



Health Resources and Services Administration Technical Assistance Workshop

U.S. Department of Health & Human Services
Health Resources & Services Administration
June 17, 2015
Oxford, MS



Technical Assistance Overview

Planning to Apply 101

- Where Do I Start?
- Where and How to find Funding Opportunities
- Forecast for FOA's
- The 5 "Rs" To submitting a Strong Application
- Why/How to Become an Objective Reviewer
- Data Information Resources
- Assessing your organization and its infrastructure
- TA Resources
- Common Mistakes and Tips
- Questions?



Planning to Apply 101

Register & Get Ready  Share |      

It Could Be 4 Weeks Before You Can Apply

You must register in three places: 1) DUNS, 2) SAM & 3) Grants.gov

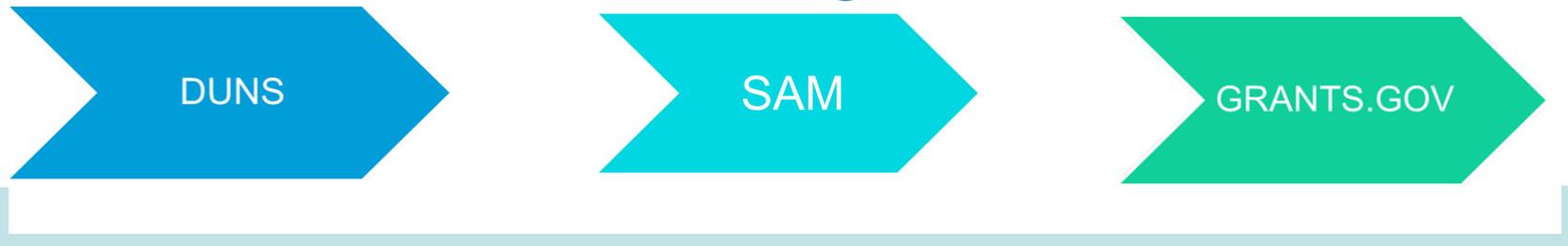
If you have not yet registered with DUNS, SAM or Grants.gov and you start your three registrations **TODAY**, you may not be able to submit your grant application until:

April 23, 2015

> Please allow extra time for holidays that occur during your registration process or other unexpected delays.

<http://www.hrsa.gov/grants/apply/index.htm>

Where Do I Start? Get Registered



Up to 4 weeks

System	Importance	Website
Data Universal Number System (DUNS)	DUNS numbers are required to identify organizations and it tracks how federal grant money is allocated.	http://fedgov.dnb.com/webform
System for Award Management (SAM)	Designating an E-business Point of Contact. Registering with SAM is required for organizations to use Grants.gov.	https://www.sam.gov/
Grants.gov	System by which organizations can submit applications for Federal funding.	http://www.grants.gov/



First things first

Grants.gov

- Before any entity can work with the Federal Government through Grants or contracts they must register in Grants.gov
- Even if you are not going to apply this year, register NOW

Required Steps for Grants.gov Registration

These Steps MUST be completed prior to registering for Grants.gov:

DUNS

- Obtain an organizational Data Universal Number System (DUNS) number

SAM

- Register the organization with System for Award Management (SAM)

AOR

- Register an Authorized Organization Representative (AOR) in SAM, MPIN, and select the E-Biz contact

Dun & Bradstreet Number (DUNS)

1st Step:

- Your organization must have a DUNS Number:
<http://fedgov.dnb.com/webform>

—

- DUNS number will be emailed to you





Decide with Confidence

D&B DUNS Numbers™
for US Government
Contractors & Grantees

Welcome to D&B. This site and online request form is dedicated to assisting customers doing business with the US Federal Government.

Begin D-U-N-S Search/
Request Process

About the D&B
D-U-N-S Number

Frequently Asked
Questions (FAQ)

D&B, CCR, Grants
Contacts

D&B's Privacy
and Data Policy

Accessibility

Welcome to the D&B D-U-N-S Request Service for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

For technical difficulties, contact govt@dnb.com



dun & bradstreet

Government iUpdate

[Welcome Page](#)[Webform Home](#)[FAQs](#)[Home](#) » [iUpdate - Webform Page](#)[iUpdate - Webform Page](#)

Dun & Bradstreet (D&B) is pleased to announce that a new authentication security protocol, to further safeguard your business identity, has been added to the D-U-N-S Number request process for entities doing business with the US Federal Government.

Our updated site:

- Establishes an association between you and the business(es) you select
- Authenticates you "are who you say you are" by asking you to answer a few individual based challenge questions
- Still requires that you be a principal, owner, officer or responsible manager of the entity for which you are:
 - o Viewing an existing D-U-N-S
 - o Requesting a new D-U-N-S
 - o Requesting changes to an existing D-U-N-S

Authentication is a one-time process and once completed, you are given an ID and PW so you may easily re-enter the system when needed. If you should have any additional questions, please review the FAQ's or email us at govt@dnb.com. Click **Continue to Government iUpdate** to begin.

