Technical Assistance Webinar for Research to Practice Center Grants for Adolescent Health Promotion Notice of Funding Opportunity (PA-PHE-22-001)

U.S. Department of Health and Human Services

Office of Population Affairs

April 21, 2022

OASH | Office of Population Affairs

Webinar Purpose

- Review the purpose and application instructions for the Research to Practice Center Grants for Adolescent Health Promotion in Order to Prevent Teenage Pregnancy Notice of Funding Opportunity (NOFO).

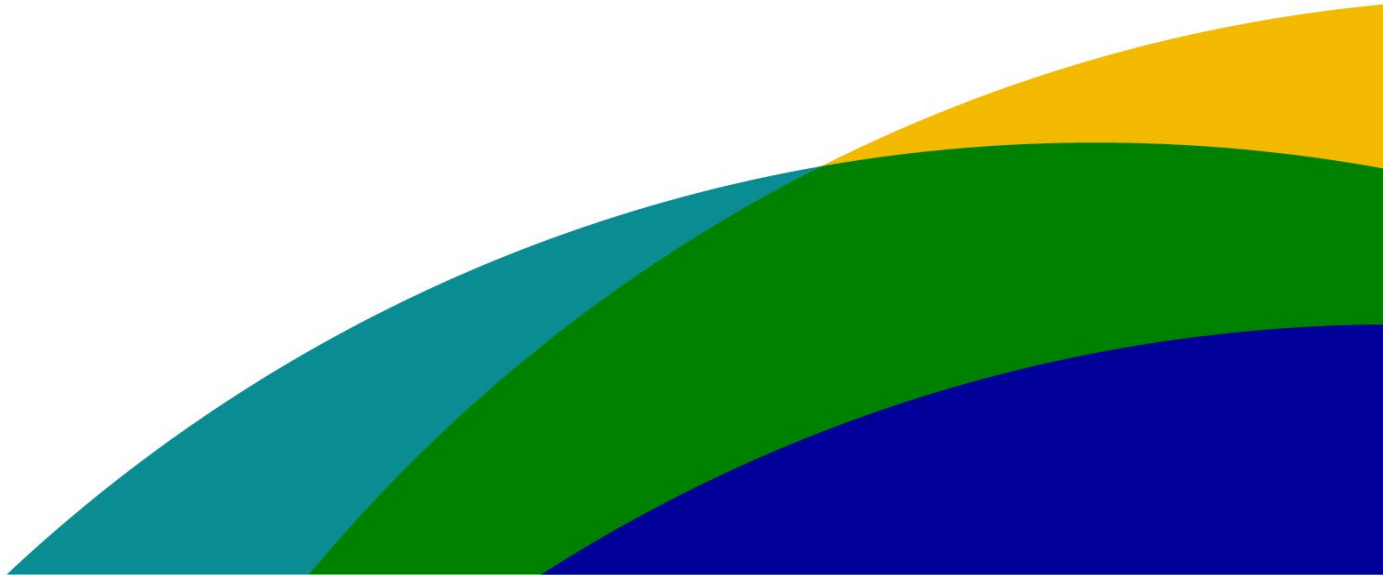
Important Webinar Logistics

- Zoom Webinar
- All participants on mute
- Webinar materials will be posted to grants.gov in 2 weeks
- Questions
  - **Taking questions using the chat function-publishing FAQ after the webinar**
  - **Will not be answering questions specific to individual applications**
  - **Additional questions can be directed to Duane Barlow (Duane.Barlow@hhs.gov) and Callie Koesters (Callie.Koesters@hhs.gov)**

Webinar Agenda

- Award Information & Purpose of NOFO
- Expectations of Awarded Applicants
- Application Content
- Application Submission & Review

Overview of the Research to Practice Center Grants for Adolescent Health Promotion in Order to Prevent Teenage Pregnancy NOFO





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OPA Mission

- Promote health across the reproductive lifespan through innovative, evidence-based adolescent health and family planning programs, services, strategic partnerships, evaluation, and research.

