



Administration for Community Living

National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR)

Rehabilitation Research and Training Center (RRTC) on Health and Function of People with Physical Disabilities

Opportunity number: HHS-2024-ACL-NIDILRR-RTHF-0083



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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 registration is 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 Monday, June 17, 2024

Applications are due by 11:59 p.m. Eastern Time on Monday, June 17, 2024.



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

Administration for Community Living

National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR)

Research to contribute to positive health and function outcomes of people with physical disabilities

Summary

Conduct research, training, technical assistance, and related activities on the health and function of people with physical disabilities.

Funding details

Type: Grant

Expected funding: \$875,000

Expected awards: 1

Funding range: \$850,000 to \$875,000 per budget period

We plan to fund awards in five 12-month budget periods for a total five-year period of performance of September 1, 2024 to August 31, 2029.

Length of project period: 60-month project period with five 12-month budget periods.



Have questions?

See [Contacts & Support](#).

Key facts

Opportunity name:

Rehabilitation Research and Training Center (RRTC) on Health and Function of People with Physical Disabilities

Opportunity number:

HHS-2024-ACL-NIDILRR-RTHF-0083

Federal assistance listing:

93.433

Statutory authority:

Title II of the Rehabilitation Act of 1973, as amended.
29 U.S.C. § 764(b)(2)

Key dates

Application deadline:

June 17, 2024

Optional notice of intent deadline:

May 22, 2024

Expected start date:

September 01, 2024

Expected award date:

September 01, 2024

Informational conference call:

May 8, 2024

Eligibility

Who can apply

Eligible applicants

Only these types of organizations may apply:

- States
- Public or private agencies, including for-profit agencies
- Public or private organizations, including for-profit organizations
- Institutions of higher education
- Indian tribes and tribal organizations

Other eligibility requirements

You must propose to run a RRTC on Health and Function of People with Physical Disabilities that is responsive to each of the requirements in the [desired activities, focus areas, and priorities](#) section.

Cost sharing

This program has no cost-sharing requirement. If you choose to include cost-sharing funds, we won't consider it during review. However, we will hold you accountable for any funds you add, including through reporting.

Cost sharing commitments

Recipients must follow through on their promise of cost-sharing funds. This includes those who have promised an amount more than the required minimum. We put these commitments in the Notice of Award.

Program description

Background

Up to one in four adults in the United States (27%) is living with a disability, including people who have more than one disability. About 12% of adults in the United States have a mobility disability.^[1]

Compared to those without disabilities, people with disabilities experience:

- Higher rates of some diseases
- Higher rates of mortality, morbidity, and risk factors for poor health
- Lower rates of receiving preventive care^{[2] [3]}

For people with physical disabilities, potential health problems can include:

- Overweight status and obesity
- Bowel or bladder problems
- Fatigue
- Injury
- Poor mental health and depression
- Pain
- Pressure sores or ulcers^[4]

With these increased risks for negative health and function outcomes, it's important that people with physical disabilities are able to access comprehensive and quality healthcare. However, their access can be blocked by:

- Physical barriers
- Health insurance that doesn't cover necessary services or durable medical equipment
- Discriminatory policies and practices^[5]

These realities have led the NIH to designate people with disabilities as a population that experiences health disparities.^[6]

Ongoing and future research

We need more research to further understand the factors contributing to these disparities and to ignite change in systems of healthcare and community-based services and supports.

For example, AHRQ has commissioned a systematic review to summarize the barriers and facilitators to receiving clinical preventive services for people with disabilities. This review will also evaluate how well interventions work in this area. AHRQ will use these findings, together with input from a variety of stakeholders, to develop recommendations and research and policy change.^[7]

Another federal initiative, [Healthy People 2030](#), has set data-driven national objectives to guide policies and programs. These include objectives to improve health and wellbeing among people with disabilities.^[8]

NIDILRR has funded a wide range of research related to the health and function outcomes of people with disabilities. As described in our [Long-Range Plan for 2024-2028](#),^[9] maximizing health and function outcomes among people with disabilities is critical to their general well-being and ability to meet personal goals for employment and community living. To achieve this, we need to develop new and improved rehabilitation strategies. We also need to refine policies, programs, practices, and technologies that reduce functional limitations and improve health outcomes among people with disabilities. In line with our Long-Range Plan, we want to build on prior investments in health and function research for people with physical disabilities by supporting innovative and well-designed research and training projects that address these critical needs.

