

Notice of Funding Opportunity

Application due July 15, 2025

**Last modified June 2, 2025. Review updates.**

# HRSA

Health Resources & Services Administration

Bureau of Health Workforce








Division of Health Careers and Financial Support

# Native Hawaiian Health Scholarship Program Administrative Support

Opportunity number: HRSA-25-073



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# Before you begin

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](#) and [Grants.gov](#) registrations now. If you are already registered, make sure your registrations are active and up-to-date.

## **SAM.gov registration (this can take several weeks)**

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

[See Step 2: Get Ready to Apply](#)

## **Grants.gov registration (this can take several days)**

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

[See Step 2: Get Ready to Apply](#)

## **Apply by the application due date**

Applications are due by 11:59 p.m. Eastern Time on July 15, 2025.



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.



# Step 1:

## Review the Opportunity

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# Basic information

Health Resources and Services Administration

Bureau of Health Workforce

Division of Health Careers and Financial Support

*Native Hawaiian Health Scholarship Program Administrative Support to increase the number of Native Hawaiian Health Clinicians.*

## Summary

The Health Resources and Services Administration (HRSA) is accepting an application from Papa Ola Lokahi (POL) for the fiscal year (FY) 2025 Native Hawaiian Health Scholarship Program (NHHSP). This program's purpose is to fund POL's administrative support for Native Hawaiian students at health professions schools who are awarded HRSA funds in return for a commitment to provide primary health services to Native Hawaiians in the State of Hawaii.

## Funding detail

**Application Types:** Competing continuation

**Expected total available funding in FY 2025:** \$500,000

**Expected number and type of awards:** One Cooperative Agreement

**Funding per award up to:** \$500,000 per year

We plan to fund the award with five 12-month budget period for a total five-year period of performance of August 1, 2025, to July 31, 2030. Your request for each of years two through five cannot exceed your year one request.

**Scholarship funds:** Tuition and required fees are paid directly to the schools, while the other reasonable costs (ORC) and stipend are paid directly to the NHHSP participant.



Have questions?  
Go to [Contacts and Support](#).

### Key facts

**Opportunity name:**  
Native Hawaiian Health Scholarship Program

**Opportunity number:**  
HRSA-25-073

**Announcement version:**  
Modified

**Federal assistance listing:**  
93.932

**Statutory authority:**  
42 USC 11709

### Key dates

**NOFO issue date:**  
April 7, 2025

**Informational webinar:**  
See [Join the planning meeting](#)

**Application deadline:**  
July 15, 2025

**Expected award date is by:**  
July 1, 2025

**Expected start date:**  
August 1, 2025

# Eligibility

## Who can apply

Eligibility for this funding opportunity is limited to POL, as designated in the Native Hawaiian Health Care Improve Act of 1992 (NHHCIA), as amended (42 U.S.C § 11709(a)).

## Other eligibility criteria

### Beneficiary eligibility

To receive support under this program, NHHSP participants must satisfy all the following:

- Meet the requirements of paragraphs (1), (3), and (4) of 42 U.S.C. §254l(b), and
- Are Native Hawaiians.

### Completeness and responsiveness criteria

We will review your application to make sure it meets these basic requirements to move forward.

### Application limits

You may not submit more than one application. If you submit more than one application, we will only accept the last on-time submission.

### Cost sharing

This program has no cost-sharing requirement.

# Program description

## Purpose

This Program guidance focuses on providing administrative support for HRSA's NHHSP, under the NHHCIA, as amended (42 U.S.C § 11709).

The goal of NHHCIA is to improve the health of Native Hawaiians by promoting health, preventing disease, educating, and providing better health care infrastructure.

The NHHSP awards scholarships to eligible Native Hawaiian students who are enrolled in accredited health professions schools in return for a commitment to provide primary health services to the Native Hawaiian population in the State of Hawaii. This capacity-building effort is supported, in part, by NHHSP by increasing the number of Native Hawaiian health care professionals trained in those disciplines and specialties most needed to deliver quality health care to Native Hawaiians in the State of Hawaii.

