What Happens to Applications Submitted to HRSA?

15th Annual Statewide Maryland Governor's Grants Conference

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Office of Federal Assistance Management (OFAM)

Vision: Healthy Communities, Healthy People

Agenda

- Background Information
  - Who we are & what we do
  - Key stages to the HRSA application process
  - Write your application
- Application Submission & Receipt
- Screening Application
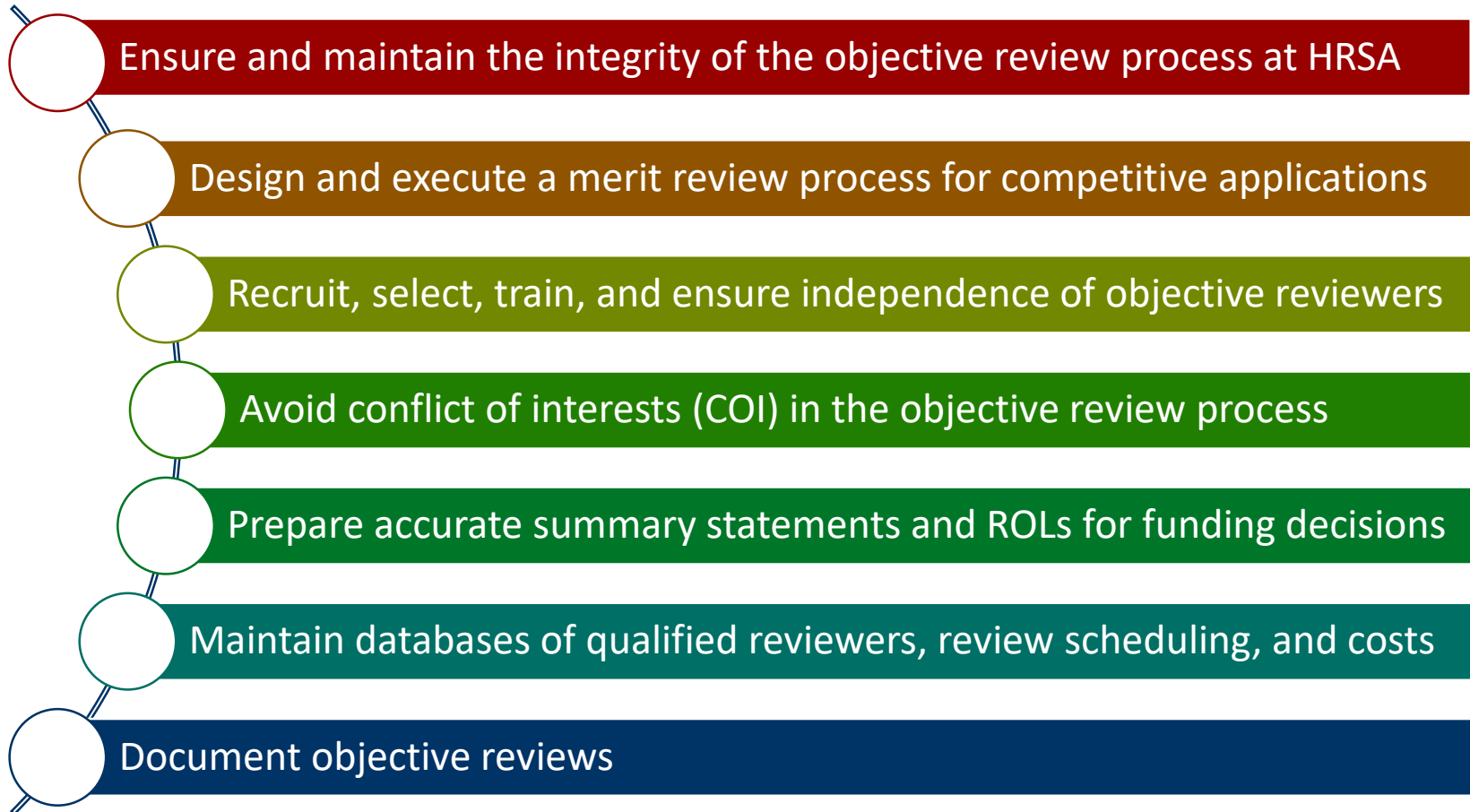- Objective Review
- Award Determination
- Q&A