Desired activities, focus areas, and priorities

You must propose to contribute to positive health and function outcomes of people with physical disabilities by:

- Conducting research activities in one or more of the following priority areas. You may focus your research on either people with physical disabilities as a group or on people with physical disabilities in specific disability or demographic sub-groups:
 - Technology to improve health and function outcomes.
 - Individual and environmental factors associated with improved access to rehabilitation and health care and improved health and function outcomes.
 - Interventions that contribute to improved health and function outcomes.
 - These interventions include any strategy, practice, program, policy, or tool that, when used as intended, contributes to better outcomes for the specified population.

- Practices and policies that contribute to improved health and function outcomes.
 - Effects of government practices, policies, and programs on health care access and on health and function outcomes.
- Describing and justifying why you are focusing on your proposed population or populations of people with physical disabilities.
- Conducting your research activities at one or more stage of research, according to [NIDILRR's definition of stages of research](#).
 - You must:
 - Justify the need and rationale for research at the proposed stage or stages.
 - Fully describe appropriate methodologies for the proposed research.
 - If you conduct research at more than one stage (including research that progresses from one stage to another) you must clearly describe and justify those stages in your application.
- Demonstrating that you will include people with physical disabilities from racial and ethnic minority backgrounds in study samples.
 - You must demonstrate that you will include sufficient numbers of people with physical disabilities from racial and ethnic minority backgrounds to generate knowledge and products that are relevant to the racial and ethnic diversity of people with physical disabilities.
 - You must describe and justify the planned racial and ethnic distribution of people with physical disabilities who will participate in your proposed research activities.
- Serving as a national resource center related to the health and function of people with physical disabilities.
 - You must conduct knowledge translation activities that include, but are not limited to:
 - Providing information and technical assistance to people with physical disabilities and their representatives, service providers, and other key stakeholders.
 - Providing training — including graduate, pre-service, and in-service training — to rehabilitation providers and other disability service providers to improve service delivery for people with physical disabilities.
 - You may propose to provide this training through conferences, workshops, public education programs, in-service training programs, and similar activities.

- Disseminating research-based information and materials related to the health and function of people with physical disabilities – to people with physical disabilities, disability organizations, service providers, professional journals, manufacturers, and other interested parties.
- Involving people with physical disabilities in research activities to maximize the relevance and usability of the new knowledge and products that you create.

Funding policies and limitations

For guidance on some types of costs we do not allow or restrictions on them, see 45 CFR part 75, [General Provisions for Selected Items of Cost](#).

Funding policies

- Meals are allowed only in limited circumstances linked to program activities, like during travel or when approved in advance by ACL. See Allowable Costs and Activities, Exhibit 4: Selected Items of Cost, Meals in the [HHS Grants Policy Statement](#).
- Certain telecommunications and video surveillance equipment. See [2 CFR 200.216](#) to make sure this does not apply to any proposed equipment in your application.
- Construction or major rehabilitation of buildings is an unallowable cost.

Indirect costs

Please note: Congress has determined that Rehabilitation Research and Training Centers are limited to an indirect cost rate of 15% (29 U.S.C. § 764(b)(2)(N)). You must limit your proposed indirect cost rate for this grant to 15%.

Indirect costs are those for a common or joint purpose across more than one project and that cannot be easily separated by project. Learn more at [45 CFR 75.414](#), Indirect Costs.