[Return to Webform](#)[Continue to Government iUpdate](#)

Welcome to Government iUpdate – The easy way to manage Dun & Bradstreet's information on your company!

Government iUpdate provides non-publicly traded companies that are doing business with the US Federal Government convenient access to Dun & Bradstreet information on their business. Registered users can view, print, and submit updates to their Dun & Bradstreet record as well as request a new DUNS Number. DUNS Number assignment and modifications are done rapidly and free of charge.

Register to use iUpdate!

Sign-up now to access your company's information. To safeguard your identity, registrants will be asked to answer a short authentication quiz. Click below to get started.

[Start Now](#)

Find DUNS or Request new DUNS

Enter here to find your company's DUNS Number or request a new DUNS Number.

[Start Now](#)

Already Registered? - Sign-in to iUpdate

iUpdate ID (Your Email Address)

Password ***See Important Alert Below***

[Start Now](#)
[Forgot your password?](#)

**** Alert ****

We made enhancements on 3/13/15, please review the information below and take necessary action to ensure the best user experience.



Prior to Sign-In clear your browser cache to automatically download new iUpdate pages. [Click here for Internet Explorer instructions.](#)



You will be prompted to change your password every 90 days that must contain all of the following.

At least: 10 Characters

One Upper case letter

May Not contain the First or Last Name of the user

No Spaces

One Lower case letter

May Not be the same as the registered User Id

One Number

One Symbol – ! @ # \$ % & *

May Not be the current or previous 10 passwords



Turn off [Pop-up Blockers](#) and enable [Java Scripting](#) within your browser options. iUpdate requires these features to operate.



Internet Explorer (version 8 and above), Firefox and Safari are supported browsers for this site. Internet Explorer is the preferred browser and can be downloaded [here](#).

System for Award Management (SAM)

2nd Step:

- Register with the System for Award Management (SAM):
<http://www.sam.gov>
- Must be updated annually
 - Can take 5 days to 2 weeks!
- Per 2 CFR Part 25, Registration with SAM is an eligibility requirement to submit applications through grants.gov

A blue arrow pointing to the right, containing the text "SAM".

SAM

System for Award Management (SAM)

- Need DUNS number to register
- Designate E-Business Point of Contact (E-Biz POC)
 - MPIN
 - Authorized Organization Representatives (AORs)
- AORs must have complete profile
- E-Biz POC must approve the AOR to submit applications on behalf of the organization
- Renew SAM annually

Remember to keep your SAM registration active.

[More >](#)

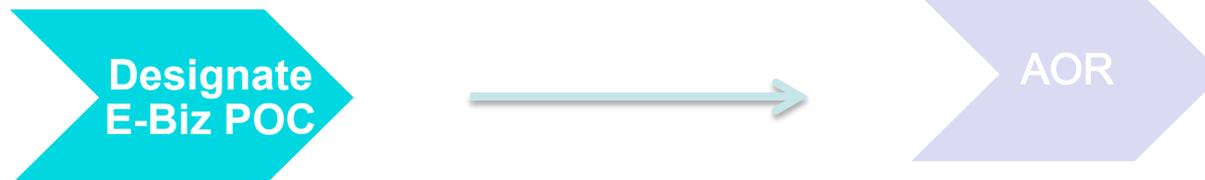
A blue arrow pointing to the right with the text "SAM" inside it.

SAM

The SAM/Grants.gov Connection

Designate an E-Biz Point of Contact

- E-Biz POC identifies a special password called the “MPIN”.
- E-Biz POC gives authority to the Authorized Organization Representative (AOR) to submit applications into Grants.gov





USER NAME

PASSWORD

LOG IN

[Forgot Username?](#)

[Forgot Password?](#)

[Create an Account](#)

HOME

SEARCH RECORDS

DATA ACCESS

GENERAL INFO

HELP

CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

[Create User Account](#)

REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

[Register/Update Entity](#)

New!

Use the SAM Status Tracker to:

[Check Status](#)

SEARCH RECORDS

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

[Search Records](#)

WHAT IS SAM?

[Need Help?](#)

The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

Register Entity

Registration Overview

Welcome, .

[Registration Overview](#)[Registration Overview](#)

SAM Entity Management registrants are required to submit detailed information on their entity in the following categories depending on the purpose of the registration:

[Purpose of Registration](#)[Core Data](#)[Representations and Certifications](#)[Points of Contact](#)[Submit Certification](#)[BACK TO USER DASHBOARD](#)

Core Data

Mandatory for all registration types. Includes, but is not limited to, an entity's DUNS and/or DoDAAC address, CAGE or NCAGE, code, TIN or EIN number, general information, financial information, and about any proceedings in which the entity may currently be involved.