The NHHSP has three main parts:

- It offers scholarships to Native Hawaiians pursuing careers in designated health care professions, including allied health professions. This includes degree programs in health at the Associate, Bachelor, Master, Professional or Doctorate level.
- It trains participants to provide health care in Hawaiian communities, emphasizing [the importance of] language and cultural context to the extent practicable.
- It places participants in priority Native Hawaiian communities after they finish their education and training.

## Background

The NHHSP is administered locally in Hawaii through this cooperative agreement with POL and improves the health status of Native Hawaiians by making health education, health promotion, and disease prevention services available through support of Native Hawaiian Health Care Systems.

Native Hawaiians face barriers that limit their access to existing health services. These include cultural, financial, social, and geographic barriers. Health services are also often not available or hard to access.

Health data shows high rates of obesity, heart disease, hypertension, and diabetes among Native Hawaiians. To address these issues, Native Hawaiian Health Care Systems use outreach, referrals, and links to provide or arrange services. They offer

nutrition programs, hypertension and diabetes screenings, immunizations, and basic primary care.

The program also supports a health professions scholarship program for Native Hawaiians and covers administrative costs for POL, an organization that supports Native Hawaiian health care programs.

Over 350 Native Hawaiian scholarships have been awarded since 1991 when the program began.

## Program goals

The Native Hawaiian Scholarship Program has set these goals:

- Increase the number of Native Hawaiian students in health care training, allied health professions, and degree programs.
- Increase the number of Native Hawaiian graduates in these programs.
- Increase the number of job opportunities in Hawaii for these graduates.
- Map out the health system in Hawaii's communities. The information should show the number of health systems in the communities and the impact.

## Program requirements and expectations

Award recipients must participate in federal evaluations to assess if the program is effective and efficient upon request.

They also need to follow all federal, local, and state laws while running the NHHSP under HRSA Grants Management and the Bureau of Health Workforce. This includes meeting reporting requirements. Support for this is available in the form of technical assistance and other resources.

The NHHSP aims to increase the number of Native Hawaiian students in health care programs at all levels and place them in communities throughout Hawaii.



# Award information

## Cooperative agreement terms

### Our responsibilities

HHS' involvement in this cooperative agreement may include, but is not limited to the following:

- Providing technical assistance
- Collaborating on the annual work plan for funded activities, aligning with legislative and HHS/HRSA priorities.
- Continuously monitoring the work plan through meetings, offering technical and strategy support, and reviewing outcomes, activities and deliverables.
- Overseeing scholarship payments, fees, and stipend payments for NHHSP participants.

### POL responsibilities

POL must adhere to applicable federal laws and policies and must:

- Collaborate with HHS/HRSA to create a work plan based on legislative priorities and HHS/HRSA priorities.
- Complete agreement deliverables.
- Recruit and evaluate program applicants.
- Confirm scholarship payments with the HRSA project officer.
- Check each semester that participants are in good standing.
- Report enrollment each semester.
  - Receive verification from a school official regarding the participant's full-time enrollment, or part-time if approved.
  - Receive a copy of a participant's unofficial transcript from a school official.
  - POL must submit this information to the program within 45 days after the start of each semester.
- Submit certification from the participant's school that verifies a \$0 balance within 6 months of graduation. POL can use the Graduation Close Out Form provided by HRSA or create their own, with HRSA's approval.
- Monitor participants' compliance with program requirements (in school/in training/in service), offering support/counseling/correction as needed.
- Document relevant legal and compliance issues concerning the participants and meet with the HRSA project officer about these issues.

- Ensure scholarships meet the legal requirements in the Native Hawaiian Health Care Improvement Act of 1992, as amended (42 U.S.C § 11709) and any other relevant federal laws.
- Follow program requirements in the NHHSP Application and Program Guidance (APG), which is published annually before the beginning of the application cycle.