Division of Independent Review

Purpose: plan, direct and carry out a fair and objective *independent review process of applications for discretionary grants and cooperative agreements*

DIR Key Functions

Ensure and maintain the integrity of the objective review process at HRSA

Design and execute a merit review process for competitive applications

Recruit, select, train, and ensure independence of objective reviewers

Avoid conflict of interests (COI) in the objective review process

Prepare accurate summary statements and ROLs for funding decisions

Maintain databases of qualified reviewers, review scheduling, and costs

Document objective reviews

KEY STAGES TO THE HRSA APPLICATION PROCESS

HRSA
Health Resources & Services Administration

Application Submission & Receipt

Submit your application before the deadline.

For most competitive Notice of Funding Opportunities (NOFOs), you will submit your application through Grants.gov.

Early submission may help us alert your organization of potential application or system-related issues.

Objective Review

Did your application clearly address the NOFO criteria?

Subject matter experts (SMEs) will review your application, rank it based on NOFO criteria, and send their recommendations to program officials responsible for making final award recommendations.

If your application undergoes an objective review, we will provide you a summary of strengths, weaknesses and comments after we make awards.

Resources

Visit How to Apply for a Grant for more information: https://www.hrsa.gov/grants/apply/index.html

Screening Application

Is your application eligible, complete, and responsive?

Your application will undergo a screening review for completeness, eligibility, responsiveness, and timeliness per the NOFO.

If we determine your application is ineligible, incomplete, non-responsive, or late, it will not undergo an objective review nor will we consider it for funding.
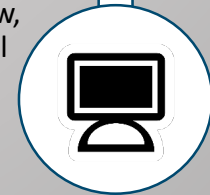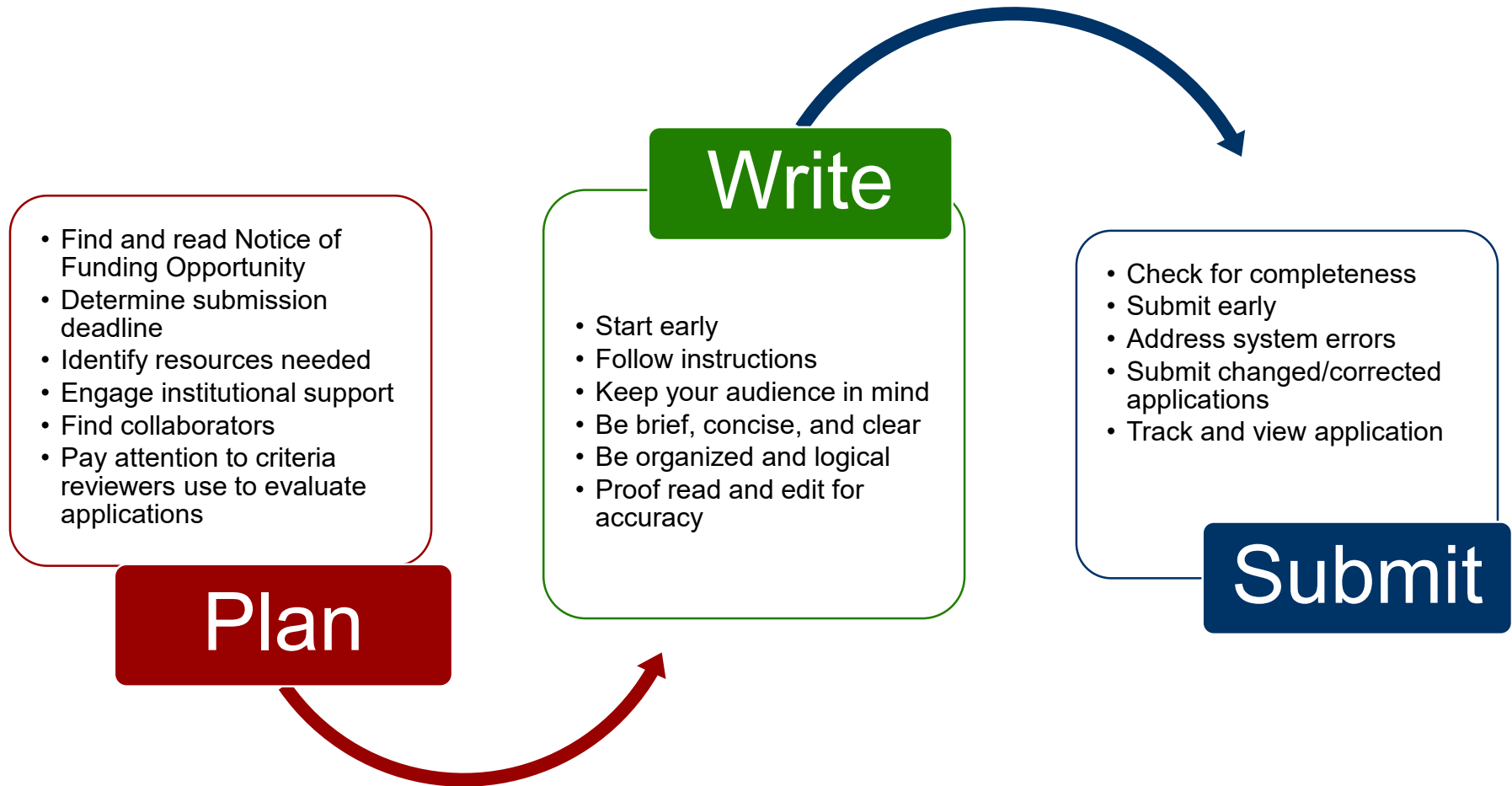
Award Determination