Assertions

Documents self-assertions from each entity. Includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, optional Electronic Data Interchange (EDI), and disaster recovery plans.



Representations & Certifications

Documents an entity's representations and certifications related to their small business status, response to the Small Business Administration's (SBA) 8(a) program, commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect-Engineer Responses (SF330 Part II).



Points of Contact

Mandatory for all registration types. The entity will be asked to provide contact information for any primary points of contact (POC) based on the information they provided during the registration process. Includes, but is not limited to, accounts receivable, electronic business, and government business.

Grants.gov

3rd Step

- Log on to www.grants.gov
- AOR must complete profile on grants.gov
 - Wait one day after SAM registration
- Need DUNS
- E-Biz POC must log into grants.gov to approve AOR registration
- Registration must be updated annually
- Passwords must be updated every 90 days



Find Funding Opportunities

- Grants.gov (<http://www.grants.gov/>)
- HRSA Website (<http://www.hrsa.gov/grants/>)
- HHS Forecast
 - <http://www.acf.hhs.gov/hhsgrantsforecast/ttp://www.hrsa.gov/grants/>
- Register to get email notifications when opportunities are available:
 - <http://www.grants.gov/web/grants/manage-subscriptions.html>

Apply for Grants

Grants.gov provides an overview of the process to APPLY at for federal grants. In order to apply for a grant, you and/or your organization must complete the Grants.gov registration processing status.

[Apply for Grant Opportunities »](#)



Find Open Grant Opportunities

[NEWEST OPPORTUNITIES](#)
[BROWSE CATEGORIES](#)
[BROWSE AGENCIES](#)
[BROWSE ELIGIBILITIES](#)
[View More »](#)

Funding Opportunity Number	Opportunity Title	Agency
CDC-RFA-GH15-1630	Sustained Strengthening of Public Health Laboratory, Transfusion Services, and Health Care Worker Infection Control Practices for Ebola Virus Disease in Liberia	Centers for Disease Control and Prevention
USDA-NIFA-AHSI-005015	Alaska Native-Serving and Native Hawaiian-Serving Institutions Education Competitive Grants Program (ANNH)	National Institute of Food and Agriculture
DHS-15-GPD-042-005-01	Fiscal Year (FY) 2015 Emergency Management Performance Grant Program - Region 5	Department of Homeland Security - FEMA
DHS-15-GPD-042-001-01	Fiscal Year (FY) 2015 Emergency Management Performance Grant Program - Region 1	Department of Homeland Security - FEMA
INL15CA001MEXICO03252015	Development of a Comprehensive Prison Inmate Reinsertion Methodology	International Narcotics and Law Enforcement Affairs
CDC-RFA-EH15-1506	National Public Health Surveillance for Chemical and Radiologic Exposures	Centers for Disease Control and Prevention

Grants.gov Updates

Grants.gov Calendar

Check out our calendar to get the latest updates about our upcoming releases, maintenance, and outages.

 **Grants.gov Production Release Outage:**
April 18-20, 2015

Grants.gov Notices

For more information on upcoming changes with user impacts, please visit the Grants.gov notices page for the latest information.

 **View the Summary of User Impacts for upcoming changes.** (Revised March 3, 2015)

Grants.gov Releases

For more information about recent changes and enhancements, please see the latest release notes.

Grants.gov Blog

Visit the Grants.gov Blog to get up-to-date status of upcoming maintenance and outages.

Financial Assistance

Grants.gov does not provide personal financial assistance. **Please visit USA.gov, to learn where you may find personal financial assistance.**

Suspect Fraudulent Activity?

The United States Government does not require payment, of any kind, to receive federal grants. **Click here, to report suspected fraudulent activity.**

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Funding Opportunity Number:

CFDA Number:

[Search Tips](#) | [Export Results](#)

SORT BY: DATE RANGE:

1 - 24 OF 24 MATCHING RESULTS:

