



What Happens to Applications Submitted to HRSA?

15th Annual Statewide Maryland Governor's Grants Conference

October 21, 2019

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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

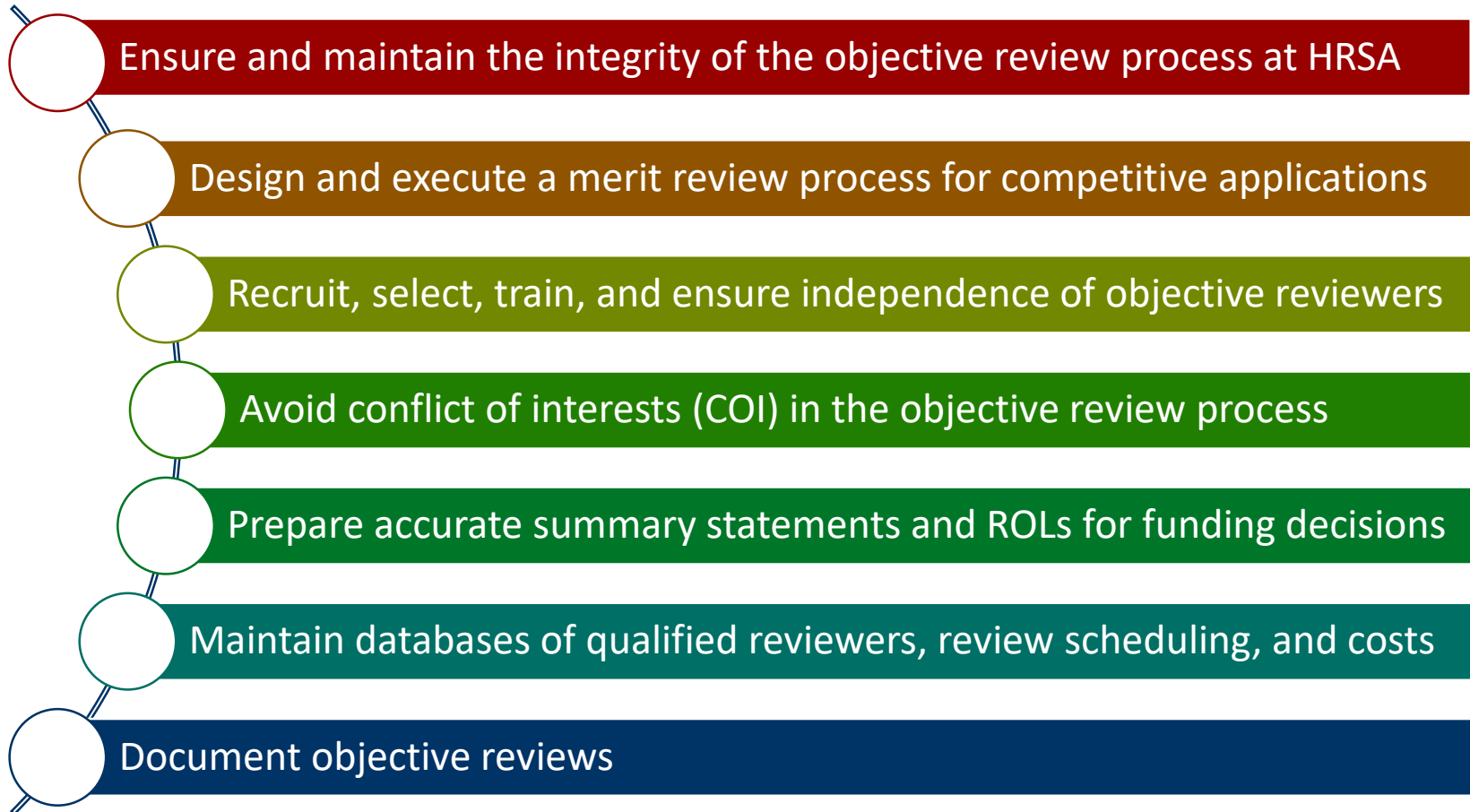


Division of Independent Review

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



DIR Key Functions



KEY STAGES TO THE HRSA APPLICATION PROCESS

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.

Application Submission & Receipt



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.

Objective Review



Visit How to Apply for a Grant for more information:

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

Resources

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.