  - **OPA administers the Title X family planning program, the Teen Pregnancy Prevention program, and the Embryo Adoption Awareness program**

PA-PHE-22-001: Award Information

- Application Deadline: June 14, 2022 by 6:00 PM Eastern.
- Estimated Funds Available for Competition: $2,500,000
- Anticipated Number of Awards: up to 5
- Period of Performance: Not to exceed 4 years
- Range of Awards: $800,000-$1,200,000 per budget period
- Anticipated Start Date: September 1, 2022
- Budget Period Length: 12 months
- Type of Award: Grant

Purpose

- Synthesize and translate existing research into practice for health promotion activities that will lead to adoption of healthy behaviors, improve adolescent health more broadly, and ultimately help to reduce teen pregnancy.
- Priority areas include:
  - **Engaging parents and caregivers,**
  - **Expanding meaningful youth engagement and a focus on youth protective factors (for example, strong support from caregivers, healthy peer relationships, and engagement and connections to school, community, peers, athletics, etc.),**
  - **Systems level approaches in adolescent health and teen pregnancy prevention (for example, environments supportive of healthy behaviors, fostering positive connections to schools, neighborhoods, and communities, etc.),**
  - **Trauma-informed and inclusive care and programming,**
  - **Working with youth-serving professionals in the systems that serve the most vulnerable youth.**

Expectations of Funded Applicants

- Assessing the research and support needs and resources in the priority area
  - **Update initial comprehensive research needs and resource assessment within the first six months of award**
  - **Conduct an ongoing, systematic and transparent assessment of research needs**
  - **Develop a summary of the state of the research in the identified priority area**
  - **Strongly encourage a recipient-developed process or system that could invite others to request data and analysis support, presentations, etc. from the recipient**
  - **During the final six months of the project, conduct another comprehensive resource needs and research-to-practice resources assessment**

Expectations of Funded Applicants

- Identifying and maintaining research alliances in the priority area
  - **Primary mechanism for carrying out the work of the Centers should be the research alliances**
  - **We expect that the research alliance will help the recipient update the proposed work plan for the priority area**
  - **Maintain the research alliance through meetings, communications, and assessment of alliance activities**
  - **Identify and maintain as many partnerships as are needed to adequately address the work plan in the priority topic area**
  - **Determine and justify the number, size, and scope of the alliance needed to offer the depth of knowledge to the priority area**

Expectations of Funded Applicants

- Conducting research studies to benefit providers working with youth
  - **Centers should provide technical assistance through applied research and development projects by identifying and developing research-to-practice resources**
    - ✓ Resources should be targeted primarily to practitioners, educators, and policymakers working with youth to prevent pregnancy and promote healthy adolescent development
  - **Conduct short-term research studies that investigate key policy or practice concerns in the priority area as they relate to teen pregnancy prevention and adolescent health**
  - **Recipients should ensure all products and materials are medically accurate, age appropriate, culturally and linguistically appropriate, and inclusive of Lesbian, Gay, Bisexual, Transgender, Questioning and Intersex (LGBTQI+) youth. All materials should be accessible.**

Expectations of Funded Applicants

- Disseminating products strategically and broadly
  - **Products should be presented in an accessible way, including the use of plain language, and to convey information that is culturally and linguistically appropriate to relevant audiences**
  - **Products should be communicated in a way that is accessible, timely, and meaningful to the day-to-day work of teen pregnancy prevention and adolescent health practitioners and policy makers**
  - **Utilize diverse avenues for communication, including public websites and social media**
  - **Organize face-to-face meetings and webinars designed to facilitate awareness, understanding, and use of products through a dialogue between researchers and stakeholders**
  - **Participate in at least one event for OPA award recipients and OPA staff as part of the dissemination plan**

Expectations of Funded Applicants

- Collaborating and coordinating with the other Centers and with OPA
  - **Identify opportunities for collaboration and coordination with other funded Centers and OPA grant recipients and contractors or other federal technical assistance providers, as appropriate**

Expectations of Funded Applicants: Project Management

- Project Management
  - **Year 1**
    - ✓ Assess the research and support needs in the priority area
    - ✓ Synthesize the resources that exist
    - ✓ Develop the work plan/translation agenda
    - ✓ Identify research alliances
    - ✓ Collaborate and coordinate with other related groups
    - ✓ Develop products to disseminate
  - **Years 2-4**
    - ✓ Maintain research alliance
    - ✓ Fund and implement new research project with the Alliance members
    - ✓ Update research and resource syntheses
    - ✓ Disseminate products broadly
    - ✓ Collaborate and coordinate with other related groups

APPLICATION SUBMISSION

OASH Grants and Acquisition Management Division



OASH | Office of Population Affairs

Submission Dates and Times (Section A)

Application is due by 6:00 p.m. Eastern Time, June 14, 2022.

