U.S. Department of Health and Human Services

HRSA

Health Resources & Services Administration

R&R
Two-Tier Application Guide

A guide to help you prepare and apply through Grants.gov and HRSA Electronic Handbooks (EHBs)

Use this along with HRSA notices of funding opportunities (NOFOs)

Updated March 6, 2025

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1. INTRODUCTION

1.1. About HRSA

Our programs provide broad access to health care to people who are geographically isolated and economically or medically vulnerable. This includes programs that deliver health services to people with HIV, pregnant women, mothers, and their families, those with low incomes, residents of rural areas, American Indians, and Alaska Natives, and those otherwise unable to access high-quality health care.

We also support health infrastructure by training health professionals and assigning them to areas where they are needed most. We provide financial support to health care providers, and advance telehealth.

And we oversee programs that give discounts on prescription drugs to safety net providers, facilitate organ, bone marrow, and cord blood transplantation, compensate people injured by vaccination, and maintain data on health care malpractice payments.

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

1.2. About this guide

We created this guide to help you prepare and apply to HRSA *Research and Related (R&R)* notices of funding opportunities (NOFOs) through two tiers/phases: Grants.gov **and** the HRSA Electronic Handbooks (EHBs)[1]. This *two-tier R&R* guide does not replace program guidance in NOFOs.

1.3. Document Version Control

We periodically update this guide to align with statutory, regulatory, and policy changes.

1.4. Updates from the last version

March 6, 2025

- Updated salary rate limit amount and examples. New salary rate limit for Executive Senior Level II increased January 2025 from $221,900 to $225,700.
- Revised sections 1.1 and 5.1 to comply with Executive Orders signed by the President (to the extent permitted by law).

November 6, 2024

- In the transition from 45 CFR 75 to 2 CFR 200 and 300, HHS is using a *phased* approach, where we implement key provisions that provide flexibilities to the

[1] Certain HRSA applications require you to apply through Grants.gov (**Phase 1**) and the EHBs (**Phase 2**). You'll always submit to Grants.gov before the EHBs. Refer to the NOFO for dates.

HHS grants community in October 2024 and implement the remainder of 2 CFR in October 2025.
  - See various sections that state "Effective **October 1, 2024**": Complete an audit, Complete status reports and 6.1. Administrative and national policy requirements
  - Source: Interim Final Rule.
- Updated the HHS Grants Policy Statement link, that now leads to the new October 1, 2024 version
- Clarified that the salary rate limit applies to both direct and indirect costs, per the revised GPS
- Added new Life sciences research program requirement for specific programs.

2. REGISTER AND APPLY THROUGH GRANTS.GOV USING WORKSPACE

2.1. Get Registered

SAM.gov

First you must register and have an active account with SAM.gov. As part of registration, SAM will assign a Unique Entity Identifier (UEI) to you. SAM.gov registration can take several weeks. Begin that process today.
To register, go to SAM.gov Entity Registration and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

People assigned an Entity Administrator role in SAM.gov must be an employee, officer, or board member. This ensures an entity can control who has permission to control roles within their entity.

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 you're an applicant using a non-employee 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.

Grants.gov
You must also have an active account with [Grants.gov] and apply online.

Under the two-tier/two-phase system, HRSA ***requires*** you to initially apply through **Grants.gov**. Review Section 4 to find out how to apply in the **EHBs**

2.2. Find funding opportunities

There are multiple ways you can search on Grants.gov.

1. Enter keyword or phrase in the BASIC SEARCH CRITERIA search box.
2. Use one of these tabs off the home page:
   - Browse Newest
   - Browse Categories
   - Browse Agencies
   - Browse Eligibilities
3. Select the SEARCH GRANTS tab, enter the funding opportunity number (Example: HRSA-25-000) or federal assistance listing number, and then select the funding opportunity for which you wish to apply.
4. Search for the funding opportunity under the APPLICANTS tab under How to Apply for Grants. Select "Search for Opportunity Package." Enter the funding opportunity number. (Example: HRSA-25-000.)

Refer to the NOFO for eligibility criteria or use filters to help narrow your search.

Eligibility key words:
- Institutions of Higher Education
- Non-Profit Entities
- Private For-Profit Entities
- Public Entities
- Tribes and Tribal Organizations

Subscribe to a NOFO
We may modify the NOFO, add documents, or republish it before it closes. If you subscribe to the NOFO, you'll get an email with updates.

Select the subscribe button on the grant opportunity page.

2.3. Overview on how to apply (through Grants.gov and HRSA EHBs)

Phase 1: You apply online using Workspace. It allows you shared access and editing of the application's web forms. You can create an instance of a Workspace for each NOFO.

This is an **overview** of applying on Grants.gov. Review complete instructions on Grants.gov's How to Apply for Grants.

1) *Create a Workspace*: Complete your application online. Route it through your organization for review before you submit.

2) *Complete a Workspace*: Add people to the workspace. Complete all the required forms. Check for errors before you submit.

a. *Adobe Reader*: Instead of filling out web forms, you can download the forms as PDFs in Workspace. Save each PDF to your local device storage, network drive(s), or external drives, and then access through Adobe Reader.

   NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software.

b. *Mandatory form fields:* In the forms, some fields have a different background color and border. You also can identify mandatory fields by hovering over each box. You must complete these.

c. *Complete SF-424 R&R fields first:* The forms allow you to fill in common required fields across other forms, such as applicant name, address, and UEI number. To trigger this feature, you must complete the SF-424 R&R information first. Once complete, this information will transfer to the other forms.

3) *Submit a Workspace*: Use the Sign and Submit button on the Manage Workspace page, under the Forms tab. You must complete this step to apply.

Best practice: Try to **apply at least *three* calendar days before the deadline stated in the NOFO**. Applying a bit earlier than the deadline gives you time if there is a problem to fix errors and still submit on time.

4) *Track a Workspace*: After you submit a Workspace package, Grants.gov assigns a tracking number (GRANTXXXXXXXX). You'll see the number on the page confirming your submission.

Refer to Applicant Training for user guides and videos.

For Grants.gov customer support, *s*ee Section 7.2.

