



**U.S. Department of Health and Human Services**

Office of Research Integrity

**Notice of Funding Opportunity**

Ensuring Research Integrity - Research on Research Integrity (RRI)

**Opportunity Number**

IR-ORI-25-001

**Application Due Date**

**07/30/2025** at 6:00 PM Eastern

**Technical Assistance Webinar Date**

**07/15/2025** at 1:00 PM Eastern

BASIC INFORMATION	
<b>Opportunity Title</b> Ensuring Research Integrity - Research on Research Integrity (RRI)	
<b>Program Office</b> Office of Research Integrity	<b>Application Submission and Format</b> Electronic application submitted via Grants.gov ONLY.
<b>Opportunity Number</b> IR-ORI-25-001	
<b>Award Type</b> G (Grant)	<b>Application Deadline</b> 07/30/2025 06:00 PM Eastern
<b>Announcement Type</b> Initial	<b>Technical Assistance Webinar Date</b> 07/15/2025 at 01:00 PM Eastern
<b>Assistance Listing</b> 93.085	<b>Technical Assistance Webinar Details</b>  <a href="https://ori.hhs.gov">https://ori.hhs.gov</a>
<b>Eligible Applicants (see Section A.1 for full details)</b>	
<b>Executive Order 12372 does not apply to this NOFO (see section E.3.D)</b>	
<b>Estimated Total Funding Available</b> \$500,000	<b>Estimated Period of Performance (months)</b> 24
<b>Estimated Number of Awards</b> 2	<b>Anticipated Award Date</b> 09/15/2025
<b>Anticipated Award Funding Range</b> \$150,000 to \$250,000 per budget period	<b>Anticipated Project Start Date</b> 09/30/2025
<p align="center"> <b>QUESTIONS?</b>  <a href="mailto:OASH_Grants@hhs.gov">OASH_Grants@hhs.gov</a>            Additional contact information in Section G         </p>	

## SUMMARY

The Office of Research Integrity announces the opportunity to apply for Fiscal Year (FY) 2025 awards under the authority of 42 U.S.C. § 241 (Section 301 of the Public Health Service Act).

The Office of Research Integrity (ORI) seeks to promote the integrity and reliability of Public Health Service (PHS)-funded biomedical and behavioral research through the support of projects aimed at understanding the factors that affect research integrity. We seek applications to conduct empirical research on societal, organizational, behavioral, group, and individual factors that affect integrity in research, focusing on the identification of the root causes of research misconduct and driving factors for research integrity in compliance with 42 C.F.R. Part 93. The projects funded under this opportunity must aim to research any combination of the following focus areas: 1) Explore the financial, cultural, institutional, and individual factors; 2) Assess the effectiveness of policies and training; 3) Investigate reporting and response mechanisms.

We expect to fund awards in 12-month budget periods for a total period of performance up to 24 months. Recipients must submit a non-competing continuation (NCC) application for each budget period after the first. Continuation funding is contingent upon the availability of funds, satisfactory progress of the project, appropriate stewardship of federal funds, and the best interests of the government. Funding for all approved budget periods after the first is subject to any offset with funds unused in the previous budget period. We anticipate two awards of between \$150,000 and \$250,000 in total costs (direct plus indirect) for year 1 and \$375,000 for year 2, for a total project period not to exceed two years (two 12-month project periods and budget periods).

The Office of the Assistant Secretary for Health (OASH) Grants and Acquisitions Management Division (GAM) will administer this competition.

We encourage you to review all program requirements, eligibility information, application format and submission instructions, and other content of this notice to ensure your application complies with all requirements.

## **A. ELIGIBILITY INFORMATION**

### **1. Eligible Applicants**

You must meet all of the eligibility requirements in order for us to review your application.

#### **a. Eligible Entities**

Universities, hospitals, laboratories, other public or private institutions, and individuals are eligible to apply for an award under this announcement.

Faith-based organizations and community-based organizations are eligible to apply.

American Indian, Alaska Native, Native Hawaiian, and Pacific Islander organizations are eligible to apply.

Additional examples of eligible entities include:

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State controlled institutions of higher education
- Native American tribal governments (Federally recognized)
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than Federally recognized tribal governments)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- Individuals
- For profit organizations other than small businesses
- Small businesses

#### **b. PD/PI Eligibility**

There is no restriction on an individual's eligibility to be Project Director (PD)/Principal Investigator (PI) on an application. However, we will not make an award with a PD/PI who has an active government-wide exclusion, suspension, or debarment recorded in SAM.gov.

We expect that throughout the period of performance the PD/PI will be involved in, and have substantial knowledge about, all aspects of the project. Although your organization may recognize co-PD/PIs on team-managed projects, we recognize only a single PD/PI who will be responsible for the programmatic aspects of the project.

#### **c. Other Considerations**

##### ***Submitting Multiple Applications***

You may submit more than one application, but each application must be for a distinctly different project.

If you submit multiple applications for the same project, we will accept only the last application submitted a Grants.gov timestamp that is before the due date and time. We will disqualify all other versions of the application. See Section F.1.b for all disqualification factors.

### ***Submitting an Application as a Group or Consortium***

For any given project, we will only make an award to a single eligible entity. More than one entity may choose to work together on a project under this opportunity, but only one entity may submit the application. If awarded, that entity will be the award recipient and will be responsible for conducting the project.

The other entities may participate in the project, if awarded, and would be responsible to the recipient for their respective roles, typically as subrecipients.

Groups may form a consortium, partnership, or other legally recognized entity for the purpose of applying for this opportunity and carrying out any awarded project. The resulting entity must exist and be legally recognized when it applies and must have an active registration in SAM.gov. We will conduct a risk assessment on the applying entity (Section F.4) prior to making any award.

### ***Direct and Indirect Costs***

Direct and indirect costs proposed and, if successful, must meet the cost requirements of [45 C.F.R. part 75 Subpart E](#)—Cost Principles (“Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards” or UAR). These requirements apply to you and any subrecipients. You should thoroughly review these regulations before developing your proposed budget. We have provided an excerpt of the more commonly used cost categories in Section J; however, you should review the full Cost Principles.

### ***Restrictions on Costs***

Restrictions on costs appear in Section D.2.c.2. Such costs are unallowable for awards made under this NOFO.

We may not disqualify your application from merit review if it contains a request for restricted costs. In some cases where those costs are not essential to the success of the project, we may negotiate with you for modifications to the project implementation or budget prior to making an award. However, if your application relies substantially on restricted costs, we may decide to not fund your application because any negotiated changes would fundamentally change the project as proposed.

### ***Eligibility Documentation***

We do not require you to submit documentation of your eligibility (e.g., proof of 501(c)(3) status as determined by the Internal Revenue Service or an authorizing tribal resolution) when you submit your application. It is important that your organization is correctly classified in your SAM registration (Section E.2.a).

During our review of your application, we might request additional documentation to support your eligibility. This request means only that your application is under review and not that you will receive an award.

More specific information on the type of documentation that we might request specific to this opportunity appears in Section E.4.b.

### ***Application Disqualification***

We will disqualify applications that fail to meet the eligibility, responsiveness, formatting, and submission requirements (Sections F.1.b) prior to conducting merit review. Disqualified applications will not undergo further review.

We will notify disqualified applicants at the end of the competition when we announce the award recipients.

## **2. Application Responsiveness Criteria**

We will review your application to determine whether it meets the responsiveness criteria in Section F.1. If your application does not meet the responsiveness criteria, we will disqualify it from the competition; we will not review it beyond the initial screening.

## **3. Cost Sharing or Matching**

You are not required to provide cost sharing or matching in your proposed budget.

If you voluntarily include cost sharing in your application, you must include in your budget narrative a non-federal sources justification as described in Section J.4 or we will disqualify your application (Section F.1.b). Voluntary cost sharing is not expected for research applications.

During merit review (Section F.3), reviewers will only consider cost sharing in the overall assessment of the adequacy of the total proposed budget (i.e., Federal share plus cost share) to support your proposed project. You will not receive any preference, priority, or special consideration for voluntarily including cost sharing or matching in your proposed budget.

If you propose any voluntary cost sharing or matching in your budget package, we will include that voluntary cost sharing or matching as a commitment on the notice of award at the level you proposed (Section D.2.c). Any later change in the cost sharing or matching commitment will require prior approval of the grants management officer.

Cost-sharing or matching may include any in-kind contributions necessary for the implementation of the proposed project ([45 C.F.R. § 75.306](#)).

## **B. PROGRAM DESCRIPTION**

The Office of Research Integrity anticipates making award(s) for Fiscal Year (FY) 2025 under the authority of 42 U.S.C. § 241 (Section 301 of the Public Health Service Act).

Institutions applying for or receiving Public Health Service (PHS) support for biomedical or behavioral research, biomedical or behavioral research training, or activities related to that research or research training are required to “[f]oster a research environment that promotes research integrity and the responsible conduct of research, discourages research misconduct, and deals promptly with allegations or evidence of possible research misconduct.” 42 C.F.R. § 93.300(c). Core to ORI’s mission is the support of education and outreach activities that aid PHS-funded research institutions in their efforts “to teach the responsible conduct of research, promote research integrity, prevent research misconduct, and . . . respond effectively to allegations of research misconduct[.]” (65 Fed. Reg. 30,600, 30,601 (May 12, 2000)).

Our Research on Research Integrity Grant Program contributes to this mission by supporting projects that foster empirical research on societal, organizational, behavioral, group, and individual factors that affect, both positively and negatively, integrity in research with a focus on the identification of the root causes of research misconduct and driving factors for research integrity in compliance with 42 C.F.R. Part 93.

### **1. Purpose of this Opportunity**

#### **a. Background**

The purpose of this initiative is to provide assistance to recipients to promote the integrity and reliability of PHS-funded research through empirical research on societal, organizational, behavioral, group, and individual factors that affect, both positively and negatively, integrity in research with a focus on the identification of the root causes of research misconduct and driving factors for research integrity in compliance with 42 C.F.R Part 93.

We have selected the following three focus areas for Fiscal Year 2025:

- 1) Explore the financial, cultural, institutional, and individual factors
- 2) Assess the effectiveness of policies and training
- 3) Investigate reporting and response mechanisms

The project should contain feasible ideas with tangible/measurable outcomes supported by an appropriate budget request and work plan to meet the Expectations of this announcement and project goals. The proposed project period must not exceed two years (i.e., two 12-month budget periods). You may propose a shorter project period of one year if the project goals and outcomes are achievable within that period. Funding after the first budget period will require submission of a non-competing continuation application for a second budget period for any project period exceeding 12 months. Funding for the second budget period will be contingent upon availability of funds, satisfactory progress of the project (including recipient progress towards meeting stated project milestones and goals, timely submission of required reports, and compliance with all grant terms and conditions), appropriate stewardship of federal funds, and the best interests of the government. This funding opportunity does not support projects with the primary purpose of holding meetings, conferences, or workshops. See

opportunity number IR-ORI-25-002 for those purposes. We encourage proposed projects to include collaboration or consultation with individuals and/or organizations with experience in handling issues or providing guidance related to research integrity, research climate/culture, the responsible conduct of research, and/or compliance with 42 C.F.R Part 93. This may include, but is not limited to, institutional research integrity officers; professional organizations; others who have direct experience with 42 C.F.R. Part 93; and institutional attorneys experienced with these matters. We also encourage proposed projects to include individuals actively engaged in, or training for, careers in research, and whenever practical, to take place in research settings.

## **b. Opportunity Details**

### ***Priorities for this Opportunity***

The projects funded under this opportunity must aim to research any combination of the focus areas below:

#### **1) Explore the financial, cultural, institutional, and individual factors:**

- Studying the impact of institutional culture on research practices and misconduct
- Studying the day-to-day policies and procedures, such as record keeping, experimental design, bias reducing techniques, and data sharing in research institutions and their impact on research misconduct
- Examining the influence of team dynamics and leadership styles in fostering research integrity
- Examining the influence of team dynamics, mentor/mentee relationship, and leadership styles that lead to detrimental research practices and/or research misconduct
- Examining how time constraints and funding needs influence research misconduct

#### **2) Assess the effectiveness of policies and training:**

- Conducting randomized controlled trials to test the impact of training programs on researchers' understanding and application of ethical standards as well as social responsibility
- Analyzing longitudinal data to evaluate the long-term effects of policy changes on research integrity

#### **3) Investigate reporting and response mechanisms**

- Studying the psychological barriers to reporting misconduct and develop strategies to overcome them
- Researching the effectiveness of different institutional responses to allegations of misconduct and their impact on deterring future issues.

