Principles of Strategic Proposal Development

5-part online training series
12 – 1:30 pm MST
1-866-906-7447
Participant code: 3535083

NEDARC
The National EMSC Data Analysis Resource Center
Final Pieces: The Budget and Putting it all Together

Part 4.1: October 17, 2017
Part 4.1: Session Overview

1. Describe components of a budget
2. Budget demonstration
Objective

Understand the importance of careful budgeting that begins early in the grant development process.
Help!

Finance/Accounting Officer

Budget Officer

Grants Mgmt. Specialist

Fiscal Analyst

Office of Sponsored Projects

???
3. Do you have a budget/financial person on your grant team or within your organization who can assist with preparation of your budget?

Poll Time
Help!

HRSA project officer
Components of the Budget

1. Narrative/Justification

2. Spreadsheet

3. 424 Form
Narrative/Justification

Components of the Budget
Budget Narrative/Justification

• Describes and justifies all projects costs

• Required attachment, which counts towards your page limit!

  • Instructions in NOFO
Budget Narrative/Justification Categories

Personnel
Fringe Benefits
Travel
Equipment
Supplies
Contractual
Other
Indirect Costs
Personnel

• All personnel paid on the project
• Name, title, grant responsibilities, salary, % time, $ requested
In Kind Support

Describe time "donated" to the project by others
Fringe Benefits

- Retirement
- Health Insurance
- Social Security
- Leave

Can use actual individual rates or average rate for your institution
Travel

• Purpose, estimates of costs (transportation, registration, lodging, per diem, etc.)

• EMSC Program Meeting
• NEDARC Workshops
Equipment

• Tangible property that:
  • Costs $5,000 or more per unit
  • Has a useful life > 1 year

• Must be a legitimate project need!
Supplies

• Tangible items that aren’t equipment

• Office supplies, electronics, printed materials, books, educational materials
Contractual

• Agreement with third party to perform specified grant activities
  • Meeting services, training, data collection/entry

• Clearly describe need/purpose and make sure there is adequate oversight
Other

• Usually intangible expenses
• Phone/communications, software licenses
Indirect Costs (F&A)

$$ that go to your institution for having office space, admin support, lights, heat, etc.

Know your institution’s rate!!
How are Indirect Costs Calculated?

$130,000 \times 20\% \ (0.2) = \$26,000$

$104,000$ to spend, right?!
How are Indirect Costs Calculated?

$1 \times 1.2 = $1.20

Direct grant expense

Indirect grant expense
How are Indirect Costs Calculated?

Total award divided by one + your indirect rate

$130,000 / 120\% (1.2) = $108,333
4. Do you know the indirect rate (F&A rate) at your institution?

Poll Time
Examples

Budget Narrative/Justification

Examples:

1. Budget Narrative/Justification:
   - Examples of budget narratives and justifications are crucial for clearly explaining the financial aspects of a project or program.
   - They should provide details on how the funds will be utilized, why they are necessary, and the expected outcomes.

2. Narrative/Justification:
   - The narrative or justification section is an essential part of any proposal.
   - It helps in communicating the rationale behind the request for funding and how it will be effectively utilized.

3. Narrative:
   - A well-structured narrative can significantly enhance the credibility of a proposal.
   - It should include relevant data, evidence, and clear objectives.

4. Budget:
   - The budget section is where the financial details are specified.
   - It should outline all anticipated expenses and sources of funding.

5. Justification:
   - The justification section is where you elaborate on the necessity of the project.
   - It should address the problem being solved, the benefits of the project, and why it is urgent.

6. Narrative:
   - The narrative section is where you describe the project in detail.
   - It should include the project's goals, methods, and expected results.

7. Justification:
   - The justification section is where you explain why the project is important.
   - It should highlight the benefits and impact of the project on the intended audience or community.

8. Budget:
   - The budget section is where you detail the financial aspects of the project.
   - It should include all anticipated costs and a breakdown of how the funding will be allocated.

9. Narrative:
   - The narrative section is where you provide a comprehensive overview of the project.
   - It should integrate the budget and justification into a cohesive whole.

10. Justification:
    - The justification section is where you reinforce the importance of the project.
    - It should summarize the benefits and the outcomes expected from the project.

11. Budget:
    - The budget section is where you finalize the financial plan.
    - It should be reviewed and approved by relevant stakeholders.

12. Narrative:
    - The narrative section is where you wrap up the project description.
    - It should provide a concluding statement on the project's significance and potential outcomes.