## Funding policies and limitations

### Policies

- Awards will be made only if funding is available and allocated for this program and purpose, at which point we will move forward with the award process.
- Support beyond the first budget year will depend on:
  - Appropriation of funds
  - Satisfactory progress in meeting the project's goals
  - A decision that continued funding is in the government's best interest

If we receive more funding for this program, we may:

- Extend the period of performance
- Award supplemental funding

### General limitations

- For guidance on some types of costs we do not allow or restrict, see Project Budget Information in section 3.1.4 of the [R&R Application Guide](#). You can also see 45 CFR part 75, or any superseding regulation, [General Provisions for Selected Items of Cost](#).
- You cannot earn profit from the federal award. See [45 CFR 75.400\(g\)](#).
- Current appropriations include a salary limitation, which applies to this program. As of January 2025, the salary rate limitation is \$225,700. Note this limitation may apply in future years and will be updated. You may pay salaries at a rate higher than the Executive Level II if the amount beyond the HHS salary rate limit is paid with non-HHS funds not associated with the HHS awarded project.

### Program-specific statutory or regulatory limitations

- Use of Funds are for program administration and may not be used to pay tuition costs to or on behalf of any NHHSP participant, nor to pay any part of the monthly stipend to any NHHSP participant, nor to pay any NHHSP participant for fees, travel, or any other reasonable costs as the NHHSP scholarship award covers those costs.

See [Manage Your Grant](#) for other information on costs and financial management.

## Indirect costs

Indirect costs are for a common or joint purpose across more than one project and that cannot be easily separated by project.

There are two methods to calculate indirect costs:

**Method 1 — Approved rate.** You currently have an indirect cost rate approved by your cognizant federal agency at time of award.

**Method 2 — *De minimis* rate.** Per [2 CFR 200.414\(f\)](#), if you have never received a negotiated indirect cost rate, you may elect to charge a *de minimis* rate. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs.

## Program income

Program income is money earned as a result of your award-supported project activities. You must use any program income you generate from awarded funds for approved project-related activities. Find more about program income at [45 CFR 75.307](#).



# Step 2:

## Get Ready to Apply

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# Get registered

## SAM.gov

You must have an active account with SAM.gov to apply. This includes having a Unique Entity Identifier (UEI). SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and select Get Started. From the same page, you can also select the Entity Registration Checklist to find out what you'll need to register.

When you register or update your SAM.gov registration, you must agree to the [financial assistance general certifications and representations](#). You must agree to those for grants specifically, as opposed to contracts, because the two sets of agreements are different. You will have to maintain your registration throughout the life of any award.

## Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Need Help? See [Contacts and Support](#).

# Find the application package

The application package has all the forms you need to apply. You can find it online. Go to [Grants Search at Grants.gov](#) and search for opportunity number HRSA-25-073.

After you select the opportunity, we recommend that you click the Subscribe button to get updates.

# Application writing help

Visit HHS [Tips for Preparing Grant Proposals](#).

Visit [HRSA's How to Prepare Your Application](#) page for more guidance.

## Join the planning meeting

We will schedule a planning meeting with you to review the specifics of the funding opportunity and address any question you have.



# Step 3:

# Prepare Your Application

## In this step

Application contents and format

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# Application contents and format

Applications include five main components. This section includes guidance on each.

Submit your information in English and express budget figures using U.S. dollars.

Make sure you include each of these:

Components	Submission Form
<a href="#">Project abstract</a>	Use the Project Abstract Summary Form.
<a href="#">Project narrative</a>	Use the Research and Related Other Project Information
<a href="#">Budget narrative</a>	Use the Research and Related Budget form. (Line L)
<a href="#">Attachments</a>	Insert each in the Other Attachments form.
<a href="#">Other required forms</a>	Upload using each required form.

See the [application checklist](#) for a full list of all application requirements.

See [form instructions](#) for more detail on completing each form.

## Required format

You must format your narratives and attachments using our required formats for fonts, size, color, format, and margins. See the formatting guidelines in section 3.2 of the [R&R Application Guide](#).

## Project abstract

Complete the information in the Project Abstract Summary Form. Include a short description of your proposed project. Include the needs you plan to address, the proposed services, and the population groups you plan to serve. When applicable, identify if you are requesting a funding priority or preference. For more information, see section 3.1.2 of the [R&R Application Guide](#).



# Project narrative

In this section, you will describe all aspects of your project.