### **Goals and Objectives for this Opportunity**

The goal of this initiative is to provide assistance to recipients to promote the integrity and reliability of PHS-funded research through empirical research on societal, organizational, behavioral, group, and individual factors that affect, both positively and negatively, integrity in research with a focus on the identification of the root causes of research misconduct and driving factors for research integrity in compliance with 42 C.F.R Part 93. The intended effect will be measured by the publication of relevant research findings and/or the development of novel



practical approaches, resources, or training materials that can be used by researchers, research administrators, and research institutions to identify the root causes of research misconduct and driving factors for research integrity.

### ***Expected Performance Goals and Outcomes for Funded Projects***

Award recipients under this announcement must aim to research any combination of the focus areas below:

#### **A. Conduct research related to ensuring research integrity**

We expect that the recipient will conduct empirical research focused on identifying the root cause of societal, organizational, behavioral, group, and individual factors that affect, both positively and negatively, integrity in research.

#### **B. Demonstrate the impact and/or effectiveness of the policies and training:**

We expect the recipient to implement and evaluate the materials developed above to determine the ease with which they can be directly used by the relevant stakeholder(s) (i.e., individual researcher/research group, research administrator, or research institution), their effectiveness in facilitating improved practices, and their impact on research integrity and/or compliance with 42 C.F.R. Part 93. We expect that recipients will revise the materials as necessary to address issues, identified during the evaluation process, that may prevent effective implementation by the relevant stakeholders.

#### **C. Investigate reporting and response mechanisms:**

We anticipate that the funded recipient will engage in a comprehensive examination of the psychological factors that may prevent individuals from reporting instances of research misconduct. This includes identifying internal and external barriers—such as fear of retaliation, stigma, or lack of confidence in reporting mechanisms—and exploring ways to mitigate or eliminate these obstacles. In addition, we expect the recipient to investigate and evaluate a range of institutional responses to allegations of misconduct. This component of the project should assess how different approaches—such as transparency, disciplinary actions, support for whistleblowers, or restorative practices—affect not only the resolution of individual cases but also the broader goal of preventing similar incidents in the future by promoting a culture of accountability and integrity.

## **2. Federal Involvement in the Project**

If you receive an award, we will encourage you to seek the advice and opinion of federal staff when problems arise. However, you would be responsible for making sound programmatic and administrative judgments. The responsibility for operating decisions will be yours and does not shift to HHS, OASH, or the Office of Research Integrity.

Under a grant, the program office's involvement may include routine monitoring and technical assistance such as monthly conference calls, occasional site visits, ongoing review of plans and progress, participation in relevant meetings, provision of training and technical assistance.

## C. AWARD INFORMATION

We intend to make funds available for competing G (Grant) awards.

### *Budget period(s)*

We expect to fund awards in 12-month budget periods for a total period of performance up to 24 month(s). However, we may approve shorter periods of performance. Budget periods may vary from the estimated 12 months because of the timing of award issuance or other administrative factors.

For multi-year projects, recipients must submit a non-competing continuation (NCC) application for each budget period after the first. We will provide guidance generally 3 months prior to the end of the active budget period. Continuation funding is contingent upon the availability of funds, satisfactory progress of the project, appropriate stewardship of federal funds, and the best interests of the government. Funding for all approved budget periods after the first is generally the same as the initial award amount and may be subject to any offset with funds unused in a previous budget period.

### Transition to Post-Award Sustainability of Successful Projects

For this opportunity, we anticipate offering a competitive additional budget period for the purpose of funding selected recipients in transitioning successful projects to sustainability once the period of performance ends. Funding for this additional budget period is not guaranteed nor do we expect it to be at the same level of any previous budget periods. Therefore, this potential for an additional year is not reflected in the estimated performance period.

## D. APPLICATION CONTENTS AND FORMAT

### 1.Format of the Application

You must prepare your application using the forms and information described in this NOFO. The official online application package on Grants.gov contains all necessary forms and guidance for preparing an application. This package includes but is not limited to:

- Full Text of the NOFO
- Standard forms (required) and their instructions
  - SF-424 Application for Federal Assistance
  - SF-424A Budget Information for Non-Construction Programs
  - SF-LLL Disclosure of Lobbying Activities
  - Project Abstract Summary
- Sample templates, if available.

In addition to the four standard forms in the application package, your application will consist of 3 sections of materials you prepare:

1. Project Narrative;
2. Appendices to the Project Narrative; and
3. Budget Package.

We strongly encourage you to read all instructions for the application format and content to avoid disqualification of your application. An application checklist is available in Section J.1.

#### a. Project Narrative – Formatting

Following the formatting instructions below will help ensure that your application is readable for review process. Acceptable electronic file formats are in Section E.3.a.

#### *Names of Individuals*

We encourage you to use individuals' full names (first, middle, last) on the standard forms and any other documents such as résumés/curricula vitae/biographical sketches to distinguish them for verification in the SAM exclusion records. Delays may result in award processing if full names are not provided.

You should avoid submitting personally identifiable information such as personal contact information (e.g., home address and telephone number) on résumés/curricula vitae/biographical sketches. Do not submit social security numbers.

If you receive an award, only one Project Director/Principal Investigator (PD/PI) will be named on the award documents. (Section A.1.b) Avoid using a placeholder or honorary PD/PI. If you have not hired an individual to be the PD/PI, you should name an interim PD/PI, and your application should clearly identify that person as such.

We typically expect the PD/PI to be named on the SF-424 in box 8.f. Avoid naming grant writers in box 8.f unless they have the expertise to respond to technical questions about the proposed project in a timely manner.

Identify other personnel who are essential or key to the execution of the proposed project clearly in your project narrative.

If you receive an award, a request for a change in PD/PI or key personnel under any circumstance requires prior approval of the grants management officer before becoming effective. We may disallow any costs incurred as a result of that change prior to our approval. See Section H.1.c.

### ***Page Formatting***

If you submit documents that do not conform to the following instructions, GAM will disqualify your application during the review process (Section F.1.b).

Use an easily readable typeface, such as Times New Roman or Arial.

Use a 12-point font.

Use an 8.5" X 11" page size. Any other size page (e.g., A4, legal) will disqualify your application.

You must double-space the Project Narrative pages or we will disqualify your application. You may single-space tables or use alternate fonts, but you must ensure the tables are easy to read.

Do not number pages or include a table of contents. Our grants management system will generate page numbers once your application is complete.

You must submit your application in the English language and in terms of U.S. dollars ([45 C.F.R. § 75.111\(a\)](#)).

### ***Page Limits***

Your project narrative and appendices, must adhere to these page limits.

The page limits do not include the budget package (Section D.2.c)

The page limits do not include the required forms (SF-424, SF-424A, SF-LLL, and the Project Abstract Summary)

If your application exceeds the specified page limits when printed on 8.5" X 11" page, we will not review your application further.

We encourage you to print out your application before submitting it to ensure that it is within the page limits and is easy to read. Do not reduce pages to fit multiple pages on a single sheet to avoid exceeding the page limitation.

Do not hyperlink to documents or sites outside of your application to augment your application. Reviewers will not be permitted to follow links to external content during

their assessment of your application. The one exception to this is a link to your internal controls as part of your budget package (Section D.2.c.3).

	Page Limit
Project Narrative	30
Project Narrative plus Appendices	75

### ***Labeling Proprietary Information***

Proprietary information includes patentable ideas, trade secrets, privileged or confidential commercial or financial information, the disclosure of which may harm the applicant. You should include proprietary information in your application only to the extent that it is essential to the reviewers' understanding of the project. Proprietary information should not appear in your Project Abstract Summary.

If your application contains proprietary information, you should clearly label the top of the first page of the project narrative. For example,

Contains proprietary or confidential information that [Your Organization Name] requests not be released to persons outside the government, except for purposes of review and evaluation.

Awarded applications are subject to release under the Freedom of Information Act (FOIA) with redactions as the FOIA statute permits.

### **b. Appendices to the Project Narrative – Formatting**

Your appendices should include any specific items outlined in Section D.2.b. Your documents should be easy to read.

You should use the same formatting specified for the Project Narrative. However, documents such as résumés/curricula vitae/biographical sketches, organizational charts, tables, Memoranda of Agreement (MOAs) or Letters of Commitment (LOCs) may have formatting common to those documents, so long as the pages are easy to read. For example, resumes, MOAs and LOCs may be single-spaced.

You must upload all of your appendices as a single, consolidated file in the Attachments section of your Grants.gov application. You must use an acceptable file format (Section E.3.a). We strongly encourage you to convert your file(s) to PDF format before uploading and review them to ensure accurate conversion.

Your Project Narrative plus the Appendices may not exceed the total number of pages for the application (Section D.1.a).

### **c. Budget Package - Formatting**

The budget narrative should use the formatting required of the project narrative for the explanatory text. Budget tables may be single-spaced but should be laid out in an easily readable format and within the printable margins of an 8.5" x 11" page. You must use an acceptable file format (Section E.3.a). We do not accept Excel or other similar spreadsheet formats.

The application page limit does not include the SF-424A or the budget narrative (including budget tables).

We recommend you present budget amounts and computations in a columnar format: first column, object class categories; second column, federal funds requested; third column, non-federal resources; and last column, total budget.

<b>Object Class</b>	<b>Federal Funds Requested</b>	<b>Non-Federal Resources</b>	<b>Total Budget</b>
<b>Personnel</b>	\$100,000	\$25,000	\$125,000

## **2. Content**

### **a. Project Narrative - Content**

The Project Narrative is the most important part of your application. We will use it as the primary basis to determine whether your project merits an award. The project narrative should provide a clear and concise description of your project. We recommend that your project narrative include the following components with the requested information. Labeling the sections accordingly will help the reviewers find information quickly.

Successful applications will contain the following:

#### **1. Project Description**

You should:

- Describe the proposed project and how it will address the Expectations of this announcement. You should:
  - Identify the focus area(s) being addressed by the proposed project.
  - Explain the rationale for the proposed project.
  - Describe the scope and breadth of the issue and critical barrier(s) to progress on the selected research integrity topic/focus area. Describe potential impacts on affected groups or populations (e.g., researchers, research administrators, Research Integrity Officers).
  - Describe in detail how the project will potentially affect the populations served, specific subgroups within those populations, and other interested stakeholders as identified.
  - State concisely the goals of the proposed project and summarize the expected outcome(s), including the impact that the results of the proposed project will exert

on the selected topic/focus area (e.g., solve a specific problem, provision of a new resource).

- Describe the overall strategy, activities (e.g., research, material development, implementation, and evaluation efforts), and methods that you will use to accomplish the goals of the project. Include how the data will be collected, analyzed, and interpreted.
  - Describe why the specific activities were selected. Explain how the proposed activities will help to achieve the overall project goals and outcomes. Indicate why the overall approach as described is appropriate. Present a clear connection between selected research integrity topic/focus area and the proposed activities.
  - Describe any novel approaches or methods you intend to employ to achieve the project goals. If utilizing approaches or methods that do not diverge substantially from existing practices, describe the novelty in the application of those methods to the topic. Reference, where applicable, existing approaches for the purpose of contrasting the novel approaches or methods you propose.
  - List succinctly the specific and time-framed objectives of the proposed project as they relate to the project goals.
  - Provide detailed descriptions of specific materials proposed for development or modification.
  - List succinctly the anticipated, specific, and measurable outcomes of the proposed project as they relate to the project goals.
  - Discuss potential problems, alternative strategies, and benchmarks for success with respect to project goals. Note any major barriers you expect to encounter as well as how your project will be able to overcome those barriers.
- Describe how technology will be incorporated to advance programs and services, provide training and/or technical assistance, and disseminate information and products.
  - Describe the role and makeup of potential individuals or entities intended to be involved in completing specific tasks. Identify the level of effort each is anticipated to provide in completing programmatic activities. Describe how each will engage in the project.
  - If the project is in the early stages of development, describe any strategies that you will use to establish feasibility, and address the management of any high-risk aspects of the proposed work.
  - If applicable, describe and justify the proposed involvement of human subjects (45 C.F.R. Part 46) in the proposed work by describing the following:
    - Characteristics of the subject population, including their anticipated number, age range, etc.
    - The sampling plan and justification for proposed plan as well as the recruitment and retention strategies and the criteria for inclusion or exclusion of any subpopulation.
    - Data that will be collected from human subjects for the project(s) described in the application.
    - Who will have access to individually identifiable private information about human subjects.