- **Your submission time will be determined by the date and time stamp provided by Grants.gov when you complete your submission.**
- **Strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date.**
- **Grants.gov may take up to 48 hours to notify you of a successful submission.**
- **If you fail to submit your application by the due date and time, we will not review it, and it will receive no further consideration.**

Eligible Applicants (NOFO, Section E.1)

Applicant eligibility for this NOFO:

Any public or private nonprofit entity located in a State (which includes one of the 50 United States, District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the U.S. Virgin Islands, American Samoa, the U.S. Outlaying Islands (Midway, Wake, et al.), the Marshall Islands, the Federated State of Micronesia, and the Republic of Palau (hereafter, States)) is eligible to apply for a grant under this announcement. Faith-based organizations and American Indian/Alaska Native/Native American (AI/AN/NA) organizations are eligible to apply.

Eligible Applicants (NOFO, Section E.1)

Examples include:

- State Governments
- U.S. territories
- 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 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
- Non-profit private institutions of higher education

Cost Sharing or Matching (Section E.2)

- **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. During the merit review of an application, cost sharing will only be considered in the overall review of the adequacy of the total proposed budget (Federal and non-Federal share) to support the project proposed.

- Applications including voluntary cost sharing or matching that result in an award will include the cost sharing or matching commitment on the notice of award at the level proposed in the application. Any change in that commitment will require prior approval of the Grants Management Officer.

Notice of Funding Opportunity (NOFO) Announcement

- The Notice of Funding Opportunity (NOFO) provides information and guidance related to applications.
- Read the entire funding announcement.
- Follow the NOFO carefully!
- **The information provided in the NOFO takes precedence over any conflicting information in other documents.**

Address to Request Application Package

- Obtain an application package electronically by accessing Grants.gov at http://www.grants.gov/. Find it by searching the Assistance Listing (formerly CFDA) Number found on page 2 of the NOFO.
- The Assistance Listing (CFDA) Number is 93.343.
- Be sure to subscribe to the announcement in Grants.gov so you receive notification of any updates to the NOFO or supporting documents.

Application Submission

- OASH requires that all applications be submitted electronically via Grants.gov unless an exemption has been granted by the grants management officer (Section F.5).
- **If you submit an application via any other electronic communication, it will not be accepted for review.**
- Grants.gov is a website portal. All funding opportunities and grant application packages are made available on www.Grants.gov .
- An application will not be considered valid until all application components are entered in Grants.gov and received by OASH Grants and Acquisitions Management (GAM) Division according to the deadlines specified in the "DATES" section of the NOFO (Section A.1).
- Contact Grants.gov with any questions or concerns regarding the electronic application process 1-800-518-4726.

Application Submission

- Applications must be submitted as three (3) files:
  - ✓ **File 1: The ENTIRE project narrative (Section F.3.a)**
  - ✓ **File 2: The ENTIRE budget narrative, including supporting documentation described in the Budget Narrative content section (Section F.3.b)**
  - ✓ **File 3: All documents in the appendices uploaded in the Attachments section of your Grants.gov application (Section F.3.c)**
- Note: required standard forms do not apply toward your page count limitations in the submission requirements as stated in Disqualification Criteria (Section E.3).

Application Submission

- Any files uploaded or attached to the Grants.gov application must be of the following file formats –
  - ✓ **Microsoft Word, PowerPoint, Adobe PDF, or image formats (JPG, GIF, TIFF, or BMP only).**
  - ✓ **Microsoft Excel files will NOT be accepted.**
- HHS/OASH strongly recommends that electronic applications be uploaded as Adobe PDF.
  - ✓ **If you convert to PDF prior to submission, you may prevent any unintentional formatting that might occur with submission of an editable document.**
  - ✓ **Check the page count of your PDF and/or print the file to ensure that the document does not exceed the page limit.**

Application Submission

- Be complete and do not leave blanks on forms unless the information is clearly not applicable.

- The individual submitting the application forms must have the legal authority to act on behalf of the organization.

