FY2021 NOFO Technical Assistance Webinar: Research on Research Integrity Conferences

IR-ORI-21-002

Monday, May 10, 2021



OASH | Office of the Assistant Secretary for Health

Webinar Agenda

- Programmatic Overview of the Notice of Funding Opportunity (NOFO)
- Grants and Acquisitions Management
  - Competitive Application Requirements and Process
- Question and Answer Session

Programmatic Overview

ORI's Mission:

- Promote Research Integrity
- Prevent Research Misconduct
- Protect Science, Public Health, and Public Health Service (PHS) Funds

Programmatic Overview (continued)

- ORI's Research on Research Integrity assistance program contributes to this mission by supporting projects that advance the evolving field of research integrity and build the knowledge base in research misconduct, research integrity, and prevention.

- ORI's Research on Research Integrity Conference Grant Program supports conferences and workshops that advance the evolving field of research integrity by providing a forum for discussion of and producing tangible outcomes related to research integrity and compliance with 42 C.F.R. Part 93.

Purpose (Executive Summary, page 2)

This notice solicits applications for projects to plan and implement conferences or workshops on research integrity and compliance with 42 C.F.R. Part 93. Virtual conferences, and workshops will be eligible for funding.

Award Information (Section D, page 8)

- Estimated Federal Funds Available: $50,000
- Anticipated Number of Awards: 1 - 2
- Award Amount (Federal Funds including indirect costs): up to $50,000 per budget period
- Anticipated Start Date: September 1, 2021
- Estimated Period of Performance: Not to exceed 1 year
- Anticipated Initial Budget Period Length: 12 months
- Type of Award: Grant

Program Description - Scope (Section B.1, page 5)

Conferences or workshops must be designed to provide a forum for discussion and produce tangible outcomes related to at least one of the following themes:

1) Responsible Conduct of Research (RCR) training;
2) fostering an environment that promotes research integrity;
3) prevention of research misconduct;
4) effective handling of research misconduct allegations;
5) whistleblowing and protection of whistleblowers; or,
6) other topics linked to research integrity and compliance with 42 C.F.R. Part 93.

Virtual conferences and workshops will be eligible for funding.

Program Description - Objectives (Section B.2, pages 5 - 7)

- ORI intends this initiative to provide a mechanism for those concerned with research integrity to meet to discuss theoretical, empirical, research design, educational, legal, procedural, ethical, and other issues related to preventing research misconduct and addressing issues that arise after an allegation of research misconduct is brought forward at an institution.

- Applicants should design their meeting to bring together experts from diverse areas of research, education, administration, law, and government to develop new tools for education and design programs to help prevent research misconduct and promote research integrity.

Program Description - Objectives
(Section B.2, pages 5 - 7, continued 2 of 4)

- The proposed events should produce measurable outcomes, as demonstrated through retention and application of knowledge gained, which may be assessed through post-evaluation data or other appropriate means.

- Proposed conferences should be non-duplicative and substantially distinct from existing ORI activities.

- Applications should include plans, including timelines, for disseminating conference materials and products beyond the participants attending the event.

- This dissemination plan should articulate specific plans to amplify the reach, and ultimately the diffusion, of key points and materials that emerge from the conference.

Program Description - Objectives (Section B.2, pages 5 - 7, continued 3 of 4)

- To meet the aims outlined in this funding opportunity, ORI encourages conferences in the following areas. The list is not exhaustive nor is it presented in order of importance. Possible topic areas include:
  - Identifying best practices for the research integrity community pertaining to the processes for conducting institutional research misconduct proceedings.
  - Convening experts from diverse disciplines who are able to apply innovative, established, emerging, or promising models to develop interventions to prevent or deter research misconduct.
  - Proposing strategies, approaches, and changes to institutional processes and practices to encourage witnesses and bystanders to potential research misconduct or detrimental research practices, to lodge good-faith reports with an appropriate institutional official.

Program Description - Objectives (Section B.2, pages 5 - 7, continued 4 of 4)

- To meet the aims outlined in this funding opportunity, ORI encourages conferences in the following areas. The list is not exhaustive nor is it presented in order of importance. Possible topic areas include:
  - Developing networks to enable institutions to share and leverage knowledge and resources for handling allegations of research misconduct and DRPs.
  - Developing networks and recommendations for implementing programs designed to facilitate compliance with federal and institutional requirements for training in the responsible conduct of research, considering evidence-based assessment of current practices, overarching theories, and incentives for fostering an environment that promotes research integrity.
  - Developing an ethical decision-making framework for research investigators that can be used as part of education programs focused on the responsible conduct of research.