- How the records and/or data will be collected, managed, and protected as well as whether material or data that include individually identifiable private information will be collected specifically for the proposed research project.
- Plans for the recruitment of subjects (where appropriate) and the process for obtaining informed consent. If the proposed studies will include children, describe the process for meeting requirements for parental permission and child assent.
- Identify the Institutional Review Board (IRB) you will use during the study, including the Federal-wide Assurance number and IRB registration number. Include a proposed timeline for acquiring the approval of the IRB for the proposed activities. Any award based on your application does not supersede the need for IRB review, approval, or determination of an exemption. Do not include in your application the package prepared for your IRB review.

## **2. Outcomes**

You should:

- Keep the focus of this section on describing what outcome(s) will be produced by the project. In many cases, it is very appropriate for a project to have only ONE outcome that it is trying to achieve through the intervention reflected in the project's design. You should use the Evaluation section noted below to describe how you will assess the project outcome(s).
- Specify the tangible/measurable outcome(s) that will result from your project. HHS/OASH will not fund any project that does not include measurable outcomes. A tangible/measurable outcome is an observable end-result that describes how an activity, event, resource, or approach helps the intended audience; it is large enough to be noticed. It demonstrates the "impact" of the activity, event, resource, or approach. For example, a tangible/measurable outcome may be a change in knowledge, skill, attitude, awareness, or behavior about the subject matter because of the project. This may include new knowledge or a tangible/measurable increase in institutional awareness. A tangible/measurable outcome is not a measurable/quantifiable "output," such as the number of materials produced, the number of stakeholders using these materials, or the number of lectures/training sessions provided. These numbers in combination with other measures may contribute to the overall evaluation of the activity or project.
- In addition to any discussion in the Project Description, describe how you envision the project will benefit the field at large. In addition to any discussion in the Dissemination section below, describe how you will report on the outcomes of the project.

## **3. Evaluation**

You should:

- Describe the quantitative and/or qualitative tools and techniques that you will employ to assess and evaluate the ease with which the materials developed as part of this project can be directly used by the relevant stakeholder(s), their effectiveness in facilitating improved practices, and their impact on research integrity and/or compliance with 42 C.F.R. Part 93.



- Describe the quantitative and/or qualitative tools and techniques that you will employ to assess and evaluate outcome(s) and how you will identify and document the “lessons learned.”
- Describe how you will collect and report evaluation data. Describe how you will ensure the validity and reliability of these data.

### **3. Dissemination**

You should:

- Describe a comprehensive, time-framed dissemination plan to communicate key findings to stakeholders, the public, and/or others who might be interested in the results of the proposed project. HHS/OASH expects that nationwide dissemination of products and knowledge will be facilitated.
- Describe the method you will use to disseminate the project’s results and findings in a timely manner and in easily understandable formats to the PHS-funded research community, the public, and/or others who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policymaking.

### **4. Project Management**

You should:

- Identify the Principal Investigator, collaborators, and other researchers, including subrecipients, consultants, or contractors, proposed for the project. Include a clear delineation of the roles and responsibilities of each, their relevant expertise, and how they will contribute to achieving the project goals and outcomes.
- Identify the individual who will serve as the Principal Investigator/Project Director and that individual’s qualifications. HHS/OASH expects that, throughout the award period, the Principal Investigator/Project Director will be involved in, and have substantial knowledge about, all aspects of the project.
- Specify who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project’s on-going progress; preparation of reports; and communications with collaborators and HHS/OASH.
- Describe the approach that you will use to monitor and track progress on the project’s tasks and objectives.

### **5. Environment and Organizational Capability**

You should:

- Describe your organization’s capability to successfully implement the proposed project.
- Describe the research/scientific environment in which the work will be done and how it will contribute to the probability of success. This should include a description of the institutional support, equipment, and other physical resources available to the investigators.

- Describe how your organization (or the division of a larger organization which will have responsibility for this project) is organized, the nature and scope of its work, and the capabilities it possesses.
- Describe the organizational investment in the success of the investigator and proposed project. Examples of such investment include provision of resources such as office space sufficient for project needs, logistical support such as administrative management and oversight, and financial support such as protected time for research with salary support.
- Describe the activities the organization undertakes to “[f]oster a research environment that promotes research integrity and the responsible conduct of research, discourages research misconduct, and deals promptly with allegations or evidence of possible research misconduct” (42 C.F.R. § 93.300(c)). Describe the way in which the proposed project will contribute to and enhance the recipient’s (institution’s) activities related to research integrity and/or compliance with 42 C.F.R. Part 93.
- Describe the capabilities of your organization not included elsewhere in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart in your Appendices showing the relationship of the project to the current organization.
- Include information about any contractual and/or supportive staff/organization(s) that will have a secondary role(s) in implementing the project and achieving project goals. Describe collaborations in the application and accompanying letters of commitment.

#### **b. Appendices to the Project Narrative – Content**

All items described in this section will count toward the total page limit of your application. You must submit them as **a single electronic file** uploaded to the Attachments section of your Grants.gov application.

Samples and optional forms/templates for some of these items are located under the Related Documents tab for this NOFO on Grants.gov.

Your application should include the following appendices:

##### ▪ ***Work Plan***

Include a detailed work plan that is consistent with your project narrative and budget narrative. Your work plan should cover all years of the estimated period of performance.

A work plan should include a statement of the project’s overall goal(s), key SMART objectives (specific, measurable, achievable, relevant, and time-bound), milestone activities, and anticipated measurable outcome(s)/impact(s). Your objectives should align with the expectations of this opportunity, and the major tasks, action steps, or activities to achieve the goal and outcome(s). For each major task, action step, or activity, the work plan should identify the person(s) responsible, the timeline for completing activities (including start- and end-dates), and measures of success.

A suggested Work Plan Template is included under Related Documents in Grants.gov (the instruction pages will not count toward your page limit) or you may create your own

work plan. Regardless of the option you choose, the work plan you submit must address all of the content requested.

- ***Documentation of Level of Commitment***

Submit documentation to support the level of commitment of any partners or collaborators you have described as having essential or important roles in the project's success.

Documentation of commitment is typically a Memorandum of Agreement (MOA) or a Letter of Commitment (LOC). A signed MOA generally demonstrates a higher level of commitment between the partners or collaborators. LOCs are typically a precursor to an MOA that the partners or collaborators sign before a project begins.

Data Sharing Agreements (DSAs) are a type of documentation of commitment that establish the parameters and responsibilities related to data collection, storage, and sharing. See Section F.6 for information about the federal government's interests in any data produced under an award under this NOFO.

**Do not provide copies of contracts.**

Regardless of what you call your document, it should include specific roles, responsibilities (including specific activities), resources, and contributions of the partner(s) or collaborator(s) to the project. The document should also describe each partner's or collaborator's specific expertise, experience, and access to the targeted population(s) or community(ies). It is your responsibility to ensure that all partners and collaborators have the necessary understanding of their roles to participate in the project.

If signed documentation for one or more partners or collaborators are not available when you submit your application, submit an unsigned draft of the document and the anticipated date of having all signatures.

If not provided as an appendix, fully-executed DSAs and MOAs identified for essential roles in the project will be required within the first 30 days of the period of performance for any award made under this NOFO. Special conditions may be applied to an award that does not meet this deadline.

Do not provide letters of support. Letters of support are not the same as MOAs and LOCs. Letters of support are general in nature and speak to the writer's belief in the capability of an applicant to accomplish a goal/task. Letters of support also may indicate an intent or interest to work together in the future, but they lack specificity. We will not consider letters of support during the review.

- ***Curricula Vitae, Résumés, Biographical sketches for Key Project Personnel***

Submit curricula vitae, résumés, or biographical sketches (biosketches) for all key project personnel including the Project Director/Principal Investigator (PD/PI). Key personnel includes those individuals who will oversee the technical, professional, managerial, and support functions and/or assume responsibility for assuring the validity and quality of the project. Do not include curricula vitae, résumés, or biosketches for individuals who

provide routine administrative support to the project as part of their broader support of the organization. For key personnel positions that are currently vacant, please provide a copy of the position description or a list of duties for the position.

You should use full names (first, middle, last) on these documents to distinguish them for verification in the System for Award Management exclusion records. Use the formatting common to those documents. (See <https://grants.nih.gov/grants/forms/biosketch.htm> for templates and sample biographical sketches.)

#### ▪ ***References Cited***

Include your references cited in your project narrative. You may use any standard format that you choose as long as it clearly leads the reader to your source of the information or data.

#### **c. Budget Package – Content**

A complete budget package consists of the following required components:

- SF-424A “Budget Information Non-construction Programs”
- Budget narrative with detailed justification by cost category/object class, and
- Plan for oversight of federal funds.

You should include supporting documentation for your budget (e.g., a copy of your approved indirect cost rate) as part of the budget package, not as part of your appendices to the project narrative. There is no page limit for the budget package contents. If you are recommended for an award, you may be asked to provide additional information about your budget package.

Throughout your budget package, “Federal resources” refers only to the funds you are requesting from the program office for this project. “Non-federal resources” are all other non-HHS/OASH federal and non-federal resources. Funds from federal grant programs typically are not eligible as cost share for other federal grants. It is your responsibility to confirm with other federal agencies whether funds you receive from them are eligible resources to apply to your proposed project.

#### **1. Standard Form SF-424A**

You must enter the project budget according to the directions provided with the standard form.

You must provide costs by object class category for the first 12 months (i.e., first budget period) of the proposed project using Section B, box 6 of SF-424A. If the estimated period of performance is 12 months or less, this will be your total budget request for the entire project.

"Federal resources" refers only to the funds for which you are applying under this NOFO. "Non-federal resources" are all other resources (federal and non-federal).

Do not include costs beyond the first budget period in the object class budget in box 6 of SF-424A or box 18 of SF-424. The amounts entered in these sections should only reflect the first budget period.

If there is a discrepancy between your SF-424A and budget narrative and justification, we will rely on the narrative and justification to determine the final amounts.

## **2. Budget Narrative With Justification**

Your budget narrative must include a detailed line-item budget and must include calculations for all costs and activities by the “object class categories” identified on SF-424A. You must provide a detailed justification for the costs by object class. The object class budget organizes your proposed costs into a set of defined categories.

Use the guidelines in Section J.4 for preparing the detailed object class budget.

### ***Budget Periods***

Your budget narrative must describe the first budget period in detail. For each proposed cost for the first budget period, provide a justification that includes explanatory text and line-item detail. You should describe how you derived your categorical costs. Your justification should show the necessity and reasonableness of the proposed costs for the project.

For subsequent budget years in an anticipated multi-year period of performance, provide a summary narrative and line-item budget for each year beyond the first. For categories or items that differ significantly from the first budget period, provide a detailed justification explaining these changes.

Funding levels for all approved budget periods after the first are generally the same as the initial award amount and are subject to an offset with funds unused in the previous budget period. Carryover of unobligated funds from one budget period to the next requires prior approval.

### ***Determining Proposed Costs***

Your budget narrative should justify the overall cost of the project as well as the proposed cost per activity, service delivered, and/or product. For example, the budget narrative should define the amount of work you have planned and expect to perform, what it will cost, and an explanation of how the result is cost effective. If you are proposing to provide services to clients, you should describe how many clients you expect to serve, the unit cost of serving each client, and how this is cost effective.

Proposed costs must adhere to the cost principles described in [45 C.F.R. §§75.400-75.477](#). We have provided additional information on the most common cost categories for applications for OASH awards in Section J.4.

Budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient to verify the calculations. Carefully review Funding Restrictions (below) for specific information regarding allowable, unallowable, and restricted costs.

### ***Describing Federal and Non-federal Share***

Both federal and non-federal resources (if applicable) must be detailed and justified in the budget narrative. “Federal resources” refers only to the HHS/OASH funds for which you are applying under this NOFO. “Non-federal resources” are all other non-HHS/OASH federal and non-federal resources.

If matching or cost sharing is required or offered voluntarily, you must include a detailed listing of any funding sources identified in box 18 of SF-424 (Application for Federal Assistance).

### ***Selecting an Indirect Cost Method***

You must state the method you are selecting for your indirect cost rate. See Indirect Costs (Section J.4) for further information about the methods.

If you are providing in-kind contributions of any type or value, including costs otherwise covered by your indirect cost rate, you must identify those costs, and you should, as appropriate, include the value of the in-kind contribution as proposed cost-sharing (voluntary or required) ([45 C.F.R. § 75.306](#)).