Use the section headers and the order below.

## Introduction and purpose

- Briefly describe your project's purpose.
- Outline how you'll address non-academic barriers to education and success in your program that participants may face.
  - These barriers can be related to physical health, psychological health, physical environment, social environment, or economic stability.
  - Program participants include students and postgraduates who are providing service as per their service obligation.
- Propose a plan to reduce learning disparities and increase opportunities. Consider recruiting students from rural and underserved areas.

## Need

- Describe the participants and the needs this program will meet.
- Discuss barriers to participants' education and success. Consider factors like physical health, psychological health, physical environment, social environment, and economic stability.
- Support your points with demographic data.

## Approach

- Tell us how you'll address the needs you described and meet the program requirements and expectations in this Program Guidance.
- Include plans for ongoing staff training, teamwork, and information sharing. Also outline strategies for outreach and collaboration to involve patients, families, and communities.
- Explain how you'll improve participants' understanding of the importance of language and cultural context in caring for underserved communities.
- Include your plan to distribute reports, products, or project outputs to target audiences.

## High-level work plan

- Describe how you'll meet each goal.
- Provide a timeline that includes each activity and identifies and who will be responsible for each.
  - Include how stakeholders will help plan, design, and carry out these activities. Show how these stakeholders meet the needs of the communities served.
- You will also include a more detailed work plan in your Standardized Work Plan (SWP).
  - See [Standard Forms](#).

## Resolving challenges

- Discuss possible challenges you may face in designing and carrying out the work plan. Explain how you'll solve them.

## Performance reporting and evaluation

### Outcomes

- Describe the expected outcomes (desired results) of the funded activities.

### Performance Measurement and Reporting

- Describe how you'll collect, and report required performance data accurately and on time.
- Describe how you'll securely manage and store data, including how you will protect against cybersecurity threats, breaches, or other loss of data integrity.
- Include how you'll report National Provider Identifier (NPI) numbers for NHHSP participants. NHHSP participants in eligible disciplines must apply for and report their NPI.
- Describe how you'll track participants for up to one year after the NHHSP service obligation is finished. Include collecting their NPI.
- Describe how you'll use data to continuously improve your program.

### Program Evaluation

- Evaluate the project's processes, progress towards NHHSP program [goals](#), training objectives, and expected outcomes.
- Follow HHS Evaluation Policy, as well as the standards and best practices described in OMB Memorandum M-20-12.
- Describe your plan to evaluate the project by including:

- The evaluation questions, methods, data that will be collected, and timeline for evaluating the program.
- Challenges in evaluating your program and how you will address them.
- The capacity of your organization and staff to evaluate the program. Include their experience, skills, and knowledge.
- Plans for sharing results, how you will assess whether you are sharing results effectively, whether your results are national in scope, and whether other organizations can replicate your program.

See [Reporting](#) for more information.

## Sustainability

We expect you to sustain key project elements that improve practices and outcomes for the target population.

Describe the actions you'll take to:

- Highlight key elements, like effective training methods or strategies.
- Seek future funding.
- Discuss challenges that you'll likely encounter in sustaining the NHHSP program. Include how you will resolve those challenges.

## Organizational information

- Briefly describe your mission, structure, and the scope of your current activities.
  - Explain how they will help you carry out the program requirements.
  - Include a project organizational chart.
- Discuss how you'll follow the approved plan, manage federal funds, and record all costs to avoid issues during the project audit.
- Describe how you'll identify the unique needs of the participants and their commitment to a career working with Native Hawaiian Communities.
- Describe the organizations you will partner with to achieve the [program goals](#) and training objectives. Include key agreements in [Attachment 3](#) and letters of support in [Attachment 5](#).
- Include a staffing plan and job descriptions in [Attachment 4](#).
- Also include biographical sketches for key staff using the Research and Related Senior/Key Person Profile form.

See [Standard Forms](#).

## Budget and budget narrative

Your **budget** should follow the instructions in section 3.1.4 of the [R&R Application Guide](#) and the instructions listed in this section. Your budget should show a well-organized plan.

