May 2026

HRSA
Health Resources & Services Administration

How to Apply - Application Guide

Introduction

The new How to Apply - Application Guide replaces the existing HRSA Standard and Research & Related (R&R) Application Guides, merging them into one, easy-to-navigate document.

Key improvements designed to better synchronize the Guide with HRSA Notices of Funding Opportunity (NOFOs) include:

- Restructured Guide layout and contents to align with the NOFOs.
- Removal of sections already covered in the NOFOs.

Using this Guide

We created this Guide to help you prepare and apply to HRSA Notices of Funding Opportunity (NOFOs) through Grants.gov.

The How to Apply - Application Guide is a companion to the NOFO. Both follow the same 6-step process ensuring applicants can easily access relevant guidance as they navigate each step of the application process. The Guide provides supplemental information to help you.

- This Application Guide provides information that is consistent for most NOFOs. It provides additional knowledge that you may want.
- The NOFO provides information specific to the funding program.

Updates to this guide

We periodically update this guide to align with statutory, regulatory, and policy changes. To see what's changed, see the updates in Appendix C: Changes to this guide.

Learn about HRSA

Learn more about HRSA and explore data and maps on our health care programs.

Contents

Step 1. Review the Opportunity

In this step

Award information

General limitations

Salary rate limitation

The current appropriations act provides a salary rate limitation that applies to both direct and indirect costs. You may not use award funds to pay someone's salary at a rate above Executive Level II. The latest rate is available from the HRSA's HHS Salary Cap page, which is updated each year when the rate changes. This amount reflects the person's base salary. It does not include fringe benefits or any income that you may allow the person to earn outside of your organization's duties.

This salary rate limitation also applies to subrecipients under a HRSA grant or cooperative agreement. The HHS salary rate limitation applies to every individual funded by the award. This includes staff, contractors, and consultants.

Note that these or other salary rate limitations will apply in the following fiscal years, as the law requires. For more details, see the HHS Grants Policy Statement.

Table: Breakdown and example salary rate limitation

Person's actual base full-time salary paid from your organization's funds:	$255,000
Maximum allowable base salary (person's base full-time salary adjusted to Executive Level II)	$228,000
Amount of time devoted to the project	50%
Amount of salary to charge to the award	$114,000
Fringe rate	25% of salary
Amount of fringe to charge to the award	$ 28,500
Maximum salary and fringe to charge to the award	$142,500

Table: Staff justification (varied full-time employee (FTE) percentages)

Name	Position Title	% of FTE	Base Salary	Adjusted Annual Salary*	Federal Amount Requested
J. Smith	CEO	50	$255,000	$228,000	$114,000
M. Green	Dentist	100	$230,000	$228,000	$228,000
C. Moore	Physician	50	$200,000	No adjustment needed	$100,000
R. Doe	Nurse Practitioner	100	$120,000	No adjustment needed	$120,000
H. Black	Outreach Director	50	$70,000	No adjustment needed	$35,000
D. Jones	Data/AP Specialist	25	$50,000	No adjustment needed	$12,500
	TOTAL		**$925,000**		**$609,500**

*Use when salary is over the $228,000 limit.

Step 2:
Get Ready to Apply

In this step

Get registered: SAM.gov user roles

The NOFO tells you how to register in Grants.gov and SAM.gov. This section includes added information about the different roles in SAM.gov.

When you register on SAM.gov, here are a few things to know:

- People assigned an Entity Administrator role in SAM.gov must be an employee, officer, or board member. This ensures that your organization has control over its users and their permissions. Here's what this means:
  - Entity Administrators assigning roles to non-employees can only assign a Data Entry role or lower.
  - If your organization uses an Entity Administrator Role Request Letter (formerly called "notarized letter"), you cannot assign the Entity Administrator role to a non-employee.
  - Entity Administrator roles assigned to non-employees will be converted to Data Entry roles. In a Data Entry role, non-employees can create and manage entity registration data entry. They cannot manage roles.
- If a non-employee is helping you work on your application, or if you're a non-employee working with an entity to manage registrations, please read (and share) GSA's A Change in SAM.gov will Affect Access for Some Entity Administrators.

Find the application package

The application package has all the forms you need to apply. You can find the application package specific to this funding opportunity by following these steps:

- Go to Grants.gov and select the Search Now button. You'll be redirected to Simpler Grants, a new version of the site.
- Enter the NOFO's title, relevant words, or funding opportunity number (in the NOFO's Key facts).
- Select the correct NOFO.
- Select "View on Grants.gov."
- Select "Package."
- Select "Preview."