Funding Opportunity Number	Opportunity Title	Agency	Open Date	Close Date
HRSA-15-031	Use of Social Media to Improve Engagement, Retention, and Health Outcomes along the HIV Care Continuum - Evaluation and Technical Assistance Center	Health Resources and Services Administration	02/03/2015	04/03/2015
HRSA-15-092	Autism Intervention Research Network on Physical Health (AIR-P)	Health Resources and Services Administration	02/19/2015	04/21/2015
HRSA-15-091	Autism Intervention Research Network on Behavioral Health (AIR-B)	Health Resources and Services Administration	02/19/2015	04/21/2015
HRSA-15-098	Improving Timeliness of Newborn Screening Diagnosis	Health Resources and Services Administration	02/11/2015	04/13/2015
HRSA-15-023	Ryan White HIV/AIDS Program Part F Dental Reimbursement Program (DRP)	Health Resources and Services Administration	01/28/2015	03/30/2015
HRSA-15-037	State Offices of Rural Health Coordination and Development Program (SORHCDP)	Health Resources and Services Administration	01/28/2015	03/27/2015
HRSA-15-066	EMS for Children: Pediatric Emergency Care Applied Research Network (PECARN)	Health Resources and Services Administration	01/22/2015	04/02/2015
HRSA-15-038	Medicare Rural Hospital Flexibility Grant Program	Health Resources and Services Administration	02/04/2015	04/06/2015
HRSA-15-084	Early Detection of Vision Problems in Young Children	Health Resources and Services Administration	02/09/2015	04/10/2015
HRSA-15-123	Rural Health Care Coordination Network Partnership Program	Health Resources and Services Administration	02/05/2015	04/06/2015
HRSA-15-137	Rural Outreach Benefits Counseling Program	Health Resources and Services Administration	01/29/2015	03/30/2015
HRSA-15-029	Use of Social Media to Improve Engagement, Retention, and Health Outcomes along the HIV Care Continuum - Demonstration Sites	Health Resources and Services Administration	02/03/2015	04/03/2015
HRSA-15-125	Rural Health Clinic Policy and Clinical Assessment Program	Health Resources and Services Administration	02/06/2015	04/07/2015
HRSA-15-063	Rapid Response Rural Data Analysis and Issue Specific Rural Research Studies	Health Resources and Services Administration	01/29/2015	03/30/2015
HRSA-15-068	Rural Network Allied Health Training Program	Health Resources and Services Administration	01/29/2015	03/31/2015
HRSA-15-138	Licensure Portability Grant Program	Health Resources and Services Administration	02/24/2015	04/27/2015
HRSA-15-113	Strengthening and Improving the HIV Care Continuum within Ryan White HIV/AIDS Program Part A Jurisdictions	Health Resources and Services Administration	02/27/2015	04/28/2015
HRSA-15-024	Ryan White HIV/AIDS Part C Capacity Development Program	Health Resources and Services Administration	02/26/2015	04/27/2015
HRSA-15-129	Consolidated and Further Continuing Appropriations Act, 2015 Health Infrastructure Investment Program	Health Resources and Services Administration	03/03/2015	04/21/2015
HRSA-15-042	Health Careers Opportunity Program	Health Resources and Services Administration	03/16/2015	05/15/2015

OPPORTUNITY STATUS:

- Open (24)
- Closed (38)
- Archived (857)

FUNDING INSTRUMENT TYPE:

- All Funding Instruments
- Cooperative Agreement (11)
- Grant (13)

ELIGIBILITY:

- All Eligibilities
- Others (see text field entitled 'Additional Information on Eligibility' for clarification) (23)
- Unrestricted (i.e., open to any type of entity above), subject to any clarification in text field entitled 'Additional Information on Eligibility' (1)

CATEGORY:

- All Categories
- Health (24)

AGENCY:

- All Agencies
- All Department of Health and Human Services (24)

SEARCH: Grant Opportunities ▾ Enter Keyword...

GO

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GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

[Search Tips](#) | [Export Results](#)

Keyword(s):

Funding Opportunity Number:

CFDA Number:

SEARCH

SORT BY:

DATE RANGE:

1 - 24 OF 24 MATCHING RESULTS:

Funding Opportunity Number	Opportunity Title	Agency	Open Date ↓	Close Date
HRSA-15-031	Use of Social Media to Improve Engagement, Retention, and Health Outcomes along the HIV Care Continuum - Evaluation and Technical Assistance Center	Health Resources and Services Administration	02/03/2015	04/03/2015

OPPORTUNITY STATUS:

VIEW GRANT OPPORTUNITY

[« Back | Link](#)

HRSA-15-031

Use of Social Media to Improve Engagement, Retention, and Health Outcomes along the HIV Care Continuum - Evaluation and

Technical Assistance Center

Department of Health and Human Services

Health Resources and Services Administration

SYNOPSIS DETAILS

VERSION HISTORY

RELATED DOCUMENTS

APPLICATION PACKAGE

[Print Synopsis Details](#)

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of 2/3/2015. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

General Information

Document Type: Grants Notice

Posted Date: Feb 3, 2015

Funding Opportunity Number: HRSA-15-031

Creation Date: Feb 3, 2015

Funding Opportunity Title: Use of Social Media to Improve Engagement, Retention, and Health Outcomes along the HIV Care Continuum - Evaluation and Technical Assistance Center