HHS now uses the definitions for [equipment](#) and [supply](#) in 2 CFR 200.1. The new definitions change the threshold for equipment to the lesser of the recipient's capitalization level or \$10,000 and the threshold for supplies to below that amount.

The total project or program costs are all allowable (direct and indirect) costs used for the HRSA award activity or project. This includes costs charged to the award and non-federal funds used to satisfy a matching or cost-sharing requirement (which may include maintenance of effort, if applicable).

The **budget narrative** supports the information you provide in Standard Form 424-A. See [other required forms](#). It includes an itemized breakdown and a clear justification of the costs you request. The merit review committee reviews both.

The budget narrative includes an itemized breakdown and a clear justification of the requested costs. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities.
- The restrictions on spending funds. See [funding policies and limitations](#).

To create your budget narrative, see detailed instructions in section 3.1.5 of the [R&R Application Guide](#). Follow these additional instructions specific to this NOFO.

# Attachments

Place your PDF attachments in order in the Attachments form.

## Attachment 1: Accreditation documentation

### Required

You must provide documentation of your organizational accreditation, or probationary accreditation.

Please do not provide only the URL to the accreditation body's website. HRSA will not open any links included in the application. Documentation of accreditation should be included with the URL to the accreditation body's website.

## Attachment 2: Project organizational chart

### Required

Provide a one-page diagram that shows the project's complete structure. Include all parts, not just your organization.

## Attachment 3: Letters of agreement, memoranda of understanding (MOU), and contracts

### As Applicable

Provide documents that describe the working relationships between your organization and others you mentioned in your project narrative. If you include documents that confirm actual or pending contracts or agreements, the documents should clearly describe the roles of subrecipients and contractors and any deliverables. It is not necessary to include the entire contents of lengthy agreements, so long as the portions you include describe the working relationship between you and the other organization. Make sure letters of agreement are signed and dated.

## Attachment 4: Staffing plan and job descriptions

### Required

See Section 3.1.7 of the [R&R Application Guide](#).

Include a staffing plan that shows the staff positions that will support the project, and key information about each.

- Justify your staffing choices, including education and qualifications, as well as your reasons for the amount of time you request for each position.

- For key personnel, attach a one-page job description. It must include the role, responsibilities, and qualifications.

## Attachment 5: Letters of support

### As Applicable

- You can provide letters of support from other organizations or departments involved in the proposed project.
- Letters of support can also be from individuals within your institution who have authority to speak for the organization, such as a CEO.
- Recommenders should show they understand the project and their role in it.
- Recommenders must sign and date their letters for them to be considered.
- You should also reference letters of support in the project narrative section.

## Attachment 6: Tables and charts

### As Applicable

Provide tables or charts that give more details about the proposal.

These might be Gantt, PERT, or flow charts.

## Attachments 7-15: Other relevant documents

### As Applicable

If you have additional material to submit, such as explanations of mandatory disclosures, you can use this section.

## Other required standard forms

You will need to complete some other forms. Upload the forms listed below at Grants.gov. You can find them in the NOFO [application package](#) or review them and any available instructions at [Grants.gov Forms](#). See the [application checklist](#) for a full list of all application requirements.

Forms	Submission Requirement
SF-424 R & R (Application for Federal Assistance) form	Yes, with application.
Research & Related Other Project Information	Yes, with application.
Standardized Work Plan (SWP) form	Yes, with application.
Research & Related Senior/Key Person Profile (Expanded) form	Yes, with application.
Research and Related Budget form	Yes, with application.
R & R Subaward Budget Attachment(s) Form	Yes, with application, if applicable.
Disclosure of Lobbying Activities (SF-LLL) Form	If applicable, with the application or before the award.

# Form instructions

## SF-424 R&R form

Follow the instructions for Application for Federal Assistance in section 3.1.1 of the [R&R Application Guide](#).

## Research and Related Other Project Information

In addition to the requirements in the [project narrative](#) section, you will provide some additional information in this form.

