email_subscription.jsp

Funding Opportunity Announcement

- Explains the available funding and application information
- All Federal announcements must follow the same format (set by OMB)
- Has the information applicants need to apply for funding



Funding Opportunity Announcement

- Overview Content (cover page)
- I. Funding Opportunity Description
- II. Award Information
- III. Eligibility Information
- IV. Application and Submission Information
- V. Application Review Information
- VI. Award Administration Information
- VII. Agency Contacts
- VIII. Other Information



Grants.gov: Submitting the Application

- Application Package contains all of the forms you will need to apply
- Save the package to the computer and complete it off line.
- Each FOA has a unique application package
- Save completed application
- Enter Username and Password
- Grants.gov only checks for correct type of data, not for accuracy, completeness, or page limit
- Look for validation and transmitted to HRSA emails



Additional Information- Finding and Submitting Applications

- <http://www.hrsa.gov/grants/apply/findandsubmit/index.html>

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Successfully Submitted!

- After your application has been successfully submitted, it will be reviewed by the Program Office staff to ensure it meets eligibility and page limit requirements.
- If the application meets all requirements, it will go to the Division of Independent Review to be reviewed by a panel of experts.



Full Length Presentation

- <http://www.youtube.com/watch?v=ql9agXYMf-U>



U.S. Department of Health and Human Services

Health Resources and Services Administration



Navigating and Preparing a HRSA Application Responding to a Funding Opportunity Announcement

Presented By:

Sarah Hammond, Grants Policy Analyst

HRSA's Office of Federal Assistance Management (OFAM)



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Suggested Tips For Submitting Good Grant Proposals

Responding To A Funding Opportunity Announcement

Darren S. Buckner

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Health Resources Services Administration
Office of Federal Assistance Management



U.S. Department of Health and Human Services www.hrsa.gov

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Health Resources and Services Administration

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How to Apply Manage Your Grant Funded Projects Grant Reviewers

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Apply for a Grant

- [Home](#)
- [Register & Get Ready](#)
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- [Write a Strong Application](#)
- [Understand the Review Process](#)

Funding Opportunities >>

How to Apply For A Grant

Share |



[Debunk the Myths: Grant Application Video Series](#)

A large part of HRSA's mission to increase access to health care is accomplished by awarding grants and cooperative agreements.

It is HRSA's policy to promote competition, encourage eligible organizations to apply, and help applicants to succeed.

HRSA expects to award more than \$3 billion this year through 2,087 new grant awards from 95 grant programs in the following categories:

- Health Center Programs for community-based health care organizations that provide primary care in underserved areas
- Ryan White HIV/AIDS Programs for eligible States, and

Sign-up to receive e-mail from HRSA

[Receive e-mail on grant related topics.](#)



How do I...?

****Select an option****

Application Basics

Each funding opportunity has its own application and deadline, but all applications follow the same process. Organizations, not individuals, are eligible to apply. Completing a grant application can take 40 hours or more. Be sure to avoid common mistakes that stop an application before it is even reviewed.

Before you apply, make sure you [Are an Eligible Organization](#)

[Understand the Grant Process: Pre-Award, Post-Award and Closeout \(PDF\)](#)

<http://www.hrsa.gov/grants/apply/index.html>



Early Research/Registration/Submission

**Reading the FOA
better idea of the funders goals
better idea of the funders request via response**

**Re-reading the FOA
chance to conceptualize
aids the thought process**

Eligibility

U.S. Department of Health and Human Services

HRSA U.S. Department of Health and Human Services
Health Resources and Services Administration

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How to Apply Manage Your Grant Funded Projects Grant Reviewers

HRSA Home > Grants > How to Apply

Apply for a Grant

Home
Register & Get Ready
Find & Submit
Write a Strong Application
Understand the Review Process

Write a Strong Application

Writing a grant application is a formidable task that can take 40 hours or more. Before you start, be sure you answer "yes" to the following questions.



- 1 Have I read the Funding Opportunity Announcement** (also known as the Grant Guidance or Grant instructions) completely and carefully? Do I understand it?
- 2 Is my organization eligible to apply**, based on the eligibility criteria described in the Funding Opportunity Announcement?
- 3 Does my organization have the technical expertise, the personnel and the financial capacity** to successfully implement the kind of project described in the Funding Opportunity Announcement?
- 4 Are all the stakeholders in my organization supportive** of applying for this grant?
- 5 Is my organization prepared to do what it takes** to

Learn More

- [Writing a Strong Grant Application](http://www.hrsa.gov/grants/apply/writestrong/grantwritingtips.pdf) (PDF - 162 KB)
- [Ten Tips for a Strong Application](http://www.hrsa.gov/grants/apply/granttips.html)
- [Cultural Competence](#)
- [HHS Grants Policy Statement](#) (PDF - 1.1 MB)

Webinar

Tips for Writing Good Grant Proposals



[Watch on YouTube](#)

[Download the Slide Presentation](#) (PDF)