Project Narrative Content (Section F.3.a, pages 12 - 16)

1) Project Description
2) Outcomes
3) Project Management
4) Evaluation
5) Dissemination
6) Innovation
7) Environment and Organizational Capability

Project Narrative Content - Project Description (Section F.3.a.1, pages 12 - 13)

- Provide a clear and concise description of the conference you propose to address the need identified in the program announcement.

- Explain the rationale for proposing a particular conference and present a clear connection between identified research integrity gaps, needs, and/or issues and the proposed activities.

- Detail the nature of the activities to be undertaken, how they address identified research integrity gaps, needs, and/or issues and how they will assist in achieving the overall project goals and objectives.

Project Narrative Content - Project Description (Section F.3.a.1, pages 12 – 13, continued 2 of 4)

- Articulate why these specific activities were selected.

- Note any major barriers you anticipate encountering and how your project will be able to overcome those barriers.

- If a non-U.S. location is proposed, you should also justify the selection of that non-U.S. location.

Project Narrative Content - Project Description (Section F.3.a.1, pages 12 – 13, continued 3 of 4)

Applicants should:

a) Define the problems or issues on which the conference will focus. Indicate if these are primarily national (U.S.) or international problems or issues.

b) Describe the scope and breadth of the problems or issues on which the conference will focus.

c) Indicate how the proposed conference will contribute to addressing the problems or issues nationally/internationally.

d) Describe how you will advertise the conference and encourage attendance and to what extent technology will play a role, if applicable.

Project Narrative Content - Project Description (Section F.3.a.1, pages 12 – 13, continued 4 of 4)

Applicants should:

e) Describe the training or technical assistance the conference will provide in the topic area, if applicable.

f) Describe the composition of potential subrecipients who are intended to be involved in completing specific tasks and identify the percentage of level of effort subrecipients are anticipated to provide in completing programmatic activities.

g) Provide specifics about the proposed conference agenda, venue, speakers, attendees, materials, dissemination and follow-up strategies, expected outcomes, and approaches to overcoming possible barriers. You should include the number of expected attendees. If a non-U.S. location is proposed, you must include an estimate of how many people may travel from the U.S. to the conference for any role.

Project Narrative Content (Section F.3.a, pages 12 - 16)

1) Project Description
2) Outcomes
3) Project Management
4) Evaluation
5) Dissemination
6) Innovation
7) Environment and Organizational Capability

Project Narrative Content - Outcomes (Section F.3.a.2, page 14)

- Clearly identify the measurable outcome(s) that are anticipated to result from the project. HHS/OASH will not fund any project that does not include measurable outcomes.

- In addition to discussion in the narrative, applicants must describe how they envision the project will benefit the field at large.

Project Narrative Content - Outcomes (Section F.3.a.2, page 14, continued)

- You should keep the focus of this section on describing what outcome(s) will be produced by the project [and] use the Evaluation section noted below to describe how the outcome(s) will be measured and reported.

- Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited. 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.

Project Narrative Content (Section F.3.a, pages 12 - 16)

1) Project Description
2) Outcomes
3) Project Management
4) Evaluation
5) Dissemination
6) Innovation
7) Environment and Organizational Capability

Project Narrative Content - Project Management (Section F.3.a.3, page 14)

- Include a clear delineation of the roles and responsibilities of project staff and subrecipients and how they will contribute to achieving the project's goals and outcomes.

- Specify who would have day-to-day responsibility for key tasks such as leadership of project; monitoring the project's ongoing progress, preparation of reports; and communications with other partners and HHS/OASH.

Project Narrative Content - Project Management (Section F.3.a.3, page 14, continued)

- Describe the approach that will be used to monitor and track progress on the project's tasks and objectives.

- HHS/OASH expects that, throughout the award period, the Principal Investigator/Project Director will have involvement in, and substantial knowledge about, all aspects of the project.