Phase 2: After you apply in Grants.gov (Phase 1), we'll email you—within 7 days—to say we've received your application. We'll also tell you that your Project Director and Authorizing Official must review and submit additional information in our EHBs (**Phase 2**). You must do this by the deadline.

We'll ask that you complete the rest of your application in the EHBs.

Follow these steps:

1. Refer to the NOFO. It tells you which program-specific forms to submit

in the EHBs.

2. Review Section 4.

NOTE: If you do not get an email from us within 7 days, call 877-GO4-HRSA (877-464-4772) [TTY: (877) 897-9910] Monday through Friday between 7 a.m. and 8 p.m. ET. You can also use Electronic Handbooks Contact Center. Please have your Grants.gov tracking number available.

2.4. Apply on time and prove you submitted on time

Submit online at Grants.gov. You must apply by 11:59 p.m. ET on the due date/deadline we list in the NOFO's **Deadlines** section.

Grants.gov creates an electronic date and time stamp when you apply. Grants.gov will confirm they received your application in an email it sends to your AOR. The email includes a tracking number (GRANTXXXXXXXX). This email serves as proof that Grants.gov received your application on time.

We do not have to accept late applications.

Note: If there's an error, Grants.gov will email your AOR about that instead.

2.5. Late applications

If your application does not meet the criteria in the NOFO's **Deadlines** section, and a HRSA-approved waiver under the following Section 2.6 does not extend the deadline, we will consider it late and will not review it.

2.6. Requesting a waiver

Apply by the deadline in the NOFO.

Reasons we will not extend a deadline	Reasons we may extend a deadline
Grants.gov verification errors	Natural disaster (example: flood or hurricane)
Last-minute sign up	Service disruption (example: a prolonged blackout)
Errors due to a custom-built system to system (S2S) connection	Technical issue on our side that prevented you from applying on time
Errors you make while submitting	

If you cannot apply by the deadline, please request a waiver as soon as possible by emailing **ApplicationWaivers@hrsa.gov. Any waiver requests received more than *five* calendar days after the opportunity's closing date will not be granted.**

What to include in your email:

- HRSA funding opportunity number (HRSA-##-###)
- Reason for waiver request
- Organization name
- Address
- Telephone number
- Unique Entity Identifier (UEI) number
- Name, address, and telephone number of the PD
- Grants.gov tracking number[2] (GRANTXXXXXXXX) (if you received a "Rejected with Errors" email from Grants.gov)
- EHBs tracking number
- Case numbers (if you called Grants.gov or SAM.gov and 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.

3. DETAILED INSTRUCTIONS ON HOW TO APPLY

For assistance with program guidance related questions, contact the Program Contact (PC) listed in the NOFO. For assistance with administrative related questions, contact the Grants Management Specialist (GMS) listed in the NOFO.

Follow these instructions unless we note otherwise in the NOFO. We'll consider applications that do not follow the instructions non-responsive and will not review.

3.1. How to complete forms, narratives, and attachments

Phase 1

Complete **Phase 1**, the Grants.gov portion of the application using both the built-in instructions and the instructions provided in the NOFO.

Use the package included with the funding opportunity. Use **English and whole number budget figures in U.S. dollars.** (45 CFR § 75.111(a)).

If you use Applicant System-to-System (S2S) and run into issues when you apply, that is not a valid reason to request a waiver.

3.1.1. Project abstract

Use the Standard OMB-approved Project Abstract Summary form that Grants.gov includes in the workspace application package.

Summarize the application in the Project Abstract field. Use 4,000 characters or less. Do not include personally identifiable information (PII) in abstract form. The public and Congress may see your abstract. Make sure it's clear, accurate, short. Do not refer to

[2] Grants.gov tracking number is displayed on the confirmation page in Grants.gov immediately after you complete the submission.

other parts of the application. Describe the needs you'll address, the proposed services, and the group(s) you'll serve.

If you receive an award, we'll put your project abstract on public websites and databases, including USAspending.gov. See the NOFO for additional information that we may require you to add to the project abstract.

3.1.2. Application for Federal Assistance (SF-424 R&R)

Follow the form's instructions. All fields with a different background color are required.

The SF-424 (R&R) form has multiple fields. If you mouse over each field, instructions will appear in a text box. The following gives you a breakdown of those fields.

1. Type of Submission (required)
There are three fields to choose from:

- Pre-application. We normally do not request a preapplication. Unless the NOFO says otherwise, choose from the remaining two fields.
- Application. This applies to most.
- Changed/Corrected Application.
  - Check if your submission is to change or correct a previously submitted application.
  - Unless we request it, you may not use this form to submit changes after the application deadline.
  - If you check this box, enter the Grants.gov tracking number in the 4.c. Previous Grants.gov Tracking ID field.

2. Date Submitted (optional)
There are two fields to complete, if you choose:

- Date Submitted: Enter the date you submit your application to us (or state if it applies).
- Applicant Identifier: Enter your control number (if it applies).

3. Date Received by State (optional)
Enter the date received by state (if it applies).

State Application Identifier (optional)
Enter the state application identifier (if it applies).

4a. Federal Identifier (optional)
If this is a continuation, revision, or renewal application, enter the assigned Federal Identifier number (for example, award number) --even if submitting a changed/corrected application.

4b. Agency Routing Identifier (optional)
Enter the agency-assigned routing identifier (if instructed to do so).

4c. Previous Grants.gov Tracking ID (optional)
Enter the previous Grants.gov tracking number (if it applies).

5. Applicant Information
There are multiple fields in this section:

- UEI (required)
  Your organization (and subrecipients of our award funds) must have a unique entity identifier (UEI) number to apply.
- Legal Name (required)
  Enter the legal name of the applicant that will undertake the assistance activity. This is the organization that has registered with the System for Award Management (SAM).
- Department (optional)
  Enter the name of primary organizational department, service, laboratory, or equivalent level within the organization which will undertake the assistance activity.
- Division (optional)
  Enter the name of primary organizational division, office, or major subdivision which will undertake the assistance activity.
- Street1 (required)
  Enter first line of the street address.
- Street2 (optional)
  Enter second line of the street address.
- City (required)
  Enter the city for address.
- County/Parish (optional)
  Enter the county/parish for address.
- State (required)
  Enter the state where you are located. This field is required if you are located in the United States.
- Province (optional)
  Enter the Province where the applicant is located. If Country is not US, then inactive.
- Country (required)
  Select the country for your address.
- ZIP/Postal Code (required)
  Enter the nine-digit Postal Code (e.g., ZIP code) of the primary performance site location. This field is required if the Project Performance Site is located in the United States. Use USPS: Look Up a Zip code.