We make final decisions on or before the program start date.

Using input from the objective review, we determine which applications will receive funding.

For applications recommended for funding, we ensure compliance with HRSA program statute, regulation, and policy requirements, including financial viability. We then make a final decision on funding.
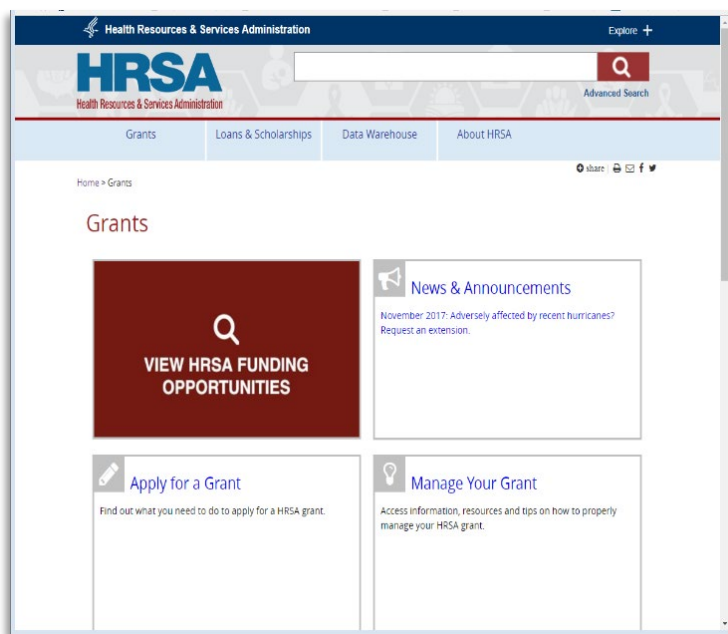
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Write Your Application

Plan

- Find and read Notice of Funding Opportunity
- Determine submission deadline
- Identify resources needed
- Engage institutional support
- Find collaborators
- Pay attention to criteria reviewers use to evaluate applications