Subscribe in Grants.gov

Subscribe and provide your email address to receive important notifications specific to this NOFO. For example, you'll be notified if:

- The NOFO is modified.
- New documents are added to the "Related documents tab."
- The NOFO is republished before its original closing date.
- The closing date has changed.

Step 3:
Build Your Application

In this step

This section includes some tips on writing and preparing your application, as well as more detail about application components. If there is no detailed information here for a specific component, use the instructions in the NOFO and the instructions to the form itself.

Follow our 10 tips

1. Start preparing the application early.

- Allow plenty of time to gather required information.
- Submit well before the deadline.

2. Follow the NOFO instructions.

- Place all information in the order we request.
- Write clearly.
- Complete all application elements and respond to all program requirements.

3. Keep your audience in mind.

- Do not assume that reviewers are familiar with your organization, service area, barriers to health care, or health care needs in your community.
- Think about the review criteria when you write the application.

4. Be brief and clear.

- Provide accurate and honest information.
- Include candid accounts of problems and realistic plans to address them.
- If you omit any required information or data, explain why.
- Match content in tables, charts, and attachments with the proposal narrative.
- Your budget should reflect the proposed activities.
- Fill out forms accurately and completely.

5. Be organized and logical.

Many applications fail to receive a high score because reviewers:

- Cannot follow the applicant's thought process.
- Determine that application parts do not fit together.

6. Show evidence of solid fiscal management.

Your application should show that you'll be responsible with public funds.

7. Attend to technical details.

- An expired SAM.gov registration is the top reason applications are rejected.
- Reviewers also reject applications because of file issues. Be sure to:
    - Stay within the Grants.gov 50-character limit for file names.
    - Avoid special characters in the file name. See the list of allowed characters.
    - Save in the correct version of Adobe Acrobat.
    - Submit files only in an accepted format.

8. Be careful when using attachments.

- Do not use attachments for information we require in the body of the application.
- Be sure to reference all tables and attachments to the appropriate text in the application.
- Upload the attachments in the order the NOFO requires.

9. Review your application to ensure it's accurate and complete.

Before you apply, review your entire application to ensure you have:

- Complied with page limits.
- Included all components in the application checklist.

10. Submit all information at the same time.

We will not:

- Consider additional information or materials you submit late.
- Accept emailed applications or supplemental materials once we received your application.

Application for Federal Assistance (SF-424)

Detailed instructions

Find the detailed instructions for the SF-424 and SF-424 Research and Related (R&R) on Grants.gov in 3 easy steps:

1. Confirm the correct family of forms to use based on the type identified in the NOFO:
   - SF-424

     or
   - SF-424 R&R
2. Select the appropriate family of forms from the Forms Repository list on the Grants.gov Grant Forms page.
3. Scroll right on the selected Family of Forms page to the Instructions column to see the detailed instructions for each form.

Budget narrative

Detailed instructions

There is no fill-in-the-blank form for your budget narrative. You will create your budget narrative using your choice of the allowable formats in the NOFO. Once you are done, you will upload your budget narrative to the Budget Narrative Attachment Form.

For budget instructions specific to R&R NOFOs, see Appendix A.

To create your budget narrative:

- Detail your budget. Explain the amounts we request for each line of the budget in Section B 6. Object class categories. Amounts here should match and be mathematically consistent with amounts in your SF-424 and SF-424A forms.
- Describe how each item will help you carry out the project's objectives.

For budget years after the first year, highlight the changes from Year 1 or show that you don't plan to make big changes.

Note: Do not use the budget narrative to expand the project narrative.

Instructions by object class category

Personnel costs

- List each staff member whose salary will be paid with award funds. Include their name (if possible), position title, percentage of full-time equivalency, and annual salary. If noted in the NOFO, follow the salary rate limitation guidance imposed by the current appropriations act.

Fringe benefits

- List everything that makes up the fringe benefit rate. For example: health insurance, taxes, unemployment insurance, life insurance, retirement plans, and tuition reimbursement.
- The fringe benefits should be proportional to the staff costs that you set aside for the project. That is, if you increase the staff costs by 10%, you need to increase the fringe benefits at the same rate.
- If the NOFO mentions the salary rate limitation, you must adjust the fringe benefit proportionally for anyone with a base salary above the limitation, which is available from the HRSA's HHS Salary Cap page.