Application Submission

- To ensure successful submission of your application, carefully follow the step-by-step instructions provided at: http://www.grants.gov/web/grants/applicants/apply-for-grants.html

- These instructions are kept up-to-date and also provide links to Frequently Asked Questions and other troubleshooting information

Application Elements

Forms

- ❑ Application for Federal Assistance (SF-424)
- ❑ Budget Information for Non-construction Programs (SF-424A)
- ❑ Assurances for Non-construction Programs (SF-424B)
- ❑ Disclosure of Lobbying Activities (SF-LLL)
- ❑ Project Abstract Summary

Files

- ❑ Project Narrative – Submit all Project Narrative content as a single acceptable file.
- ❑ Budget Narrative – Submit all Budget Narrative content as a single acceptable file.
- ❑ Appendices – Submit all appendix content as a single acceptable file, in the Attachments section of your Grants.gov application.

Project Abstract Summary

It you receive an award under this announcement, your project abstract summary will be published.

Do not include any proprietary or confidential information in your Project Abstract Summary

Application Format

- Be sure to follow Project Narrative format instructions in the NOFO. Your application will be disqualified if it does not conform to the format requirements.
- You must double-space the Project Narrative pages.
- You must use 12-point font.
- You should use an easily readable typeface, such as Times New Roman or Arial.
- You may single-space tables or use alternate fonts but you must ensure the tables are easy to read.
- For Appendices and Budget Narrative, you should use the same formatting specified for the Project Narrative.
- Appendix documents such as résumés may use alternate formats common to such documents.

UEI Number and the System for Award Management (SAM) (Section F.4)

- **On April 4, 2022**, the federal government will complete its transition from using the nine-digit DUNS number as the official unique entity identifier to the twelve-digit UEI(SAM) number.
- The UEI(SAM) will be required for submission of applications from that point forward. You may find additional information about the transition for both existing and new SAM registrants at https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=e31c534f1b40c1103565ed3ce54bcbce.

The System for Award Management (SAM) (Section F.4)

- Your organization must register online in the System for Award Management (SAM).
- Applicants are advised to begin the SAM registration process immediately. If you are selected for an award, an active SAM registration may be required prior to receiving an award.
- You should 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 information **as it appears in SAM** must be included on a Notice of Award.
- For instructions on updating this information see https://www.fsd.gov/sys_attachment.do?sys_id=d08b64ab1b4434109ac5ddb6bc4bcbbc.

New Registrations in System for Award Management (SAM)

- If you are registering a new entity in SAM.gov, you need to create a login.gov account, if you don't already have one.
  - **Please note that the complete process for registering a new entity involves submission of a notarized letter.**

- Minimum timeframe to complete an initial SAM registration online is 30 min.

- Timeframe for applicant's registration to become active is up to 10 days and may take longer depending on volume.

- Average timeframe for updates in SAM.gov to appear in Grants.gov is up to 72hrs.

Renewal Registration in SAM

- SAM registration **must** be renewed each year.

- An active SAM registration may be required prior to receiving a new or continuation award.

- If you are renewing your registration, your old SAM.gov username and password may not work anymore. You will need to create a login.gov account if you do not already have one.

- Please review the information on sam.gov regarding transition of existing registrations from DUNS to UEI(SAM).

SAM (continued)

- We strongly recommend applicants check for an active registration in SAM well before application deadline.

- If you are successful and receive an award, you must maintain an active SAM registration with current information **at all times** during the active award.

- If you have not complied with the SAM registration requirements, HHS/OASH
  - **May determine you are not qualified to receive an award; and**
  - **May use that determination as a basis for making an award to another applicant.**

- Should you successfully compete and receive an award, **all first-tier sub-award recipients must have a DUNS/UEI number at the time you, the recipient, make a sub-award.**

Funding Restrictions

- If you are successful and receive an award, by accepting the award, you agree that the award and any activities thereunder are subject to all provisions of 45 CFR part 75, currently in effect or implemented during the period of the award, other Department regulations and policies in effect at the time of the award, and applicable statutory provisions.