Project Narrative Content (Section F.3.a, pages 12 - 16)

1) Project Description
2) Outcomes
3) Project Management
4) Evaluation
5) Dissemination
6) Innovation
7) Environment and Organizational Capability

Project Narrative Content - Evaluation (Section F.3.a.4, page 15)

- Describe the methods that you will use to evaluate whether or not the proposed conference achieves its measurable outcome(s) and assess and evaluate the impact of the proposed activities.

- Describe the quantitative and qualitative tools and techniques that you will employ to measure the outcome(s) and how you will identify and document the "lessons learned."

Project Narrative Content - Evaluation (Section F.3.a.4, page 15, continued)

- Describe how you will evaluate knowledge retention and application of the knowledge gained, changes in attitudes, or other key outcomes that may or may not emerge prior to the conclusion of the conference.

- Describe how you will collect and report any output measure data with respect to validity and reliability.

Project Narrative Content (Section F.3.a, pages 12 - 16)

1) Project Description
2) Outcomes
3) Project Management
4) Evaluation
5) Dissemination
6) Innovation
7) Environment and Organizational Capability

Project Narrative Content - Dissemination (Section F.3.a.5, page 15)

- Describe your dissemination plan and the role, if any, that technology will play in it.

- 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 target audience, the general public, and other parties who might be interested in using the results of the project.

- Describe strategies for broad, multichannel dissemination of materials and key knowledge that emerge from the conference.

Project Narrative Content - Dissemination (Section F.3.a.5, page 15, continued)

- Propose other innovative approaches to informing parties who might be interested in using the results of the project to inform practice, program development, and/or policy-making, especially to those parties who would be interested in replicating the project.

- HHS/OASH expects that national and international dissemination of products and knowledge will occur. Applicants should discuss the degree to which key points and materials that emerge from conference events and activities will be disseminated and describe plans to amplify the reach of their efforts.

Project Narrative Content (Section F.3.a, pages 12 - 16)

1) Project Description
2) Outcomes
3) Project Management
4) Evaluation
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6) Innovation
7) Environment and Organizational Capability

Project Narrative Content - Innovation (Section F.3.a.6, pages 15 - 16)

- Describe any novel approaches or methods you intend to employ.

- Reference existing approaches for the purpose of contrasting the novel approaches or methods you propose. In cases in which the proposed conference will address an underdeveloped topic area utilizing approaches or methods that do not diverge substantially from existing practices, describe the novelty in the application of those methods to the topic.

- Describe how the conference will draw together appropriate experts who may otherwise not have an opportunity to meet.

Project Narrative Content (Section F.3.a, pages 12 - 16)

1) Project Description
2) Outcomes
3) Project Management
4) Evaluation
5) Dissemination
6) Innovation
7) Environment and Organizational Capability

Project Narrative Content - Environment and Organizational Capability (Section F.3.a.7, page 16)

- Describe the proposed conference site and articulate the characteristics or features of the site that make it an appropriate setting for conference activities.

- Provide a contingency plan for modification of in-person meetings in the event of a resurgence of COVID-19 or precautions under other public health emergency conditions.

Project Narrative Content - Environment and Organizational Capability (Section F.3.a.7, page 16, continued 2 of 3)

- Describe how the applicant organization (or the particular division of a larger agency that will have responsibility for this project) is organized, the nature and scope of its work, and the capabilities it possesses. If appropriate, include an organizational chart showing the relationship of the project to the current organization.

  This description should cover capabilities of the applicant agency 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.

Project Narrative Content - Environment and Organizational Capability (Section F.3.a.7, page 16, continued 3 of 3)

- 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.

- Applicants may forge collaborations and seek matching funds to support conference activities. Collaborations should be described in the application and in accompanying letters of commitment.

Application Appendices (Section F.3.c, pages 25 - 27)

1) Work Plan
2) Responsible Conduct of Research Plan
3) Letters of Commitment from Subrecipient Organizations, Consultants, and Agencies
4) Curricula Vitae/Résumés/Biographical Sketches for Key Project Personnel
5) Description of Facilities and Resources Available
6) Citations of References Cited in Program Narrative

Research on Research Integrity Conferences Opportunity No: IR-ORI-21-002

Competitive Application Deadline

Due Date: Thursday, July 1, 2021

Cutoff Time: 6:00 p.m. ET

OASH | Office of the Assistant Secretary for Health

Submission Dates and Times (Section A)

Application is due by 6:00 p.m. Eastern Time, Thursday, July 1, 2021.