Travel

- List travel costs and categorize them as local or long-distance.
- For local travel, give the mileage rate, number of miles, reason for travel, and staff member or consumers traveling.
- For meetings, trainings, and workshops: include expenses like airfare, lodging, parking, and per diem for each person and each trip.
- Name each traveler, if possible.
- Describe the reason for travel.
- Include the number of trips involved, the destinations, and the number of people for whom you're requesting funds.

Equipment

We classify property as "equipment" if it costs $10,000 or more.

- List costs and explain why you need the equipment to carry out the program's goals.
- Give us a detailed status of current equipment.

Supplies

We classify property as "supplies" if it costs under $10,000.

- List the items that you'll use to carry out the proposed project.
- List all items separately, in these three categories:
    - Office (for example, computers, paper, or pencils)
    - Medical (for example, syringes, blood tubes, or gloves)
    - Educational (for example, brochures or videos)

Contractual

You're responsible for making sure your organization or institution has a reliable procurement system with fully developed written procedures for awarding and monitoring contracts.

For this budget category:

- Explain the purpose of each contract, how you estimated the costs, and the specific product you expect to come from each contract.
- Do not provide line-item details on proposed contracts. Instead, provide the basis for your cost estimate for the contract.
- List the total costs for all consultant services. Identify each consultant, the services they will perform, total number of days, travel costs, and total estimated costs.
- Executive Orders 12549 and 12689, 2 CFR Part 180 and 2 CFR Part 376 affect non-federal entities and contractors. These restrict awards, subawards, and contracts with certain parties that cannot participate in federal assistance programs or activities.

Other

- Include all costs that do not fit into any other category—for example, electronic health record, provider licenses, audit, and legal counsel. Explain each cost in this category.
- Include rent, utilities, and insurance under this category if they are not included in an approved indirect cost rate.
- Include the cost of anything that helps anyone access project-related content, such as:
    - Sign language interpreters (categorize as Other or Contractual).
    - Plain language and health literacy print materials in formats like Braille or large print.
    - Services that help translate or interpret language.

- Subawards. For subawards to entities that will help carry out the work of the award, describe how you will monitor their work to ensure they're properly using the funds. See 2 CFR 200.331 Subrecipient and contractor determinations. Notify potential subrecipients that they must register in SAM and provide you, the recipient, with their Unique Entity Identifier (UEI) number (see 2 CFR part 25).

Indirect costs

- Indirect costs meet common or joint objectives but do not relate to a specific project or program. Examples include the cost of running and maintaining facilities, depreciation, and employee salaries. Some use the term "facilities and administration" (F&A) for indirect costs.
- The NOFO explains the indirect cost options available under the program.
- If your organization does not have an indirect cost (IDC) rate negotiated with the federal government, you may apply for an IDC rate through HHS's Program Support Center (PSC). Visit PSC's Indirect Cost Negotiations to learn more about rate agreements, the process for applying for them, and the regional offices which negotiate them.
- If you include indirect costs, either attach a copy of the indirect cost rate agreement or specify that you are electing to charge a *de minimis* rate. This will not count toward the page limit if the NOFO requires you include it.

Budget information for non-construction programs (SF-424A)

These instructions may differ from the ones on Grants.gov. When you complete the SF-424A, follow instructions in the NOFO and these instructions that include the salary rate limitation and funding restrictions (specific and general).

The total project costs are the total allowable costs (including direct and indirect costs) that you incur while carrying out a HRSA-supported project or activity. Total project costs include costs you charge to the award and costs you bear to satisfy a cost-sharing requirement, as it applies. If not a requirement per statute or regulation, voluntary cost sharing is not considered during merit review.

Classifying costs

There is no universal rule for classifying certain costs as direct or indirect F&A under every accounting system.

A cost may be direct regarding some service or function, but indirect with respect to the federal award or other final cost objective.

Treat each item of cost incurred for the same purpose consistently in similar situations, either as a direct or an indirect F&A cost. This helps avoid possible double charging of federal awards.

Review guidelines for deciding on direct and indirect F&A costs charged to federal awards in 2 CFR part 200, subpart E, Cost Principles.

Multi-year non-construction projects

Complete Sections A-F of the Budget Information for Non-Construction Programs (SF-424A).

Detailed form instructions

SECTION A – Budget summary, rows 1–4

- Provide budget amounts for the first four years of the project.
- Enter the amounts in the "New or Revised Budget" column, not the "Estimated Unobligated Funds" column.

