Grants 101

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Health Resources and Services Administration (HRSA)
Grants 101

Introductions

• Who is here? (FRA, BO, AO, PD)
  • Program or Finance

• How long have you had a HRSA grant?
  • < 2 years
  • 2-5 years
  • 5 < years

• Expectations
  • What are you hoping to get out of this session?
Grants 101

Agenda

• Key Roles and Responsibilities
  • Recipient Staff Roles
  • Government Staff Roles

• Overview of the Grant Life Cycle
  • Pre-Award
  • Award
  • Post-Award
  • Closeout

• Collaborating Effectively
Key Roles and Responsibilities
Recipient Roles – EHBs Organization Roles

• Authorizing Official (AO)
  • Any individual authorized to act for the recipient and assume the obligations that apply to grant applications and grant awards.

• Business Official (BO)
  • Any individual authorized to review and submit financial reports and interact with the Payment Management System (PMS).

• Other
  • Any individual of an organization wishing to have access to EHBs.
Key Roles and Responsibilities
Recipient Roles – EHBs Grant Level Roles

- **Financial Reporting Administrator (FRA)**
  - Responsible for financial reporting (via the Federal Financial Report) on federal awards

- **Program Director (PD)**
  - Responsible for project performance and daily grant operations

- **Employee**
  - Any individual other than the FRA and PD
Key Roles and Responsibilities

Government Roles

• **Project Officer (PO)**
  • Responsible for programmatic monitoring; promotes successful fulfillment of the goals and objectives of the Federal award

• **Grants Management Officer (GMO)**
  • Responsible for the business management and other non-programmatic aspects of the Federal award

• **Grants Management Specialist (GMS)**
  • Responsible for the day-to-day oversight of the grant award
Key Roles and Responsibilities (Cont.)

Government Roles

• Closeout Specialist
  • Responsible for the closing of the grant award at the end of the project period; works with the GMS and PO

• Payment Management System Liaison Accountant (PMS Rep)
  • Responsible for managing recipient accounts within the Payment Management System; works with the GMS
Grant Life Cycle
Planning and Announcement

Who is Involved?
• Applicant
• Grants Management Officer
• Project Officer
Grant Life Cycle
Application, Evaluation, and Negotiation

- **Who is Involved?**
  - Division of Independent Review
  - Grants Management Officer
  - Project Officer
Grant Life Cycle

Award

• Who is Involved?
  - Grants Management Officer
  - Grants Management Specialist
  - Project Officer
  - Recipient
Grant Life Cycle
Post-Award and Monitoring

• Who is Involved?
  - Grants Management Specialist
  - Project Officer
  - Recipient
Grant Life Cycle

Closeout

• Who is Involved?
  - Closeout Specialist
  - Grants Management Specialist
  - Project Officer
  - Recipient
Grants 101
Collaborating Effectively

Communication is Key!
Recipient Success = HRSA Success
Grant Life Cycle

Resources

• HRSA Grant Information
  • [www.hrsa.gov](http://www.hrsa.gov) ➔ Grants ➔ Manage Your Grant
    • Contact Us
    • Technical Assistance Calls
    • Financial Management Tip Sheet
    • EHBs Knowledgebase
    • SAM and DUNS Information
    • Awards Management Tutorial
Questions?
Contact Information

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