Person to be contacted on matters involving this application (required)

- Prefix (optional)

Enter the prefix (e.g., Mr., Mrs., Rev.) for the person to contact on matters related to this application.

- First Name (required)
- Middle Name (recommended - If no middle name, add N/A)
- Last Name (required)
- Suffix (optional)
  Enter the suffix (e.g., Jr., Sr., Ph.D) for the name of the person to contact on matters related to this application.
- Position/Title (optional)
- Street1 (required)
- Street2 (optional)
- City (required)
- County/Parish (optional)
- State (required)
- Province (optional)
- Country (required)
- Zip/Postal Code (required)
  Enter the 9-digit ZIP code. Use USPS: Look Up a Zip code.
- Phone Number (required daytime number)
- Fax Number (optional)
- Email (required)

6. Employer Identification *(EIN) or (TIN)* (required)
Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.

A missing or incorrect UEI number is the top reason Grants.gov rejects an application for errors.

7. Type of Applicant (required)
Select one of the appropriate applicant type codes A through X in the drop-down menu. If Small Business is selected as Type of Applicant, then note if the organization is Woman-owned and/or Socially and Economically Disadvantaged.

8. Type of Application (required)
There are five boxes to choose from:

- New. An application that is being submitted for the first time.
- Resubmission. An application that has been previously submitted, but was not funded, and is being resubmitted for new consideration.
- Renewal. An application requesting additional funding for a period subsequent to that provided by a current award. A renewal application competes with all other applications and must be developed as fully as though the applicant is applying for the first time.

- Continuation. A non-competing application for an additional funding/budget period within a previously approved period of performance.
- Revision. An application that proposes a change in: 1) the federal government's financial obligations or contingent liability from an existing obligation; or, 2) any other change in the terms and conditions of the existing award. If you check Revision, check at least one of the following boxes:
  - A: Increase Award
  - B: Decrease Award
  - C: Increase Duration
  - D: Decrease Duration
  - E: Other (specify)

Is this application being submitted to other agencies? (required)
Check one of the two following boxes: Yes or No. If you check Yes, name the additional federal agency to which this application is being submitted.

9. Name of Federal Agency (required)
Grants.gov pre-populates this field with “Health Resources and Services Administration.”

10. Catalog of Federal Domestic Assistance Number (required)
Grants.gov pre-populates this field with the **federal assistance listing number** (AL) number (*formerly referred to as CFDA number*) listed in every NOFO.
Assistance Listing Title field (required) is also prepopulated.

11. Descriptive Title of Applicant's Project (required)
Enter a brief, descriptive title of the project. You may attach supporting documents, if requested in the NOFO.

12. Proposed Project (required)
There are two fields to complete:

a. Start Date
b. End Date

13. Congressional District of Applicant (required)
Enter the applicant’s congressional district.

Enter the Congressional District in the format: 2-character State Abbreviation - 3-character District Number. Examples: CA-005 for California's 5th district, CA-012 for California's 12th district. If outside the US, enter 00-000. To locate your congressional district, visit the Grants.gov web site.

14. Project Director/Principal Investigator Contact Information (required)
Fill in your Project Director’s name. This person and name are separate from the Authorized Representative (AOR) in field 19. (Ensure they use an out of office email that says who to contact while they’re out.)

- Prefix (optional)
  Enter the prefix (e.g., Mr., Mrs., Rev.) for the PD/PI.
- First Name (required)
- Middle Name (recommended - If no middle name, add N/A)
- Last Name (required)
- Suffix (optional)
  Enter the suffix (e.g., Jr., Sr., Ph.D) name for the PD/PI.
- Position/Title (optional)
- Organization Name (required)
  Enter the name of organization name for the PD/PI.
- Department (optional)
  Enter the name of primary organizational department, service, laboratory, or equivalent level within the organization name for the PD/PI.
- Division (optional)
  Enter the name of primary organizational division, office, or major subdivision name for the PD/PI.
- Street1 (required)
  Enter first line of the street address name for the PD/PI.
- Street2 (optional)
  Enter second line of the street address name for the PD/PI.
- City (required)
- County/Parish (optional)
- State (required)
- Province (optional)
- Country (required)
- Zip/Postal Code (required)

Enter the 9-digit ZIP code. This field is required if the country is specified as United States. Use USPS: Look Up a Zip code.

- Phone Number (required daytime number)
- Fax Number (optional)
- Email (required)

15. Estimated Project Funding ($) (required)
Enter the amounts for the first budget period. Enter “0” for none if it applies.

a. Total Federal Funds Requested
b. Total Non-Federal Funds Requested
c. Total Federal & Non Federal Funds
d. Estimated Program Income

16. Is Application Subject to Review by State Executive Order 12372 Process? (required)
There are three boxes to choose from:

a. YES: This application was made available to the State under the Executive Order 12372 Process for review on [add date]
b. NO: Program is not covered by E.O. 12372; OR.
.NO Program has not been selected by state for review

If a NOFO is subject to EO 12372, "Intergovernmental Review of Federal Programs," it will say so.
EO 12372 allows states to set up a system to review applications from within their states for help under certain federal programs.

Contact your single point of contact as early as possible. Alert them to the prospective applications and receive any instructions on the state's process this EO uses. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.

Note: Federally recognized Native American tribes or tribal organizations do not need to do this.

17. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious. or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001) (required)
Check the "I AGREE" box.

18. SFLLL (Disclosure of Lobbying Activities) or other Explanatory Documentation (optional)
If it applies, attach the SFLLL (Disclosure of Lobbying Activities) or other explanatory documentation.

19. Authorized Representative (required)
This section of the SF-424 R&R form has multiple fields. To be signed and dated by your organization's authorized representative. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in your organization's office. For all Grants.gov submissions, the signature of the authorized representative and the date signed are completed upon submission.