SECTION B – Budget categories

SECTION B 6. Object class categories

Provide the object class category breakdown (that is, line-item budget) for each year of the period of performance as specified in the NOFO.

- Use column (1) to provide category amounts for Year 1.
- If it applies, use columns (2) through (4) for each budget year that follows.
- If it applies, for Year 5, submit a copy of Section B of the SF-424A as an attachment. (The NOFO will list a specific attachment number. We do not count this in the page limit.)

SECTION B 7. Program income

Enter the estimated amount of total program income, if any, expected to be directly generated by or earned from your project. Program income includes but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. For more information, please refer to the NOFO and the Uniform Administrative Requirements at 2 CFR 200.2 and 200.307. If program income does not apply, leave blank.

SECTION C – Non-federal resources

- Only complete if the cost sharing guidance in the NOFO requires it. Lines 8-11 correspond to the first four years of the project.
- If it applies, for Year 5, submit a copy of Section C of the SF-424A as an attachment. The NOFO will list a specific attachment number. We do not count this in the page limit.

SECTION D – Forecasted cash needs

- Line 13. Complete this line for all awards.
- Line 14. If you include cost sharing in your application, complete this line.
- Line 15 total (Sum of lines 13 and 14)

SECTION E – Budget estimates of federal funds needed for balance of the project

Complete line 16 of the Future Funding Periods columns for the outyears, with *(b) First* being the second year, *(c) Second* being the third year, etc.

SECTION F – Other budget information

Optional. For this last section of the SF-424A form, follow the specific Budget instructions listed in the NOFO.

Other attachments

The NOFO tells you what attachments we require with your application. You are free to add useful information as other attachments. In some cases, you must include certain extra attachments, as outlined here.

See the Appendix A for additional attachments for R&R NOFOs.

Key contacts

- Submit direct contact information for all principals and key personnel using the Key Contacts form.

- We require the middle name for each principal and key personnel you submit. If someone does not have a middle name, add N/A on the form.

Federal debt

You may not receive a federal grant if you or your organization have a judgment lien filed against you for a debt to the United States.

By signing the SF-424, you certify that you are not overdue on federal debt in keeping with Office of Management and Budget (OMB) Circular A-129 [PDF - 6.5MB]. Examples of relevant debt include:

- Unpaid payroll taxes, or other taxes.
- Audit disallowances (that is, costs determined to be unallowable)
- Guaranteed and direct student loans.
- Benefits that were overpaid.

If you're behind on federal debt, you must prove that you've arranged to repay the agency to which you owe the debt. Upload this explanation as an attachment in the Other attachments form.

Human subjects assurances

If you expect to conduct research involving human subjects, you must:

- Protect human subjects from research risks. (See the Code of Federal Regulations, Title 45 – Public Welfare, Part 46 – Protection of Human Subjects).
- Hold a Federal Wide Assurance (FWA) of compliance from the HHS Office for Human Research Protections (OHRP) before award. You must include your Human Subject Assurance Number (from the FWA) in your application. If you do not have an assurance when you apply, you must show that you'll get one from OHRP before award. You can include these in your Other Attachments.
- Receive initial and continuing approval of the research by an appropriately constituted and registered institutional review board (IRB). For instructions on registering IRBs and obtaining FWAs, see the OHRP website. For any questions on human subjects protection research, please visit HRSA's human subjects protection research website or contact HRSA's human subject protection experts at protections@hrsa.gov.

Read Certificates of Confidentiality for HRSA-Supported Research [PDF - 157KB].

Mandatory disclosures

You must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, 2 CFR 200.113.

To tell us about a violation, you will both email or write to us, and let us know in your application. See the HHS OIG Grant Self Disclosure Program for details on exactly what to include, and a submission form.

- In your application, include an attachment in your other attachments form with the details.
- Also send an email to grantdisclosures@oig.hhs.gov.

Lobbying

- You may not use federal funds to pay any person to influence or attempt to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress connected to any of the following:
    - Awarding any federal contract.
    - Creating any federal grant or loan.
    - Entering into any cooperative agreement.
    - Extending, continuing, renewing, or changing any federal contract, grant, loan, or cooperative agreement.
- Similarly, no one may do this on your behalf.

Submit Standard Form-LLL, “Disclosure of Lobbying Activities” [PDF - 134KB] if you use or have used any funds other than federal funds to pay 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 this federal contract, grant, loan, or cooperative agreement.