- **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, page 9)

Applicant eligibility for this NOFO is:

- Any public or private entity, including faith-based, community-based, and Indian Tribes or Tribal organizations, are eligible to apply.

- Foreign institutions (non-domestic U.S.) entities and foreign components of U.S. organizations are eligible to apply.

Cost Sharing or Matching (Section E.2, page 9)

- **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.

Application Responsiveness Criteria (Section E.3, Pages 9 - 10)

- We will review your application to determine whether it meets the responsiveness criterion in Section E.3.
- If your application does not meet the responsiveness criterion, we will disqualify it from the competition; we will not review it beyond the initial screening.
- The responsiveness criteria are as follows:
  - **There are no additional responsiveness criteria for this opportunity.**

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 (Section F.1, Pages 10 - 11)

- 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 93.137.

- **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 HHS Office of Grants and Acquisitions Management 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.4).

Application Submission (Section F.8.a)

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 your page count of the PDF and/or print your 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.

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.

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

- 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 by mail.**
- If you are renewing you registration, your old SAM.gov username and password will not work anymore. You will need to create a login.gov account if you do not already have one.
- 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.
- SAM registration **must** be renewed each year.
- Average timeframe for updates in SAM.gov to appear in Grants.gov is up to 72hrs.

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 number at the time you, the recipient, make a sub-award.**

Funding Restrictions (Section F.7, pages 36 - 38)

- 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: $199,300 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, page 23)**

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

Application Disqualification (Section E.3)

If you 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.**
- **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 18 pages*.**
- **The Total Application, including Project Narrative *must not exceed 60 pages*.**

Application Disqualification Criteria (continued)

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

- **Your application must be in the English language and must be in terms of U.S. dollars (45 C.F.R. 75.111(a))**
- **Your Federal funds request including indirect costs does not exceed the maximum indicated in Award Ceiling (Section D).**
- **If you have included voluntary cost sharing or matching, you must include in your budget narrative a non-federal sources justification.**
- **Application meets the Application Responsiveness Criteria (section E.3).**

Application Responsiveness Criterion (Section E.3)

There are no additional responsiveness criteria for this opportunity.

Supporting Documentation and Disqualification

- 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, pages 33 - 36)

Weighted criteria

- **Project Description (30 points)**
- **Outcomes (10 points)**
- **Project Management (15 points)**
- **Evaluation and Dissemination (25 points)**
- **Innovation (10 points)**
- **Environment and Organizational Capability (10 points)**

Application Merit Review

- Eligible applications will be reviewed and scored by a panel of independent reviewers with technical expertise in applicable fields according to the criteria listed in the NOFO.
- Objective Review Committee process is formal and confidential. Federal staff are available for questions and to ensure the process is consistent and fair, but do not participate in discussion and scoring.
- Applications are then also reviewed:
  - **By GAM staff for administrative & business compliance.**
  - **By ORI Program Office staff for programmatic compliance.**

Funding Decisions (Section G.4, page 38)

- The Director of the Office of Research Integrity 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 officer 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 (Section F.3.b.2)

- 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 Appendix A, which contains questions applicants may find useful in considering their Plan for Oversight of Federal Funds.

Risk Review Resulting in Non-funded Determination

- 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 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 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.
- ❑ Don’t make the reviewer search for the required information. Generally, the easier the application is to review, the better the 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 the goals and objectives “SMART;” Specific; Measurable; Achievable; Realistic; and Time-framed.
- ❑ Activities presented in the work plan should relate directly to the proposed goals and objectives.
- ❑ The program work plan, evaluation plan and budget should provide a complete picture of how the applicant 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:

- The budget should include adequate funds to carry out the proposed work plan, evaluation plan and administrative responsibilities of the project.
- The 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 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 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:

CAPT Stephen Gonsalves, PhD, MPH

Email: Stephen.Gonsalves@hhs.gov

Telephone:240-453-8400

Administrative or Financial Questions

Grants Management Specialist:

Dixie Perez

Email: Dixie.Perez@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.

Question and Answer Session

FAQs will be posted to Grants.gov



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These slides and a link to the recording of this presentation will be posted on grants.gov following the presentation.