Original Closing Date for Applications: Apr 3, 2015

Current Closing Date for Applications: Apr 3, 2015

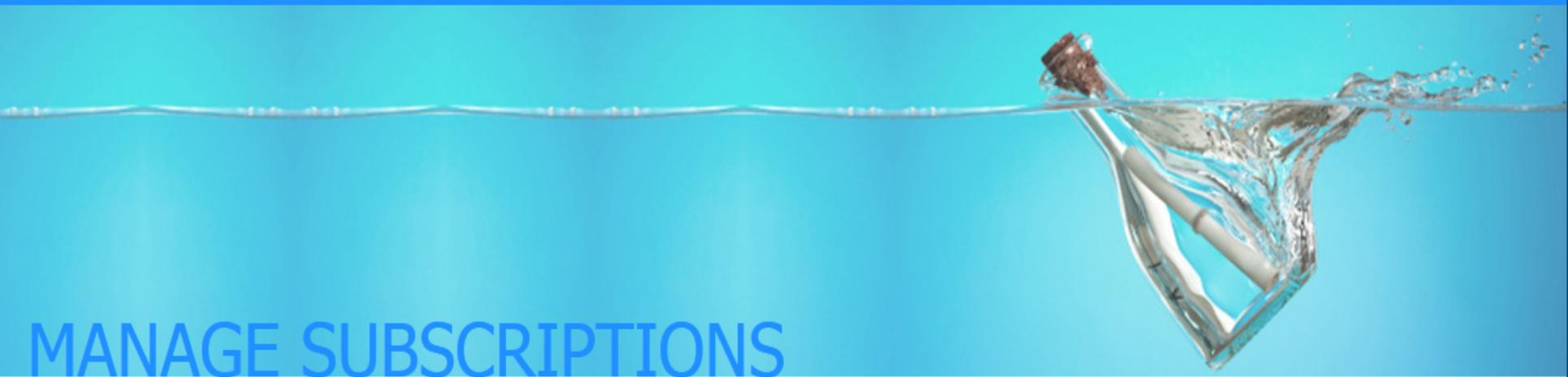
Archive Date: Jun 2, 2015



Grants.gov Support

Grants.gov Contact Center

- 24 hours a day, 7 days a week
- Closed on federal holidays
- Phone: 1-800-518-4726
- Email: support@grants.gov
- iPortal: Top 10 requested help topics (FAQs), Searchable knowledge base, self service ticketing and ticket status, and live web chat



Email Notifications



Sign up to be notified by email regarding new grant opportunities. (Note: Subscribers do not need to register with Grants.gov.)

» [Subscribe to a specific grant opportunity](#)

Receive notifications based on a Funding Opportunity Number (FON). Federal agencies assign unique FONs to their grant announcements.

» [Subscribe to saved searches for grant opportunities](#)

Receive email notifications about grant opportunities associated with specific search criteria, such as funding instrument type, eligibility, and sub-agency.

» [Subscribe to new grant opportunities](#)

Receive a daily email listing all new grant opportunities.



RSS Feeds

Subscribe to grant opportunity RSS feeds and keep track of new announcements that matter to you:

» [Learn about Grants.gov RSS Feeds](#)

After subscribing to a Grants.gov RSS feed, you may want to discontinue your email notification subscription(s).

» [Feed of new opportunities by Agency](#)

» [Feed of new opportunities by Category](#)

» [Feed of modified opportunities by Agency](#)

» [Feed of modified opportunities by Category](#)



Unsubscribe

There are two ways to unsubscribe from grant opportunity communications:

» [Unsubscribe via our online request form](#)

Complete the requested information and submit.

» [Email us to Unsubscribe](#)

If you receive an error message when you attempt to unsubscribe via the online request form, please send an email to support@grants.gov.

To remove one or more subscriptions, please include the email address(es) in the body of the message. The email subject line should read "Unsubscribe".



Funding Opportunity Announcement

- Explains available funding, application, and eligibility information
- All Federal announcements must follow the same format (set by OMB)
- Contains information applicants need to know to apply for funding
- Program history, regulations, and HRSA contact information



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[HRSA Home](#) > [Grants](#)

Open Opportunities



Health Professions Open Opportunities

HRSA-16-022 , Children's Hospitals Graduate Medical Education (CHGME) Payment

- [Apply at Grants.gov by July 17](#)

HRSA-15-148 Health Workforce Research Center (HWRC) Program

- [Apply at Grants.gov by July 23](#)

HIV/AIDS Open Opportunities

HRSA-15-130 Dissemination of Evidence-Informed Interventions to Improve Health Outcomes along the HIV Care Continuum – Implementation Technical Assistance Center

- [Apply at Grants.gov by June 22](#)

HRSA-15-030 Dissemination of Evidence-Informed Interventions to Improve Health Outcomes along the HIV Care Continuum – Dissemination and Evaluation Center

- [Apply at Grants.gov by June 22](#)



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Open Opportunities



[HIV/AIDS Open Opportunities](#)

HRSA-15-006 Ryan White HIV/AIDS Program States/Territories Part B Supplemental

- [Apply at Grants.gov by June 29](#)

HRSA-15-152 Addressing HIV Care and Housing Coordination through Data Integration to Improve Health Outcomes along the HIV Care Continuum

- [Apply at Grants.gov by July 20](#)

[Maternal & Child Health Open Opportunities](#)

None at this time.