- Prefix (optional)
- First Name (required)
- Middle Name (recommended - If no middle name, add N/A)
- Last Name (required)
- Suffix (optional)
- Position/Title (required)
- Organization (required)

- Department (optional)
- Division (optional)
- Street1 (required)
- Street2 (optional)
- City (required)
- County/Parish (optional)
- State (required)
- Province (optional)
- Country (required)
- Zip/Postal Code (required)
- Phone Number (required daytime number)
- Fax Number (optional)
- Email (required)
- Signature of Authorized Representative (required)
- Date Signed (required)

20. Pre-application (optional)
We normally do not request a pre-application.

21. Cover Letter Attachment (optional)
We normally do not request a cover letter. This is the last field in the SF-424 R&R form.

3.1.3. Assurances

If you expect 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.

- 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.

3.1.4. Certifications

Complete the required Certification Regarding Lobbying Form and, if it applies, the Disclosure of Lobbying Activities Form. We provide both in the application package.

Lobbying

1. 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 of any federal contract
   - Creating any federal grant or loan
   - Entering into any cooperative agreement
   - Extending, continuing, renewing, changing any federal contract, grant, loan, or cooperative agreement

   Similarly, no one may do this on your behalf.
2. Submit Standard Form-LLL, "Disclosure of Lobbying Activities," 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.

3. 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.

Federal Debt

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

By signing the SF-424 R&R, you certify that you are not overdue on federal debt in keeping with OMB Circular A-129. Examples of relevant debt include:

- Unpaid payroll 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.

Debarment, suspension, ineligibility, and voluntary exclusion certification
By submitting this proposal, you're saying the following are true.

A. 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.
B. 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.
C. The 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.
D. The prospective recipient agrees by submitting this proposal that, should the proposed covered transaction be entered into, it 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.
E. 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.
F. 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.
G. Nothing contained in this certification requires establishment of a system of records in order to provide the certification required by this certification.
H. 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, but not limited to, suspension and/or debarment.

Phase 2

Complete **Phase 2** the HRSA EHBs portion of the application using both the built-in instructions and the instructions provided in the NOFO.

3.1.5. HRSA 99 series data forms (various)

See NOFO for form-specific instructions.

Funding policies and limitations

If noted in the NOFO, the following applies:

Salary rate limit

The current appropriations act provides a salary rate limit, that applies to both direct and indirect costs. The law limits the salary amount that may be awarded and charged to HRSA grants and cooperative agreements.

You may not use award funds to pay someone's salary at a rate above Executive Level II, which is **$225,700** (effective January 2025)**.** 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 limit also applies to subrecipients under a HRSA grant or cooperative agreement.

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

Here's a breakdown and examples of the limit:

Person's *actual* base full-time salary paid from your organization's funds:	$255,000
They'll devote 50% of their time to the project	
Direct salary	$127,500
Fringe (25% of salary)	$31,875
Total	$159,375

Amount that you may claim on the application budget due to the statutory salary rate limit:

Person's base full-time salary *adjusted* to Executive Level II:	**$225,700**
They'll devote 50% of their time to the project:	
Direct salary	**$112,850**
Fringe (25% of salary)	**$ 56,425**
Total	**$169,275**

Staff Justification Table

(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	$225,700	$110,950
M. Green	Dentist	100	$230,000	$225,700	$225,700
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**		**$604,150**

*Use when salary is over the $225,700 limit.

To consider costs allowable and allocable, make sure that:

- Official records support staff costs that reflect the work performed
- Internal controls provide reasonable assurance

Funding restrictions (specific mandates)
Statutory/legislative mandates (orders) in annual appropriations must be followed when the appropriation funds HRSA programs.

Make sure you have strong policies and procedures and handle your finances well. This way you'll avoid spending any HRSA funds on banned activities.

When you receive federal funding, you agree to follow federal rules. This may include limits on how you may use funds for lobbying, executive salaries, gun control, abortion, etc.

Like all other award requirements, we can audit (check) how effective your policies, procedures, and controls are.

Review recent Legislative Mandates

Funding restrictions (in general)
You may request funding up to the ceiling amount listed in the NOFO.

Awards to support projects beyond the first budget year will depend on whether:

- Congress appropriates funds
- Your progress meets the project's objectives

- We decide that continued funding is in the federal government's best interest

Unallowable costs
The NOFO specifies unallowable costs that apply to each funding opportunity.

Consult the cost principles for a complete explanation:

- Section 6.2 Compliance Requirements at a Glance
- UAR Subpart E – Cost Principles at 45 CFR part 75

Requirements that the program statute, regulations, or the terms and conditions of the award specify may also govern the allowability of costs under individual HRSA awards. These requirements are more important than the general information we provide here or in the regulations that we reference.

Note: A cost is unallowable if it is not reasonable, necessary, allocable to the award, or adequately documented (45 CFR § 75.403). In addition, the cost must be related to the specific program. For example, a medical training program should not include construction costs.

Refer to the **Allowable and Unallowable Costs and Activities** section in the HHS Grants Policy Statement (October 1, 2024) for more details.

NOTE: If you do not document costs—such as vouchers, invoices, timekeeping records—with enough detail to determine if the cost is allowable and allocable, then your annual audit might reflect that you cannot charge the costs to the HRSA award. You will need to return the funds if you do not record the costs.

3.1.6. Attachments

- Provide as the NOFO specifies
- Upload into the application – we will not open or review anything you hyperlink
- **Label clearly**

3.2. How to format narratives and attachments

3.2.1. Font

- Use a readable font, such as Times New Roman, Arial, Courier, or CG Times.
- Make text and tables single-spaced. All text must be at least a 12-point font
- For charts, graphs, footnotes, and budget tables, you may use a different (at least 10-point) pitch or size font.

3.2.2. Paper size and margins

- Ensure that we can print your application on 8½" x 11" white paper.
- Margins must be at least one inch at the top, bottom, left and right of the paper.

- Left-align text.

3.2.3. Names

On each page as the footer, include your organization's name and 10-digit award number (if competing continuation or competing supplement).