13. Justification:
    - The justification section is where you summarize the overall impact.
    - It should reiterate the importance and potential benefits of the project.

14. Budget:
    - The budget section is where you conclude the financial planning.
    - It should confirm the feasibility and sustainability of the project's financial aspects.

15. Narrative:
    - The narrative section is where you end the project description.
    - It should reemphasize the project's overall goals and objectives.

16. Justification:
    - The justification section is where you conclude the importance discussion.
    - It should summarize the project's role in addressing the issues at hand.

17. Budget:
    - The budget section is where you finalize the financial planning.
    - It should be a comprehensive summary of the project's financial requirements.

18. Narrative:
    - The narrative section is where you provide a final overview.
    - It should integrate the budget and justification to present a complete picture of the project.

19. Justification:
    - The justification section is where you summarize the project's key points.
    - It should reiterate the project's significance and potential benefits.

20. Budget:
    - The budget section is where you conclude the financial planning.
    - It should be a conclusive statement on the project's financial viability.

Examples:

- Budget Narrative/Justification
- Examples
- Narrative/Justification
- Examples of budget narratives and justifications are crucial for clearly explaining the financial aspects of a project or program.
- They should provide details on how the funds will be utilized, why they are necessary, and the expected outcomes.
- The narrative or justification section is an essential part of any proposal.
- It helps in communicating the rationale behind the request for funding and how it will be effectively utilized.
- Well-structured narratives can significantly enhance the credibility of a proposal.
- It should include relevant data, evidence, and clear objectives.
- A well-structured narrative can significantly enhance the credibility of a proposal.
- It should include all anticipated expenses and sources of funding.
- The justification section is where you explain why the project is important.
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Budget Narrative

Personnel:

Project Director (PD): Jane Doe, MD, is an associate professor of Pediatrics and Emergency Medicine who also serves as the Medical Director for the Emergency Department at Children’s Hospital. Dr. Doe will be responsible for providing oversight and direction for this project. Dr. Doe will work closely with Jonathan Smith, EMSC Program Manager, to coordinate the activities outlined in the program narrative designed to meet the objectives of the proposal and the EMSC Performance Measures. Dr. Doe’s base salary is $150,000 and she will devote 10% of her time to the project. Federal funds requested for Dr. Doe are $15,000.

Program Manager: Jonathan Smith, NREMT-P, will serve as the EMSC Program Manager. Mr. Smith will be responsible for overseeing day to day administration of the grant. He will oversee the collection, analysis, and reporting of Performance Measures data; plan and organize the quarterly EMSC advisory committee meetings; and coordinate and conduct protocol review and pediatric emergency training classes. Mr. Smith will devote 100% of his time to the project based on need and to fulfill one of the EMSC Performance Measure requirements. Federal funds requested for Mr. Smith are $42,000.
Dr. Jane Doe, MD, Project Director: $15,000  
Mr. Jonathan Smith, EMSC Program Manager: $42,000  
**Total Year One Salaries:** $57,000  

Note: A general 3% cost of living increase has been applied to project salaries for Years Two and Three of this proposal, resulting in salary totals of $58,710 and $60,471 respectively.

**Fringe benefits** are calculated at a rate of 27% and include the costs of employee insurance, retirement, and leave and holiday pay.

Dr. Jane Doe, MD, Project Director: $4,050  
Mr. Jonathan Smith, EMSC Program Manager: $11,340  
**Total Year One:** $15,390  

Note: Based on increased salaries, fringe benefit totals for Years Two and Three of this proposal are $15,852 and $16,327 respectively.
Another Way...
**Budget Narrative**

**Personnel:**

Dr. Jane Doe, professor of pediatric emergency medicine, is the Project Director and provides broad administrative and financial oversight to this project. Mr. Jonathan Smith, NREMT-P, serves as the Program Manager and is responsible for daily project operations and activities. Together, Dr. Doe and Mr. Smith will be responsible for ensuring that all activities described in the project narrative are appropriately executed. *(See Attachment 1 for further experience and duties of project personnel.)*

**Fringe Benefits:**

The fringe benefits include health insurance, payroll taxes, unemployment insurance, life insurance, and retirement plan contributions. The overall fringe benefit expenses for the personnel in this project are 27% of total salary.