All subawards must use the certification language in the award documents. Tiers include subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements. All subrecipients must certify and disclose accordingly.

Your signature means that you are certifying the information is correct; you must provide this signed form before you draw down any funds under this award if you are a successful applicant. See section 1352, title 31, U.S. Code.

If anyone fails to file the required certification, they may have to pay a civil penalty between $10,000 and $100,000 for each failure.

Step 4:
Understand Review, Selection, and Award

In this step

Merit review: additional detail

Review criteria

The NOFO outlines the review criteria and scoring points in detail. The review panel uses these criteria to judge:

- The quality of a proposed project.
- How likely it is to succeed.
- The overall quality of an application.

The criteria relate to the sections of the project narrative. There are sub-criteria for each review criterion. These can help you present important information related to that criterion and provide the reviewer with a standard for evaluation.

Reviewers

- Experts serving on a merit review panel perform the reviews. Experts have training and experience in fields or disciplines related to the program.
- We screen each reviewer to avoid conflicts of interest. Reviewers must give an objective, unbiased evaluation based on the review criteria.
- When selecting review committee members, we may consider factors to improve the makeup of the committee, for example, where they're located.

Review results

- You'll receive written notification of the result of your application review. This includes a summary of the expert committee's evaluation of your application's strengths and weaknesses, and areas where you met the minimum requirements. It also includes a score, as applicable.

How we make awards

During 2026, we will change from using the Electronic Handbooks (EHBs) to using the Grant Solutions Grants Management Module (GMM) to issue awards. For any questions related to this change, please email **HRSA Grant Solutions Questions** at GSQuestions@hrsa.gov.

If we award you funding, we'll contact the Authorizing Organization Representative (AOR) and Principal Investigator (PI) or Project Director (PD) with instructions to access the Notice of Award (NOA) in the system when issued by the Grants Management Officer (GMO).

The NOA is a legal document. It says we've made an award and tells you:

- How much funding we're awarding.
- What terms and conditions you must follow.
- When the award begins.
- Non-federal share, if applicable.
- When we expect the project to end (total period of performance).

The NOA is the only document authorizing you to begin work on the project. Any other communication announcing that we have selected your application does not authorize you to begin work.

We issue the NOA before the award's start date. You can find the expected start date in the NOFO's Summary.

You may have to respond to conditions in the NOA before you draw or request funds.

Until a NOA for the initial budget period has been issued, any costs for the project are at your own risk.

Step 5:
Submit your Application

In this step

Process checklist

☐ I've read the NOFO and this Application Guide.

☐ My organization is eligible to apply for this funding opportunity.

☐ I'm applying to the correct funding opportunity number.

☐ My proposed project responds to the program's goals and objectives.

☐ My application does not go over the award ceiling listed in the NOFO.

☐ I completed all forms and attachments listed in the NOFO application checklist.

☐ My application does not go over the page limit.

☐ I'm planning to apply **at least three calendar days before** the deadline listed in the NOFO.

☐ I received an email from Grants.gov confirming they received my application.

☐ I received a Grants.gov email with my agency application tracking number.

File names

Only use the following characters when naming your attachments:

- Uppercase letters: A–Z
- Lowercase letters: a–z
- Numbers: 0–9
- Characters: _ ' , ; - . ! ( ) [ ] { } & ~ @ # $ % + =
- Spaces

File names MUST be under 50 characters, or Grants.gov will reject the file.

Software

To use Grants.gov, you'll need the latest compatible version of Adobe Reader. The Grants.gov Adobe Acrobat Reader Software Tip Sheet lists all compatible versions.

How to correct mistakes

If you apply more than once before the deadline listed in the NOFO, we'll only accept and review the last one. That means if you make a mistake in your application, you can submit a new application.

If you apply under the wrong funding opportunity number, we may reject your application.

If Grants.gov rejects your application due to errors, you must correct them and resubmit it before the deadline listed in the NOFO.

When you are submitting a new version to correct a mistake, in Box 1 of the SF-424, check "Changed/Corrected Application."

You still need to submit the revised application before the deadline listed in the NOFO.

How to track your application

Check the status of your application after you apply using [Track My Application](). Grants.gov will include this link when they email you to confirm they received your application.

Grants.gov will send four emails to your AOR:

Email number	Subject line	What it tells you	When you'll get it
1	**Submission Receipt**	Confirms that Grants.gov received your application.	Within 48 hours of submitting your application.
2	**Submission Validation or Rejected with Errors**	Tells you whether Grants.gov verified or rejected your application.	Within 48 hours.
3	**Grantor Agency Retrieval Receipt**	Tells you that we (HRSA) received it.	Hours after you receive the second email.
4	**Agency Tracking Number Assignment**	Gives you an application tracking number.	Within three business days after submitting the application.

