



Applying for a HRSA Grant

Slides For Future Reference



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

The screenshot shows the HRSA website's 'How to Apply for a Grant' page. The page features a navigation menu with 'How to Apply' selected. The main content area is titled 'How to Apply For A Grant' and includes a sub-heading 'It Could Be 4 Weeks Before You Can Apply'. A key date, 'August 21, 2014', is highlighted in a blue box. A callout box reminds users to keep their SAM registration active. The page also includes a 'Track Your Application' section with input fields for Funding Opportunity Number, Application Tracking Number, and DUNS Number, along with a 'SEARCH' button. A sidebar on the left lists steps: (1) Register & Get Ready, (2) Find & Submit, (3) Write a Strong Application, and (4) Understand the Review Process. A 'Funding Opportunities' link is also visible in the sidebar.



1) Register and Get Ready

- Register with DUNS
- Register with SAM
- Register with Grants.gov



Register with DUNS

- Go to D&B DUNS Numbers for U.S. Government Contractors and Grantees. <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
- Select the country or territory where your organization is physically located. Complete and submit the form which includes:
 - Your organization's physical and mailing addresses,
 - Name and title of the chief executive
 - Primary [Standard Industrial Code \(SIC\)](#)
 - Whether or not the organization is minority-, woman- or veteran-owned, number of employees, and annual revenue.
- Your DUNS number will be e-mailed to you the same day.



Register with System for Award Management (SAM)

- Go to [the SAM](#) and select **Create User Account** or **Register/Update Entity** and complete the form, which will take about an hour.
- Be prepared with your organization's:
 - **DUNS number**,
 - **Tax ID number** (NOTE: If you do not have an EIN, [Apply for an Employer Identification Number \(EIN\) Online](#)) organization's
 - **Business start date**,
 - **Congressional district**
 - **Physical mailing addresses**,
 - **E-Business Point of Contact** (E-Biz POC) and a **Marketing Partner Identification Number** (MPIN).
- After you submit your SAM registration, you will receive an email from SAM.gov letting you know your registration is active. **To keep your SAM registration active, be sure to renew at least once each year which takes about 5 days to process.** If your registration expires, you cannot submit a grant application until it is renewed.

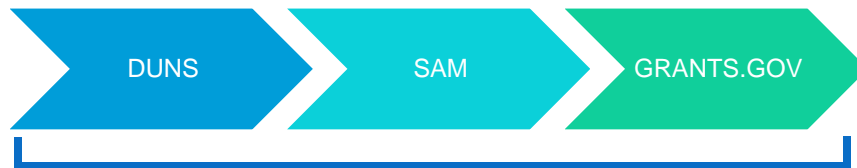


Register with Grants.gov

- Allow 2 to 3 weeks to register with Grants.gov after DUNS and SAM registration
- Go to [Get Registered with Grants.gov](#).
- Know your organization's DUNS number from step 1
- After each Authorized Organization Representative (AOR) registrant submits a registration form to Grants.gov, the E-BIZ POC will receive an e-mail, prompting her or him to log into Grants.gov and approve the AOR. The E-BIZ POC will need organization's MPIN acquired in Step Two to approve AOR registrations
- When the registration is approved, the submitting AOR will receive a confirmation e-mail and will be able to submit applications.



How long will the registration process take?



Up to 4 weeks



2) Find & Submit

- Find open funding opportunities in Grants.gov
- Download the instructions and application
- Complete the application
- Save and Submit
- Watch your E-mail



Look for funding opportunities

GRANTS.GOV™

SEARCH: Grant Opportunities | Enter Keyword:

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

Find Grants

SEARCH Grants.gov for your federal grants by keywords or more specific criteria. All discretionary grants offered by the 26 federal grant-making agencies can be found on Grants.gov. You do not have to register with Grants.gov to find grant opportunities.