Details of all personnel costs are shown in the table below. Salaries have been adjusted in years 2-4 to represent a 2.5% increase.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Project %</th>
<th>Annual Salary</th>
<th>Project Salary</th>
<th>Benefits Amount</th>
<th>Year One Total</th>
<th>Year Two Total</th>
<th>Year Three Total</th>
<th>Year Four Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe, MD</td>
<td>Project Director</td>
<td>10%</td>
<td>$150,000</td>
<td>$15,000</td>
<td>$4,050</td>
<td>$19,050</td>
<td>$19,526</td>
<td>$20,014</td>
<td>$20,515</td>
</tr>
<tr>
<td>Jonathan Smith, NREMT-P</td>
<td>Program Manager</td>
<td>100%</td>
<td>$42,000</td>
<td>$42,000</td>
<td>$11,340</td>
<td>$53,340</td>
<td>$54,674</td>
<td>$56,040</td>
<td>$57,441</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td><strong>$57,000</strong></td>
<td><strong>$15,390</strong></td>
<td><strong>$15,390</strong></td>
<td><strong>$72,390</strong></td>
<td><strong>$74,200</strong></td>
<td><strong>$76,055</strong></td>
<td><strong>$77,956</strong></td>
</tr>
</tbody>
</table>
Spreadsheets & Tables

Components of the Budget
Budget Spreadsheets
Details of the project costs by category
Counts towards page limit!
# Budget Spreadsheet Example

## Personnel

<table>
<thead>
<tr>
<th>Name of Individual</th>
<th>Position</th>
<th>Percent FTE on Project</th>
<th>Annual Salary</th>
<th>Project Salary</th>
<th>Fringe Benefits Rate</th>
<th>Benefits Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Smith, MD</td>
<td>Principal Investigator</td>
<td>20%</td>
<td>$135,000</td>
<td>$27,000</td>
<td>23%</td>
<td>$6,210</td>
<td>$33,210</td>
</tr>
<tr>
<td>Sam West, PhD</td>
<td>Co-Investigator</td>
<td>15%</td>
<td>$86,000</td>
<td>$12,900</td>
<td>23%</td>
<td>$2,967</td>
<td>$15,867</td>
</tr>
<tr>
<td>Betty Ames, BA</td>
<td>Project Director</td>
<td>100%</td>
<td>$58,000</td>
<td>$58,000</td>
<td>23%</td>
<td>$13,340</td>
<td>$71,340</td>
</tr>
<tr>
<td>Elizabeth Fields, Mstat</td>
<td>Statistician</td>
<td>30%</td>
<td>$47,000</td>
<td>$14,100</td>
<td>23%</td>
<td>$3,243</td>
<td>$17,343</td>
</tr>
<tr>
<td>Bert Gamble, BS</td>
<td>Computer Administrator</td>
<td>25%</td>
<td>$56,000</td>
<td>$14,000</td>
<td>23%</td>
<td>$3,220</td>
<td>$17,220</td>
</tr>
<tr>
<td><strong>TOTAL PERSONNEL</strong></td>
<td></td>
<td></td>
<td><strong>$126,000</strong></td>
<td><strong>$28,980</strong></td>
<td></td>
<td><strong>$154,980</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Travel

<table>
<thead>
<tr>
<th>Destination</th>
<th>Purpose</th>
<th>Expense Item</th>
<th>Unit Amount</th>
<th># of People</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington, DC</td>
<td>Annual Grantee Meeting</td>
<td>Airfare</td>
<td>$350</td>
<td>2</td>
<td>$700</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hotel/Per Diem</td>
<td>$210</td>
<td>2 (x 3 nights)</td>
<td>$1,260</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration Fee</td>
<td>$175</td>
<td>2</td>
<td>$350</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mileage/Parking/Transp.</td>
<td>$75</td>
<td>2</td>
<td>$150</td>
</tr>
<tr>
<td>Chicago, Illinois</td>
<td>Provider Training</td>
<td>Mileage</td>
<td>$0.36</td>
<td>75 (x 120 miles)</td>
<td>$3,240</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lunch</td>
<td>$8</td>
<td>75</td>
<td>$600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lodging</td>
<td>$85</td>
<td>25 (x 1 night)</td>
<td>$2,125</td>
</tr>
<tr>
<td>Springfield, Illinois</td>
<td>Advisory Board Meeting</td>
<td>Mileage</td>
<td>$0.36</td>
<td>18 (x 80 miles)</td>
<td>$518</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meals</td>
<td>$45</td>
<td>18</td>
<td>$810</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lodging</td>
<td>$65</td>
<td>12 (x 2 nights)</td>
<td>$1,560</td>
</tr>
<tr>
<td><strong>TOTAL TRAVEL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$11,313</strong></td>
</tr>
</tbody>
</table>