Requesting a deadline waiver

If you cannot apply by the deadline, please request a waiver as soon as possible by emailing ApplicationWaivers@hrsa.gov.

We may consider extending the application deadline under a few certain circumstances, such as a:

- Natural disaster, like a flood or hurricane.
- Service disruption, like a prolonged blackout.
- Technical issue on our side that prevented you from applying on time.

There are also some reasons when we would not extend an application deadline:

- Grants.gov verification errors.
- Last-minute sign up.
- Errors because of a custom-built system to system (S2S) connection.
- An otherwise valid waiver request sent more than five calendar days after the application deadline.

What to include in your email requesting an extension:

- HRSA funding opportunity number (HRSA-##-###).
- Reason for requesting a waiver.
- Organization name.
- Organization address.
- Telephone number.
- UEI number.
- Name, address, and telephone number of the PD.
- If you received a “Rejected with Errors” email from Grants.gov: include your Grants.gov tracking number, displayed on the confirmation screen after you submit the application (GRANTXXXXXXXX).
- If you called Grants.gov or SAM.gov: case numbers (if they gave them to you).
- Emails from Grants.gov or SAM.gov, or other details.

We’ll use the information you provide to decide if we’ll grant you a waiver.

How to withdraw your application

You may withdraw your application any time before we issue an award. Email ApplicationWaivers@hrsa.gov, the Program Contact (PC), and Grants Management Specialist (GMS) listed in the NOFO.

Step 6: Learn What Happens After Award

In this step

See Appendix A for some additional requirements for R&R NOFOs.

Management and compliance

Financial management standards

Follow the guidance at 2 CFR Subpart E – Cost Principles and 2 CFR 200.302.

You must have internal controls for financial management. This will help you ensure that costs you charge to HRSA awards are allowable, reasonable, allocable, necessary, and documented. For example, you must ensure you only charge time you worked on HRSA projects to HRSA awards, and that your management approved the time worked. For more details, visit Internal Controls at a Glance | Tips for Developing Effective Internal Controls [PDF – 276 KB].

You must also have internal controls that ensure that you monitor and evaluate costs you charge to HRSA awards through subawards.

HRSA funds must retain their award-specific identity. Do not commingle them with state funds or other federal funds. “Commingling funds” typically means depositing or recording funds in a general account where you cannot identify the specific source of funds for any spending.

Compliance requirements at-a-glance

The administrative requirements, cost principles, and audit requirements vary by type of recipient organization.

Recipient type	Administrative requirements	Cost principles	Audit requirements
State, local, and tribal Governments	2 CFR part 200	2 CFR 200 subpart E	2 CFR 200.501, Audit requirements
Colleges and universities	2 CFR part 200	2 CFR 200 subpart E	2 CFR 200.501, Audit requirements
Nonprofit organizations	2 CFR part 200	2 CFR 200 subpart E	2 CFR 200.501, Audit requirements
Hospitals	2 CFR part 200	2 CFR part 200, Appendix IX	2 CFR 200.501, Audit requirements
For-profit organizations	2 CFR part 200	48 CFR subpart 31.2 (FAR 31.2)	2 CFR 200.501, Audit requirements
Foreign organizations	2 CFR part 200	Use the cost principles for the specific recipient type in the first five rows of this table.	2 CFR 200.501, Audit requirements However, this may change if we determine that applying these requirements would conflict with U.S. international obligations or a foreign government's laws.

Payments and continuing awards

Registering on ID.me for Payment Management System (PMS) access

If you receive a NOA and accept the award, you will need to create an account with ID.me to access HHS' PMS system.

PMS is the tool used for managing award payments. This is a new requirement that improves identity assurance, as it enables multi-factor authentication. For more information, visit the PMS website.

How we provide funding for a multi-year award

NOFOs can have periods of performance of one to five years.

Most competitive awards have a one-year budget period. However, the period of performance may be up to five years.

It works like this:

- You submit your progress reports and other required documents.
- We approve them.
- The budget period renews.
- We release funds for the following year.

We decide if we fund beyond the one-year budget period but within the multi-year period of performance. This depends on three factors:

- We have funds.
- You make good progress.
- We determine if continuing to fund you is in our best interest.