[Search Grant Opportunities](#)

Find Open Grant Opportunities

NEWEST OPPORTUNITIES | [BROWSE CATEGORIES](#) | [BROWSE AGENCIES](#) | [BROWSE ELIGIBILITY](#) | [View More](#)

Funding Opportunity Number	Opportunity Title	Agency
VA-ASP-2015-01	Grants for Adaptive Sports Programs for Disabled Veterans and Members of the Armed Forces	National Veterans Sports Programs
14CS08	Veterans' Risk and Needs Assessment Tool and Protocol	National Institute of Corrections
14CS14	Transition From Jails	National Institute of Corrections
14CS15	Employment Retention Specialized Training - Curriculum Revision and Certification	National Institute of Corrections
EP-ID5-14-002	Establish Adjacent Hubs to Enable Adjuvanted Influenza Vaccines in Under-Resourced Nations	Assistant Secretary for Preparedness and Response
FR-5000-N-07	HOPE VI Main Street Grant Program	Department of Housing and Urban Development
DOT-OST-2014-0113	Small Community Air Service Development Program	DOT - Office of Aviation Analysis
PAR-14-272	Medically Assisted Reproduction: Investigation of Mechanisms Underlying the Adverse Outcomes and Development of New and Improved Methods to Overcome the Adverse Outcomes (R01)	National Institutes of Health

Grants.gov Updates:

Grants.gov Scheduled Maintenance Outage: July 12-14, 2014.

For more information on scheduled maintenance outages and status updates, please visit the following: [Grants.gov Calendar](#) | [Grants.gov Blog](#)

Did You Know?

Did you know new notices were recently added? For a full description of the new enhancements covered in the Applicant Release Notes, [click here](#).

Did you know that Grants.gov must receive verification of registration from SAM electronically before AORs can submit applications on Grants.gov? These allow 24-48 hours from the date of the SAM email notification to complete the electronic process. To quickly and easily verify Grants.gov AOR status, [click here](#).

Financial Assistance

Grants.gov does not provide personal financial assistance. To learn when you may find personal financial assistance, please visit [USA.gov](#).

Suspect Fraudulent Activity?

The United States Government does not require payment, of any kind, to receive federal grants. To report suspected fraudulent activity, [click here](#).



Download Application Package

GRANTS.GOV™

SEARCH: Grant Opportunities | Enter Keyword:

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicants > Download Application Package

DOWNLOAD APPLICATION PACKAGE

[Back](#)

Download Opportunity Instructions and Application. You have chosen to download the application for the following opportunity:

CFDA Number: 93.330: Leadership in Public Health Social Work Education Grant Program
 Opportunity Number: HRSA-14-145: Leadership in Public Health Social Work Education
 Competition ID: HRSA-14-145
 Competition Title: Leadership in Public Health Social Work Education
 Agency: Health Resources & Services Administration
 Opening Date:
 Closing Date: 07/15/2014

Since you did not subscribe, you will not be notified of any future changes to this opportunity. If you would like to receive notifications please [click here](#).

Download the instructions and the application by selecting the appropriate link below. Instructions will open directly in your browser and can be saved to your computer. Packages must be saved directly to your computer. For more information about downloading the instructions or the application once you save them to your computer:

1. [Download Application Instruction](#)
2. [Download Application Package](#)



For **HRSA** funding opportunity announcements (FOAs)....

Remember to download:

FOA Instructions

- Provides programmatic requirements

HRSA SF-424 Application Guide

- Companion guide to the FOA
- Referenced throughout the FOA



For **ORHP** funding opportunity announcements

<http://datawarehouse.hrsa.gov/RuralAdvisor/RuralHealthAdvisor.aspx>

The screenshot shows the HRSA Rural Health Grants Eligibility Advisor web application. The page title is "Rural Health Grants Eligibility Advisor". The main heading is "Check Rural Health Grants Eligibility: Select a County". There are two dropdown menus: "State or Territory:" and "County or equivalent:". Below the "County or equivalent:" dropdown is a "Reset" button and a link "(or Check Rural Health Grants Eligibility by Address)". On the left side, there is a navigation menu with links: "Rural Grants Program Home", "About Geographic Eligibility for Rural Health Grant Programs", "Guidance/online applications for Rural Health Grant Programs", and "Resources for Business". At the bottom, there is a section titled "Health care providers who provide services in geographic areas that are defined as Rural Health area are eligible to apply for Rural Health Grants." followed by "HRSA's Office of Rural Health Policy can provide more information on the Rural Health Grants. For more information:" and a list of links: "Office of Rural Health Policy" and "National listing of eligible counties and census tracts".