[Office of Administrator Open Opportunities](#)

None at this time.

[Primary Health Care/Health Centers Open Opportunities](#)

None at this time.



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Open Opportunities



Rural Health Open Opportunities

HRSA-15-150 Rural Quality Improvement Technical Assistance

- [Apply at Grants.gov by June 22](#)

HRSA-15-145 Rural Child Poverty Telehealth Network Grant Program

- [Apply at Grants.gov by June 22](#)

HRSA-15-149 Telehealth Focused Rural Health Research Center

- [Apply at Grants.gov by June 29](#)

Healthcare Systems Open Opportunities

None at this time.

Organ Donation & Transplantation Open Opportunities

None at this time.

Clinician Recruitment & Service Open Opportunities

None at this time.

HHS Forecast

- Check the forecast to see planned upcoming Funding Opportunity Announcements
- Helps organizations view federal agencies funding plans and begin the planning stage of applying for a grant



HHS Forecast

- Review the HHS Forecast

<http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm>

- In the “Search” box, enter HRSA
 - System will return
 - Title of Program
 - OpDiv
 - Last date when FOA was updated
 - The Catalog of Federal Assistance Number (CFDA)
 - Posted to Grants.gov
 - Status of the Funding Opportunity Announcement (FOA)

Grants Forecast

The Department of Health and Human Services' Grants Forecast is a database of planned grant opportunities proposed by its agencies. Each Forecast record contains actual or estimated dates and funding levels for grants that the agency intends to award during the fiscal year. Forecast opportunities are subject to change based on enactment of congressional appropriations.

When funding is available and an agency is ready to accept applications, the agency will issue an official notice, known as a Funding Opportunity Announcement (FOA), which will be available on Grants.gov. The FOA provides guidance on how to receive an application kit and instructions on how to apply.

Search

<input type="text"/>	Search	View All (833)	Forecasted (271)	Posted to Grants.gov (562)
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Eligibility	Agency			Category
Government Organizations (697)	ACF (525)	ACL (64)	AHRQ (8)	Affordable Care Act (ACA) (17)
Nonprofit Organizations (684)	ASPE (0)	ASPR (2)	CDC (60)	Other Categories
Native American / Tribal Organizations (660)	CMS (6)	FDA (4)	HRSA (45)	
Educational Organizations (672)	IHS (9)	NIH (42)	OASH (32)	
Small Businesses (582)	OCIO (2)	OGH (0)	ONC (0)	
	OPHS (33)	SAMHSA (1)		

Recent Updates

Funding Opportunity Number	Opportunity Title	Agency	Last Updated
HHS-2015-ACF-OFA-FK-0993	New Pathways for Fathers and Families	ACF	05/08/2015
HHS-2015-ACF-OFA-FO-0992	Responsible Fatherhood Opportunities for Reentry and Mobility	ACF	05/08/2015
HHS-2015-ACF-OFA-FH-0990	National Center for Healthy Marriage and Relationship Education	ACF	05/08/2015
HHS-2015-ACF-OFA-FM-0985	Healthy Marriage and Relationship Education Grants	ACF	05/08/2015
CDC-RFA-DP14-14210201SUPP15	A Comprehensive Approach to Good Health and Wellness in Indian Country financed solely by 2014 Prevention and Public Health Funds	CDC	05/08/2015
CDC-RFA-CK12-1205PPHFSUPP15	PPHF 2015: Immunization- Strengthening Surveillance for Diseases Among Newly-Arrived Immigrants and Refugees - financed solely by 2015 Prevention and Public Health Funds	CDC	05/08/2015

The 5 “R’s” when Planning to Write a Strong Application





The Five “Rs”: Submitting Strong Applications

- Do the Research
- Recruit a Team
- Respond to the Guidance
- Review the Application
- Revise It As Needed



Do the Research

- Learn about the grant program
- Study projects that have been awarded in the past
- Assess the specifics of the Funding Opportunity Announcement (FOA) and how it relates to HRSA's overall missions and goals
- Ensure you understand the application requirements
- Consider your organization's capacity (i.e., staffing, fiscal infrastructure, etc.)
- Evaluate the time-cost benefit of applying for the funding opportunity
- Do not ask yourself if the organization needs the funding, but rather whether the organization can commit to the potential project.