If you are using a negotiated indirect cost rate, you may submit a copy of your negotiated agreement with your budget narrative. We may require a copy of your agreement prior to making any award to you.

Subrecipient and consultant activities must be described in sufficient detail to describe accurately the project activities that each will conduct.

All subrecipient and consultant detailed costs should be included on their respective line items and not broken out in the overall project object class line items. For example, contractor travel should be included in the Contractual line item not in Travel. See Section J.4 for more information.

### ***Funding Restrictions***

The following restrictions apply to costs you may propose and be awarded.

#### **Indirect costs for training**

Indirect costs for training are limited to a fixed rate of eight percent of the modified total direct costs (MTDC) exclusive of tuition and related fees, direct expenditures for equipment, and subawards in excess of \$25,000 (45 C.F.R. § 75.414 (c)(1)(i)).

#### **Pre-Award Costs**

**Pre-award costs are NOT allowed.** Pre-award costs ([45 C.F.R. § 75.458](#)) are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work.

#### **Salary Rate Limitation**

Each year's appropriations act limits the salary rate that you may charge to the grants and cooperative agreements that we award. You must not use award funds to pay the salary of an individual at a rate in excess of Federal Executive Pay Scale Executive Level II.

As of January 2025, the Executive Level II salary is \$225,700. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual working on the award project may be permitted to earn outside of the duties to the applicant organization. This salary rate limitation also applies to subawards/subcontracts under an HHS/OASH award.

An example of the application of this limitation for an individual devoting 50% of their time to this award is broken down below:

Salary Rate Limitation	
<b>Individual's <i>actual</i> base full-time salary</b> \$350,000 with 50% of time devoted to project, i.e., 0.5 FTE	<b>Direct salary (\$350,000 x 0.5) =</b> \$175,000
	<b>Fringe (25% of salary) =</b> \$43,750
	<b>Total =</b> \$218,750
<b>Individual's base full-time salary <i>adjusted to</i> Executive Level II:</b> \$225,700 with 50% of time devoted to the project	<b>Direct salary (\$225,700 x 0.5) =</b> \$112,850
	<b>Fringe (25% of salary) =</b> \$28,121.50
	<b>Total amount allowed =</b> \$141,062.50

Appropriate salary rate limits will apply as required by law.

### **Vehicle Purchase**

We will not approve a vehicle purchase at the time of award even when included in your application. You must obtain prior approval before the purchase of a mobile health unit or any other vehicle with award funds. A request for prior approval must include a detailed justification of the need for the vehicle that includes an analysis of comparing purchase, lease, and other alternatives. Equipment purchases are subject to transfer to another federal project or sale at the end of the period of performance ([2 C.F.R. § 200.313\(e\)](#)).

### **Construction Costs**

We will not approve construction costs. This includes major improvements to or significant renovations of facilities.

### **Medical Services Costs**

Costs of medical services are NOT allowed under this funding opportunity.

Medical services are clinical services provided in an outpatient clinic and or inpatient hospital setting by a licensed practitioner. In contrast, non-medical social and support services include community-based strategies that address social determinants of health (SDOH). Trained individuals, such as community health workers (CHWs) or promotores/as de salud provide non-medical social and support services.

### **3. Plan for Recipient Oversight of Federal Award Funds**

You must include a plan for oversight of federal award funds which describes:

- how your organization will provide oversight of federal funds and how award activities and partner(s) will adhere to applicable federal award and programmatic regulations. Include identification of risks specific to your project as proposed and how your oversight plan addresses these risks.
- the organizational systems that demonstrate effective control over and accountability for federal funds and program income, compare outlays with budget amounts, and provide accounting records supported by source documentation.
- for any program incentives proposed, the specific internal controls that will be used to ensure only qualified participants will receive them and how they will be tracked.
- organizational controls that will ensure timely and accurate submission of Federal Financial Reports to the OASH Grants and Acquisitions Management Division via the Payment Management System as well as timely and appropriate withdrawal of cash from the Payment Management System.

**If your internal controls are available online, you may provide a link as part of your plan in the budget narrative.** Although merit reviewers are not permitted to access any external materials linked in the application as part of their review, this link would facilitate review of your proposal if recommended for risk assessment (Section F.4).

Section J.5 contains questions you may find useful in preparing your Recipient Plans for Oversight of Federal Funds.

### **d. Project Abstract Summary Guidance**

You must complete the Project Abstract Summary form. The application page limit does not include the Project Abstract Summary Form. Research projects may enter zero for “Estimated number of people to be served as a result of the award of this grant.”

The abstract will serve as the application summary going forward. Do not include sensitive or proprietary information in your abstract.

If your project is funded, we will publish the abstract on TAGGS.hhs.gov and USASpending.gov as you submitted it. You may request to edit it later, or we may ask you to edit it later to reflect any negotiated changes to the project. The abstract may also appear on the program office website or other government websites.



Your abstract should contain:

- Specifics about the project purpose
- Activities that you will perform
- Expected deliverables and outcomes
- Intended project beneficiary(ies) or participant(s)

Your description of the project should be brief and use plain language an average reader can understand. You should limit abbreviations, acronyms, or jargon without definitions. The abstract should be unique to your project.

## E. SUBMISSION REQUIREMENTS AND DATES

### 1. Obtaining an Application Package

The official complete application package is available on [Grants.gov](https://www.grants.gov). Search either the Assistance Listing number or the NOFO number IR-ORI-25-001.

The package consists of several Adobe PDF format documents. This is a standard format widely accessible across multiple platforms including mobile devices. The Acrobat Reader application is available at <https://www.adobe.com/acrobat/pdf-reader.html>.

All materials will be under the Package tab on the page for this opportunity on Grants.gov. If you have problems locating the application package, contact:

OASH Grants and Acquisitions Management Division

1101 Wootton Parkway. Plaza Level

Rockville, MD 20852

Phone: 240-453-8822

Email: [OASH\\_Grants@hhs.gov](mailto:OASH_Grants@hhs.gov)

Email will often result in the fastest response.

### 2. Required Registrations

You must have an active registration in SAM.gov and Grants.gov to apply for this opportunity.

It is your responsibility to plan ahead to ensure adequate time to register in both systems before submitting your application. We recommend beginning the registration process immediately, but **no later than** 30 days prior to the application deadline with a goal of your registration being complete at least 15 days prior to the application deadline.

#### a. Unique Entity Identifier and System for Award Management (SAM)

Grants.gov will not accept an application unless you have an active SAM.gov registration and received a Unique Entity Identifier (UEI). There is no fee for registering in SAM.gov.

In cases where an individual is an eligible applicant (see Section A.1.a), the individual does not

need a SAM.gov registration. However, the individual must still create a Grants.gov account. Grants.gov will assign a default UEI value where applicable.

We cannot make an award to your entity unless it has an active SAM registration. In accordance with [2 C.F.R. § 25.205](#), if you have not complied with this requirement, we may:

- determine that you are not qualified to receive an award; and
- use that determination as a basis for making an award to another applicant.

Should you successfully compete and receive an award, all first-tier subrecipients must have a UEI number at the time you make a subaward to them.

### ***Registering in SAM***

Your organization must register online in the System for Award Management (SAM). Grants.gov will reject submissions from applicants with nonexistent or expired SAM Registrations. You will find instructions on the Grants.gov website as part of the [organization registration](#) process.

Complete a SAM registration (or renewal) as soon as possible if you do not currently have an active registration that will remain active through the competitive process. Registration will include obtaining a unique entity identifier (UEI). SAM.gov provides an [Entity Registration Checklist](#) to help you prepare the necessary documentation.

You may register in SAM as an entity applying for either

- Federal Assistance Awards Only (e.g., grants and cooperative agreements) or
- All Awards (including procurement awards).

If you chose to register for All Awards, you must answer Yes to the question “Do you wish to apply for a federal financial assistance project or program, or is your entity currently the recipient of funding under any federal financial assistance project or program?” Failure to do so will require us to obtain a separate assurance document from you during our risk assessment (Section E.3) and may delay any award.

The list of representations and certifications to be certified as part of your registration is reproduced in Section J.6 with the corresponding HHS regulation citations. By submitting your application to this NOFO, your authorized representative certifies to these representations and certifications by signing Box 21 of SF-424A.

Make sure your SAM registration information is accurate, especially your organization’s legal name and physical address including your ZIP+4. Should you successfully compete and receive an award, this is the legal name and address we must use on the NOA.

During your registration, your organization will need to designate an E-Business Point of Contact (EBiz POC). The EBizPOC will need to be the individual to set up your Grants.gov account.

### ***SAM Registration Renewal***

If your organization has previously registered in SAM, confirm your status and determine whether you need to update or renew it. You must [renew your SAM](#)

[registration](#) each year.

If you are successful and receive an award, you must maintain an active SAM registration with current information at all times during an active award or an application or plan under consideration by an HHS agency.

### ***Timing of Registration***

It may take up to 2-3 weeks (or longer during periods of high volume) for a registration to become active in SAM. After that, it may take an additional 24-72 hours for SAM to synchronize with Grants.gov. Grants.gov must recognize your SAM registration as active to accept your application. We strongly encourage confirming your registration status well before you are ready to submit your application to Grants.gov.

### **b. Grants.gov Registration**

The Grants.gov [Applicant Registration](#) page provides the most up to date guidance on registering. There is no fee for registering to use Grants.gov.

Your EBizPOC may begin creating your account prior to receiving your UEI from SAM.gov. However, you will need to complete the SAM.gov registration prior to complete your Grants.gov registration.

Grants.gov is a platform that allows you to have multiple users with a variety of role-based access to perform actions on application(s). You must register an authorizing official for your organization. We do not determine who your organization's authorizing official is; your organization makes that decision. However, your authorizing official(s) must have the authority to act on behalf of your organization.

You may consider registering a backup authorized organization representative(s) in Grants.gov to ensure someone is available to submit your application. We will not extend due dates because your authorized official is unavailable.

We encourage potential applicants to familiarize themselves with the [Workspace Overview](#) and options as soon as possible.

## **3. Submission Instructions**

It is your responsibility to read and understand the instructions to submit a complete and properly formatted application.

### **a. Electronic Application Submission**

We require that all applications be submitted electronically via Grants.gov unless the Grants Management Officer has granted an exemption in writing (See Section D.5).

### ***Grants.gov Information***

You may access the application for this opportunity on [Grants.gov](#). Search for the downloadable application page by the NOFO number IR-ORI-25-001 or Assistance Listing number 93.085.

To ensure successful submission of your application, you should carefully follow the step-by-step [instructions](#) on the site. These instructions are kept up-to-date and also provide links to Frequently Asked Questions and other troubleshooting information. You are responsible for reviewing all Grants.gov submission requirements on the Grants.gov site.

You should contact Grants.gov with any questions or concerns regarding the technical system questions about the electronic application process (Section I).

See Section E.2 for requirements related to UEI numbers and SAM registration.

### ***Electronic File Submission***

Applications, excluding required standard forms, must be submitted as three (3) files. Any additional files submitted as part of the Grants.gov application will not be accepted for processing and will be excluded from the application during the review process. Merit reviewers are not permitted to follow embedded links to materials outside of the application. Your content must fit within the page limits of the application.

<b>File 1</b>	The complete Project Narrative
<b>File 2</b>	All documents that make up the Appendices described in Section D.3.c
<b>File 3</b>	The entire Budget Package including supporting documentation described in the Budget Narrative content section.

### ***Acceptable File Formats***

All files uploaded for your application must be in an acceptable file format and must contain a valid file format extension in the filename.

We only accept the file formats identified in the table to ensure compatibility across our other systems although Grants.gov will allow you to attach unacceptable formats.

We strongly encourage you to upload your application in Adobe PDF format. By converting to PDF prior to submission, you may prevent any unintentional changes that might occur with submission of an editable document. Most commonly available applications for document preparation have the ability to “Save As” or “Print To PDF.” We do not recommend submitting scanned copies through Grants.gov unless you have confirmed the clarity of the scan and the readability of the documents.

Any file submitted as part of the Grants.gov application that is not in a file format listed as acceptable will not be imported for processing and will be excluded from the application during the review.

We will not contact you for resubmission of files to correct the file type.

We will not contact you for passwords or for resubmission of unprotected files. We will forward unprotected information in the application forwarded for consideration, but we will not forward password protected portions.