- Complete sections 1 through 6.
- Upload a blank document in item 7: Project Summary/Abstract to avoid a cross-form error with your Project Abstract Summary Form.
- Upload your project narrative in item 8.
- Leave items 9, 10, and 11 blank.
- If you have more than 10 subawards, you may use item 12 to add subaward budgets that could not fit in your R&R Subaward Budget Attachment(s) Form.

## Standardized Work Plan form

In addition to the requirements in [the project narrative, high-level work plan](#), follow these instructions:

- Submit your work plan through the SWP Form. Provide a detailed work plan that shows your ability to implement a project of the proposed scope.
- Follow the instructions in the SWP Form.
- Select your organizational priorities that best fit the program goals.
- Address the following programmatic goals with measurable benchmarks, completion dates, work effort, and a responsible person:
  - Increasing the number of Native Hawaiian students enrolling in health care training programs and allied health professions, leading to degrees at the Associate, Bachelor, Master, Professional or Doctorate level.
  - Increasing the number of Native Hawaiian degree-holding graduates from health care training programs.
  - Increasing the number of job opportunities in Hawaii for Native Hawaiian health care graduates.
  - Mapping out the health system in Hawaii's communities.
- Some training objectives might need to match the Project Guidance exactly.



## Research and Related Senior/Key Person Profile (Expanded) form

In addition to the requirements in the [Project Narrative and Organizational Information](#) sections, follow these instructions.

- Include biographical sketches for people with key positions.
- Limit each sketch to two pages per person.
- Do not include non-public, [personally identifiable information](#).
- If you include someone you have not hired yet, include a letter of commitment from that person with their sketch.
- Upload sketches in this form and include:
  - Name and title
  - Education and training: Include Institution and location, degree, date earned, if any, and field of study.
  - Section A, Personal Statement: Briefly describe why they're well-suited for their role.
  - Section B, Positions and Honors: In chronological order, list previous and current roles, honors, and federal public advisory committee memberships.
  - Section C, Other Support (optional): List ongoing and completed projects from the last three years, focusing on the most relevant. Briefly indicate the overall goals of the projects and related responsibilities.
  - Other information: If applicable, include language skills and experience with culturally and linguistically diverse populations.

## Research and Related Budget form

In addition to the requirements in the budget and budget narrative section, follow these instructions:

- Complete the Research and Related Budget Form. Follow the instructions in section 3.1.4 of the [R&R Application Guide](#).
- You will complete the form for each budget year for the proposed performance period. After completing the first budget period in the form, you may click "Add Period" to move to the next.

## R & R Subaward Budget Attachment(s) Form

- You will also complete the R & R Subaward Budget Attachment Form for each subaward you propose.
  - These include subcontracts.
  - You will do this using the R & R Subaward Budget Attachment(s) Form.
- To complete the budget forms, follow the instructions in Grants.gov.
- If you have more than 10 subawards, you may upload the extra budget forms in the Research and Related Other Project Information form in Block 12 “Other Attachments.”

## Project/Performance Site Location(s) form

Follow the form instructions in Grants.gov

## Disclosure of Lobbying Activities (SF-LLL) Form

Follow the form instructions in Grants.gov.

### Important: public information

When filling out your SF-424 form, pay attention to Box 15: Descriptive Title of Applicant’s Project.

We share what you put there with [USAspending](#). This is where the public goes to learn how the federal government spends their money.

Instead of just a title, insert a short description of your project and what it will do.

[See instructions and examples.](#)



# Step 4:

## Learn About Review & Award

### In this step

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# Application review

We will ensure your application is complete and of significant quality to ensure you can achieve the goals of the project.

HHS awarding agencies may choose to conduct a review and must conduct a pre-award risk evaluation used for similar discretionary programs in accordance with 45 CFR 75.205. HHS awarding agencies should also ensure applications are of a significant enough completeness and quality to ensure the recipient can be held accountable for achieving the goals of the project.

## Risk review

Before making an award, we review the risk that you will not manage federal funds in prudent ways. We need to make sure you've handled any past federal awards well and demonstrated sound business practices. We:

- Review any applicable past performance
- Review audit reports and findings
- Analyze the budget
- Assess your management systems
- Ensure you continue to be eligible
- Make sure you comply with any public policies.

We may ask you to submit additional information.