Write

- Start early
- Follow instructions
- Keep your audience in mind
- Be brief, concise, and clear
- Be organized and logical
- Proof read and edit for accuracy

Submit

- Check for completeness
- Submit early
- Address system errors
- Submit changed/corrected applications
- Track and view application

Reminders

Register your organization EARLY (this process can take up to 30 business days or more)

- Unique Entity Identifier (UEI)
- System for Award Management – you must have a UEI prior to registering for SAM
- Grants.gov, centralized location to find and apply for federal funding opportunities

Application Submission

Visit www.hrsa.gov/grants

Notice of Funding Opportunity

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

HRSA
Health Resources & Services Administration

HIV/AIDS Bureau

Ryan White HIV/AIDS Program (RWHAP) Integrated HIV/AIDS Planning and Resource Allocation Cooperative Agreement

Funding Opportunity Number: HRSA-19-029
Funding Opportunity Type(s): New and Competing Continuation
Catalog of Federal Domestic Assistance (CFDA) Number: 93.145

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2019

Application Due Date: January 17, 2019

Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately! HRSA will not approve deadline extensions for lack of registration. Registration in all systems, including SAM.gov and Grants.gov, may take up to 1 month to complete.

Issuance Date: October 12, 2018

Rene Sterling, PhD, MHA
Deputy Director, Division of State HIV/AIDS Programs
Telephone: (301) 443-9017
Fax: (301) 594-5224
Email: RSterling@hrsa.gov

Authority: Sections 2606 and 2654(b) of the Public Health Service Act, as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (P.L. 111-87).

U.S. Department of Health and Human Services

HRSA
Health Resources and Services Administration

SF-424 Application Guide

A guide developed and maintained by HRSA for preparing and submitting applications through Grants.gov to HRSA using the SF-424 Non-Construction Application Kit

HRSA
Office of Federal Assistance Management

HRSA Application Guides

1. Policies, assurances, definitions
2. Grants.gov – Instructions and Due Date - *late applications are not considered*!
3. General Instructions SF-424/SF-424 R&R
   Application page limit
4. Application processing, review, and award
5. Reporting requirements
6. Contact information and FAQs

NOFO Table of Contents

Table of Contents

Application Due Date

4. Submission Dates and Times

Application Due Date

The due date for applications under this NOFO is *January 17, 2019 at 11:59 p.m. Eastern Time.* HRSA suggests submitting applications to Grants.gov at least **3 days before the deadline** to allow for any unforeseen circumstances.

See Section 8.2.5 – Summary of emails from Grants.gov of HRSA's *SF-424 Application Guide* for additional information.

Track status of applications in Grants.gov Track My Application

Validate applications against NOFO requirements

Screening Application

III. Eligibility Information

1. Eligible Applicants

Eligible organizations may include national organizations; state, territorial, local, and Indian tribal governments; institutions of higher education; other non-profit organizations (including faith-based, community-based, and tribal organizations); and academic health science centers.

Project Narrative

- Introduction
- Needs Assessment
- Methodology
- Work Plan
- Resolution of Challenges
- Evaluation and Technical Support Capacity
- Organizational Information

Budget

- Submit line-item budget and budget justification
- Submit line-item budget for all years of funding request
- Submit justification for all years of funding request
- May vary according to specific NOFO

Objective Review

- Appropriation
- NOFO considerations
- Final NOFO

Planning

- Recruit/COI/confirm expert reviewers
- Conduct PROC
- Reviewers evaluate applications

Pre-review

Review

- ORC panels convene
- Discussion of all eligible applications occurs
- Summary Statements crafted