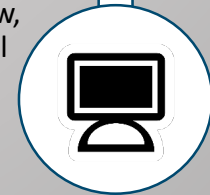


Award Determination

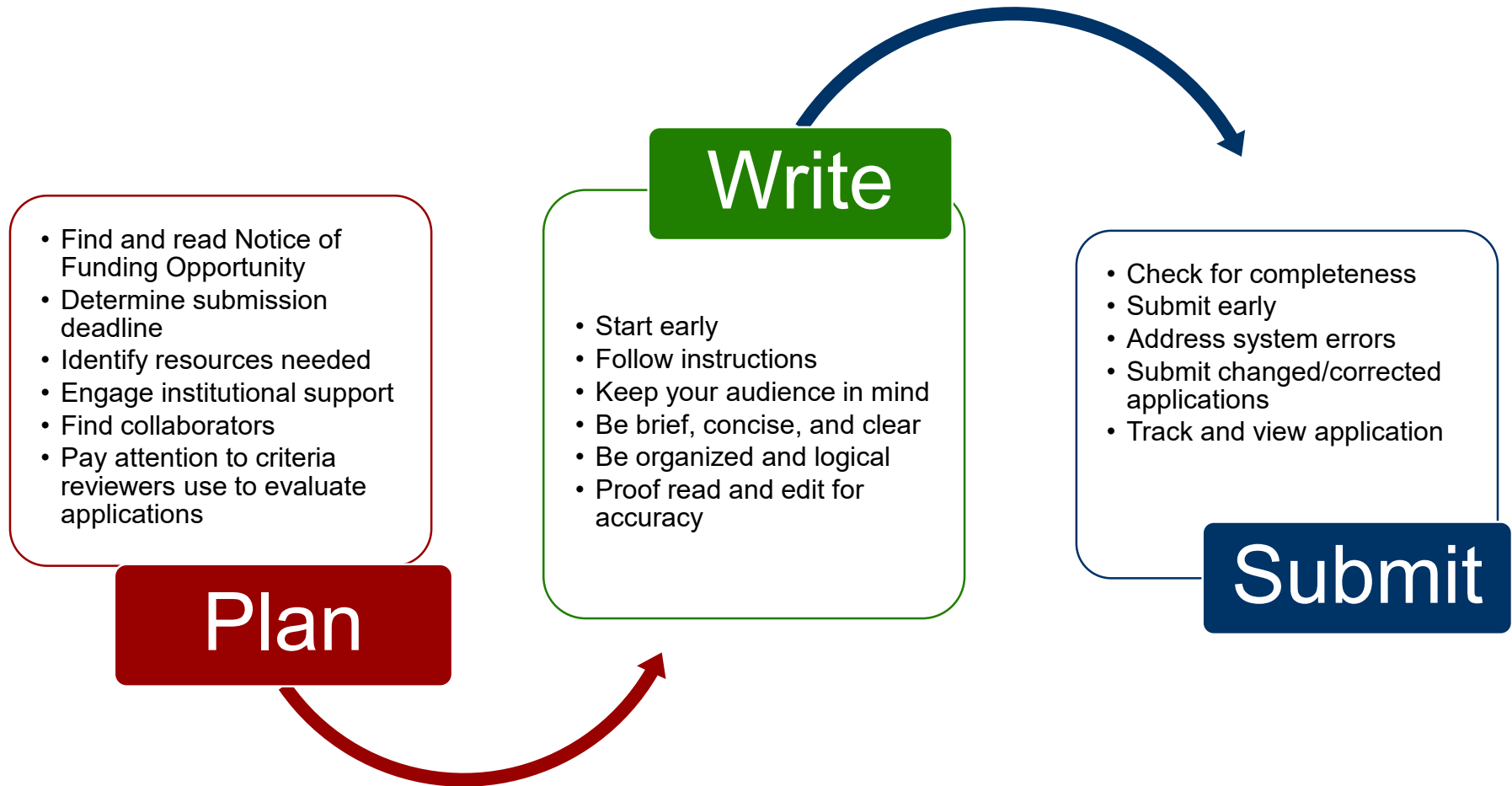
We make final decisions on or before the program start date.

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.