- Costs must be allowable, allocable, reasonable, and necessary direct expenses or indirect costs in accordance with regulations and current policy.
  - **Indirect costs may be included per 45 CFR 75.414. Applicants should indicate which method or rate is used for this application. (Section F.3.b.1.o)**
  - **Pre-award costs are not allowed. (Section F.7.a)**
  - **Current Salary Limitation: $203,700 effective January 2021 (Section F.7.b)**

Budget Narrative and Forms

The Project Budget Information:

SF 424A Budget Forms

Budget Narrative

Detailed Budget Justification

- ❑ **Must be consistent with the requirements of the NOFO**
- ❑ **Budgeted costs must reflect proposed activities**
- ❑ **Budget line item descriptions and justification requirements are explained in the NOFO**
- ❑ **Suggested table formats in the NOFO**
- ❑ **Plan for Oversight of Federal Award Funds (Section F.3.b.2)**

Forms, budget narrative and detailed justification do not count toward page limit.

Application Disqualification Criteria

If your application does not meet the following requirements, it will be disqualified and receive no further consideration:

- **Submitted electronically via www.grants.gov by due date and time (unless an exemption was granted 2 business days prior to the deadline).**
- **If you successfully submit multiple applications for the same project, we will only review the last application received by the deadline.**
- **HHS/OASH/GAM deems your application eligible.**
- **You must complete the required forms in the application package: SF-424, SF-424A, SF-424B, SF-LLL, and Project Abstract Summary.**
- **Your application must be submitted in the English language and must be in the terms of U.S. dollars (45 C.F.R. § 75.111(a)).**

Application Disqualification Criteria

If your application does not meet the following requirements, it will be disqualified and receive no further consideration:

- **Project Narrative must be double-spaced, on the equivalent of 8.5" X 11" page size with 1" margins on all sides and font size not less than 12 points.**
- **Project Narrative *must not exceed 30 pages*.**
- **The Total Application, including Project Narrative *must not exceed 50 pages*.**

Application Disqualification Criteria (continued)

If your application does not meet the following requirements, it will be disqualified and receive no further consideration:

- **Your Federal funds request including indirect costs does not exceed the maximum indicated in Award Ceiling**
- **Your Federal funds request including indirect costs must not be below the minimum indicated in Award Floor.**
- **If you have included voluntary cost sharing or matching, you must include in your budget narrative a non-federal sources justification.**
- **Your application must meet any Application Responsiveness Criteria under Section E.3 Other - Application Responsiveness Criteria.**

Other – Application Responsiveness Criteria (Section E.3)

The application identifies a single priority area in the Project Abstract Summary for a teen pregnancy prevention and adolescent health promotion research-to-practice center.

Application Disqualification Criteria (continued)

- Applications that lack the required supporting documentation or submit additional appendix files will not be disqualified from competitive review;

  However, this may impact your application's scoring under the evaluation criteria.

- **Be sure to follow submission instructions carefully.**

Application Review Criteria (Section G.1)

1) Goals and objectives of the proposed research-to-practice center (10 points)
2) Assessment of research needs and resources available (5 points)
3) Description of research alliance(s) (10 points)
4) Research studies and products (20 points)
5) Dissemination Plan (15 points)
6) Collaboration and Coordination Plan (5 points)
7) Capacity and Experience (20 points)
8) Project Management (10 points)
9) Budget (5 points)

Application Merit Review

- Eligible applications will be reviewed and assessed by a panel of independent reviewers with technical expertise in applicable fields according to the criteria listed in the NOFO.
- The Merit Review process is formal and confidential. Federal staff are available to answer questions and to ensure the process is consistent and fair, but do not participate in discussion and assessment of the application.
- Then applications are reviewed:
  - **By GAM staff for administrative & business compliance.**
  - **By OPA Program Office staff for programmatic compliance.**

Funding Decisions (Section G.4)

- The Director of the Office of Population Affairs will make final award selections to be recommended to the Grants Management Officer for risk analysis.