<b>Acceptable File Formats (extension)</b>
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<ul style="list-style-type: none"> <li>• Adobe PDF (.pdf)</li> <li>• Microsoft Word (.doc or .docx)</li> <li>• Image formats (.jpg, .gif, .tif, or .bmp only)</li> </ul>
<b>Unacceptable File Formats (extension)</b>
<ul style="list-style-type: none"> <li>• Microsoft Excel files (.xls) or other similar spreadsheet files</li> <li>• Any compressed file formats (e.g., .zip, .rar, or Adobe Portfolio)</li> <li>• Any password protected files</li> </ul>

### ***Timing Considerations***

We strongly encourage you to submit your application a minimum of 4-5 days prior to the application closing date. You are responsible for allowing time for system registrations and where applicable State Single Point of Contact (SPOC) notifications (Section E.3.d).

Do not wait until the last day in case you encounter technical difficulties, either on your end or with Grants.gov. Grants.gov can take up to 48 hours to notify you of a successful or rejected submission. You are better off having a less-than-perfect application successfully submitted and under consideration than no application.

If your submission fails due to a system problem with Grants.gov, we may accept your application if you provide verification from Grants.gov indicating system problems existed at the time of your submission and that time was before the submission deadline. If you have reported a system problem to the Grants.gov helpdesk, obtain a ticket number to provide us so that we can verify the problem.

A “system problem” does not include known issues for which Grants.gov has posted instructions regarding how to submit an application successfully, such as compatible Adobe versions or file naming conventions. Nor does a “system problem” include issues that should have been identified by reviewing and confirming your account status prior to the submission deadline.

### ***Exemption to the Grants.gov Submission Requirement***

We will consider an exemption to the Grants.gov submission requirement only under limited circumstances. To obtain an exemption, you must request one via email from GAM at [OASH\\_Grants@hhs.gov](mailto:OASH_Grants@hhs.gov). Your request **must provide details as to why you are technologically unable to submit** electronically through Grants.gov. You should submit your request at least 4 business days prior to the application deadline to ensure we can review your request at least to 2 business days before the deadline.

In your e-mail requesting an exemption include:

- the NOFO number;
- your organization’s UEI number;

- your organization's name, address and telephone number;
- the name and telephone number of your Authorizing Official;
- the Grants.gov Tracking Number (e.g., GRANT####) assigned to your submission; and
- a copy of the "Rejected with Errors" notification from Grants.gov.

We will not grant an exemption to the electronic submission requirement for:

- Failure to have an active System for Account Management (SAM) registration prior to the application due date.
- Failure to follow Grants.gov instructions to ensure software compatibility.
- Failure to have the correct permission levels configured in your Grants.gov workspace.

GAM will only accept applications via alternate methods (i.e., PDF via email or hardcopy paper via U.S. mail or other provider) from applicants with prior written approval. If you receive an exemption, you must still submit your complete application and we must receive it by the due date.

We will accept only applications submitted through Grants.gov or a pre-approved alternate format.

#### **b. Submission Dates and Times**

You must submit your application for this funding opportunity by 6:00 PM Eastern on 07/30/2025.

Your submission time is the date and time stamp provided by Grants.gov when you **complete** your submission. If you do not submit your application by the due date and time, we will not review it, and it will receive no further consideration.

It is your responsibility to review all instructions available on Grants.gov for successfully submitting an application. For information on registering for Grants.gov or to receive assistance on any technical system questions, contact Grants.gov directly (Section I).

#### **c. NOFO Technical Assistance Webinar**

We will provide a technical assistance webinar for applicants on 07/15/2025 at 01:00 PM Eastern.

You should review the entire announcement prior to attending to have any questions answered well in advance of the application due date. You should also subscribe to this opportunity on Grants.gov to receive any amendments, revisions, question and answer documents, or other updates.

Following the webinar, we will typically post an FAQ addressing common questions including those of general applicability asked during the webinar. We will also post a link to the recorded TA webinar.

Out for fairness to all applicants, we do not provide one-on-one consultation on the specific content development for any applications.

#### **d. Intergovernmental Review**

This program is not subject to the Intergovernmental Review requirements of [Executive Order 12372](#), “Intergovernmental Review of Federal Programs,” as implemented by [45 C.F.R. part 100](#).

## **4. Other Submission Requirements**

### **a. Program-Specific Requirements**

There are no additional program-specific submission requirements.

### **b. Follow-up Submission Requirements**

We may request additional documentation during the review process. We suggest having these documents readily available. Requests will only come from the OASH GAM staff. If you have any concern about the validity of a request, please contact us through the contact information provided in Section I.

Requested documentation may include a copy of your:

- Approved negotiated indirect cost rate, if not submitted in your budget package
- Internal controls
- Documentation of non-profit status
- Authorizing Tribal Resolution

We may request additional documentation as needed during our risk assessment process in Section F.4.

Failure to provide the requested documentation by the requested deadline may result in our no longer considering your application and moving on to another to make an award.

You should not interpret a request for information as an indication that we will make an award to you. A request only means that we are continuing to review your application.

## **F. APPLICATION REVIEW INFORMATION**

Your application will undergo a series of reviews.

### ***Application Qualification***

GAM personnel will conduct a qualification review. There are three components to qualifying an application to proceed to merit review.

- **Eligibility Review** to determine whether you are an eligible applicant as described in Section A.
- **Responsiveness Review** to determine whether the responsiveness criteria have been met as described in Section F.1.
- **Formatting Review** to determine whether your application meets the formatting requirements described in Section D.1.

The Grants Management Officer will make the final determination on whether an application is eligible and qualified to proceed to merit review. This decision is not appealable.

### ***Merit Review***

An independent merit review panel will evaluate applications that are qualified and eligible. These reviewers are experts in their fields, and are drawn from academic institutions, non-profit organizations, state and local government, and Federal government agencies.

We do not disclose the identities of our review panelists. Each is vetted during the selection process to identify and manage any real or apparent conflict of interests.

Using the Merit Review Criteria, the reviewers will provide comments and rate the applications. We will provide reviewer comments to applicants after we have made final award decisions and issued notices of award. We do not provide scores.

### ***Programmatic Technical Review and Risk Assessment***

In addition to the independent merit review panel, federal staff will review each application for technical (programmatic), budgetary, and grants management compliance.

## **1. Responsiveness Review**

The responsiveness review assesses your application at a high level to determine whether the application has addressed the subject matter of the opportunity or met any legal requirements. The criteria, if any, we describe below facilitate a go/no-go determination by the review team. Failure to address the responsiveness criteria clearly and provide the required information will result in disqualification.

### **a. Responsiveness Criteria**

For this opportunity your application must:

1- Specify which focus area(s) of research integrity the project addresses

### **b. Disqualifying Criteria**

**Disqualification means we will not review the application and will give it no further consideration.**

We will disqualify applications:

<ul style="list-style-type: none"><li>not submitted electronically via <a href="https://grants.gov">Grants.gov</a> (unless an exemption was granted by the grants management officer in writing 2 business days prior to the deadline)</li></ul>
<ul style="list-style-type: none"><li>not submitted by the due date and time (Section E.3.b)</li></ul>
<ul style="list-style-type: none"><li>not submitted by an eligible applicant (Section A.1.a)</li></ul>
<ul style="list-style-type: none"><li>submitted <u>multiple times for the same project</u> from the same organization, <i>except</i> for the last application received by the deadline (Section A.1.c)</li></ul>
<ul style="list-style-type: none"><li>not meeting the Responsiveness Criteria (Section F.1.a), if any</li></ul>
<ul style="list-style-type: none"><li>not including a non-federal sources justification in the budget narrative when including cost-sharing (voluntary or required) (Section A.3)</li></ul>



<ul style="list-style-type: none"> <li>requesting total funds (direct plus indirect costs) that are either: <ul style="list-style-type: none"> <li>Above the Award Ceiling of \$250,000; or</li> <li>Below the Award Floor of \$150,000.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>missing or incomplete required forms in the application package found on <a href="https://www.grants.gov">Grants.gov</a> including: SF-424; SF-424A, SF-LLL, and the Project Abstract Summary (Section D)</li> </ul>
<ul style="list-style-type: none"> <li>not meeting the formatting requirements (Section D), specifically: <ul style="list-style-type: none"> <li>not submitted in the English language and U.S. dollars (45 C.F.R. § 75.111(a))</li> <li>not submitted with <ul style="list-style-type: none"> <li>an 8 ½ ” x 11” page size</li> <li>1” margins on all sides (top, bottom, left and right)</li> <li>a font size of not less than 12 points</li> <li>a Project Narrative that is double-spaced</li> </ul> </li> <li>exceeding the 30 page limit for the Project Narrative</li> <li>exceeding the total 75 page limit for the Project Narrative plus Appendices combined, excluding SF-424, SF-424A, SF-LLL, Project Abstract Summary, and Budget Narrative with budget tables</li> </ul> </li> </ul>

## 2. Merit Review Criteria

Federal staff and an independent merit review panel will assess all qualified eligible applications according to the following criteria. Disqualified applications will not be reviewed against these criteria.

The review panel will use the following three equally-weighted criteria: a) project description, b) outcomes, evaluation, and dissemination, and c) project management and environment and organizational capability.

### a. Project Description

To what degree does the proposal:

- Explain how the proposed project, including the materials proposed for development and/or modification, if applicable, will specifically and effectively:
  - Conduct research to address one or more of FY2025 focus areas
    - Explore the financial, cultural, institutional, and individual factors
    - Assess the effectiveness of policies and training
    - Investigate reporting and response mechanisms
- Explain how the proposed project, including the policies and training proposed for development and/or modification, if applicable, will specifically and effectively:
  - Develop, based on the results of the proposed project, innovative practical policies and training that will contribute to researchers' and institutions' efforts to ensure the integrity and reliability of PHS-funded research and/or compliance with 42 C.F.R. Part 93.

- Demonstrate the impact and/or effectiveness of the policies and training developed under the proposed project.
- Disseminate, and make freely available for use by the PHS-funded research community, the policies and training developed under the proposed project.
- Explain the rationale for the proposed project; describing how the overall strategy, activities (e.g., research, material development, implementation, and evaluation efforts), and methodology (including how the data will be collected, analyzed, and interpreted) are appropriate and will assist in achieving the overall project goals and outcomes.
- Describe the scope and breadth of the problem and critical barrier(s) to progress on the selected research integrity topic/focus area.
- Detail how the project will affect the populations served, specific subgroups within those populations, and other interested stakeholders as identified (e.g., researchers, research administrators, Research Integrity Officers).
- Describe how novel approaches or methods, or novel applications of existing practices, are employed to achieve project goals.
- Discuss how potential problems, alternative strategies, and benchmarks for success will be approached to ensure project goals are achieved.

#### **b. Outcomes, Evaluation, and Dissemination**

To what degree does the proposal:

- Specify the tangible/measurable outcome(s) that will result from the project, as described in the Project Narrative, and clearly correlate these outcomes with project goals.
- Describe how the described project, in addressing the Expectations identified in the Program Description section of this announcement, will benefit the field at large.
- Describe the quantitative and qualitative tools and techniques proposed to effectively assess and evaluate the ease with which the materials developed as part of this project can be directly used by the relevant stakeholder(s), their effectiveness in facilitating improved practices, and their impact on research integrity and/or compliance with 42 C.F.R. Part 93.
- Describe the quantitative and qualitative tools and techniques proposed to effectively assess and evaluate the outcome(s), how the applicant will identify and document the “lessons learned,” and how the applicant will ensure that the evaluation data that are collected are reliable and valid.
- Describe the method that will be used to disseminate the project’s results and findings in a timely manner and in easily understandable formats to the target audience, the general public, and others who might be interested in using the results of the project.
- Present a comprehensive dissemination plan that will effectively communicate key findings to stakeholders, the public, and others who might be interested in the results of the proposed project. Address any nationwide dissemination of products and knowledge.

#### **c. Project Management and Environment and Organizational Capability**

To what degree does the proposal:

- Provide a clear delineation of the roles and responsibilities of project staff and any

subrecipients, consultants, or contractors, including how they will contribute to achieving the project's objectives and outcomes. Specify who would have day-to-day responsibility for key tasks such as leadership of project; monitoring the project's on-going progress; preparation of reports; and communications with other partners and HHS/OASH.