Requesting funding for each budget period

If you received an award and want to request a subsequent budget period, you must submit a Non-Competing Continuation Progress Report for continued funding of the next budget period.

Reporting

If you receive an award from us, you must provide any required reports. If your program requires specific reports, we will list them in the NOFO or NOA.

Here are the standard requirements. The NOA provides more details. Be sure to check the NOA for all reporting requirements.

Complete status reports

In 2026, HRSA will change from the Electronic Handbooks (EHBs) to the Grant Solutions Grants Management Module (GMM) for some program reporting. If you receive an award, we'll email you instructions for program-specific reporting.

For any questions related to the change, please email HRSA Grant Solutions Questions at GSQuestions@hrsa.gov.

Type of report	Why we need it	When it's due	Where to submit it
Federal financial report	Tells us what you've spent on the project.	Every year after the end of the budget period.	Payment Management System (PMS).
Progress report	Lets us know how the project is going so far.	Usually every three months, every six months, or once a year. Your NOA will tell you.	We'll email you instructions on where to submit.
Final report	Captures your entire project: your goals, strategies, barriers, and impact.	120 calendar days after the period of performance ends.	We'll email you instructions on where to submit.
Tangible personal property report	Details equipment you purchased that cost more than $10,000 per item.	120 calendar days after the period of performance ends. Note: You only have to report if you made purchases like these.	We'll email you instructions on where to submit.

Transparency Act reporting

The Federal Funding Accountability and Transparency Act (FFATA) requires reporting on subawards and on executive compensation. You can see the full requirements at [2 CFR part 170](#).

The prime recipient reports all information as part of maintaining their SAM.gov registration.

Both types of reporting apply to prime recipients with gross income over $300,000 in the last tax year. There are some additional criteria for each type.

Subaward reporting

As a prime recipient, you must report basic information about subawards greater than $30,000.

Executive compensation reporting

Some prime recipients must report compensation information for their five highest paid officers and those of their subrecipients.

This requirement applies to a prime recipient or subrecipient organization if it meets all the following:

- In the previous fiscal year, federal grants, subawards, contracts, and subcontracts:
  - Made up at least 80% of gross revenues.
  - Gross revenues totaled at least $25 million.
- The public does not already have access to this information through SEC or IRS reports.

Read your NOA for more details.

Uniform Data System Clinical Quality Measures and Healthy People 2030 Objectives and Benchmarks

Led by HHS, [Healthy People 2030 (HP 2030)](#) is the nation's 10-year plan for addressing our most critical public health priorities and challenges.

Since 1980, the HHS Office of Disease Prevention and Health Promotion has set measurable objectives and targets to improve the health and well-being of the nation.

If your NOFO indicates you will submit Uniform Data System (UDS) data, learn how UDS data aligns with HP 2030.

Actions you may need to take

Audits

If you spend more than $1 million in federal funds in a single year, you must undergo an audit. See the audit requirements in 2 CFR 200.501.

Acknowledgment of federal funding

- In work products and public information, you must acknowledge your federal grant.
- See Communicating and Acknowledging Federal Funding for details on how to comply, including sample language.
- You must comply with Public Law (P.L.) 118-47, and follow Division D, Title V, § 505 and acknowledge federal funds.

Other policy requirements

The NOFO outlines a variety of award requirements in the Administrative and National Policy Requirements section. We highlight a few requirements here.

Debarment, suspension, ineligibility, and voluntary exclusion certification

By submitting this proposal (application), you're saying the following is true.

- This certification in this clause is a material representation of fact. If it is later determined that the prospective recipient knowingly submitted an erroneous certification, in addition to other remedies available to the federal government, HHS may pursue available remedies, including but not limited to, suspension and/or debarment.
- The prospective recipient shall provide immediate written notice to HRSA if at any time the recipient learns that its certification was erroneous when submitted or had become erroneous due to changed circumstances.
- The following terms: covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction,

principal, proposal, and voluntarily excluded, as used in this certification, are defined in 2 CFR part 180, as supplemented by 2 CFR part 376.

- The prospective recipient agrees that, by submitting this proposal and if the proposed covered transaction is entered into, the recipient shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 2 CFR part 180, or 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by HRSA.
- The prospective recipient further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and receive a copy of the signed attestation by such lower tier contractor/subrecipient.
- A recipient may rely upon a certification of a prospective recipient in a lower tier covered transaction that neither it nor its principals are proposed for debarment under 2 CFR part 180 or 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. HRSA strongly encourages each participant to check the Excluded Parties database in the System for Award Management.
- Nothing contained in this certification requires establishment of a system of records in order to provide the certification required by this certification.
- Except for transactions authorized under paragraph E of this statement, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 2 CFR part 180 or 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the Department may pursue available remedies, including suspension, debarment, or both.