To charge indirect costs you can select one of two methods:

Method 1 – Approved rate. You currently have an indirect cost rate approved by your cognizant federal agency.

Method 2 – *De minimis* rate. Per [45 CFR 75.414\(f\)](#), if you have never received a negotiated indirect cost rate, you may elect to charge a *de minimis* rate. If you are awaiting approval of an indirect cost proposal you may also use the *de minimis* rate. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs.

This rate is 10% of modified total direct costs (MTDC). See [45 CFR 75.2](#) for the definition of MTDC. You can use this rate indefinitely.

Program income

It is called program income if you make any income from your project activities. You will have to use those funds to add to the project activities. Find more about program income at [45 CFR 75.307](#).

Statutory authority

Title II of the Rehabilitation Act of 1973, as amended. 29 U.S.C. § 764(b)(2)



Step 2:

Get Ready to Apply

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Get registered

Sam.gov

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

To register, go to [sam.gov entity registration](#) and click **Get Started**. From the same page, you can also click on the entity registration checklist for the information you will need to register.

Grants.gov

You must also have an active account with [grants.gov](#).

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 HHS-2024-ACL-NIDILRR-RTHF-0083. You can also find materials at [applying for grants](#) on our website.

Join the informational call

We will provide general information about this funding opportunity at an informational conference call. It will be held on:

- May 8, 2024
- 1 to 3 p.m. ET

You must register for this call in advance.

Contact Megan.Alvarado@acl.hhs.gov to register for this call.

Get technical assistance

We will provide individual technical assistance on:

- May 8, 2024
- 3 to 4 p.m. ET

Requests for individual technical assistance must be made in advance. Contact Megan.Alvarado@acl.hhs.gov to schedule technical assistance.



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.

Make sure you include each of these:

Component	Grants.gov Submission Forms
Project abstract	Use the Project Abstract Summary form.
Project narrative	Use the Project Narrative Attachment form.
Budget justification narrative	Use the Budget Narrative Attachment form.
Attachments	Insert each in the Attachments form.
Standard forms	Upload using each required form.

Required format for application contents

Font: Times New Roman or Arial

Format: PDF

Size: 12-point font

Footnotes and text in graphics must be 12-point.

Spacing for project narrative main content: Double-spaced

Spacing for budget justification narrative: As needed

Spacing for project summary, tables, footnotes: Single-spaced. Please note: Applicants who unnecessarily place project narrative text in tables to avoid the double-spacing requirement run the risk of exceeding the page limit.

Margins: 1-inch

Include page numbers

Project abstract

Page limit: 1

Provide a detailed yet concise description of your proposed project, activities, and intended outcomes. The abstract can be single- or double-spaced.

Project narrative

Page limit: 80 pages

The project narrative is the most important part of the application. We use it as the primary basis to decide whether your project meets the statutory requirements and to review its merit. The project narrative should give a clear and concise description of your project.

You should address these [merit review criteria](#) as you write your project narrative.

- Importance of the problem
- Design of research activities
- Design of dissemination activities
- Design of training activities
- Design of technical assistance activities
- Project staff
- Plan of operation
- Adequacy and accessibility of resources

Include all critical information in the project narrative and not in appendices.

Cite all of your sources in the project narrative.

We will instruct reviewers to disregard all content on the pages beyond the 80th page of your project narrative.

Work plan

You must provide a work plan for your project within your Project Narrative. The work plan connects your goals, anticipated outcomes, and the major tasks you are proposing.

The work plan must cover all years of the project period.

To complete your work plan, see the [project work plan sample template](#) on our website.

Budget justification narrative

Page Limit: None

The budget justification narrative supports the information you provide in Standard Form 424-A. See [standard forms](#).

It includes added detail and justifies the costs you ask for. 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 limitations](#).

Justify all the costs, including showing how you calculated them. To create your budget justification narrative, see the [example format](#) on our website.

You must submit a budget for each year of grant funding requested.

Attachments

You will upload attachments in [grants.gov](#) using the Attachments Form.