3.2.4. Section headings

Put all section headings flush left in bold type.

3.2.5. Page numbering

- Do not number the standard OMB-approved forms.
- Number each attachment page sequentially (that is, 1, 2, 3).
- Reset the numbering for each attachment.
- Treat each attachment as a separate section.

3.2.6. Attachments Guidelines

Unless the NOFO says differently, do not submit organizational brochures or other promotional materials (for example, slides, films, clips).

Although Grants.gov allows you to upload other types of attachments, we only accept the following:

File types

- .DOC/.DOCX - Microsoft Word
- .RTF - Rich Text Format
- .TXT - Text
- .WPD - Word Perfect Document
- .PDF - Adobe Portable Document Format
- .XLS/.XLSX - Microsoft Excel
- .VSD - Microsoft Visio

File names

Only use the following characters when naming your attachments:

- Uppercase letters: A–Z
- Lowercase letters: a–z
- Numbers: 0–9
- Characters: apostrophe, comma, semicolon, hyphen, space, period, exclamation point, parenthesis, curly braces, square brackets, ampersand, tilde, at sign, number sign, dollar sign, percent sign, plus sign, equal sign

File names MUST be under 50 characters.

When we print your application, documents will print as you have formatted them. If you use Excel or other spreadsheets, reviewers will only see information that is set in the "Print Area."

3.3. How to order application content (Table of Contents)

We use an automatic numbering approach. This ensures applications are consistent when we print them.

We use a standard package from Grants.gov and a standard order of forms. Review the program-specific NOFO for the forms and attachments required for Grants.gov **and** the EHBs.

SF-424 R&R Two-Tier (Two-Phase) Application for Federal Assistance – Table of Contents

Phase 1: Applying through Grants.gov – refer to the NOFO first for program-specific instructions

- Recommendation: number the attachment pages sequentially and reset the numbering for each attachment. Do not attempt to number standard OMB-approved form pages.
- Do not include a table of contents for the entire application. HRSA will create a table of contents in the order specified.

Application Component	Document Type	Document Name	Instructions
Project abstract	Form	Project Abstract Summary Form	Ensure the Project Abstract field succinctly describes the project in plain language that the public can understand and use without the full proposal. Use 4,000 characters or less.
Other required forms			
	Form	Application for Federal Assistance (SF-424 R&R)	Complete pages 1 to 2.
	Attachment	Additional Congressional District	As applicable, upload on the third page of SF-424 - Box 16.
	Form	Project/Performance Site Location(s)3	Supports primary and 299 additional sites in structured form.
	Attachment	Additional Performance Site Location(s)3	As applicable, upload in the SF-424 Performance Site Location(s) form as a single document with all additional site location(s).
	Form	Disclosure of Lobbying Activities (SF-LLL)	Supports structured data for lobbying activities.

- After you submit your application in Grants.gov (**Phase 1**), and we process it, we'll email you to say we received your application. You can expect this email within 7 business days after you apply in Grants.gov.

[3] To improve grant award data accuracy, HHS requires that applicant street addresses (SF-424 face page and Project/Performance Site Location Form) contain a valid 9-digit Zip code. Look Up a Zip code on USPS.

- If you do not receive the email in this timeframe, contact us at 877-GO4-HRSA (877-464-4772) or via the web at Electronic Handbooks Contact Center. Please have your Grants.gov tracking number ready.
- After we confirm that we have received your application in Grants.gov: review and submit the required application information in HRSA EHBs (**Phase 2)** by the deadline.

Phase 2: Applying through EHBs – refer to the NOFO first for program-specific instructions

Application Component	Document Type	Document Name	Instructions
HRSA-99 series of forms (various)	Forms	See NOFO	Submit in the EHBs. Details in NOFO
Program-specific attachments	Attachments	See NOFO	Submit in the EHBs. Details in NOFO

3.4. Application page limit

The BHW CHGME program does not have an application page limit.

3.5. Date and time to apply

Letter of intent
Only submit a letter of intent if the NOFO requests it.

The letter should identify your organization and intent to apply, and briefly describe the proposal.

Email the letter to HRSADSO@hrsa.gov by the date on the NOFO. Use the HRSA opportunity number as the email subject (HRSA-##-####). *Note*: We will not confirm that we've received your letter of intent.

Application deadline
Apply to Grants.gov (**Phase 1**) by 11:59 p.m. ET on the date we list in the NOFO's **Deadlines** section. (We'll note if it's different.)

You must complete all other required information in the EHBs (**Phase 2**). Do this by 5 p.m. ET on the deadline we list in the NOFO's **Deadlines** section.

Note: If your application is due at a different time in either Grants.gov or the EHBs, we'll list that time in the NOFO.

You've applied when:

- Your AOR or designee applies via Grants.gov to the correct funding opportunity number
- Grants.gov verifies it on or before the deadline.
- The Project Director reviewed the application in the EHBs.
- The Authorizing Official (AO) entered the additional application information.
- We receive on or before the EHBs deadline and time.

3.6. How to correct mistakes

We will only accept and review your first validated electronic submission, under the correct funding opportunity number, in Grants.gov. Applications submitted after the first submission will be marked as duplicates and considered ineligible for review.

If you apply under the wrong funding opportunity number, we may deem it non-responsive (decide you did not do what we asked and reject your application). Refer to Section 2.6 for more guidance.

If you wish to change information you submitted in a Grants.gov application, you may do so when you apply in the Electronic Handbooks (EHBs).

If Grants.gov rejects your application due to errors, you must correct and resubmit before the deadline.

Make sure the AOR applies by the deadline. We will not accept incomplete, rejected, or otherwise delayed applications after the deadline.