Post-review

- Rank Order List
- Summary Statements
- NOAs
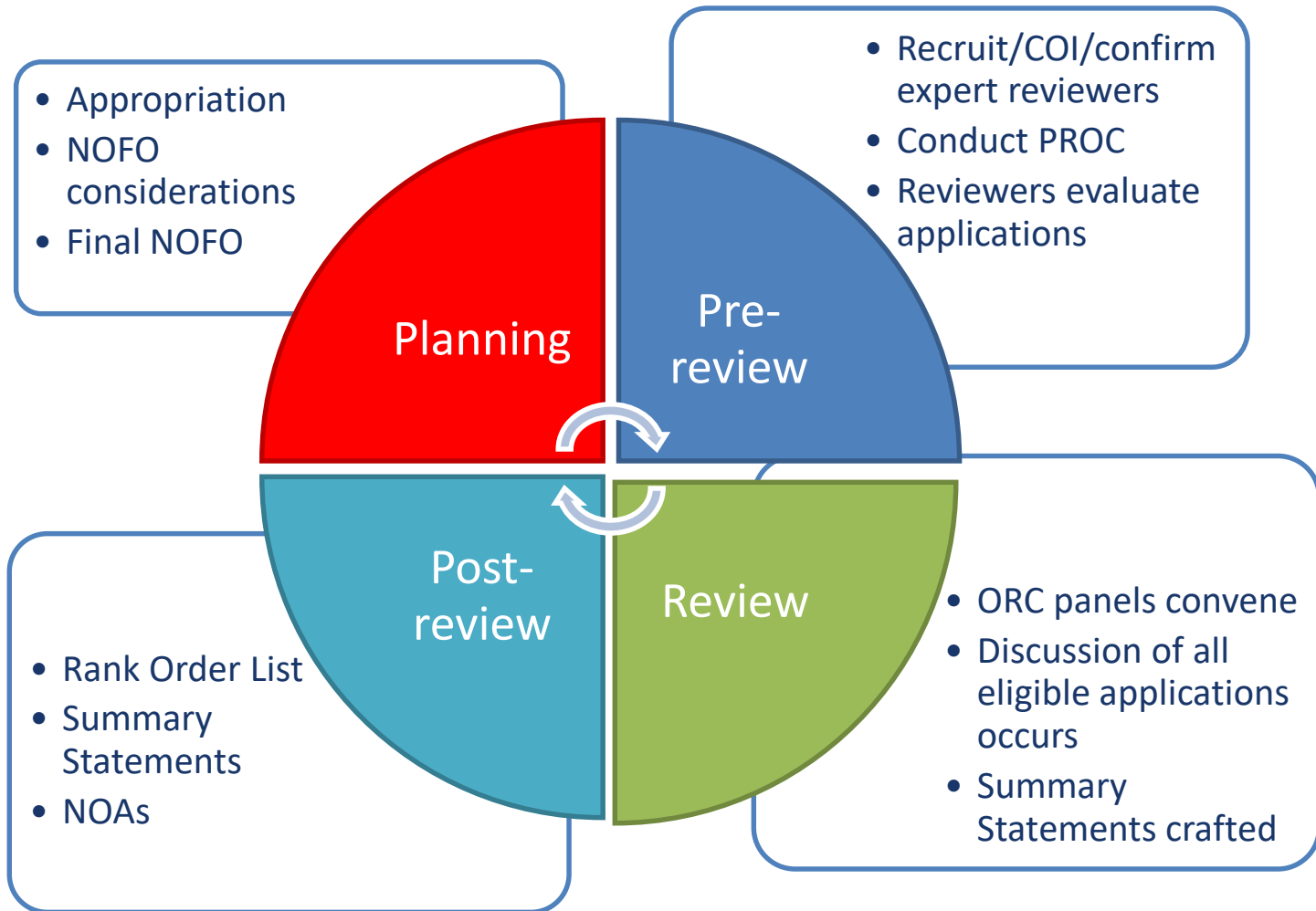
Review Information

- HRSA recruits independent subject-matter expert reviewers
- Each application is reviewed by at least three reviewers
- Each application is reviewed according to criteria set forth in the Notice of Funding Opportunity

Review Criteria

- Need
- Response
- Evaluation
- Impact
- Resources and Capabilities
- Support Requested

Your application will be rated and scored on the above criteria

Who is involved?

