What Happens to Applications Submitted to HRSA?

15th Annual Statewide Maryland Governor’s Grants Conference

October 21, 2019

Thais J. Macaluso
Senior Advisor, Division of Independent Review (DIR)
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

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.

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.

Application Submission & Receipt

Objective Review

Resources

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.

Screening Application

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.

Award Determination

Visit How to Apply for a Grant for more information:
https://www.hrsa.gov/apply/index.html
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
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 (RWHP) Integrated HIV/AIDS Planning and Resource Allocation Cooperative Agreement

Funding Opportunity Number: HRSA-19-029
Funding Opportunity Type(s): New and 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

S. Sterling, Ph.D., MPA
Deputy Director, Division of State HIV/AIDS Programs
Telephone: (301) 443-9017
Fax: (301) 594-5024
Email: RStirling@hrsa.gov

Authority: Sections 2656 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).
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
# Table of Contents

I. PROGRAM FUNDING OPPORTUNITY DESCRIPTION ............................................. 1  
  1. PURPOSE .......................................................................................... 1  
  2. BACKGROUND .............................................................................. 2  

II. AWARD INFORMATION ............................................................................ 5  
  1. TYPE OF APPLICATION AND AWARD .................................................. 5  
  2. SUMMARY OF FUNDING .................................................................. 7  

III. ELIGIBILITY INFORMATION ..................................................................... 8  
  1. ELIGIBLE APPLICANTS .................................................................. 8  
  2. COST SHARING/MATCHING ............................................................ 8  
  3. OTHER ........................................................................................... 8  

IV. APPLICATION AND SUBMISSION INFORMATION ...................................... 8  
  1. ADDRESS TO REQUEST APPLICATION PACKAGE .................................. 8  
  2. CONTENT AND FORM OF APPLICATION SUBMISSION ......................... 9  
  i. Project Abstract ............................................................................. 9  
  ii. Project Narrative .......................................................................... 10  
  iii. Budget ......................................................................................... 12  
  iv. Budget Narrative .......................................................................... 15  
  v. Attachments .................................................................................. 15  
  3. DUN AND BRANDSTREET DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER AND SYSTEM FOR AWARD MANAGEMENT ................................................. 16  
  4. SUBMISSION DATES AND TIMES .................................................... 17  
  5. INTERGOVERNMENTAL REVIEW ....................................................... 17  
  6. FUNDING RESTRICTIONS ................................................................ 18  

V. APPLICATION REVIEW INFORMATION .................................................... 19  
  1. REVIEW CRITERIA .......................................................................... 19  
  2. REVIEW AND SELECTION PROCESS ................................................ 23  
  3. ASSESSMENT OF RISK AND OTHER PRE-AWARD ACTIVITIES ........... 23  
  4. ANTICIPATED ANNOUNCEMENT AND AWARD DATES .................... 24  

VI. AWARD ADMINISTRATION INFORMATION ............................................ 24  
  1. AWARD NOTICES .......................................................................... 24  
  2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS ........... 24  
  3. REPORTING .................................................................................... 24  

VII. AGENCY CONTACTS .............................................................................. 25  

VIII. OTHER INFORMATION ......................................................................... 26
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
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

- ORC panels convene
- Discussion of all eligible applications occurs
- Summary Statements crafted
- NOAs
- Recruit/COI/confirm expert reviewers
- Conduct PROC
- Reviewers evaluate applications

Planning

- Appropriation
- NOFO considerations
- Final NOFO

Pre-review

- Rank Order List
- Summary Statements
- NOAs

Post-review

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

Scoring Criteria

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.

The application describes a clear process for selecting, reporting, and disseminating results on performance measures to stakeholders.

Weakness
The application discusses how People Living With HIV (PLWH) will be involved in planning in the future tense, not in the present tense (Ib. Role of Consumers, p. 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.
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

Grant Reviewers

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
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)

HRSA Manage Your Grant
https://www.hrsa.gov/grants/manage/index.html
Questions?
Contact Information

Thais J. Macaluso
Senior Advisor, Division of Independent Review
Health Resources and Services Administration (HRSA)
Email: tdiaz-Macaluso@hrsa.gov
Phone: 301-443-0682
Web: https://www.hrsa.gov/
Twitter: twitter.com/HRSAgov
Facebook: facebook.com/HRSAgov
Connect with HRSA

To learn more about our agency, visit

www.HRSA.gov

Sign up for the HRSA eNews

FOLLOW US:  

Facebook  
Twitter  
LinkedIn  
YouTube