Table of contents

Page limit: None

The table of contents should show how the sections of your project narrative/application are organized.

References

Page limit: None

You must provide references for works cited in the project narrative. You may provide references in any format (i.e., APA, AMA, MLA). The format must be consistent throughout the project narrative.

Vitae/biosketches of key personnel

Page limit: None

You must provide vitae or biosketches of key personnel for the project. The vitae or biosketches should include information that is relevant to your proposed project. You are encouraged to use the [NIH's biographical sketch format](#). This format gives reviewers a concise description of your training, expertise, and productivity that is related to the proposed project.

Data management plan

Page limit: None

You must provide a data management plan for your project. We will review the data management plan for compliance before making an award.

The data management plan is your plan for making your NIDILRR-funded data available to the public at the end of your grant. The Data Management Plan must include the following:

- A description of the types of data you will collect for your project.
- A description of how you will organize, store, and preserve your project data.
- A description of the metadata to be provided for useful analysis of the data by others. Metadata include descriptions and labels for variables and values in your dataset.
- A description of the data repository that you will use to make your data available to the public at the end of your grant. We recommend that you use the [ICPSR](#) as your data repository, but you may select a different data repository.
 - If you select a different data repository, you must provide information on how the data repository will provide long-term preservation and free public access to the project data.
- If applicable, describe why your data cannot be submitted to a data repository.
- A description of the informed consent process that will enable data sharing.
- Costs associated with data management can be included in your budget.

If you require technical assistance in preparing your data management plan for this application, contact ICPSR at ICPSR-help@umich.edu or 734-647-2200.

Commitment letters

Page limit: None

You must include commitment letters from key individuals and organizations that will have a significant role in carrying out your project. A letter should explain their role and commitment to your project.

Summary of key individuals and organizations

Page limit: None

You must submit a list of key individuals and their organizations that will have a significant role in your project. This includes consultants and contractors.

We will use this information to screen for conflicts of interest with potential peer reviewers for your application.

Indirect cost agreement

If you include indirect costs in your budget using an approved rate, include a copy of your current agreement approved by your [cognizant agency for indirect costs](#). If you use the *de minimis* rate, you do not need to submit this attachment.

Standard forms

You will need to complete some standard forms. Upload the standard forms listed below at Grants.gov. You can find them in the NOFO [application package](#) or review them and their instructions at [grants.gov forms](#).

Forms	Submission Requirement
Application for Federal Assistance (SF-424)	With application.
Supplemental Information for the SF-424 Application for Federal Assistance	With application.
Assurances for Non-Construction Programs (SF-424B)	With application.
Budget Information for Non-Construction Programs (SF-424A)	With application.
Project Narrative Attachment Form	With application.
Attachments	With application.
Project/Performance Site Location(s)	With application.
Grants.gov Lobbying Form (Certification Regarding Lobbying)	With application.
Project Abstract Summary	With application.



Step 4:

Learn About Review and Award

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Application review

Initial review

We review each application to make sure it meets basic requirements. We won't consider an application that:

- Is from an organization that doesn't meet all eligibility criteria.
- Requests funding above the award ceiling shown in the [funding range](#).
- Is submitted after the [deadline](#).
- Proposes a project period that exceeds 60 months.
- Does not address each of the requirements described in the [program description](#) section of this NOFO.

If your application exceeds the page limit for the project narrative, we will instruct reviewers to not review the pages that exceed the page limit. See the [required format](#) section.

Merit review

A panel reviews all applications that pass the initial review. The members use the criteria and subcriteria below. Each of these review criteria come directly from NIDILRR's program regulations ([45 CFR 1330.24](#))

Criterion	Total number of points = 100
1. Importance of the problem	10 points
2. Design of research activities	45 points
3. Design of dissemination activities	5 points
4. Design of training activities	10 points
5. Design of technical assistance activities	5 points
6. Project staff	10 points
7. Plan of operation	10 points
8. Adequacy and accessibility of resources	5 points

Criteria

Importance of the problem (Maximum points: 10)

- The extent to which the applicant clearly describes the need and target population.
- The extent to which the proposed project will have beneficial impact on the target population.