Recruit a Team

- Internal Team
 - Help draft the application
 - Talk with colleagues and partners
 - Provide honest feedback
 - Have knowledge of the your organization
- Consortium/Network Members
 - Determine the roles and participation levels
 - Obtain written commitments (i.e. MOUs)
 - Consider overall network structure

Respond to the Guidance

General Tips

- Use clear and concise language and make it enjoyable to read
- Stay focused on the project activities
- Avoid jargon and acronyms
- Describe gaps in current services
- Don't assume reviewer knowledge of your area/program
- Use current data sources



Review Your Application

Be willing to utilize all available resources to strengthen the application

- Grant writers?
 - Advantages/Disadvantages
- Other Resources



Review Process

- Division of Independent Review (DIR)
- Panel of reviewers
- Review Criterion
- Objective Review Committee (ORC)
Process
- Rank Order Listing
- Congressional Liaison Office (CLO)
- Letters/Notice of Award (NOA)

We Need You!



- Advantages of Becoming a Reviewer
 - ✓ Organization can become familiar with the objective review process
 - ✓ Knowledge gleaned from becoming a reviewer could assist organizations in writing a better proposal/application
- You must register to be a reviewer

<https://grants.hrsa.gov/webReview/>

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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

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

If you have expertise in these areas and are interested in becoming a HRSA Grant Reviewer, [register in the HRSA Reviewer Recruitment Module.](#)

Need help with registration? RRMTechAssistance@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.

Register Now

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

Need help with registration?
RRMTechAssistance@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.

Data Information Resources

Where to find

- Affordable Care Act, www.healthcare.gov
- Community Health Status Indicators, <https://www.healthdata.gov/>
- Health Related Datasets, <https://www.data.gov/health/>
- UDS Mapper, <http://www.udsmapper.org/>
- County Health Rankings, <http://www.countyhealthrankings.org/>



Assessment of Organization and Infrastructure

How to Assess your organization for readiness:

1. Organizational Values
 - a. Mission/Vision and primary goals
2. Structure
 - a. By laws
 - b. Board of Directors
 - c. CEO
 - d. CFO
 - e. Management Team and staff
 - f. Organizational Chart



How to Assess your organization for readiness

3. Systems

Financial Operations:

Accounting practices that conform with standards

- a. Policies & Procedures (check & balance)
- b. Annual Financial Reports
- c. Fundraising

4. Human Resources Management Operations

- a. Written Policies and Procedures
- b. Capacity Building
- c. Volunteers

5. Organizational Culture



Assessment of Organization and Infrastructure

Infrastructure:

1. Physical-Building and grounds
2. Technology
 - a. Telephone
 - b. Fax
 - c. Computer Hardware
 - d. Computer Software
 - e. Webpage
 - f. Databases



Technical Assistance Resources

- HRSA has developed the: *HRSA Grants Technical Assistance (TA) Webpage*, viewed at: <http://www.hrsa.gov/grants/apply/>
- This is a one-stop-shop for potential applicants on how to apply for HRSA Federal assistance.
- Applicants will find valuable information on how to apply for HRSA grants, including webcasts, videos, and other technical assistance guidance and a wealth of other relevant & useful information and links tailored to HRSA-specific process and requirements.
- Please utilize this resource to better understand the HRSA grant application process.



HRSA Home > Grants > How to Apply

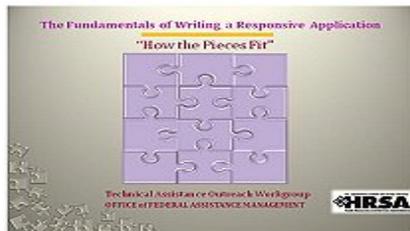
Apply for a Grant

[Home](#)

- (1.) [Register & Get Ready](#)
- (2.) [Find & Submit](#)
- (3.) [Write a Strong Application](#)



[Webcast Link](#)



Register & Get Ready

Share | Print | Email | Facebook | Twitter | Google+ | LinkedIn

It Could Be 4 Weeks Before You Can Apply

You must register in three places: 1) DUNS, 2) SAM & 3) Grants.gov

If you have not yet registered with DUNS, SAM or Grants.gov and you start your three registrations **TODAY**, you may not be able to submit your grant application until:

April 22, 2015

Please allow extra time for holidays that occur during your registration process or other unexpected delays.

If you provide complete and consistent information to all three systems, you may be able to complete the process in one week. But if there is a problem anywhere in the process, your registration can take four weeks or even longer.

Even if you do not need to submit an application for several months, do not delay. Start your registrations today. You cannot submit a grant application until you are registered.

[Organization Registration Checklist](#) (PDF - 3 pages) to save to your computer, print and refer to throughout your registration process.

One: Register with DUNS

You should be able to complete this registration in one day.

Remember to keep your SAM registration active.