- Describe an effective approach to check and track progress on the project's tasks and objectives and ensure that the project's goals are achieved.
- Identify the individual who will serve as the Principal Investigator/Project Director; describe that individual's relevant qualifications; and indicate how, throughout the award period, the Principal Investigator/Project Director will be involved in and have substantial knowledge about all aspects of the project.
- Describe the research/scientific environment, in which the work will be done, that will contribute to the probability of meeting project goals. In this environment, describe whether institutional support, equipment, and other physical resources are sufficiently available to the investigators.
- Describe an organizational investment in the success of the investigator and proposed project (e.g., provision of resources such as office space sufficient for project needs, logistical support such as administrative management and oversight, and financial support such as protected time for research with salary support).

### **3. Merit Review and Selection Process**

#### ***Application Status Inquiries***

During the review process, we do not release information about individual applications. If you would like to track your application, please see the instructions on Grants.gov.

If you receive communications to negotiate an award or request additional or clarifying information, this does not mean you will receive an award. It only means that your application is still under consideration.

#### ***Federal Staff Review***

In addition to the independent merit review panel, Federal staff will review each application for technical (programmatic), budgetary, and grants management compliance.

The Director, Office of Research Integrity will provide recommendations for funding to the Grants Management Officer to conduct risk analysis. No award decision is final until a Notice of Award is issued by the Grants Management Officer.

### **4. Review of Risk Posed by Applicant**

Before issuing any award, GAM evaluates each recommended application for risks in accordance with [45 C.F.R. § 75.205](#). This evaluation may incorporate results of the evaluation for eligibility or of the quality of an application.

#### ***Risk Factors Considered***

We will use a risk-based approach and may consider any items such as the following:

- a. Your financial stability;

- b. Quality of management systems and ability to meet the management standards prescribed in [45 C.F.R. part 75](#);
- c. History of performance. Your record in managing Federal awards, if you are a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- d. Reports and findings from audits performed; and
- e. Your ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

Also, prior to making a Federal award with a total Federal share greater than the simplified acquisition threshold (currently \$250,000), GAM must review and consider any information about you that is in the designated integrity and performance system accessible through the System for Award Management (SAM) (formerly the Federal Awardee Performance and Integrity Information System (FAPIIS)).

If you are a prior Federal award recipient, the information in the system must, at a minimum, “demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics.” [45 C.F.R. § 75.205\(a\)\(2\)](#); see also [45 C.F.R. §75.212](#). You have the option to review information in SAM and comment on any information about your organization that a Federal awarding agency previously entered and is currently available through SAM.

GAM will consider any comments by you, in addition to the other information in the designated system, in making a judgment about your integrity, business ethics, and record of performance under Federal awards.

### ***Risk Review Outcomes***

If GAM does not make an award to you because we determine that your organization does not meet either or both of the minimum qualification standards as described in [45 C.F.R. § 75.205\(a\)\(2\)](#), we must report that determination to FAPIIS, if certain conditions apply. See [45 C.F.R. §75.212\(a\)](#).

If GAM determines that a federal award will be made, specific conditions that correspond to the degree of risk assessed will be applied to the Federal award. Such conditions may include additional programmatic or financial reporting or releasing funds on a reimbursable rather than cash advance basis. See [45 C.F.R. §75.207](#).

## G. AWARD NOTICES

Upon completion of risk analysis and concurrence of the GMO, GAM will issue Notices of Award (NOAs). No award decision is final until the GMO issues a NOA. All award decisions, including the level of funding, if an award is made, are final and you may not appeal.

**We are not obligated to make any federal award as a result of this NOFO. If we make awards, the awards may be for periods shorter than indicated. Only the GMO can bind the federal government to the expenditure of funds.**

### *Funded Applications*

If you are successful, you will receive official notice of your award with a Notice of Award (NOA) via a system notification from our grants management system (Grant Solutions) and/or via e-mail. The NOA includes the amount awarded for the specified budget period, the purpose(s) of the award, the anticipated length of the period of performance, terms and conditions of the award, and the amount of cost share or matching, if applicable.

If you receive an NOA, we strongly encourage you to read the entire document to ensure your organization's information is correct and that you understand all terms and conditions. You should pay specific attention to the terms and conditions, as some may require a time-limited response. The NOA will also identify the Grants Management Specialist (GMS) and Federal Project Officer (FPO) assigned to the award for assistance and monitoring. The GMS and FPO will work as a team. Any questions or concerns during the project should be communicated to both the GMS and FPO.

Pre-award costs are not allowed. If you begin a project prior to receiving a NOA or the project period start date on the NOA, you incur costs at your own risk. We will disallow the costs and will not approve them retroactively.

We intend to award funds as much in advance of the anticipated project start date (See Overview, page 1) as practicable, with a goal of 10-15 days. Note this is an estimated start date and award announcements may be made at a later date and with a later period of performance start date.

### *Unfunded Applications*

If you are unsuccessful or your application was disqualified, OASH will notify you by email and/or letter. If the merit review panel reviewed your application, you may receive summary comments pertaining to the application resulting from the review process. We do not release application scores.

You may receive a letter indicating that your application was "approved, but unfunded" (ABU). This does not mean you will receive an award or funding. Applications designated ABU are kept active for up to 12 months. During that time, a program office may consider an ABU application for award should funds become available. However, an ABU status does not guarantee that we will fund your project.

We will not transfer an ABU application for consideration under a new NOFO. You would have the option to resubmit your application, with any updated material, for consideration under that new NOFO.

## **H. AWARD REQUIREMENTS AND ADMINISTRATION**

The following subsections describe the administrative requirements and the terms and conditions that will apply to any award you might receive under this NOFO.

HHS published on October 2, 2024, an [Interim Final Rule](#) for a bifurcated transition to 2 C.F.R. part 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. A few select provisions of 2 C.F.R. part 200 became effective October 1, 2024, while the remainder of provisions will become effective October 1, 2025 along with HHS-specific modifications to be codified at 2 C.F.R. part 300. Awards made under this NOFO will transition automatically to 2 C.F.R. part 200 effective October 1, 2025.

The regulatory citations below reference the currently applicable provisions of either 45 C.F.R. part 75 or 2 C.F.R. part 200.

### **1. Administrative and National Policy Requirements**

#### **a. Recipient Responsibilities**

You will have the full responsibility for the conduct of the approved project or activity and for adherence to all award terms and conditions, statutory, regulatory, or policy requirements applicable to grants and cooperative agreements. The approved project or activity is the project described in your application subject to any OASH GMO approved amendments. Approval of the project does not waive or negate any statutory, regulatory, or policy requirements applicable to grants and cooperative agreements.

You will be encouraged to seek the advice and opinion of the federal project officer and grants management specialist on special problems that may arise. Such advice does not diminish your responsibility for making sound programmatic and administrative judgments and does not imply that the responsibility for operating decisions has shifted to HHS, OASH, or the program office.

#### **b. Accepting an Award**

You accept an award and its terms and conditions by drawing or otherwise obtaining funds for the award from the grant payment system. By accepting an award, you agree to comply with the applicable federal requirements for grants and cooperative agreements, including those in the SAM registration certifications and representations, and to the prudent management of all expenditures and actions affecting the award, including the monitoring of any subrecipients.

You must comply with all terms, conditions, and requirements outlined in the Notice of Award, including: award policy terms and conditions contained in the HHS [Grant Policy Statement](#) (GPS), and its subsequent updates, all requirements imposed by program statutes and regulations, Executive Orders, and HHS grant administration regulations; and requirements or limitations in any applicable appropriations acts.

### **c. Scope of the Award and Prior Approvals**

You may only use award funds to support activities in your funded project. HHS GPS Section II and [45 C.F.R. § 75.308](#) describe the aspects of your funded project that will require prior approval from the OASH GMO for any changes. Some of the award modifications to an approved project that will require prior GMO approval include:

- a change in the scope or the objective(s) of the project (even if there is no associated budget revision, such as reduction in services, closing of service or program site(s));
- significant budget revisions, including changes in the approved cost-sharing or matching;
- a change in a key person(s) specified in your application;
- reduction in time devoted to the project by the approved PD/PI, either as percentage of full-time equivalent of 25% or more or absence for 3 months or more; or
- the transferring of any work to another entity or individual through contract, subaward, or other means that differs from described in the awarded proposal.

### **d. Applicable Termination Provisions**

If you receive an award, HHS may terminate it if any of the conditions in [2 C.F.R. §§ 200.340\(a\)\(1\)-\(4\)](#) are met. No additional termination conditions apply, unless otherwise noted under Program Specific Terms and Conditions (Section F.3).

## **2. Program Specific Terms and Conditions**

We may include on any awards made under this opportunity the following as special terms and requirements.

### **a. Paperwork Reduction Act Clearance Packages**

Any collection of information you conduct as defined in 5 C.F.R. § 1320.3(c) may require OMB clearance under the Paperwork Reduction Act (PRA) if it is a requirement of your award to collect that information. You would be responsible for preparing the clearance package necessary to obtain PRA clearance and submitting it to the project officer. The project officer will assist in the submission of the package to OMB and notify you when the approval has been received or request additional information.

## **3. Award Closeout**

When the award expires, you must submit within 120 days all necessary documentation to closeout your award. If we do not receive acceptable final performance, financial, and property reports in a timely fashion and we determine that closeout cannot be completed with your cooperation, we must complete a unilateral closeout with the information available to us ([2 C.F.R. § 200.344](#)). See Section F.16 for specific detail..

If you do not submit all reports within one year of the period of performance end date, we must report your material failure to comply with the terms and conditions of the award with the OMB-designated integrity and performance system. As a result, we may also determine that enforcement actions are necessary, including actions such as withholding support or a high-risk



designation on an existing or future award.

#### **4. Lobbying Prohibitions**

In general, any funds from an award made under this NOFO must not be used for other than normal and recognized executive legislative relationships. See [45 C.F.R. § 75.450](#).

You must not use funds for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat:

- the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or
- any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

You must not use any funds awarded to pay the salary or expenses of any employee or subrecipient, or agent acting for you, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending.

#### **5. Non-Discrimination Requirements**

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [HHS Office for Civil Rights website](#).

#### **6. Smoke- and Tobacco-free Workplace**

We strongly encourage all award recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. This is consistent with the HHS mission to protect and advance the physical and mental health of the American people.

#### **7. Acknowledgement of Funding**

Each year's annual appropriation requires that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all organizations receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state— (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

You must also acknowledge Federal support in any publication you develop using funds awarded under this program, with language such as:



This [project/publication/program/website, etc.] was supported by [Award Number] issued by the Office of the Assistant Secretary for Health of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with 100 percent funded by Organization Name.

You must also include a disclaimer stating the following:

The contents are solely the responsibility of the author(s) and do not necessarily represent the official views of, nor an endorsement by, Organization Name, OASH, HHS, or the U.S. Government. For more information, please visit [Organization Name website, if available].

## **8. HHS Rights to Materials and Data**

All publications you develop or purchase with funds awarded under this announcement must adhere to the requirements of the program. You own the copyright for materials that you develop under an award, and pursuant to [45 C.F.R. § 75.322\(b\)](#), the HHS awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use those materials for federal purposes, and to authorize others to do so.

In addition, pursuant to [45 C.F.R. § 75.322\(d\)](#), the federal government has the right to obtain, reproduce, publish, or otherwise use data produced under this award and has the right to authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes.

## **9. Trafficking in Persons**

Awards are subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended ([22 U.S.C. § 7104](#)).

## **10. Efficient Spending**

Awards will be subject to the [HHS Policy on Promoting Efficient Spending: Use of Appropriated Funds for Conferences and Meetings, Food, Promotional Items, and Printing and Publications](#).

## **11. Whistleblower Protection**

Awards will include a term and condition that applies the terms of [2 C.F.R. § 200.217](#) to the award, and requires that you inform your employees in writing of employee whistleblower rights and protections under 41 U.S.C. § 4712 in the predominant native language of the workforce.

## **12. Health Information Technology (IT) Interoperability**

Health information technology is defined in Section 3000 of the Public Health Service Act (42 U.S.C. § 300jj). HHS has substantially adopted and codified that definition at [45 C.F.R. § 170.102](#). The regulation defines health information technology as hardware, software, integrated

technologies or related licenses, IP, upgrades, or packaged solutions sold as services that are designed for or support the use by health care entities or patients for the electronic creation, maintenance, access, or exchange of health information.

If you receive an award that involves:

- a. implementing, acquiring, or upgrading health IT for activities, you are required to utilize health IT that meets standards and implementation specifications adopted in [45 C.F.R. part 170, Subpart B](#), if such standards and implementation specifications can support the activity.
- b. implementing, acquiring, or upgrading health IT for activities by eligible clinicians in ambulatory settings, or hospitals, eligible under Section 4101, 4102, and 4201 of the [HITECH Act](#), you are required to utilize health IT certified under the Office of the HHS Office of the National Coordinator for Health Information technology (ONC) Health IT Certification Program, if certified technology can support the activity. See <https://www.healthit.gov/topic/certification-ehrs/certification-health-it>.