Design of research activities (Maximum points: 45)

- The extent to which the research activities constitute a coherent, sustained approach to research in the field, including a substantial addition to the state-of-the-art.
- The extent to which the methodology of each proposed research activity is meritorious, including consideration of the extent to which:
 - The proposed design includes a comprehensive and informed review of the current literature, demonstrating knowledge of the state-of-the-art.
 - Each research hypothesis or research question, as appropriate, is theoretically sound and based on current knowledge.
 - Each sample is drawn from an appropriate, specified population and is of sufficient size to address the proposed hypotheses or research questions, as appropriate, and to support the proposed data analysis methods.
 - The source or sources of the data and the data collection methods are appropriate to address the proposed hypotheses or research questions and to support the proposed data analysis methods.
 - The data analysis methods are appropriate.
 - Input of individuals with disabilities and other key stakeholders is used to shape the proposed research activities.
 - Implementation of the proposed research design is feasible, given the current state of the science and the time and resources available.
 - The applicant identifies and justifies the stage of research being proposed and the research methods associated with the stage.

Design of dissemination activities (Maximum points: 5)

- The extent to which the materials to be disseminated are likely to be effective and usable, including consideration of their quality, clarity, variety, and format.
- The extent to which the methods for dissemination are of sufficient quality, intensity, and duration.
- The extent to which the materials and information to be disseminated and the methods for dissemination are appropriate to the target population, including

consideration of the familiarity of the target population with the subject matter, format of the information, and subject matter.

- The extent to which the information to be disseminated will be accessible to individuals with disabilities.

Design of training activities (Maximum points: 10)

- The extent to which the proposed training materials are likely to be effective, including consideration of their quality, clarity, and variety.
- The extent to which the proposed training methods are of sufficient quality, intensity, and duration.
- The extent to which the proposed training materials and methods are accessible to individuals with disabilities.

Design of technical assistance activities (Maximum points: 5)

- The extent to which the methods for providing technical assistance are of sufficient quality, intensity, and duration.
- The extent to which the information to be provided through technical assistance covers all of the relevant aspects of the subject matter.
- The extent to which the technical assistance is appropriate to the target population, including consideration of the knowledge level of the target population, needs of the target population, and format for providing information.
- The extent to which the technical assistance is accessible to individuals with disabilities.

Project staff (Maximum points: 10)

- The extent to which the applicant encourages applications for employment from people with disabilities, who may include but are not limited to people with disabilities who have the greatest support needs.
- The extent to which the applicant encourages applications for employment from people who are members of other groups that have traditionally been underrepresented in research professions based on race, ethnicity, national origin, sex (including sexual orientation and gender identity), or age.
- The extent to which the key personnel and other key staff have appropriate training and experience in disciplines required to conduct all proposed activities.

Plan of operation (Maximum points: 10)

- The adequacy of the plan of operation to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, and timelines for accomplishing project tasks.
- The adequacy of the plan of operation to provide for using resources, equipment, and personnel to achieve each objective.

Adequacy and accessibility of resources (Maximum points: 5)

- The extent to which the applicant is committed to provide adequate facilities, equipment, other resources, including administrative support, and laboratories, if appropriate.
- The extent to which the facilities, equipment, and other resources are appropriately accessible to individuals with disabilities who may use the facilities, equipment, and other resources of the project.

Risk review

Before making an award, we review the risk that you will not prudently manage federal funds. We need to make sure you've handled any past federal awards well and demonstrated sound business practices. We use SAM.gov [responsibility / qualification](#) to check this history for all awards likely to be over \$250K. 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:

- Merit review results. These are key in making decisions but are not the only factor.
- The larger portfolio of agency-funded projects.
- The past performance of the applicant. We may choose not to fund applicants with management or financial problems.
- Reasonableness of proposed costs to the expected results and the likelihood you will achieve those results.
- Available funding.