As part of this review, we use SAM.gov Entity Information [Responsibility / Qualification](#) to check your history for all awards likely to be over \$250,000. You can comment on your organization's information in SAM.gov. We'll consider your comments before making a decision about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [45 CFR 75.205](#).

## Selection process

When making funding decisions, we consider:

- The available funds.
- Assessed risk.

We may:

- Fund the application in whole or in part.
- Fund the application at a lower amount than requested.
- Decide not to allow you to subaward if you are not able to monitor and manage subrecipients properly.
- Choose to not fund your application under this Program Guidance.

## Award notices

We issue Notices of Award (NOA) on or around the [award date](#) listed in the Program Guidance. See Section 4 of the [R&R Application Guide](#) for more information.

By drawing down funds, you accept the terms and conditions of the award.



# Step 5:

# Submit Your Application

## In this step

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# Application submission and deadlines

Your organization's authorized official must certify your application. See [Find the Application Package](#) to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. When you register or update your SAM.gov registration, you must agree to the [financial assistance general certifications and representations](#), and specifically with regard to grants.

Make sure that your SAM.gov registration is accurate for both contracts and grants, as these registrations differ. See [information on getting registered](#). You will have to maintain your registration throughout the life of any award.

## Deadlines

**You must submit your application by July 15, 2025, at 11:59 p.m. ET.**

Grants.gov creates a date and time record when it receives the application.

## Submission method

### Grants.gov

You must submit your application through Grants.gov. You may do so using Grants.gov Workspace. This is the preferred method. For alternative online methods, see [Applicant System-to-System](#).

For instructions on how to submit in Grants.gov, see the [Quick Start Guide for Applicants](#). Make sure that your application passes the Grants.gov validation checks, or we may not get it. Do not encrypt, zip, or password protect any files.



Have Questions? Go to [Contacts and Support](#).

## Other submissions

### Intergovernmental review

This NOFO is not subject to [Executive Order 12372](#), Intergovernmental Review of Federal Programs. No action is needed.

# Application checklist

Make sure that you have everything you need to apply:

Form	See instructions
<input type="checkbox"/> <a href="#">Project Abstract Summary</a>	<a href="#">Project abstract,</a> <a href="#">Form instructions</a>
<input type="checkbox"/> <a href="#">Research and Related Other Project Information</a>	<a href="#">Project narrative,</a> <a href="#">Form instructions</a>
<input type="checkbox"/> <a href="#">Research and Related Budget form</a>	<a href="#">Budget and budget narrative,</a> <a href="#">Form instructions</a>
<a href="#">Attachments</a> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Accreditation documentation</li> <li><input type="checkbox"/> 2. Project organizational chart</li> <li><input type="checkbox"/> 3. Letters of agreement, MOU, and contracts</li> <li><input type="checkbox"/> 4. Staffing plan and job descriptions</li> <li><input type="checkbox"/> 5. Letters of support</li> <li><input type="checkbox"/> 6. Tables and charts</li> <li><input type="checkbox"/> 7-15. Other relevant documents</li> </ul> <p>If you have additional material to submit, such as explanations of mandatory disclosures, you can use the other relevant documents section.</p>	<a href="#">Attachments,</a> <a href="#">Form instructions</a>
<b>Other required forms</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> SF-424 R &amp; R (Application for Federal Assistance)</li> <li><input type="checkbox"/> Standardized Work Plan (SWP)</li> <li><input type="checkbox"/> Research and Related Senior/Key Person Profile (Expanded)</li> <li><input type="checkbox"/> R &amp; R Subaward Budget Attachment(s)</li> <li><input type="checkbox"/> Project/Performance Site Locations(s)</li> <li><input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL)</li> </ul>	<a href="#">Form instructions,</a> <a href="#">Project narrative,</a> <a href="#">High-level work plan,</a> <a href="#">Organizational information</a>





# Step 6:

# Learn What Happens After Award

## In this step

Post-award requirements and administration [34](#)

# Post-award requirements and administration

## Administrative and national policy requirements

There are important rules you need to know if you get an award. You must follow:

All terms and conditions in the (NOA). We incorporate this NOFO by reference.