- Upon completion of risk analysis and concurrence of the Grants Management Officer, HHS/OASH will then issue Notices of Award.
  - **No award decision is final until a Notice of Award is issued.**
  - **All award decisions, including level of funding, if an award is made, are final and you may not appeal.**

Funding Process

- **We are not obligated to make any Federal award as a result of this announcement.**
- **Only the grants management officer (GMO) can bind the Federal government to the expenditure of funds.**
- 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.
- **All award decisions, including level of funding if an award is made, are final and you may not appeal.**

Funding Process – Review of Risk Posed by Applicant

- HHS/OASH will evaluate each application in the fundable range for risks posed by the applicant before issuing an award in accordance with 45 CFR 75.205
- OASH will use a risk-based approach and may consider any items such as the following as stated in the NOFO:
  - **Applicant's financial stability;**
  - **Quality of management systems and ability to meet the management standards prescribed in 45 CFR part 75;**
  - **History of performance – Applicant's record in managing Federal awards including timeliness of compliance with applicable reporting requirement, and conformance to the terms and conditions of previous Federal awards;**
  - **Reports and findings from audits performed; and**
  - **The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.**

Plan for Oversight of Federal Award Funds

- If your internal controls are available online, you may provide the link as part of your plan in the budget narrative.
- We have also included Supplementary Material which contains questions applicants may find useful in considering their Plan for Oversight of Federal Funds.

Non-funded Applications as a Result of Risk Review

- If we determine your organization does not meet either or both of the minimum qualification standards as described in 45 CFR §75.205(a)(2) and we do not make an award to you as a result, we must report that determination to FAPIIS, if certain conditions apply.
- The standards include at a minimum, if you are a prior Federal award recipient the information in FAPIIS must "demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics." 45 CFR § 75.205(a)(2)
- Information reported in FAPIIS is available for other organizations to review when considering you for an award.

Notice of Award (NOA)

The Notice of Award:

- Notifies the successful applicant of the selection; award amount; project and budget periods.

- Includes any conditions on the award (i.e., requirements that must be met as a condition of receiving the grant funds).

- Includes standard terms, reporting requirements and contact information for OASH/GAM and the Program Office.

Funding Process – Points of Contact

- GAM is the official point of contact for awardees throughout the award life cycle.
- All official communication related to the award is between GAM and the successful applicant.

- Unsuccessful applicants will be notified by the Program Office via letter.

Summary and Tips

Project Narrative Description:

- ❑ Be clear, complete and concise in the project description; follow and address exactly what is requested in the NOFO.
- ❑ Do not make the reviewer search for the required information. Generally, the easier the application is to review, the better the rating or score.
  - ❑ **Reviewers are not allowed to do external research, follow embedded links, etc.**
- ❑ Clearly identify the sections of the application and indicate which component is being addressed.
- ❑ The project narrative must include all required information within the page limit. Do not use appendices to expand the page limit.

Summary and Tips

Project Narrative Description:

- ❑ Make your goals and objectives “SMART;” Specific; Measurable; Achievable; Realistic; and Time-framed, if required in the NOFO.
- ❑ Activities you present in the work plan should relate directly to the proposed goals and objectives.
- ❑ Your program work plan, evaluation plan, other requested planning documents, and the budget should provide a complete picture of how you will address the needs as well as address the purpose and expectations in the NOFO.

Summary and Tips

Staffing:

- The staffing should be appropriate and reasonable for the goals, objectives and activities of the proposed project.
- Be complete in describing what staff will do, the expertise required and the percent time they will be assigned to the project.

Summary and Tips

Budget:

- Your budget should include adequate funds to carry out the proposed work plan, evaluation plan and administrative responsibilities of the project.
- Your budget should be reasonable and relate directly to the goals and objectives.
- Do not request more funds than are available, as listed in the NOFO. This amount is *inclusive* of indirect costs.
- The operating budget should be complete and include Federal and non-Federal funds, projected program income (e.g., from fees and third-party payers and other contributing funds).

Summary and Tips

Overall:

- Include full names (First Middle Last) for Authorized Official, Principal Investigator/Project Director and all Essential/Key Personnel.

- Electronic submission **IS** required.

- Do not wait until the last minute to begin SAM registration or update your registration.

- Do not wait until the last minute to begin the electronic submission—problems could arise.

NOFO Inquiries

Program Questions

Program Office Attn: Office of Population Affairs

Callie Koesters

Email: callie.koesters@hhs.gov

Telephone:240-453-8128

Administrative or Financial Questions

Grants and Acquisitions Management

Duane Barlow

Email: Duane.Barlow@hhs.gov

Telephone: 240-453-8822

Electronic Submission Requirements

Grants.gov Applicant Support

www.grants.gov

Email: support@grants.gov

Telephone: 800-518-4726

Please do not contact OASH Program or Grants office staff for Grants.gov issues.

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Submit questions in chat