We may:

- Decide not to allow a prime recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Choose to fund no applications under this NOFO.

The ACL Administrator makes all final award decisions.

Award notices

If you are successful, we will email a Notice of Award (NoA) to your authorized official.

We will email you or write you a letter if your application is disqualified or unsuccessful.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you don't have permission to start work.

To see what is in a NoA, see an example on our [website](#).



Step 5:

Submit Your Application

In this step

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Application submission and deadlines

See [find the application package](#) to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. See [get registered](#). You will have to maintain your registration throughout the life of any award.

Deadlines

Optional notice of intent

Due on May 22, 2024.

Application

Due on June 17, 2024 at 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept the last on-time submission.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or [grants.gov](#) service.

If you can't submit your application because of problems with Grants.gov, you will need verification for us to consider accepting your application. Call the [federal service desk](#) before the application due time and record your tracking number. Save your tracking number and any error messages you receive.

Submission methods

Grants.gov

You must submit your application through Grants.gov. [See get registered](#).

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. The link above will also help you learn how to create PDFs.

See [Contacts and Support](#) if you need help.

Other Submissions

Intergovernmental Review

This NOFO is not subject to executive order 12372, Intergovernmental Review of Federal Programs. No action is needed.

Optional Notice of Intent

We ask that you let us know if you plan to apply for this opportunity. We do this to plan for the number of expert reviewers we will need to evaluate applications. You do not have to submit a notice of intent to apply.

Please email the notice to Megan.Alvarado@acl.hhs.gov.

In your email, include:

- The funding opportunity number and title.
- The name and contact information for the project principal investigator.
- A brief description of the proposed activities.
- A list of key individuals and their organizations that will have a significant role in your project.
- A list of individuals whose selection as a peer reviewer might constitute a conflict of interest due to their involvement in the application development.

See the [deadline](#) for notices of intent.

Mandatory disclosure

You must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, [45 CFR 75.113](#).

Send written disclosures to ACL at Cate.Miller@acl.hhs.gov and to the Office of Inspector General at grantdisclosures@oig.hhs.gov.

Application checklist

Make sure that you have everything you need to apply:

Component	How to Upload	Included in page limit?
☐ Project abstract	Use the Project Abstract Summary form.	No
☐ Project narrative, including work plan	Use the Project Narrative Attachment form.	Yes
☐ Budget justification narrative	Use the Budget Narrative Attachment form.	No
Attachments ☐ Table of contents ☐ References ☐ Vitae/biosketches of key personnel ☐ Data management plan ☐ Commitment letters ☐ Summary of key individuals and organizations ☐ Indirect cost agreement	Insert each in a single Attachments form.	No No No No No No No
Standard forms ☐ Application for Federal Assistance (SF-424) ☐ Supplemental Information for the SF-424 Application for Federal Assistance ☐ Assurances for Non-Construction Programs (SF-424B) ☐ Budget Information for Non-Construction Programs (SF-424A) ☐ Project Narrative Attachment Form ☐ Attachments ☐ Project/Performance Site Location(s)	Upload using each required form.	No No No No No No No

Component	How to Upload	Included in page limit?
☐ Grants.gov Lobbying Form (Certification Regarding Lobbying)		No
☐ Project Abstract Summary		No



Step 6:

Learn What Happens After Award

In this step

Post-award requirements and administration 33

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 Notice of Award. You can find information at [managing a grant](#) on our website.
- The rules listed [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.
- The HHS [Grants Policy Statement](#) (GPS). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in [HHS Administrative and National Policy Requirements](#).
- The [ACL Public Access Plan](#).
- All [regulations](#) for the protection of the rights, welfare, and wellbeing of human subjects involved in research conducted or supported by the U.S. Department of Health and Human Services. [The HHS Office for Human Research Protections](#) has information and resources related to these important requirements.