Write Your Application



Reminders

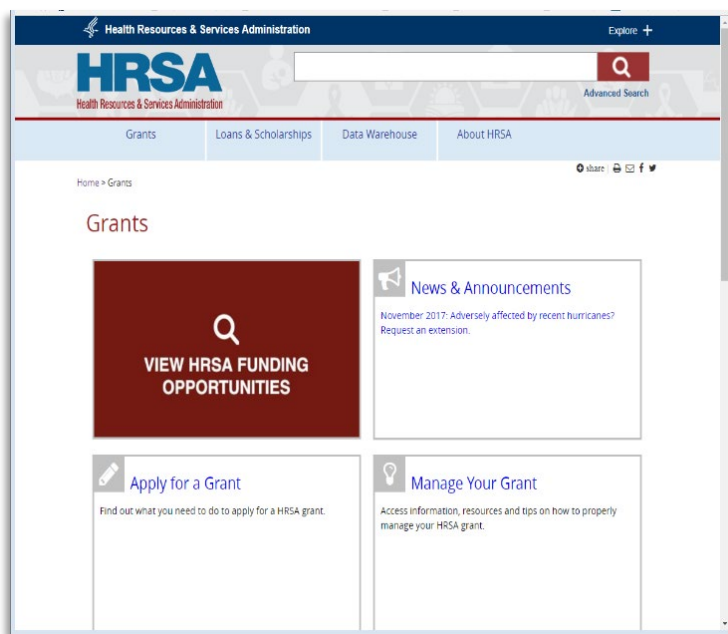
Register your organization EARLY (this process can take up to 30 business days or more)

- 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



Health Resources & Services Administration

Grants | Loans & Scholarships | Data Warehouse | About HRSA

Home > Grants > Funding Opportunities

HRSA Funding Opportunities

HRSA fulfills its mission through grants and cooperative agreements.

ALERT from SAM.gov: If you are registering a new entity in SAM.gov, you must provide an original, signed [notarized letter](#) stating that you are the authorized Entity Administrator before your registration will be activated. [Read the FAQs](#) to learn more about this process change. Entities already registered in SAM are advised to log into SAM and review their registration information, particularly their financial information. If anything has recently changed follow the FAQs.

View Funding Opportunities All Funding Opportunities Open Funding Opportunities

Programs: [All]

| Opportunity Name | Announcement Number | Program Category | Opportunity Status | Application Deadline |
|--|---------------------|---------------------------------------|--|----------------------|
| Rural Health Innovation and Transformation Technical Assistance | HRSA-19-022 | Federal Office of Rural Health Policy | Open <input checked="" type="checkbox"/> | 02/22/2019 |
| Capacity Building in the Ryan White HIV/AIDS Program to Support Innovative Program Model Replication | HRSA-19-040 | HIV/AIDS Bureau | Open <input checked="" type="checkbox"/> | 02/25/2019 |
| National Rural Health Policy, Community, and Collaboration | HRSA-19-021 | Federal Office of Rural Health Policy | Open <input checked="" type="checkbox"/> | 02/28/2019 |

Quick Links

- [Apply for a Grant](#)
- [Manage Your Grant](#)
- [Funded Projects](#)
- [Grant Reviewers](#)

Contact Us

[Get application assistance or other grant-related information](#)

Property Questions? [Email the Office of Federal Assistance Management Property](#).

Application Guides

- [SF-424 Application Guide \(PDF - 1.5 MB\)](#)
- [SF-424 Two-Tier Application Guide \(PDF - 517 KB\)](#)
- [SF-424 Research & Related \(R&R\) Application Guide \(PDF - 1.7 MB\)](#)
- [SF-424 Research & Related \(R&R\) Two-Tier Application Guide \(PDF - 648 KB\)](#)

Electronic Handbooks

- [Login](#)
- [Help and Knowledge Base](#)
- [Contact Center](#)

Guidance

[SAM Registration - Must Update Annually](#)



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: R Sterling@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

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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