## Supplies

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Supplies</td>
<td>Paper, folders, binders, etc.</td>
<td>$800</td>
<td>$800</td>
</tr>
<tr>
<td>Printing/Binding</td>
<td>Training manuals</td>
<td>$4 (x 300 manuals)</td>
<td>$1,200</td>
</tr>
<tr>
<td>Printing/Photocopying</td>
<td>Advisory Board Materials</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>Postage</td>
<td>Training manuals, meeting announcements, newsletters</td>
<td>$750</td>
<td>$750</td>
</tr>
<tr>
<td><strong>TOTAL SUPPLIES</strong></td>
<td></td>
<td></td>
<td><strong>$3,150</strong></td>
</tr>
</tbody>
</table>
Attaching Spreadsheet and Narrative:

Attach as separate documents
  • Narrative
  • Spreadsheets

OR

  • Insert relevant budget tables directly into the narrative
424 Form

Components of the Budget
## BUDGET INFORMATION - Non-Construction Programs

### SECTION A - BUDGET SUMMARY

<table>
<thead>
<tr>
<th>Grant Program Function or Activity</th>
<th>Catalog of Federal Domestic Assistance Number</th>
<th>Estimated Unobligated Funds</th>
<th>New or Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Federal (c)</td>
<td>Non-Federal (d)</td>
</tr>
<tr>
<td>1. EMSC (Year 1)</td>
<td>93-127</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2. EMSC (Year 2)</td>
<td>93-127</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>3. EMSC (Year 3)</td>
<td>93-127</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>4. EMSC (Year 4)</td>
<td>93-127</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>5. Totals</strong></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### SECTION B - BUDGET CATEGORIES

<table>
<thead>
<tr>
<th>6. Object Class Categories</th>
<th>Grant Program, Function or Activity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1)</td>
<td>(2)</td>
</tr>
<tr>
<td>a. Personnel</td>
<td>$</td>
<td>$70,574.00</td>
</tr>
<tr>
<td>b. Fringe Benefits</td>
<td>24,700.00</td>
<td>25,318.00</td>
</tr>
<tr>
<td>c. Travel</td>
<td>12,000.00</td>
<td>11,200.00</td>
</tr>
<tr>
<td>d. Equipment</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>e. Supplies</td>
<td>895.00</td>
<td>500.00</td>
</tr>
<tr>
<td>f. Contractual</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>g. Construction</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>h. Other</td>
<td>2,000.00</td>
<td>813.00</td>
</tr>
<tr>
<td>i. Total Direct Charges</td>
<td>$110,169.00</td>
<td>$110,169.00</td>
</tr>
<tr>
<td>j. Indirect Charges</td>
<td>19,831.00</td>
<td>19,831.00</td>
</tr>
<tr>
<td>k. TOTALS (sum of 6i and 6j)</td>
<td>$130,000.00</td>
<td>$130,000.00</td>
</tr>
</tbody>
</table>
### SECTION C - NON-FEDERAL RESOURCES

<table>
<thead>
<tr>
<th>(a) Grant Program</th>
<th>(b) Applicant</th>
<th>(c) State</th>
<th>(d) Other Sources</th>
<th>(e) TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSC</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. TOTAL (sum of lines 8-11)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### SECTION D - FORECASTED CASH NEEDS

<table>
<thead>
<tr>
<th>(a)</th>
<th>Total for 1st Year</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Federal</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>14. Non-Federal</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. TOTAL (sum of lines 13 and 14)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

<table>
<thead>
<tr>
<th>(a) Grant Program</th>
<th>(b) First</th>
<th>(c) Second</th>
<th>(d) Third</th>
<th>(e) Fourth</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSC</td>
<td>$130,000.00</td>
<td>$130,000.00</td>
<td>$130,000.00</td>
<td>$130,000.00</td>
</tr>
<tr>
<td>17.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. TOTAL (sum of lines 16-19)</td>
<td>$130,000.00</td>
<td>$130,000.00</td>
<td>$130,000.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### SECTION F - OTHER BUDGET INFORMATION

- Direct Charges: $110,169
- Indirect Charges: $19,831
Other Budget Considerations

Medical Equipment – Purchase of pediatric equipment in support of PMs may be allowed, but if so must be explained in detail in budget and is subject to approval.
Other Budget Considerations

Promotional items – use of EMSC $ for shirts, mouse pads, water bottles, and other giveaways is NOT allowed
Demo Time!
Actual reviewer comments

Don’t Let This Happen to You!
“The budget section does not contain sufficient detail to explain project expenses.”
“The amounts (listed) for some expenses are questionable.”
Common Mistakes

These really do happen!
Waiting too long
Too little detail
#3

Numbers don’t match
Expenses not justified or not appropriate
Final Plea...

