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
Help: Open Q & A
Part 5: October 24, 2017
Session Overview

1. Review previously asked questions
2. Answer new questions you may have
Objective

We are going to try and answer all of your pending questions!

ASK AWAY!
Welcome to the final presentation: THE FAQ’s!

Host: Maggie
What is the estimated timeline for when the EMSC State Partnership Notice of Funding Opportunity (NOFO) will be released?

The program is uncertain at this time when a NOFO will be released. Your HRSA Project Officer will send an email notice to current EMSC state partnership grant recipients as soon as the NOFO has been publicly released.
Grantee question

How much will the EMSC SP grant award be for each grantee?

Each award is contingent upon congressional appropriation levels at the time of the award. Awards to support projects beyond the first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project’s objectives, and a determination that continued funding would be in the best interest of the Federal Government.
What is the amount of time we will have for the grant application? 60 days? 90 days?

At this point, we anticipate grantees will have 60 days to complete and submit their grant application once the NOFO is released.
Can the deadline for the grant submission be extended?

“HRSA is very strict on adhering to application deadlines and electronic submission requirements. Deadline extensions will not be granted for Grants.gov verification errors, last-minute registration, or submission errors on your part. The CGMO or designee may consider an extension of published deadlines or allowance of a submission outside of the Grants.gov system, when justified by circumstances such as natural disasters (e.g., floods or hurricanes), other disruptions of services (e.g., such as a prolonged blackout), or in the rare event of a validated technical issue on the side of the government that prevented applicants from applying before the deadline. The CGMO or designee will determine the affected geographical area(s) or other applicant group parameters.” (U.S. Department of Health and Human Services, pg. 20)
Grantee question

How do I find out who the Authorized Organization Representative (AOR) is for my state/territory?

The Authorized Organization Representative (AOR) may be called something different in your state or territory. The AOR is the person who is responsible for submitting your grant application. To find out who the AOR is for your current EMSC SP grant we suggest you speak with your EMSC Project Director. In addition, the AOR is listed in previous Notice of Award (NOA) letters and in the Electronic Handbook (EHB).
Grantee question

Is there a letter of support template available for use?

We are not aware of a template. You may want to check with other EMSC Managers to see if they have one to share. Please understand that it is not appropriate to request letters of support from either the NEDARC or EIIC. The EMSC resource centers are always available to help all state partnership grantees, and letters of support are not necessary.
Grantee question

Can someone at NEDARC, EIIC or HRSA read my grant before I submit?

NO, the resource center personnel and the HRSA project officers are not allowed to read your grant proposal before submission. However if you have specific questions such as:
- What are my performance measure results? (example for NEDARC)
- What are the steps to become part of a collaborative? (example for EIIC)
- How do I change the person listed as the AOR in the EHB? (example for HRSA)
NEDARC, the EIIC, and your HRSA Project Officer can assist.
Grantee question

For planning purposes, we need to know if we are still on an every other year cycle of ALL EMSC Grantees and then State Managers and FAN only?

The program is currently reviewing the subject and frequency of the yearly meetings as well as composition.
Grantee question

There were no in-person NEDARC workshops this year. Should we plan for one each year?

Yes, the plan is for NEDARC to continue to offer in-person workshops as well as various online training opportunities.
Grantee question

What is the cycle for data collection for the performance measures?

The federal government requires frequent data collection and reporting for all programs. Collection for baseline data for the EMS-related performance measures occurred in the 2017-18 EMSC grant year. The current plan is to launch the next EMS-related performance measure data collection in 2020-2021. It is likely that the data collection for the hospital-related measures only will occur in 2018. As more details regarding data collection are finalized, your HRSA project officer will contact you. For specific information regarding the data collection process for each of the performance measures, refer to the EMSC Performance Measures Implementation Manual for State Partnership Grantees.
What is the cycle for data collection for the National Pediatric Readiness assessment?

The current plan is to launch the next National Pediatric Readiness assessment after the new guidelines are published, a new web-based assessment tool is created based on the new guidelines, and the collection for the hospital-related performance measures (guidelines & agreements) is complete. As more details regarding data collection are finalized, your HRSA project officer will contact you.
Grantee question

What are some free Gantt Chart Programs for making timelines/work plans for our grants?

Microsoft Excel has a built-in Gantt chart templates. View this video to see how to find and open in Excel. There are several free online applications for making Gantt charts. For example, an option might be GanttProject. However, online applications might be blocked by your institution or might only work in specific browsers.
What are some free organizational chart programs for making organizational charts for our grants?

There are several free online applications for making organizational charts. Three free online programs that might fit your needs are Organimi, Canva and smartdraw. However, online applications might be blocked by your institution or might only work in specific browsers. Vizio is a paid program that is designed for making organization charts. Another option that is more accessible and user-friendly is PowerPoint.
Grantee question

Would something like the simulation mannequin be included in the equipment section of the budget or another section?

If the cost of the mannequin is over $5,000, and it has a useful life of a year or more, then it would likely go under the equipment category of the budget. To verify, check the NOFO for the requirements of the equipment category.
Can paying a part of the cost of an EMS data collection system, such as through a contract with ImageTrend, to capture pediatric data be considered under the Contractual category of the budget?

That would be a logical category if the state has a contract with a third party vendor for electronic data capture. Be sure to read the NOFO and/or check with your HRSA officer for any guidance or restrictions on this type of expense.
Can you remind me what F&A stands for regarding the budget?

For the budget, F&A means Facilities & Administration. Sometimes it is called the indirect rate.
Grantee question

For making our budget and the project narrative, it is important to know what are the program and national meetings over the next several years. Is there a list of already planned events that could be sent to us?

The NOFO will list the meetings grantees are required to attend. In the past, the meetings have included one annual EMSC program meeting and attendance at on NEDARC workshop. Again, you will want to check the NOFO to see which meetings are required of the grant.
Can the budget we used for the current grant be used for the new grant application?

Generally, it is risky to copy material from a past grant to use in a current grant, mostly because activities and personnel often change over time, as well as the requirements of the grant from NOFO to NOFO. Make sure that the final budget you submit matches your project narrative and accurately reflects your current and future grant activities and expenses.
Will laptop upgrades be allowed in the OTHER or SUPPLIES category for the budget?

Generally, laptops and computer equipment cost less than $5,000/unit, so the OTHER or SUPPLIES category would be appropriate for such items. Again check the NOFO and your HRSA project officer for guidance.
Grantee question

Where can we find sample narratives of the budget?

You can refer to past grant submissions in your state.
Contact your HRSA Project Officer if you have any questions!
To our wonderful program managers we say...
Be sure to contact your HRSA Project Officer if you have questions!

May your program live long and prosper!
01: Identifying Funding Sources and Becoming Familiar with the Requirements

02: Getting Ready to Write a Grant Proposal

03: Diving into the Project Narrative

04: Final Pieces: The Budget and Putting It All Together

05: Help: Open Q&A