Apply for funding opportunities

GRANTS.GOV™

SEARCH Enter Keyword

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > View Opportunity

VIEW GRANT OPPORTUNITY

HRSA-14-145
Leadership in Public Health Social Work Education
Department of Health and Human Services
Health Resources & Services Administration

SYNOPSIS DETAILS VERSION HISTORY FULL ANNOUNCEMENT APPLICATION PACKAGE [Print Package List](#)

Selected Grant Applications for Download

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!
Before you can view and complete an application package, you MUST have Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version. Click to download the required Adobe Reader if you do not have it installed already.

Please click the support tab for additional resources.

Below is a list of the application(s) currently available for the Funding Opportunity.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
93.330	HRSA-14-145	HRSA-14-145	Leadership in Public Health Social Work Education	Health Resources & Services Administration	Download



3) Write a Strong Application

- Have I read the funding opportunity announcement?
- Is my organization eligible to apply?
- Does my organization have the technical expertise, the personnel, and the financial capacity?
- Are all stakeholders in my organization supportive?
- Is my organization prepared to do what it takes?



4) Understand the Review Process

- Standard review criteria, common among almost all opportunities, are as follows:
 - Needs assessment;
 - Response;
 - Evaluative measures;
 - Impact;
 - Resources/capabilities; and
 - Support requested
- Most funding opportunity announcements include more specific criteria for each category and many list additional review criteria, such as cultural competence

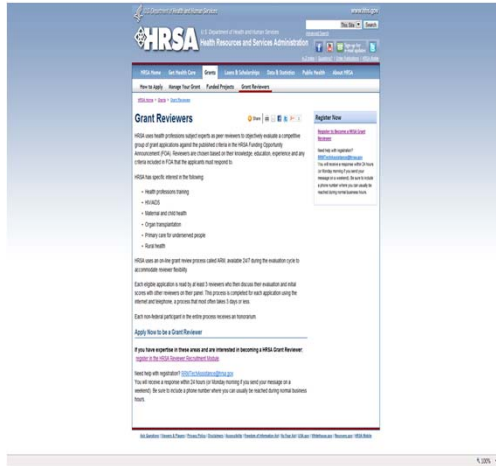


Understand the Review Process

- Division of Independent Review (DIR)
- Panel of reviewers
- Review Criterion
- Objective Review Committee (ORC) Process
- Rank Order Listing



How to be a Grant Reviewer



- ORHP has multiple grant program reviews each year
- We need reviewers with rural experience to be a part of our Objective Review Committee panels
- You must register to be a reviewer:
<http://www.hrsa.gov/grants/reviewers/>
- Indicate “rural health” as one of your specialties in the background information



Grant Resources

- Registration checklist:
<http://www.grants.gov/documents/19/18243/OrganizationRegChecklist.pdf/fc7e7c18-2497-4b08-8d9b-bfac399947a3>



GENERAL GRANT WRITING TIPS

(ESPECIALLY FOR COMMUNITY-BASED GRANTS)



Explore Options

- Start early
- Become an expert on the grant program that you want to apply for.
- Research the types of projects that have been awarded under the program.





Application Planning



- Read and re-read Funding Opportunity Announcement (FOA)
- Have one or two other staff read all the program information (guidance, forms, etc.)
 - You should agree on what needs to be in the application and how to proceed
- Make certain you understand exactly what, how, when, etc. is required for the application



Application Planning

- Create a Team to Work on the Project
 - Name the lead person (Someone that has the authority to get things done)
 - Set meeting times
- Identify Consortium/Network Members & Obtain Commitment early (if applicable)
 - Determine the roles and level of participation of each member





Application Planning

- ❑ Call the program contact person with **any** questions
 - This is very important
 - They are there to help



Paint the Right Picture





Story Telling

- ❑ Tell the story of your community and its needs
 - Make sure it aligns with the purpose of the grant program
- ❑ Find someone who is organized, writes well and is good at following directions to help with writing the grant
- ❑ After the grant narrative is completed, give it to someone not involved in the project to read
 - If they understand what the needs are, why there are needs, who will be served and how the project will address the needs, the narrative is probably clear



Getting Started

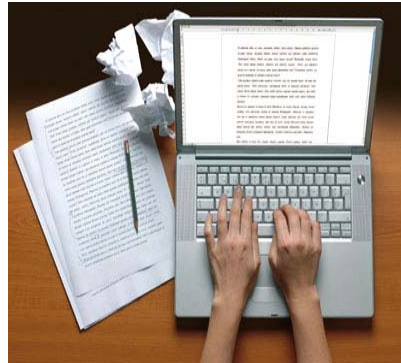


- ❑ Make your proposal clear, simple, easy and enjoyable to read
- ❑ Stay focused on the project activities
- ❑ Avoid jargon and acronyms
- ❑ Present gaps in current services
- ❑ Don't assume reviewers know your topic or geographical area (background)