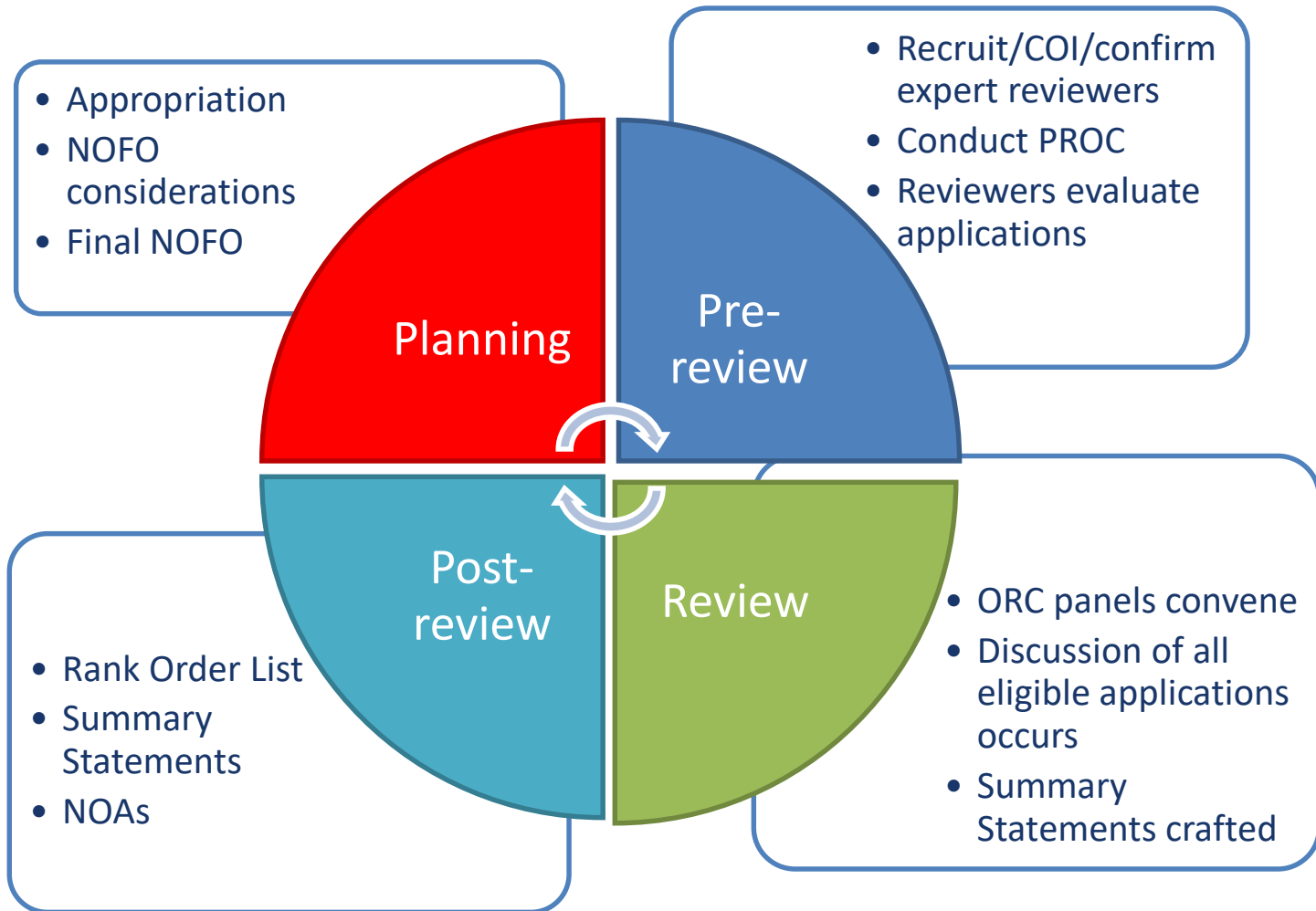


Budget

- 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



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?



ORC New Technology

The screenshot displays an Adobe Connect meeting window titled "PAT/ROB (ARM Cam) - Adobe Connect". The interface includes a top menu bar with "Meeting", "Layouts", "Pods", and "Audio". On the left, there is a "Note" panel with a "Dial-in: Passcode: *Please mute your phone*" and a "Please start your webcam with the" message. Below this is an "Attendee List (8)" showing participants: Amir Izadi, Christopher Blackmon, Anthony Duah-Agyemang, B. Olaniyan, C Maryland-Twyman, Candice Denton, and Denice Matthews. A "Chat (Everyone)" panel at the bottom left shows "The chat history has been cleared". The main area is a "Share" window by Christopher Blackmon, displaying a document with the following details:

| | |
|---------------------------------------|--|
| Session ID: | 18-088 |
| Session Name: | MCHB: Severe Combined Immunodeficiency (SCID) Screening and Education |
| Description: | HRSA-18-088 |
| Agency Name: | Health Resources and Services Administration |
| Process Model: | Process Model 4 |
| Method: | Remote Review |
| Score Type: | RAW |
| Rejection Rule: | Reject to Individual Reviews |
| Send Emails Automatically: | On |
| Mix Scoring and Non-Scoring Criteria: | Off |
| Application File Visibility: | On |
| Program Support Site URL: | http://new.grantreviewinfo.net/hrsa1/adobe-connect-%E2%80%93-93..... Preview Site |
| Admin COI Setup: | Off |
| Status Change Email Notifications: | Reviewer: Off Chairperson: Off PAM: Off |
| Start Date: | Jan 11, 2018 |
| End Date: | Aug 30, 2018 |
| Status: | In-Review Go to Post-Review |

The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the time as 2:07 PM on 4/2/2018.



Developing Summary Statement

| Scoring Criteria | Page |
|--|-----------------------|
| <u>3. EVALUATIVE MEASURES</u> | |
| 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 |
| <u>4. IMPACT</u> | |
| 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 DISCUSSION |



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

The screenshot shows the HRSA website's 'Grant Reviewers' page. The header includes the HRSA logo, 'U.S. Department of Health and Human Services', and 'Health Resources and Services Administration'. A search bar and social media links are also present. The main navigation menu includes 'HRSA Home', 'Grants', 'Loans & Scholarships', 'Data Warehouse', and 'About HRSA'. The 'Grants' section is expanded to show 'How to Apply', 'Manage Your Grant', 'Funded Projects', and 'Grant Reviewers'. The 'Grant Reviewers' page content includes a 'Register Now' section with a link to 'Register to Become a HRSA Grant Reviewer', a 'Reviewer Trainings' section with links to various training modules, and an 'Apply Now to be a Grant Reviewer' section. The page also features a 'Share' button and a 'Department of Health and Human Services' logo at the bottom right.

Health Resources & Services Administration

Explore +

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

Advanced Search This Site Search

Sign-up for e-mail updates A-Z Index Questions?

HRSA Home Grants Loans & Scholarships Data Warehouse About HRSA

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

HRSA Home > Grants > Grant Reviewers

Grant Reviewers

Share

HRSA uses health professions subject experts as peer reviewers to objectively evaluate a competitive group of grant applications against the published criteria in the HRSA Funding Opportunity Announcement (FOA). Reviewers are chosen based on their knowledge, education, experience and any criteria included in FOA that the applicants must respond to.

HRSA has specific interest in the following:

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

All professionals working in or knowledgeable about Health Care Services are invited to register in our Reviewer Recruitment Module database (RRM).

HRSA wishes to identify more qualified reviewers who have expertise in social, cultural or health care issues of rural, migrant or Native American populations. Please register in the RRM if you are interested in lending your expertise in any of these fields to our application review process.

HRSA uses an on-line grant review process called ARM, available 24/7 during the evaluation cycle to accommodate reviewer flexibility.

Each eligible application is read by at least 3 reviewers who then discuss their evaluation and initial scores with other reviewers on their panel. This process is completed for each application using the internet and telephone, a process that most often takes 3 days or less.

Each non-federal participant in the entire process receives an honorarium.

Apply Now to be a Grant Reviewer

Register Now

[Register to Become a HRSA Grant Reviewer](#)

Need help with registration?
RRM-TechAssistance@hrsa.gov
You will receive a response within 24 hours (or Monday morning if you send your message on a weekend). Be sure to include a phone number where you can usually be reached during normal business hours.

Reviewer Trainings

Quarterly Chair Training Webinars:

- [Chairperson Town Hall Meeting](#) (December 2016)
- [Module 6: Quarterly Reviewer Training](#) (September 2016)
- [Module 5: Quarterly Reviewer Training](#) (May 2016)
- [Module 4: New Policies and Procedures](#) (February 2016)
- [Chair Quarterly Training](#) (September 2015)
- [Module 2: Panel Participation: What to Expect](#) (June 2015)
- [Module 1: The Importance of Independent Evaluation](#) (March 2015)

Department of Health and Human Services



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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