Help

Writing a Strong Grant Application
<http://www.hrsa.gov/grants/apply/writestrong/grantwritingtips.pdf>

Ten Tips for a Strong Application
<http://www.hrsa.gov/grants/apply/granttips.html>



Goals & Objectives

Need

Response

Evaluative Measures

Impact

Resources/Capabilities

Budget



Budget

Must(s)/Deal breakers/Realities

- Line item matches with the narrative
- Not padded
- Pay attention to limitations ie salary limitations on some projects
- Allowable and reasonable costs



Stay Focused

Tell Your Story/Share Your Plan

Think Like A Reviewer

Do the ATA Dance (Ask/Think/Answer)



Final Thoughts

- Don't gold plate
- Only include the necessary or required items
- Utilize the Technical Assistance Resources
 - Contact HRSA Staff
 - FOA Checklist
 - Submit timely

<http://www.youtube.com/watch?v=Mun2MyYPvs0>

Google | <https://www.surepa...> | [Login | HRSA EHB](#) | [Imported from...](#) | [Verizon | my.verizon...](#) | [Email Web Access](#)

[Understand the Review Process](#)

 **Funding Opportunities >>**

- 1 Have I read the Funding Opportunity Announcement** (also known as the Grant Guidance or Grant Instructions) completely and carefully? Do I understand it?
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- 4 Are all the stakeholders in my organization supportive** of applying for this grant?
- 5 Is my organization prepared to do what it takes** to successfully implement the project within the budget we're proposing?

Important Parts of the Application

Your application will be rated and scored by a team of independent, objective reviewers with expertise in the relevant disciplines. The Funding Opportunity Announcement (FOA) includes the criteria they will use in their review and specific information to be included in your application – information the reviewers will be looking for.

Be concise (your application cannot be longer than 80 pages) and precise in describing:

- Goals and objectives, which should be clearly defined and specific;
- Need, which includes both the need for the service or activity that the grant will support and also your organization's track

Webinar

Tips for Writing Good Grant Proposals

Tips for Writing & Submitting



[Watch on YouTube](#)

[Download the Slide Presentation \(PDF\)](#)

Help

[Grants.gov Application Help](#) (FAQs & troubleshooting tips)

[HRSA EHB Login and Help](#)

CallCenter@hrsa.gov
1-877-464-4772, TTY: 877-897-9910
Monday - Friday (except Federal holidays)
9 am - 5:30 pm ET



Contact Information

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HRSA Objective Review Process

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Office of Federal Assistance Management
Department of Health and Human Services
Health Resources and Services Administration

Highlights

- Division of Independent Review
- Mission
- Types of Review
- Participant Roles
- Standard Review Criteria
- Products of the Review



Division of Independent Review

- Centralized process to plan, direct and carry out the objective reviews of competitive grants
- Coordinates with, but independent from, the cognizant program offices



Mission

- To ensure a fair, ethical and objective review of every grant or cooperative agreement application submitted to HRSA



Types of Review

- Web-assisted Teleconference
- Face-to-Face
- Field

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How to Apply | Manage Your Grant | Funded Projects | Grant Reviewers

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How to Apply For A Grant

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How do I...?

Application Basics

Each funding opportunity has its own application and deadline, but all applications follow the same process. Organizations, not individuals, are eligible to apply. Completing a grant

A large part of HRSA's mission to increase access to health care is accomplished by awarding grants and cooperative agreements.

<http://www.hrsa.gov/grants/apply/index.html>



Participant Roles

- Grant Reviewers
- HRSA Staff



Grant Reviewer

- Selection is based on:
 - Expertise and knowledge
 - Diversity
 - No Conflict of Interest

Roles of Reviewers

- Possess *knowledge* and *expertise* equivalent (or peer) to that of the individuals whose applications for support they are reviewing
- Provide a comprehensive evaluation of the merits of applications



Responsibilities of Reviewers

- Dedication**
- Motivation**
- Declare no conflict of interest**
- Maintain confidentiality**

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Grant Reviewers

Share |

HRSA Reviewer Roles and Responsibilities

Responsibilities of Reviewers
Prior to Meeting

- Submit work (via ARM) on or before the deadline date
- Scores and comments
- Be available the entire day (s) for review period
- Call all applications are reviewed

[View recorded webinar on YouTube](#)

Next Steps

- [Register as a Grant Reviewer](#)
- [Log in to Review Grants](#)

Help

- [Grants.gov Application Help](#) (FAQs & troubleshooting tips)
- [HRSA EHB Login and Help](#)
- CallCenter@hrsa.gov
1-877-464-4772, TTY: 877-897-9910
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Call for Reviewers

HRSA needs new and experienced grant reviewers with expertise in

- Health professions training
- HIV/AIDS
- Maternal and child health
- Organ transplantation
- Primary care for underserved people

<https://grants.hrsa.gov.grants/reviewers/index.html>



Standard Review Criteria

- Need
- Response
- Evaluative Measures
- Impact
- Resources/Capabilities
- Support Requested



Products of the Review

- Rank Order List
- Summary Statements



Contact Information

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