3.7. How to write a strong application

Be brief, but precise as you describe:

- **Goals and objectives**
  - Define them clearly
  - Be specific
- **Need**
  - The need for the service or activity that the grant will support
  - Your organization's track record in fulfilling that need
- **Response and impact**
  - Show how you plan to achieve the program's purpose
  - Include supporting data whenever possible
- **Resources and capabilities**
  - Elaborate on your organization's knowledge, staffing, and fiscal stability
  - Explain how these ensure you can carry out your proposal and meet the goals of the grant program

Follow Our 10 Tips

1) Start preparing the application early.
   - Allow plenty of time to gather required information.
   - Submit well before the deadline.
   - Power failures are not an excuse for applying late.
2) Follow the NOFO instructions.
   - Place all information in the order we request.
   - Write clearly.
   - Complete all application elements and responses to the 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.
   - 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 registration is the top reason applications are rejected.
   - Reviewers also reject applications because of file issues. Do not:
     - Exceed Grants.gov's 50-character limit for file names
     - Include special characters in the file name
     - Save in the wrong version of Adobe Acrobat
     - Save in any file type that we do not accept.

8) Be careful when you use attachments.
   - Do not use attachments for information we require in the body of the application.
   - Cross-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, print out your application. Review to ensure you:
     - Included all attachments

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 receive your application.

3.8. How to withdraw your application

You may withdraw your application any time before we issue an award. Email ApplicationWaivers@hrsa.gov and the PC and GMS listed in the NOFO.

4. CONFIRM OR COMPLETE YOUR APPLICATION IN HRSA'S ELECTRONIC HANDBOOKS (EHBS)

4.1. Register

Follow these two steps to register in the EHBs.

STEP 1: Create individual accounts. Identify each person's role as one of these:

- Authorizing official (AO)
- Business official (BO)
- Other employee

Refer to the EHBs Help and Knowledge Base - Registration and User Accounts FAQs for more on roles and responsibilities.

STEP 2: Link users with your organization. Use your organization's Unique Entity Identification (UEI) – find it on your application's SF-424 form.

Note: You can link one user to more than one organization.

Registering in the EHBs is separate from registering on Grants.gov

EHBs Contact Center
Available Monday - Friday (except federal holidays) from 7 a.m. to 8 p.m. ET
1-877-464-4772 (select option 3)
TTY: 877-897-9910
Use the online form: Electronic Handbooks Contact Center

NOTE: Use your HRSA EHBs tracking number or your 10-digit award number to identify your organization.

4.2. Check your application status

We'll email you to confirm we received your application. The email will go to the PD, AO, POC, and the BO.

NOTE: Check the EHBs within 3 business days after you submit through Grants.gov

4.3. Confirm you applied through Grants.gov in the EHBs

We only want to give application access to people you've authorized. The first user who seeks access to any competing application will need to provide the following:

Data Element	Source	Example
Funding opportunity number	Grants.gov application	HRSA-##-###
Grants.gov tracking number	Grants.gov application	GRANTXXXXXXXX
HRSA EHBs application tracking number	Email sent to PD, AO, BO, and POC listed on application	123456

If someone knows all three numbers, we'll give them access to the application.

To confirm the Grants.gov application:

1. Log in to the EHBs.
2. Select the *View Applications* link.
3. Select the *Add Grants.Gov Application* link. (You'll only see this if your application required supplemental forms.)
4. Complete the form using the funding opportunity number, Grants.gov tracking number, and EHBs application tracking number.

4.4. Accessing your application

The person who confirms the Grants.gov application should use the "Peer Access" feature. This allows many people to work on your application in the EHBs. We recommend the AO complete this step.

Once you have access, use the link under the deliverables section to access your application.

4.5. Check for errors

If we found errors in your application, the EHBs will record them. Use the Grants.gov Data Validation Comments link on the application status page to view any errors.

4.6. Fix errors and complete forms

1. Review the errors and correct them.
2. Assign an AO. (Make sure they register in the EHBs first.)

4.7. Apply in the EHBs

Once you complete each form, view their status. When each is “complete” on the summary page, the AO—or someone they assign—can apply in the EHBs. Apply by the deadline in the NOFO.

NOTE: There are two deadlines in the NOFO. The first tells you when you must apply in Grants.gov. The second tells you when you must apply in the EHBs**. You must meet the Grants.gov deadline before you can complete the EHBs portion.**

Performance measures for competitive applications

Your NOFO may require you to report on performance measures if we award you funding. Within 30 calendar days of receiving the Notice of Award (NOA), you must register in the EHBs and complete data forms.

You must provide:

- Project abstract and other award summary data
- Objectives for the performance measures

5. AFTER YOU APPLY

We review each application to ensure you’re eligible and it’s responsive, complete, and conforms with the NOFO’s requirements. This includes complying with programmatic, budgetary, and grants management requirements.

Note:

1) We check that each application is complete.

2) If your application does not pass the initial screening, we’ll email you through the EHBs. (We’ll send it to the person signing the application on behalf of the organization.) The email will tell you that we will not consider the application and you will not receive funding.

   It is up to us whether we make an award or not at a particular funding level. You cannot appeal the decision to us/HRSA, HHS officials, or boards.

3) We screen to make sure you’re eligible. We rate each eligible and complete application based on the program elements and merit review criteria in the NOFO’s **Merit review** section.

How we ensure objectivity in our review
Experts serving on a merit review panel perform the reviews. Experts have the 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.

In selecting review committee members, we may consider other factors to improve the makeup of the committee, for example, where they're located.

Review criteria
The criteria allow the review panel to look at the quality of a proposed project and decide how likely it is to succeed. The criteria are related, and we consider them as a whole when judging the overall quality of an application.

Note: We created indicators for each review criterion. These help you present important information related to that criterion and to provide the reviewer with a standard for evaluation. The NOFO outlines the review criteria outlined in detail and scoring points.

We may apply funding factors as we review. Funding factors are other factors that we may use in selecting approved applications for award. We apply funding factors **after** the merit review panel ranks the applications.

In the NOFO you'll learn:

- What information you need to give us so it can be determined if you qualify for the funding factor
- Who decides if you've met the funding factor(s) (the merit review panel or HRSA staff)

The NOFO explains what we prefer, our priorities, or anything special we may consider. We'll be clear on how this may affect your application. For example, whether they result in us giving additional points. However, qualifying for a funding factor does not guarantee that your application will be funded.

How we notify you of an award
You'll receive written notification through the EHBs of the result of your application review. This includes a summary of the expert committee's evaluation of your application's strengths, mets[4], and weaknesses, as well as a score as applicable.