If standards and implementation specifications adopted in [45 CFR Part 170, Subpart B](#) cannot support the activity, recipients and subrecipients are encouraged to utilize health IT that meets non-proprietary standards and implementation specifications developed by consensus-based standards development organizations. This may include standards identified in the ONC Interoperability Standards Advisory, available at <https://www.healthit.gov/isa/>.

### **13. Certain telecommunications and video surveillance services or equipment**

As described in [2 C.F.R. 200.216](#), recipients and subrecipients are prohibited from obligating or spending grant funds (to include direct and indirect expenditures as well as cost share and program) to:

- a. Procure or obtain;
- b. Extend or renew a contract to procure or obtain; or
- c. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  1. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  2. Telecommunications or video surveillance services provided by such entities or using such equipment.

3. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country.

## **14. Human Subjects Protection**

Federal regulations ([45 C.F.R. part 46](#)) require that applications and proposals involving human subjects be evaluated with reference to the risks to the subjects, the adequacy of protection against these risks, the potential benefits of the research to the subjects and others, and the importance of the knowledge gained or to be gained. If research involving human subjects is anticipated, you must meet the requirements of the HHS regulations to protect human subjects from research risks as specified in [45 C.F.R. part 46](#). Additional information is available on the [Office of Human Research Protections](#) website. This includes a series of [decision charts](#) to help assess whether an activity is human subjects research covered by the regulation and when an exemption may apply.

OASH requires, as part of any award involving human subjects, that recipients submit copies of all IRB approvals (not full protocols), or documentation of exemption determinations, within 5 days of the IRB approving the research or documentation of the specific exemption applied. Recipients must receive IRB approval or determine an exemption is applicable before any human subjects research begins.

## **15. Research Integrity**

Federal regulations require that an applicant for or recipient of Public Health Service support for biomedical or behavioral research, biomedical or behavioral research training, or activities related to that research or research training must comply with the Public Health Service Policies on Research Misconduct in [42 C.F.R. part 93](#). Compliance includes having written policies and procedures for addressing allegations of research misconduct that meet the requirements of part 93, unless exempt; responding to each allegation of research misconduct for which the applicant or recipient is responsible under part 93 in a thorough, competent, objective, and fair manner; fostering a research environment that promotes the responsible conduct of research and discourages research misconduct; and maintaining an active assurance. More information about assurances is available in [42 CFR Part 93 Subpart C](#) and on the Office of Research Integrity [assurance program](#) website.

## **16. Reporting**

Recipients must report on project progress ([45 C.F.R. § 75.342](#)) and financial status ([45 C.F.R. § 75.341](#)) during the course of the project. At the end of the project, acceptable final progress and financial reports are a requirement of the award closeout process. Failure to provide final progress or financial reports on any HHS award may affect decisions on future new or continuation funding.

a. Performance Project Reports (PPR)

***Performance Project Reports (PPR)***

You must submit periodic performance project reports on a quarterly basis via the Performance Project Report (PPR) module in GrantSolutions. We must receive the PPR by the due date included in the terms and conditions on the NOA. PPRs must address the content required by [45 C.F.R. § 75.342\(b\)\(2\)](#). The program office may provide additional guidance on the content of the progress report.

At the end of the project, you must submit a final performance report covering the entire period of performance no later than 120 days after the end of the period of performance. The program office may provide additional guidance on the content of the final report, which you must submit in the PPR module.

***Project Performance and Continuation Awards***

For projects with multiple budget periods anticipated, you will be required each year of the approved period of performance to submit in addition to your PPRs, a noncompeting continuation application. This application will include a summary of progress the last PPR, an updated work plan, and a budget package (SF-424A, narrative, and justification) for the upcoming budget period. Specific guidance will be provided via Grant Solutions well in advance of the application due date.

For the optional competitive additional year of funding intended to transition successful projects to sustainability, application guidance and review criteria will be provided during the final year of the period of performance.

We will award continuation funding based on availability of funds, satisfactory progress of the project, grants management compliance, including timely reporting, and continued best interests of the government. Progress is assessed relative to meeting the goals, objectives, and outcomes in the approved, funded project as described in the approved application and other supporting documents.

***Performance Measures***

Performance is assessed relative to meeting the goals, objectives, and outcomes in the approved, funded project as described in the approved work plan and other supporting documents.

At the end of each reporting period, you should be able to describe the performance in terms of:

- Demonstrate progress toward stated goals set forth in the Project Narrative and Work Plan, acknowledging barriers to progress and approaches to overcoming them;
- Describe how the project met milestones identified in the proposal; and
- Describe any approaches, tools, and/or resources, developed and disseminated.

#### b. Financial Reports

You must submit quarterly Federal Financial Reports (FFR) (SF-425). Your specific reporting schedule will be issued as a condition of award. Typically, we align the FFR reporting periods with the quarters of the federal fiscal year. FFRs are cumulative and due 30 days after the end of each reporting period or more specifically for the:

**Quarter ending September 30, your FFR is due October 30**

**Quarter ending December 31, your FFR is due January 30**

**Quarter ending March 30, your FFR is due April 30**

**Quarter ending June 30, your FFR is due July 30.**

In lieu of the last quarterly FFR, you will also be required to submit a final FFR covering the entire award 120 days after the end of the period of performance. You must submit FFRs via HHS Payment Management System (PMS) (<https://pms.psc.gov>).

Once submitted and accepted, your financial report data will be available in GrantSolutions, which is our grant management system.

#### c. Audits

If your organization expends \$1,000,000 or greater in federal funds, it must undergo an independent audit in accordance with [2 C.F.R. § 200.501](#), often referred to as the Single Audit requirement.

#### d. FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the [FFATA Subaward Reporting System](#) for all sub-awards and sub-contracts issued for \$30,000 or more as well as addressing executive compensation for both recipient and sub-award organizations.

#### e. Reporting of Matters Relating to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you must maintain the currency of information reported to SAM.gov that is made available in the designated integrity and performance system (currently FAPIIS) about civil, criminal, or administrative proceedings described in paragraph A.2 of [Appendix XII](#) to 45 C.F.R. part 75. This is a statutory requirement (41 U.S.C. § 2313).

All information posted in the designated integrity and performance system will be publicly available. For more information about this reporting requirement related to recipient integrity and performance matters, see [Appendix XII to 45 C.F.R. part 75](#).

#### f. Other Required Notifications

Before you enter into a covered transaction at the primary tier, in accordance with [2 C.F.R. § 180.335](#), you as the [participant](#) must notify OASH, if you know that you or any of the principals for that covered transaction:

- Are presently excluded or disqualified;
- Have been convicted within the preceding three years of any of the offenses listed in [2 C.F.R. § 180.800\(a\)](#) or had a civil judgment rendered against you for one of those offenses within that time period;
- Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in [2 C.F.R. § 180.800\(a\)](#); or
- Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

At any time after you enter into a covered transaction, in accordance with [2 C.F.R. § 180.350](#), you must give immediate written notice to OASH if you learn either that—

- You failed to disclose information earlier, as required by [2 C.F.R. § 180.335](#); or
- Due to changed circumstances, you or any of the principals for the transaction now meet any of the criteria in [2 C.F.R. § 180.335](#).

## I. CONTACTS

### ***Administrative and Budgetary Requirements***

For information related to administrative and budgetary requirements, contact the HHS/OASH grants management specialist listed below.

Jessica Shields  
OASH Grants and Acquisitions Management  
1101 Wootton Parkway, Plaza Level  
Rockville, MD 20852  
Phone: 240-453-8822  
Email: [Jessica.Shields@hhs.gov](mailto:Jessica.Shields@hhs.gov)

### ***Program Requirements***

For information on program requirements, please contact the program office representative listed below.

Armineh Ghazarian  
Office of Research Integrity  
200 Independence Ave SW  
Washington, DC 20201  
Email: [Armineh.Ghazarian@hhs.gov](mailto:Armineh.Ghazarian@hhs.gov)

### ***Grants.gov Support***

For information or assistance on submitting your application electronically via Grants.gov, contact Grants.gov directly. Assistance is available 24 hours a day, 7 days per week.

GRANTS.GOV Applicant Support

Website: <https://www.grants.gov>

Phone: 1-800-518-4726

Email: [support@grants.gov](mailto:support@grants.gov)

### ***SAM.gov Registration Support***

For information or assistance on registering with SAM.gov, contact the General Services Administration (GSA) Federal Service Desk (FSD) Monday through Friday 8:00 AM to 8:00 PM Eastern at:

Website: [https://www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp) (Live Chat option available)

U.S. Phone: 866-606-8220

International Phone: +1 334-206-7828

## **J. OTHER INFORMATION**

### **1. Application Checklist**

The below is a summary listing of all the application elements required for this funding opportunity.

<b>Application Checklist</b>	
	<b>SAM.gov Registration/Renewal</b> – start as soon as possible (recommended minimum of 6-8 weeks prior to submission deadline)
	<b>Grants.gov Registration</b> (recommended minimum of 6-8 weeks prior to submission deadline)
	<b>Application for Federal Assistance (SF-424)</b>
	<b>Budget Information for Non-construction Programs (SF-424A)</b>
	<b>Disclosure of Lobbying Activities (SF-LLL)</b>
	<b>Project Abstract Summary</b> , including any responsiveness criteria (Section F.1.a)
	<b>Project Narrative</b> – Submit all Project Narrative content (Section D.2.a) as a single acceptable file (Section E.3.a).
	<b>Project Narrative Appendices</b> – Submit all Appendix content (Section D.2.b) as a single acceptable file (Section E.3.a).

	<p><b>Budget Package</b> – Submit all Budget Package content (Section D.2.c) as a single acceptable file (Section E.3.a). Note SF-424A is not included in the package and should be uploaded with the standard forms.</p> <p>Must include documentation of any cost-share or matching proposed regardless of whether it is voluntary or mandatory. (Section A.3)</p>
	<b>Other Submission Requirements</b> (Section E.4).

## 2. Acronyms

ABU	Approved, but Unfunded
FAPIS	Federal Awardee Performance and Integrity Information System
FFATA	Federal Financial Accountability and Transparency Act
FFR	Federal Financial Report (SF-425)
FSD	Federal Service Desk (GSA)
FSRS	FFATA Subaward Reporting System
GAM	Grants and Acquisitions Management Division
GMO	Grants Management Officer
GMS	Grants Management Specialist
GPS	Grants Policy Statement
GSA	General Services Administration
HHS	Department of Health and Human Services
MTDC	Modified Total Direct Costs
NCC	Non-competing Continuation
NOA	Notice of Award
NOFO	Notice of Funding Opportunity
OASH	Office of the Assistant Secretary for Health
OMB	Office of Management and Budget
PD/PI	Project Director/Principal Investigator
PHS	Public Health Service
PPR	Performance Project Report
SF	Standard Form
SPOC	State Single Point of Contact



### 3. Glossary

Research misconduct is defined in 42 C.F.R §§ 93.103 (2005) and § 93.234 (2024) as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

Detrimental research practices were referred to as “other behavior that clearly damages research” and extensively discussed in the National Academies of Sciences, Engineering, and Medicine’s 2017 report: *Fostering Integrity in Research*. (National Academies of Sciences, Engineering, and Medicine 2017. *Fostering Integrity in Research*. Washington, DC: The National Academies Press. <https://doi.org/10.17226/21896>.)

**Key Personnel** includes those individuals who are essential to the project because of specialized training, skills, or expertise. This also includes those who will oversee the technical, professional, managerial, and support functions and/or assume responsibility for assuring the validity and quality of the project. This does not include individuals who provide routine administrative support to the project as part of their broader support of the organization.

### 4. Object Class Descriptions and Required Justifications

#### *Personnel*

##### *Description*

Includes costs of employee salaries and wages, excluding benefits.

Does NOT include consultants, subrecipient personnel costs, personnel costs outside of your organization. [45 C.F.R. § 75.459](#).

##### *Justification*

Clearly identify the PD/PI, if known. Provide a separate table for personnel costs detailing for each proposed staff person: the title; full name (if known at time of application), time commitment to the project as a percentage or full-time equivalent; annual salary and/or annual wage rate; federally funded award salary; non-federal award salary, if applicable; and total salary.