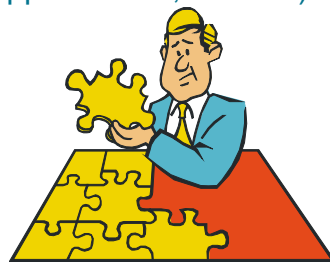
Application Content

- Needs
- Response
- Evaluation
- Impact
- Resources & Capabilities
- Support Requested



Planning Strategies

- Host a meeting of interested parties
 - Initial reaction
 - Review funding opportunity announcement
 - Mission match/community impact
- SWOT (Strengths, Weaknesses, Opportunities, Threats)
- Needs Assessment
 - Focus groups
 - Survey
 - Secondary data





How Do You Assess Needs?

Example: Focus Groups

- A specially selected group to discuss an issue
- Open ended questions
- 7-10 people
- Contrasts with Key Informant
 - Key informant provides individual perspective
 - Focus group offers individual within the context of a group

Advantages/Disadvantages

Advantage

- Speed
- Low cost
- Flexibility
- Benefit of group dynamics

Disadvantage

- Less control than key informant
- Difficulty in assembling the group
- Disadvantage of group dynamics



How Do You Assess Needs?

Example: Survey

- Sample of population (entire population)
- Typically a closed ended instrument (sometimes open ended)
- Mailed, telephone, personal interview
- Measure attitude
 - present services (awareness, use, need)
 - need for future services
 - quality of services/care
 - provider assessment

Advantage/Disadvantage

Advantage

- Most scientifically valid and reliable
- Representative of population
- Commonly used and accepted
- Amount of data gathered

Disadvantage

- Most expensive
- Less flexible



How Do You Assess Needs?

Example: Community Forum

- Open public meeting with all interested persons invited to participate
- Generally provides a means of soliciting a broad range of views and concerns
- Pose questions to the audience
 - What do you see as the most important community or regional health problems?
 - What areas should be addressed?
 - How do we address these issues?

Advantages/Disadvantages

Advantage

- Speed and low cost
- Flexibility
- Most participatory
- Educate public and form of community development

Disadvantage

- Can be unrepresentative of population
- “Gripe” session
- Challenge “expert” perspective



Writing and Development Tips



- **Remember others**
 - Talk to others who have written grants
 - Try to locate people who have been funded by organizations you plan to submit a proposal
 - State Office of Rural Health
 - Associations and other regional or state organizations
 - Rural Assistance Center (RAC)



Writing and Development Tips

- **Remember your audience:** The panel of reviewers
 - Reviewers typically do not know anything about your situation, your community, or even your state
 - Explain basic facts:
 - rural and frontier as a concept (distance, weather, roads); culture; and your unique circumstances
 - Central goal = convince reviewer of the legitimacy of your problem, your solution, your ability



Writing and Development Tips

- Don't deviate from the FOA
 - The order of sections and the titles are set
 - The rules are set
- Be detailed (even to the point of being elementary)
- Be concise (less words the better)



Writing and Development Tips

- ❑ Put yourself in the funding source's shoes -- ask yourself the same questions that a skeptical reader would ask:
 - Why should anyone bother to read this?
 - Why should they care?
 - What difference is this going to make?

- ❑ Present it in layperson's words -- program officer and reviewers may not be an expert in your field and they have to explain the proposal to others



Goal. Objective. Activity.



- **Goal:** Complete a Needs Assessment

- **Objective:** Within 3 months, develop a needs assessment tool
 - **Activity:** Distribute Needs Assessment Document to all Health Fair Participants



Budget Narrative

- How many organizations are contributing to the budget
- What percent of funds are being solicited from the funding source
- Are subcontracts involved
- Annual salary increases (multiple year projects)
 - Allow for cost of living increases



Budget Categories

Calculate all relevant expenses

- Salary
- Benefits (social security, workman's compensation)
- Printing and photocopying
- Postage and shipping
- Long distance and cellular telephone service
- Materials and supplies
- Mileage and travel
- Outside services