Managing changes

After award, either you or ACL may request changes. We manage these using the rules at 45 CFR 75, including [45 CFR 75.308](#).

Reporting

If you are successful, you will have to submit financial and performance reports. To learn more about reporting, see Managing a Grant, [funding requirements](#) on our website.

Financial and performance reports

The terms and conditions in the Notice of Award will have information on performance and financial reports including:

- How often you will report
- Any required form or formatting
- How to submit them

FFATA and FSRS reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires:

- Data entry at the FFATA Subaward Reporting System for all sub-awards and sub-contracts you issue for \$30,000 or more.
- Reporting executive compensation for both recipient and sub-award organizations.

Non-discrimination and assurance

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



Contacts and Support

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Agency contacts

Program and eligibility

Cate Miller

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202-795-7403

Grants management

Tiffany Langevin

Tiffany.Langevin@acl.hhs.gov

202-795-7374

Review process and application status

Cate Miller

Cate.Miller@acl.hhs.gov

202-795-7403

Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726 or email support@grants.gov. 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](#).

Reference websites

- [U.S. Department of Health and Human Services \(HHS\)](#)
- [HHS Office For Human Research Protections](#)
- [Home Page | ACL Administration for Community Living](#)
- [Applying for Grants | ACL Administration for Community Living](#)
- [Application Tips | ACL Administration for Community Living](#)
- [How to Apply for a Competitive Grant | ACL Administration for Community Living](#)
- [Code of Federal Regulations \(CFR\)](#)
- [United States Code \(U.S.C.\)](#)

Endnotes

Select the endnote number to jump to the related section in the document.

[1] Centers for Disease Control and Prevention (2023). Disability impacts all of us. <https://www.cdc.gov/ncbddd/disabilityandhealth/infographic-disability-impacts-all.html>

[2] National Institute on Minority Health and Health Disparities. (2023, September 20). National Advisory Council on Minority Health and Health Disparities (NACMHD) Working Group on Persons Living with Disabilities: Final Progress Report. https://nimhd.nih.gov/docs/advisory-council/nacmhd_workGrpOnHealthDisparitiesAndPeopleWithDisabilities_report_2023sept.pdf

[3] Agency for Healthcare Research and Quality. (2023, October 23). Research Protocol: Healthcare Delivery of Clinical Preventive Services for People with Disabilities. <https://effectivehealthcare.ahrq.gov/products/people-with-disabilities/protocol>

[4] Centers for Disease Control and Prevention (2020, September 16). Disability and Health Related Conditions. <https://www.cdc.gov/ncbddd/disabilityandhealth/relatedconditions.html>

[5] National Institute on Minority Health and Health Disparities. (2023, September 20). National Advisory Council on Minority Health and Health Disparities (NACMHD) Working Group on Persons Living with Disabilities: Final Progress Report. https://nimhd.nih.gov/docs/advisory-council/nacmhd_workGrpOnHealthDisparitiesAndPeopleWithDisabilities_report_2023sept.pdf

[6] National Institutes of Health. (2023, September 26). Announcement of Decision to Designate People with Disabilities as a Population with Health Disparities. <https://nimhd.nih.gov/about/directors-corner/messages/health-disparities-population-designation.html>

[7] Agency for Healthcare Research and Quality. (2023, October 23). Research Protocol: Healthcare Delivery of Clinical Preventive Services for People with Disabilities. <https://effectivehealthcare.ahrq.gov/products/people-with-disabilities/protocol>

[8] Office of Disease Prevention and Health Promotion. (n.d). People with Disabilities. Healthy People 2030. U.S. Department of Health and Human Services. <https://health.gov/healthypeople/objectives-and-data/browse-objectives/people-disabilities>

[9] National Institute on Disability, Independent Living, and Rehabilitation Research. (2024). [2024-2028 Long-Range Plan](#).