[More >](#)

Find Opportunities

[Upcoming Funding Opportunities](#) at the HHS Grants Forecast, which lists grant programs expected to hold competitions at some point in the current federal fiscal year. Once an opportunity is announced, it is posted on Grants.gov, where you can find and apply for open funding opportunities.

[Open Funding Opportunities](#) at HRSA lists current funding opportunity announcements, application deadlines, technical assistance and links to apply at Grants.gov.

[Grants.gov Open Grant Opportunities](#) lists funding opportunities across the U.S. government.

These funding opportunities support organizations and do not provide financial assistance to individuals. See [Loans & Scholarships](#) if you are looking for health professions training assistance and [USA.gov](#) if you are looking for other personal help.

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The Fundamentals of Writing a Responsive Application
"How the Pieces Fit"



Technical Assistance Center & Workgroup
OFFICE OF FEDERAL ASSISTANCE MANAGEMENT



How to Find Opportunities and Submit an Application

[Share](#) | [Print](#) [Email](#) [Facebook](#) [Twitter](#) [Google+](#) [LinkedIn](#)

All HRSA funding opportunities are posted at [Grants.gov](#) – the same place you will go to submit your application. As funding opportunities are announced, they are also posted at [www.hrsa.gov/grants](#), where you will also find links to programmatic application technical assistance (help with the content of the application, as opposed to general application technical assistance that is focused on the format and schedule).



Step by Step

- 1 Find open funding opportunities at [Grants.gov](#).** You can search by funding opportunity number (e.g. HRSA-12-123), category, agency or other criteria. If you are looking for a specific opportunity, searching by the funding opportunity number is the fastest way to find it (or go to [www.hrsa.gov/grants](#) and follow the link to the opportunity at [Grants.gov](#)).
- 2 Download the Instructions and Application** from [Grants.gov](#). The package includes everything you need to complete an application, including all the forms. Save the package to your computer and complete it off-line.
- 3 Complete the Application**, including all required forms, assurances and certifications. When complete, save the application to your computer. Be sure to click the "Check for Errors" button, which will validate your application and activate the "Save and



Apply for a Grant

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- [\(1.\) Register & Get Ready](#)
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- [\(3.\) Write a Strong Application](#)

Funding Opportunities >>

[Webcast Link](#)

The Fundamentals of Writing a Responsive Application
"How the Pieces Fit"
The Technical Assistance Outreach Workgroup
OFFICE OF FEDERAL ASSISTANCE MANAGEMENT
HRSA

Write a Strong Application

Writing a grant application is a formidable task that can take 40 hours or more. Before you start, be sure you answer "yes" to the following questions:



- 1 Have I read the Funding Opportunity Announcement** (also known as the Grant Guidance or Grant Instructions) completely and carefully? Do I understand it?
- 2 Is my organization eligible to apply**, based on the eligibility criteria described in the Funding Opportunity Announcement?
- 3 Does my organization have the technical expertise, the personnel and the financial capacity** to successfully implement the kind of project described in the Funding Opportunity Announcement?
- 4 Are all the stakeholders in my organization supportive** of applying for this grant?
- 5 Is my organization prepared to do what it takes** to successfully implement the project within the budget we're proposing?

Important Parts of the Application

Your application will be rated and scored by a team of independent, objective reviewers with expertise in the relevant disciplines. The Funding Opportunity Announcement (FOA) includes the criteria they will use in their review and specific information to be included in your application – information the reviewers will be looking for.

Learn More

- [Writing a Strong Grant Application](#) (PDF - 162 KB)
- [Ten Tips for a Strong Application](#)
- [Cultural Competence](#)
- [HHS Grants Policy Statement](#) (PDF - 1.1 MB)

Webinar

Tips for Writing Good Grant Proposals

[Watch on YouTube](#)

[Download the Slide Presentation](#) (PDF)

Help

- [Grants.gov Application Help](#)
- [HRSA Electronic Handbooks Log On](#)
- [HRSA Electronic Handbooks Knowledge Base](#) with articles, frequently asked questions, and other resources to help you successfully navigate HRSA EHBs
- [HRSA Electronic Handbooks Contact Center](#)



Common Mistakes

- Not Registered with Grants.gov
- Missing or Incorrect DUNS on application
- Expired SAM registration
- Going over the page limit
- Application is rejected for errors and applicant did not leave enough time to correct before the deadline
- Rejection email is in spam folder
- AOR is not approved by E-Biz Point of Contact
- AOR is not available to submit the application
- Applying to the wrong announcement number



Important Tips!

- Check registrations as soon as you hear about a Federal grant opportunity!
- Or Get Registered NOW: DUNS, SAM, Grants.gov
- AOR, passwords
- Do not wait until the last minute to submit application to grants.gov!
 - If application is rejected due to errors, may not be able to re-submit!
 - Waivers/extensions rarely granted!



Contact Information

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Atlanta Regional Office

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Questions?