Chairperson Reviewers

RA
PO
GMS

LOGISTICAL SUPPORT

ORC New Technology

Developing Summary Statement

Scoring Criteria	Page
3. EVALUATIVE MEASURES	
Strength	
The application provides a robust and in-depth discussion of the Continuous Quality Management (CQM) program with multiple officers of the organization directly involved.	41-46
The application describes a clear process for selecting, reporting, and disseminating results on performance measures to stakeholders.	43, 44 of application
Weakness	
The application discusses how People Living With HIV (PLWH) will be involved in planning in the future tense, not in the present tense (1b. Role of Consumers, p.42).	42
4. IMPACT	
Strength	
None	
Weakness	
PANEL DISCUSSION: The application does not clearly describe the reasonableness of the projected numbers provided in the work plan with respect to the needs assessment section and the needs assessment data provided. For example, the application provides in Attachment 12 a work plan that states in years one, two, and three that five, seven and nine clients in years one, two and three will be enrolled in mental health and substance abuse treatment and the same number of clients will be enrolled after being newly diagnosed with the HIV virus. These numbers are low especially after the extensive discussion by the applicant of the unmet need in the service area. The application does not clearly indicate if the large percentage of clients who will receive core medical services and support services in the proposed work plan will be a combination of existing clients and clients referred from other agencies. The number of clients who will receive core medical services and support services each project year are significantly high compared to the number of clients who will enroll in care within three months.	Z PANEL DISCUSION

Final Summary Statement

Health Resources and Services Administration

BHW: Preventive Medicine Residency Program
Objective Review Committee Final Summary Statement

Criterion 1: PURPOSE AND NEED
Strength:

The application demonstrates a history of working in partnership with diverse populations and producing graduates who are addressing workforce needs, and clearly identifies New Mexico demographic data to support high need populations.

The applicant organization, citing multiple and credible statistical data clearly defines the need to increase its public health and general preventive medical workforce to more adequately serve its resident population.

The applicant organization provides a thorough discussion of health disparities and substance abuse rates.

Weakness:

None

RESPONSE TO PROGRAM PURPOSE

Criterion 2.1: Criterion 2 (a): METHODOLOGY/APPROACH (15 points)
Strength:

The application clearly proposes to increase the preventive medicine (PM) workforce by increasing from two to four residents per class with additional experiential learning in partnership with public health agencies, Federally Qualified Health Center (FQHC) and Indian Health Service (IHS) agencies and a new longitudinal curriculum in community engagement and leadership and emergency preparedness.

Award Determination

- Fundable application—next steps?
- Not funded application—next steps?

Tips

- Use funding opportunity as your guide
- Compare your application to the review criteria before submitting
- Check spelling, calculations, and due dates
- Check application to ensure all required information and attachments are included, page number is followed (i.e., do not exceed page limit)
- Do not wait until the last minute

More Tips

- Participate in technical assistance calls and webinars
- Mark your calendar. An estimated date of award is included in the funding opportunity. You will hear from HRSA whether or not your proposal is selected for funding
- Be a reviewer to learn the process
- Ask HRSA questions

Top 5 Mistakes when Applying

1. Time - application rejected for "fixable" errors, but the applicant didn't leave enough time to correct before the deadline
2. Need - is not addressed
3. Activities - listed but not tied to the overall application
4. Data – incomplete, missing, or outdated information
5. Attachments – missing or incomplete

Become a HRSA Reviewer

References

HRSA Apply for a Grant
https://www.hrsa.gov/grants/apply/index.html

HRSA Grant Reviewers
https://www.hrsa.gov/grants/reviewers/index.html

Grants.gov https://www.grants.gov/

System for Award Management https://www.sam.gov/SAM/

Electronic Handbooks (EHB)
https://grants.hrsa.gov/2010/WebEPSExternal/Interface/common/accesscontrol/login.aspx?TgtURL=grants.hrsa.gov/Grantee&RefURL=https://www.hrsa.gov/grants/index.html

HRSA Manage Your Grant
https://www.hrsa.gov/grants/manage/index.html

Questions?

Contact Information

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