If we award you funding, we'll email a Notice of Award (NOA) to the AOR and PI\PD.

The Grants Management Officer (GMO) issues the NOA through our Electronic Handbooks (EHBs).

[4] Met: meeting the minimum requirement in the NOFO, not superlative and not a weakness.

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 it applies)
- 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 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/request funds.

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

Registering in ID.me for Payment Management System (PMS) Access

If you receive an 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 since it enables multi-factor authentication. For more information, visit the PMS website.

How to report on your award

If you receive an award from us, you must comply with standard reporting and review activities. The NOFO or NOA will note if you do not have to do this. Visit the NOFO's **Reporting** section to see if your program requires program-specific reporting.

The NOA provides specific information; however, these are the standard requirements:

Complete an audit

Effective **October 1, 2024**, HHS adopted the following superseding provision: 2 CFR 200.501, Audit requirements which increases the single audit threshold to $1,000,000.

Complete status reports

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. Check reporting requirements on	Payment Management System (PMS)

Type of report	Why we need it	When it’s due	Where to submit it
		your Notice of Award.	
Progress report(s)	Lets us know how the project is going so far.	It depends. Check your Notice of Award. It could be once every three months, once every six months, or once a year.	Electronic Handbooks (EHBs)
Final report	Captures your entire project: Goals you had. Strategies you used. Barriers you faced. Impact you made.	120 calendar days after the period of performance ends.	Electronic Handbooks (EHBs)
Tangible personal property report	Details equipment and supplies you purchased over $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.	Electronic Handbooks (EHBs)

Effective **October 1, 2024**, HHS adopted the following superseding provision: 2 CFR 200.344, Closeout.

Transparency Act reporting
New awards (“Type 1”[5]) must report information that the Federal Funding Accountability and Transparency Act (FFATA) requires.

You must report during the entire period of performance. This applies to anyone who receives a grant or cooperative agreement. For example, a competing continuation (“Type 2”) or non-competing continuation (“Type 5”).

What to report

- Each first-tier subaward of $25,000 or more in federal funds
- Executive total compensation for you and your subrecipient’s five most highly paid executives (See Appendix A to 2 CFR part 170)

[5] Part of a coding system we use to show the difference between awards. The award type is the first digit of the “Award No.” as the NOA shows.

Read your NOA for more details.

6. POLICIES, ASSURANCES, DEFINITIONS, AND ACRONYMS

6.1. Administrative and national policy requirements

If you receive a Notice of Award, you must comply with everything in this section including the following regulations and requirements.

- 45 CFR part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (UAR)
- Effective **October 1, 2024**, HHS adopted the following superseding provisions:
  - 2 CFR 200.1, Definitions, Modified Total Direct Cost
  - 2 CFR 200.1, Definitions, Equipment
  - 2 CFR 200.1, Definitions, Supply
  - 2 CFR 200.313(e), Equipment, Disposition
  - 2 CFR 200.314(a), Supplies
  - 2 CFR 200.320, Methods of procurement to be followed
  - 2 CFR 200.333, Fixed amount subawards
  - 2 CFR 200.344, Closeout
  - 2 CFR 200.414(f), Indirect (F&A) costs
  - 2 CFR 200.501, Audit requirements
- HHS Grants Policy Statement (October 1, 2024)
- HHS Administrative and National Policy Requirements

Acknowledgment of federal funding
You must comply with Public Law (P.L.) 118-47, and follow Division D, Title V, § 505 and state your acceptance of federal funds.

Refer to Communicating and Acknowledging Federal Funding for how to comply.

Conflict of interest
We established a Federal Financial Assistance Conflict of Interest Policy (COI Policy) to comply with 45 CFR § 75.112. Under this policy:

- You must disclose in writing any potential conflict of interest
- We must:
  - Explain how we will handle financial conflicts of interest
  - Decide which outside activities, relationships, or financial interests are proper or improper

- Give you enough time to notify us of outside activities, relationships, or financial interests
- Offer a review process

Financial conflicts of interest
For details, see **Financial Conflicts of Interest** in the HHS Administrative and National Policy Requirements.

Financial management standards
Follow the guidance at 45 CFR Subpart E – Cost Principles and 45 CFR 75.302.

You must put internal controls in place. This ensures that costs you charge to HRSA awards are allowable, reasonable, allocable, necessary, and documented. For example, you must ensure you only charge actual time you worked on HRSA projects to HRSA awards, and your management approved the time worked. For more details, visit Internal Controls at a Glance | Tips for Developing Effective Internal Controls

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 with state funds or other federal funds. “Commingling funds” typically means depositing or recording funds in a general account without the ability to identify each specific source of funds for any spending.

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

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

Human subjects protection
If you plan to involve human subjects in your research, you must follow 45 CFR part 46.

You must evaluate the risks to these subjects, whether you can protect them from these risks, possible benefits of the research to them and others, and how important you expect the knowledge you gain will be.

Life sciences research program requirement

The following requirement applies **only** to a life sciences research program that has the potential to procure synthetic nucleic acids or benchtop nucleic acid synthesis equipment:

- Beginning April 26, 2025, HHS funds may only be used to procure synthetic nucleic acids or benchtop nucleic acid synthesis equipment from sources adhering to the Office of Science and Technology Policy Framework for Nucleic Acid Synthesis Screening. HHS awardees are expected to adhere to the Office of Science and Technology Policy Framework for Nucleic Acid Synthesis Screening for HHS projects.

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, 45 CFR 75.113.

How to tell us about a violation

Write to us:

HRSA via attachment as part of your application

AND

U.S. Department of Health and Human Services
Office of Inspector General

For full details, visit **HHS OIG Grant Self Disclosure Program**

Prohibition on certain telecommunications and video surveillance services or equipment

For details, see the HRSA Grants Policy Bulletin Number: 2021-01E.

Research misconduct

You're responsible for the actions of everyone who works on the project. This includes your employees and anyone else, including 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 42 CFR Part 93).

You must use extra care if someone launches a research misconduct inquiry (42 CFR § 93.307) or if you or the Office of Research Integrity (ORI) finds misconduct.