No salary rate may exceed the statutory limitation in effect at the time you submit your application (see E.2.c.2).

Sample Personnel Table					
Position Title and Full Name	Percent Time	Annual Salary	Federally-Funded Salary	Non-Federal Salary	Total Project Salary
Project Director, John K. Doe	50%	\$100,000	\$50,000	\$0	\$50,000
Data Assistant, Susan R. Smith	10%	\$30,000		\$3,000	\$3,000

## ***Fringe Benefits***

### ***Description***

Includes costs of personnel fringe benefits, unless treated as part of an approved indirect cost rate.

### ***Justification***

Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

## ***Travel***

### ***Description***

Includes costs of travel by staff of the applicant organization only.

Does NOT include travel costs for subrecipients or contractors under this object class.

### ***Justification***

For each trip proposed for your organization employees only, show the date of the proposed travel, total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances.

## ***Equipment***

### ***Description***

Includes tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$10,000 (([2 C.F.R. § 200.1](#) and § [200.313\(e\)](#)).

Acquisition cost means the cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices. See [45 C.F.R. § 75.2](#) for additional information.

### ***Justification***

For each type of equipment requested you must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; AND a plan for the use, and/or disposal of, the equipment after the project ends.

If your organization uses its own definition for equipment you should include in the budget narrative a copy of the policy, or section of your policy, that includes the equipment definition. Reference the policy in your justification. Do not include this policy in your appendices.

## ***Supplies***

### ***Description***

Includes costs of all tangible personal property other than those included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$10,000 ([2 C.F.R. § 200.1](#)).

### ***Justification***

Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

## ***Contractual***

### ***Description***

Includes costs of all contracts or subawards for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc.

Include third-party evaluation contracts, if applicable, and contracts or subawards with subrecipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

This line item is not for individual consultants.

### ***Justification***

Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use [45 C.F.R. § 75.329](#) procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by [FAR 2.101](#) and currently set at \$250,000. In some cases, OASH may require recipients make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available. Any proposal for awarding fixed amount subawards is subject to [2 C.F.R. § 200.333](#) and will require detailed justification to support the fixed award amount.

Transferring a substantive part of the project effort to another entity (including non-employee individuals) through contract or other mechanism requires a detailed budget and budget narrative for each subrecipient, by title or name, along with the same supporting information referred to in these instructions. If you plan to select the subrecipients post-award and a detailed budget is not available at the time of application, you must provide information on the nature of the work to be transferred, the estimated costs, and the process for selecting the subrecipient.

## ***Other***

### ***Description***

Includes such costs as, where applicable and appropriate,

- consultants;
- insurance;
- professional services (including audit charges);
- space and equipment rent;
- printing and publication;
- training, such as tuition and stipends;
- participant support costs including incentives,
- staff development costs; and
- any other costs not addressed elsewhere in the budget.

Do not include costs covered by your negotiated indirect cost rate.

### ***Justification***

Provide computations, a narrative description, and a justification for each cost under this category.

## ***Indirect Costs***

### ***Description***

Calculate your indirect costs based on a percentage of your modified total direct costs (MTDC)([2 C.F.R. § 200.1](#)).

There are two methods. You must clearly identify the rate you used in your submitted budget.

#### Negotiated Indirect Cost Rate

If you have an approved negotiated indirect cost rate from the Department of Health and Human Services (HHS) or another cognizant federal agency, you should apply that negotiated rate. You should enclose a copy of the current approved rate agreement in your Budget package file.

If you request a rate that is less than allowed, your authorized representative must submit a signed acknowledgement that you are accepting a lower rate than allowed. This should be an explicit statement that you are accepting a lower rate than is allowed and specify what the lower rate is.

#### De minimis Rate ([2 C.F.R. § 200.414\(f\)](#))

If you do not have a current Federal negotiated indirect cost rate (including provisional rate) you “may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC).” ([2 C.F.R. § 200.414\(f\)](#).) You may “determine the appropriate rate up to this limit. . . When applying the de minimis rate, costs must

be consistently charged as either direct or indirect costs and may not be double charged or inconsistently charged as both.” ([2 C.F.R. § 200.414\(f\)](#).) If you elect to use the de minimis rate, you must use the de minimis rate for all Federal awards until you choose to receive a negotiated rate.

Indirect costs for training are limited to a fixed rate of eight percent of MTDC exclusive of tuition and related fees, direct expenditures for equipment, and subawards in excess of \$50,000 ([45 C.F.R. § 75.414 \(c\)\(1\)\(i\)](#)).

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs ([2 C.F.R. § 200.1](#)).

### ***Justification***

Provide the calculation for your indirect costs total, i.e., show each line item included in the base, the total of these lines, and the application of the indirect rate. If you have multiple approved rates, indicate which rate as described in your approved agreement is being applied and why that rate is being used. For example, if you have both on-campus and off-campus rates, identify which is being used and why.

## **Program Income**

### ***Description***

Program income means gross income earned by your organization that is directly generated by an awarded project except as provided in [45 C.F.R. § 75.307\(f\)](#). Program income includes but is not limited to income from fees for services performed or the use or rental of real or personal property acquired under the award.

Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also [45 C.F.R. § 75.307](#) and [35 U.S.C. §§ 200-212](#) (applies to inventions made under Federal awards).

### ***Justification***

Describe and estimate the sources and amounts of program income that this project may generate. All program income generated as a result of awarded funds must be used within the scope of the approved project-related activities.

Any program income earned must be used under the addition or additive method unless otherwise specified in Section C.2. These funds should not be added to your budget, unless you are using the funds as cost sharing or matching, if applicable. This amount should be reflected in box 7 of the SF-424A.

## ***Non-Federal Resources (Cost Share or Match)***

### ***Description***

Amounts of non-federal resources that will be used to support the project as identified in box 18 of the SF-424. For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in [45 C.F.R. § 75.306](#).

For awards that require matching by statute, you will be held accountable for projected commitments of non-federal resources in your application budgets and budget justifications by budget period even if the justification exceeds the amount required.

For awards resulting from an application where you voluntarily propose cost sharing, we will include this voluntary cost sharing in the approved project budget and you will be held accountable for it as shown in the Notice of Award (NOA).

Failure to meet a cost sharing or matching obligation that is part of the approved project budget on the NOA may result in the disallowance of federal funds.

If you are funded, you must report cost sharing or matching funds on your quarterly Federal Financial Reports.

### ***Justification***

You must provide detailed budget information in your budget narrative (not your appendices) for every funding source identified in box 18. "Estimated Funding (\$)" on the SF-424.

You must fully identify and document the specific costs or contributions you propose as part of your required or voluntary cost sharing requirement. You must provide documentation in your application on the sources of funding or contribution(s).

For in-kind contributions, you must include how the stated valuation was determined. Matching or cost sharing must be documented by budget period.

Unrecovered indirect costs may be included as part of your cost sharing or matching only with prior approval of the grants management officer. Your budget narrative must clearly state that it is your intent to include unrecovered indirect costs as part of your cost sharing or matching. You should include in your budget narrative a copy of your negotiated cost rate to support the justification. Unrecovered indirect cost means the difference between the amount charged to the Federal award and the amount which could have been charged to the Federal award under your approved negotiated indirect cost rate. (See [45 C.F.R. § 75.306\(c\)](#)).

**If your application does not include the required supporting documentation for required or voluntary cost-sharing or matching, it will be disqualified from competitive review (Section C.4).**

## 5. Considerations in Recipient Plans for Oversight of Federal Funds

(See also Section D.3.b.3)

To the maximum extent possible, a recipient organization should segregate responsibilities for receipt and custody of cash and other assets; maintaining accounting records on the assets; and authorizing transactions. In the case of payroll activities, the organization, where possible, should segregate the timekeeping, payroll preparation, payroll approval, and payment functions.

Questions for consideration in developing your plan may include:

- Do the written internal controls provide for the segregation of responsibilities to provide an adequate system of checks and balances?
- Are specific officials designated to approve payrolls and other major transactions
- Does the time and accounting system track effort by cost objective?
- Are time distribution records maintained for all employees when his/her effort cannot be specifically identified to a particular program cost objective?
- Do the procedures for cash receipts and disbursements include:
- Receipts are promptly logged in, restrictively endorsed, and deposited in an insured bank account?
- Bank statements are promptly reconciled to the accounting records, and are reconciled by someone other than the individuals handling cash, disbursements and maintaining accounting records?
- All disbursements (except petty cash or EFT disbursements) are made by pre-numbered checks?
- Supporting documents (e.g., purchase orders, Invoices, etc.) accompany checks submitted for signature and are marked "paid" or otherwise prominently noted after payments are made?

## 6. Financial Assistance General Certifications and Representations

When you register your organization in SAM.gov, you must complete the certifications and representations applicable to grants (i.e., federal assistance). We have provided for your reference the list of items that you are certifying when you complete this during your registration. Note that HHS awards are currently subject to 45 C.F.R. part 75, with the exception of a limited number of provisions noted in the [Interim Final Rule](#) describing the HHS bifurcated approach to transitioning to 2 C.F.R. part 200 in October 2025. Where applicable the parallel citation to 45 C.F.R. part 75 is supplied in brackets following the 2 C.F.R. part 200 citation found on SAM.gov.

When your organization completes its registration (new or renewal) in SAM.gov, your organization attests that your organization:

1. Has the legal authority to apply for federal assistance and the institutional, managerial and financial capability to ensure proper planning, management, and completion of any



financial assistance project covered by this Certifications and Representations document (See [2 C.F.R. § 200.113](#) Mandatory disclosures [[45 C.F.R. § 75.113](#)], [2 C.F.R. § 200.214](#) Suspension and debarment [[45 C.F.R. § 75.213](#)], OMB Guidance A- 129, "Policies for Federal Credit Programs and Non-Tax Receivables");

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives (See [2 C.F.R. § 200.302](#) Financial Management [[45 C.F.R. § 75.302](#)] and [2 C.F.R. § 200.303](#) Internal controls [[45 C.F.R. § 75.303](#)]);
3. Will disclose in writing any potential conflict of interest to the federal awarding agency or pass through entity in accordance with applicable federal awarding agency policy (See [2 C.F.R. § 200.112](#) Conflict of interest [[45 C.F.R. § 75.112](#)]);
4. Will comply with all limitations imposed by annual appropriation acts;
5. Will comply with the U.S. Constitution, all federal laws, and relevant Executive guidance in promoting the freedom of speech and religious liberty in the administration of federally-funded programs (See [2 C.F.R. § 200.300](#) Statutory and national policy requirements [[45 C.F.R. § 75.300](#)] and [2 C.F.R. § 200.303](#) Internal controls [[45 C.F.R. § 75.303](#)]);
6. Will comply with all applicable requirements of all other federal laws, executive orders, regulations, and public policies governing financial assistance awards and any federal financial assistance project covered by this certification document, including but not limited to:
  1. Trafficking Victims Protection Act (TVPA) of 2000, as amended, [22 U.S.C. § 7104\(g\)](#);
  2. Drug Free Workplace, [41 U.S.C. § 8103](#);
  3. Protection from Reprisal of Disclosure of Certain Information, [41 U.S.C. § 4712](#);
  4. National Environmental Policy Act of 1969, as amended, [42 U.S.C. § 4321](#) et seq;
  5. Universal Identifier and System for Award Management, [2 C.F.R. part 25](#);
  6. Reporting Subaward and Executive Compensation Information, [2 C.F.R. part 170](#);
  7. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), [2 C.F.R. part 180](#);
  8. Civil Actions for False Claims Act, [31 U.S.C. § 3730](#);
  9. False Claims Act, [31 U.S.C. § 3729](#), [18 U.S.C. §§ 287](#) and [1001](#);
  10. Program Fraud and Civil Remedies Act, [31 U.S.C. § 3801](#) et seq;
  11. Lobbying Disclosure Act of 1995, [2 U.S.C. § 1601](#) et seq;
  12. Title VI of the Civil Rights Act of 1964, [42 U.S.C. § 2000d](#) et seq;
  13. Title VIII of the Civil Rights Act of 1968, [42 U.S.C. § 3601](#) et seq;
  14. Title IX of the Education Amendments of 1972, as amended; [20 U.S.C. § 1681](#) et seq
  15. Section 504 of the Rehabilitation Act of 1973, as amended; [29 U.S.C. § 794](#); and
  16. Age Discrimination Act of 1975, as amended, [42 U.S.C. § 6101](#) et seq.