- The rules listed in [45 CFR 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, or any superseding regulations. Effective October 1, 2024, HHS adopted the following superseding provisions:
  - [2 CFR 200.1](#), Definitions, Modified Total Direct Cost.
  - [2 CFR 200.1](#), Definitions, Equipment.
  - [2 CFR 200.1](#), Definitions, Supplies.
  - [2 CFR 200.313\(e\)](#), Equipment, Disposition.
  - [2 CFR 200.314\(a\)](#), Supply.
  - [2 CFR 200.320](#), Methods of procurement to be followed.
  - [2 CFR 200.333](#), Fixed amount subawards.
  - [2 CFR 200.344](#), Closeout.
  - [2 CFR 200.414\(f\)](#), Indirect (F&A) costs.
  - [2 CFR 200.501](#), Audit requirements.
- The [HHS Grants Policy Statement](#) (GPS). Your NOA will reference this document. If there are any exceptions to the GPS, they'll be listed in your NOA.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in [HHS Administrative and National Policy Requirements](#).
- See the requirements for performance management in [2 CFR 200.301](#).

# Cybersecurity

You must create a cybersecurity plan if your project involves both of the following conditions:

- You have ongoing access to HHS information or technology systems.
- You handle personal identifiable information (PII) or personal health information (PHI) from HHS.

You must base the plan on the [NIST Cybersecurity Framework](#). Your plan should include the following steps:

## Identify:

- List all assets and accounts with access to HHS systems or PII/PHI.

## Protect:

- Limit access to only those who need it for award activities.
- Ensure all staff complete annual cybersecurity and privacy training. Free training is available at 405(d): [Knowledge on Demand \(hhs.gov\)](#).
- Use multi-factor authentication for all users accessing HHS systems.
- Regularly backup and test sensitive data.

## Detect:

- Install antivirus or anti-malware software on all devices connected to HHS systems.

## Respond:

- Create an incident response plan. See [Incident-Response-Plan-Basics\\_508c.pdf \(cisa.gov\)](#) for guidance.
- Have procedures to report cybersecurity incidents to HHS within 48 hours. A cybersecurity incident is:
  - Any unplanned interruption or reduction of quality.
  - An event that could actually or potentially jeopardize confidentiality, integrity, or availability of the system and its information.

## Recover:

- Investigate and fix security gaps after any incident.

# Reporting

If you are funded, you will have to follow the reporting requirements Section 4 of the [R&R Application Guide](#). The NOA will provide specific details.

You must also follow these program-specific reporting requirements:

- We will require progress reports annually.
- Annual FFR Reporting to HRSA's Grants Management Administration.

HRSA will provide additional information in the NOA.



# Contacts and Support

## In this step

Agency contacts	<a href="#"><u>38</u></a>
Grants.gov	<a href="#"><u>38</u></a>
SAM.gov	<a href="#"><u>38</u></a>
Helpful websites	<a href="#"><u>38</u></a>

# Agency contacts

## Program and eligibility

**Dr. Brandon C. Wood**

Health Resources and Services Administration

Bureau of Health Workforce

Division of Health Careers and Financial Support

[bwood@hrsa.gov](mailto:bwood@hrsa.gov)

## Financial and budget

**Kim Ross**

Grants Management Specialist

Division of Grants Management Operations, OFAAM

Health Resources and Services Administration

[kross@hrsa.gov](mailto:kross@hrsa.gov)

## HRSA Contact Center

Open Monday – Friday, 7 a.m. – 8 p.m. ET, except for federal holidays.

Call: 877-464-4772 / 877-Go4-HRSA

TTY: 877-897-9910

[Electronic Handbooks Contact Center](#)

## Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726, search the [Grants.gov Knowledge Base](#), or [email Grants.gov for support](#). Hold on to your ticket number.

## SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

## Helpful websites

[HRSA Grants page](#)

[HRSA Manage Your Grant webpage](#)

[Bureau of Health Workforce Glossary](#)

# Modifications

Modification description	Date updated
Updated the Application Due date to July 15th, 2025	06/02/2025