Read the NOFO!

And, when you think you finally understand it… read it again!
Resources

Start Your Budgets!

Start adding anticipated costs to your budget template

Make sure to include your indirect rate (cell B48 of the template*)

*Template available at end of session.
Questions

What questions do you have about the materials presented in this part of the session?

What questions do you have about the assignment?
Final Pieces: The Budget and Putting it all Together

Part 4.2: October 17, 2017
Session Overview

1. Important pre- & post-award questions
2. Proposal review
3. Electronic submission & issues
Objective
To understand the importance of making sure you have all the files & documents required to have a complete application.
Your job LITERALLY depends on getting your GRANT submitted & by the DEADLINE.
Session 1:

Identifying Funding Sources & Becoming Familiar with the Requirements

Importance of reading and understanding the NOFO
Session 2:

Getting Ready to Write a Grant Proposal

Specific tasks that can help you prepare
Session 3:
Diving into the Project Narrative

Importance of a well written project narrative
Session 4.1:
Final Pieces: The Budget
Importance of careful budgeting
And
Now . . .
We will put it all together
Pre-Award

Questions to ask your institution
What procedures need to be followed to obtain approval from an official in the institution to submit a grant application?

3 sub-questions
Who is officially required to sign the face page of an application?
How much lead time does that person need in order to approve a grant application?
What materials (such as forms) does that person need to review in order to approve the application?
And how much lead time to they need?

Who in the institution needs to review and approve the budget?
What official institutional information is required to complete the application?
Who needs to sign internal forms indicating approval of the proposal?
Post-Award

Questions to ask your institution
Once a grant has been received, how are the funds administered?

Which office monitors the budget and prepares the final budget reports?
What are the institution’s procedures for processing payment of grant expenses?
What other policies exist that are related to the implementation of grants?
Other Questions

What other questions might you want to consider asking your supervisor or institution?

Use chat box or telephone to answer
Review Your Proposal

Last review before officially submit
Was it written for intended audience?

For EMSC:
HRSA=funder

Reviewers=audience
Does your project narrative address each of the objectives you were asked to cover? Refer to objectives listed in NOFO.
Do you have too much information?

Don’t try to include everything – keep it simple

Avoid the cliché of “including the kitchen sink”
Make it visually pleasing

remember
you are
writing
for a
reviewer

& they
don’t want
to have to
read about
your
proverbial
“kitchen
sink”
An attractive, organized, professional-looking proposal enables a review panel to efficiently evaluate its content.

- Gitlin, p 144
Proposal Submission

Electronic considerations
Electronic Submission

EMSC SP grant proposals can ONLY be submitted electronically.
Possible Electronic Problems & Solutions

Common Glitches
Computer Crashes

Make sure to routinely SAVE & back up all working drafts.
Application Won’t Transmit Due to High Traffic

Often a funding agency’s system can become overloaded.

Don’t wait until the last minute to submit.
Poor Labeling of Files Results in Wrong Documents Uploaded

Devise a system for labeling drafts and files that is also descriptive
No Transmission Verification Receipt

Know the technical assistance telephone number

Keep record of all email communications related to technical issues
Forgot Login or Password

Be sure to record your login name & password & keep in a secure location
Post Submission

The end of the grant process rainbow
CELEBRATE! Right?
Not Yet

Why?
After Grant Submitted

Make sure it arrives

Check with your supervisor to see if your institution has the ability to grant you the rights to check on status
Submission Deadlines

Grant submission deadlines are set in stone.

That’s why you want to submit early and check to make sure the submission works.
It Arrived

Now what?
Wait

Now you wait until the reviewers have read & scored your grant
Wait some more

This part of the process can take several months
Then

HRSA reviews scores & will contact each SP grantee
Can I celebrate now?
Yes

Typically you will get a notice of grant award letter with funds about a month after the end of the grant fiscal year.
Common Mistakes

These really do happen!
Avoidable Mistakes

Too many pages
Wrong font size
Wrong font style
Wrong margin size

Verify with the NOFO!
NEDARC Next Steps:
Email all Managers

Link to session recording
Include link to recording on website
Assignment reminder
Questions

What questions do you have about the materials presented in this session?
Frequently Asked Questions

NEDARC managing for HRSA

Submit any HRSA NOFO-related questions to Maggie.mair@hsc.utah.edu