You must contact ORI:

- When you plan to investigate possible misconduct
- When you start an investigation
- When you intend to close a case for any reason
- To submit an annual report

If you investigate misconduct, you must:

- Take steps to protect the scientific integrity of the project
- Protect human subjects and animals
- Provide reports to ORI
- Ensure you properly spend funds
- Continue the project, if appropriate

ORI staff can help you investigate and report on research misconduct. POs can provide technical assistance and work with you to protect your project from negative effects.

What happens if you find research misconduct

You must decide whether you can continue the project, as originally approved. Contact us to request approval *before* you change the PI or other key staff.

In addition, we may impose sanctions. This could include us

- Removing approval of the PI/PD or other key staff
- Denying costs related to the invalid or unreliable research
- Refusing you a non-competing continuation award
- Suspending, or ending, the current award
- Disqualifying you

What happens if misconduct affects your data

Research misconduct could affect whether your data is accurate or reliable. We may require you and any authors to correct or retract what you published to a journal, publish the corrected data, or both. ORI may make a similar request.

If you do not comply, we may enforce our rights, under 45 CFR part 74 or 92. This allows us to access the data, review it, and submit the correction. *Note*: The data may include copyrightable material you developed under the award.

Report issues involving potential civil or criminal fraud, such as false claims or federal funds that were not used correctly, to the HHS Office of Inspector General (OIG).

Smoke-free workplace
For details, see **Pro-Children Act – Non-Smoking** in the HHS Administrative and National Policy Requirements.

Trafficking in persons
For details, see **Trafficking Victims Protection:** HHS Administrative and National Policy Requirements.

6.2. Compliance requirements at a glance

Recipient type	Administrative requirements	Cost principles	Audit requirements
State, Local, and Tribal Governments	45 CFR part 75	45 CFR part 75; subpart E	2 CFR 200.501, Audit requirements
Colleges and Universities	45 CFR part 75	45 CFR part 75; subpart E	2 CFR 200.501, Audit requirements
Non-Profits	45 CFR part 75	45 CFR part 75; subpart E	2 CFR 200.501, Audit requirements
Hospitals	45 CFR part 75	45 CFR part 75, Appendix IX	2 CFR 200.501, Audit requirements
For-Profits	45 CFR part 75	48 CFR subpart 31.2 (FAR 31.2)	2 CFR 200.501, Audit requirements
Foreign	45 CFR part 75	As stated in this table's previous five rows for each recipient type: 45 CFR part 75; subpart E; 45 CFR part 75, Appendix IX; or 48 CFR subpart 31.2 (FAR 31.2)	2 CFR 200.501, Audit requirements, except where we determine that applying these subparts would be inconsistent with the international obligations of the United States or the statutes or regulations of a foreign government.

6.3. Definitions

Refer to 45 CFR § 75.2 Definitions. Effective October 1, 2024, the three definitions (Modified Total Direct Cost, Equipment, and Supply) listed in 6.1. Administrative and national policy requirements supersede.

6.4. Acronyms

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
FAQ	Frequently Asked Questions
FAR	Federal Acquisition Regulation
FFATA	Federal Funding Accountability and Transparency Act
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
IE	Internet Explorer
MCHB	Maternal and Child Health Bureau
MTDC	Modified Total Direct Cost
NCC	Noncompeting Continuation
NHAS	National HIV/AIDS Strategy
NOA	Notice of Award
NOFO	Notice of Funding Opportunity
OFAM	Office of Federal Assistance Management
OMB	Office of Management and Budget
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

7. CONTACT US

7.1. HRSA contacts

Topic	Who to contact	Where to find contact details
Program-related	Program contact (PC)	NOFO Section **Agency contacts**
Business, administrative, or financial	Grants management specialist (GMS)	NOFO Section **Agency contacts**

Note: The PC and the GMS work as a team in many award-related activities.

7.2. Grants.gov customer support

If you have a question or need technical support
Grants.gov Call Center
Call: 1-800-518-4726 (International: 606-545-5035)
Email: support@grants.gov

- Available 24 hours a day, 7 days a week, except federal holidays.
- Visit Support Center or Self-Service Knowledge Base.

Note: Get a case number when you call so you can track your issue.

8. FAQ AND CHECKLISTS

8.1. Software

8.1.1. What software do I need to use Grants.gov?
You'll need latest compatible version of Adobe Reader. Use Grants.gov's Adobe Acrobat Reader Software Tip Sheet.

8.1.2. Can I download Adobe Reader onto my computer?
Maybe. Your organization's computer network may not allow you to download software. Check with your IT department or system administrator.

8.1.3. Can I use Grants.gov on a Macintosh (Mac)?
Yes.

8.2. Receiving your application

8.2.1. When must I apply?
You must apply on Grants.gov (**Phase 1**) by 11:59 p.m. ET on the due date. In some cases, the time may differ. Refer to the NOFO for an exact date and time.

Grants.gov must receive and verify your application under the correct funding opportunity number by the application deadline. It can take up to two days for Grants.gov to verify your application.

Best practice: Apply **at least *three* calendar days before** the deadline. If you have any errors or technical problems, you'll have time to correct them and apply before the deadline.

After you submit the application forms in Grants.gov (**Phase 1**), we'll email you confirming we received your application. Then, we'll ask you to complete the rest of your application in the EHBs (**Phase 2**).

You must apply in each system by their deadlines for us to consider you for award.

8.2.2. How can I track my application? What emails will you and Grants.gov send?

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 Authorizing Organization Representative (AOR).

Email Number	Subject line	What it tells you	When you'll get it
1	Submission Receipt	Confirms Grants.gov received your application	Within 48 hours
2	Submission Validation or Rejected with Errors	Tells you whether Grants.gov verified or rejected it	Within 48 hours
3	Grantor Agency Retrieval Receipt	Informs 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

8.3. Grants.gov FAQ and training guides

- Frequently Asked Questions by Applicants
- Applicant Training

8.4. Am I ready to apply?

- ❑ I've read the NOFO and this *R&R Two-tier 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 and this *Guide*.
- ❑ I'm planning to apply **at least *three* calendar days before** the deadline.
- ❑ I received an email from Grants.gov confirming they received my application.
- ❑ I've received a Grants.gov email with my agency application tracking number.