Appendix A: Additional instructions for R&R NOFOs

Research & related budget

Complete the Research & Related Budget form for each budget period. You can find this in Sections A-J and the Cumulative Budget.

Refer to the NOFO-specific guidelines for the maximum number of budget periods the program allows. Once you complete Budget Period 1, select the “Add Period” button on the third page to complete Budget Period 2. Repeat this with any remaining budget periods.

We create the Cumulative Budget automatically. It shows the total budget for the award request. You must fix errors you find within any incorrect fields in all Budget Periods. You cannot correct the Cumulative Budget itself.

Upload the Budget Justification narrative in Section L of the Research & Related Budget Form. This is for all budget periods.
The narrative should explain why you’re requesting the amounts for each line of the budget in Sections A-F. Amounts here should match and be mathematically consistent with amounts in your SF-424 R&R and Research & Related Budget form.

- Participant/Trainee Support Costs (Section E on the R&R Budget Form), if applicable:
    - List tuition/fees/health insurance, allowances, travel, food, and the number of people/trainees who will participate.
- Publication Costs:
    - List the total costs.
    - You may request funds to publish your findings or make work products available to others.
    - Include supporting information.
- ADP/Computer Services:
    - List total costs.
    - You may request funds for computer-based retrieval of scientific, technical, and education information.
    - If applicable, include the rates at your proposed company.

Administrative and national policy requirements

Research misconduct

You're responsible for the actions of everyone who works on the project. This includes your employees and anyone else, such as third parties. You'll investigate any possible research misconduct and resolve it quickly and fairly. (See 42 CFR Part 93 - Public Health Service Policies on Research Misconduct).

Appendix B: Definitions and acronyms

Definitions

Refer to 2 CFR 200.0, Acronyms, and 2 CFR 200.1, Definitions, for definitions of any terms in the NOFO or this guide that you don't recognize.

Acronyms

In addition to the acronyms in 2 CFR 200.1, here are some more that may be helpful to you or that are used often in this guide.

AL	Assistance Listing (formerly the Catalog of Federal Domestic Assistance (CFDA))
AO	Authorizing Official
AOR	Authorized Organization Representative
BPHC	Bureau of Primary Health Care
BHW	Bureau of Health Workforce
CAS	Cost Allocation Services
CCR	Central Contractor Registration (now defunct)
CFR	Code of Federal Regulations
CGMO	Chief Grants Management Officer
DSO	Digital Services Operation
DUNS	Data Universal Numbering System
EHBs	Electronic Handbooks
EIN	Employer Identification Number
EO	Executive Order
FAR	Federal Acquisition Regulation

FORHP	Federal Office of Rural Health Policy
FY	Fiscal Year
F&A	Facilities and Administration
GMO	Grants Management Officer
GMS	Grants Management Specialist
HAB	HIV/AIDS Bureau
HHS	Health and Human Services
HRSA	Health Resources and Services Administration
HSB	Healthcare Systems Bureau
MCHB	Maternal and Child Health Bureau
NCC	Noncompeting Continuation
NHAS	National HIV/AIDS Strategy
NOA	Notice of Award
NOFO	Notice of Funding Opportunity
OFAAM	Office of Federal Assistance and Acquisition Management
ORO	Office of Regional Operations
OS	Operating System
PC	Program Contact
PD	Project Director
P.L.	Public Law
PO	Project Officer / Program Official
POC	Point of Contact
R&R	Research and Related

SAM	System for Award Management
SF	Standard Form
TA	Technical Assistance
TIN	Tax Identification Number
UEI	Unique Entity Identifier

Appendix C: Changes to this guide

April 2026

- Updated the HHS Grants Policy Statement (GPS) link, that now leads to the main page for grants policy and regulations where you can find the latest version of the GPS.
- Changes to terminology, like:
  - “Non-federal entity” updated to “recipient” and “subrecipient,” respectively.
  - “Awardee” updated to “recipient” and “subrecipient,” respectively.
  - Removed references to “matching,” because 2 CFR 200 only uses the term “cost sharing.”
  - Updates to all definitions to ensure they are aligned with 2 CFR 200.