PRE-APPLICATION TECHNICAL ASSISTANCE WEBINAR AND CONFERENCE CALL

HRSA-19-071: U3D Maternal and Child Health Measurement Research Network (MRN)

Fiscal Year 2018 Competition

Wednesday, December 19, 2018

Presenter

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Outline

- **Introduction to HRSA**

- **Overview of the MCH Research Network Program & Purpose of the Measurement Research Network**

- **Key Network Activities**

- **Eligibility Requirements**

- **Application Process & Deadlines**

- **Getting Help**

- **Questions and Answers**

Health Resources and Services Administration (HRSA)

- HRSA is the primary federal agency focused on improving health care for geographically isolated, economically or medically vulnerable populations.

- HRSA programs assist:
  - Those in need of high quality primary health care,
  - People living with HIV/AIDS,
  - Pregnant women and mothers, and
  - The training of health professionals.

Maternal and Child Health Bureau (MCHB)

- HRSA's MCHB focuses on improving the health of America's mothers, children, and families.

  - MCHB programs serve more than 50 million women, children, and families each year.

  - Our programs rely upon evidence-based strategies and are data-driven.

Announcing MCHB's New Associate Administrator

Michael D. Warren, MD, MPH, FAAP
Associate Administrator
Maternal and Child Health Bureau
Health Resources and Services Administration
U.S. Department of Health and Human Services

Office of Epidemiology and Research (OER)

- OER supports and conducts maternal and child health (MCH) research by providing national leadership around the development, advancement, and utilization of scientific knowledge.

- OER comprised of:
    - Division of Epidemiology (intramural research) and
    - Division of Research (extramural research).

Division of Research (DoR)

- **Provides leadership and funding that supports innovative research which informs:**
  - **Practitioners,**
  - **The scientific community, and**
  - **The public.**

- **DoR's research programs help advance the MCH field improving the health and well-being of women, children, and families.**

MCHB Research Grant Competitions

MCH Focused Grants	Autism-Focused Grants
Research Network (RN) Program	
MCH RN Grants	Autism RN Grants
Field-Initiated Innovative Research Studies (FIRST) Program	
MCH FIRST Grants	Autism FIRST Grants
Secondary Data Analysis Research (SDAR) Studies Program	
MCH SDAR Grants	Autism SDAR Grants
Single Investigator Innovation Program (SIIP)	
MCH SIIP Grants	Autism SIIP Grants

MCH Research Network Program (RN)

- **The MCH Research Network Program is authorized by the Social Security Act, Title V, § 501(a)(2) (42 U.S.C. § 701(a)(2)).**

- **Supports the establishment and maintenance of interdisciplinary, national, multi-site, collaborative research networks (RNs) which lead, promote, and coordinate national research activities on broad and specific fields of pediatrics, and maternal and child health (MCH).**

Purpose of the Measurement Research Network (MRN)

- **The purpose of this program is to coordinate a national platform for advancing the knowledge and practice of measurement in the field of maternal and child health (MCH) by recruiting, convening, and actively engaging a national network of interdisciplinary researchers who will lead the development/refinement of a national agenda for MCH measurement research, the production of an evolving compendium of MCH measures, and the implementation of several measurement intervention research studies.**

Defining an Intervention for Measurement Research Network

- **For the purpose of this NOFO, we define an *intervention* to include behavioral, social, or structural / health systems approaches, as well as a combination of applied clinic-medical and behavioral, social, or structural / health system approaches that contribute to the prevention of diseases or improvement of health (including clinical) outcomes for mothers, children and families at a population level.**

Intervention Research

- **Focus on priority MCH measurement issues based on your expertise in the field.**
  - Proposals should not be narrowly focused within a single field or discipline

- **Design and implement <u>multi site</u> intervention research studies.**

- **Present information on why the proposed interventions were selected and how they address MCH measurement issues.**

- **Advance our current understanding of the knowledge and practice of measurement in the field of maternal and child health.**

Key Network Activities

- Create an interdisciplinary Network;

- Conceptualize a national research agenda;

- Design and implement <u>several</u> **multi-site intervention research studies**;

- Engage key audiences (e.g., researchers, clinicians, Title V Maternal and Child Health Services populations, families, policymakers) to advance the measurement research into practice;

- Develop and evaluate resources for use in clinical practice or intervention-based research in communities.

Aligning proposals with National MCH Frameworks

MRN proposals are expected to align with the following national MCH frameworks:

- ✓ **MCHB Strategic Research Issues**

- ✓ **Healthy People 2020 objectives**

- ✓ **Title V MCH Block Grant National Performance Domains**

- ✓ **HHS/HRSA Priorities (opioid and substance use disorder, mental health, maternal morbidity/mortality, and/or childhood obesity)**

HHS/HRSA Priorities

- **HRSA is particularly interested in proposals that address measurement issues with regards to HHS/HRSA priorities such as opioid and substance use disorder, mental health, maternal morbidity/mortality, and/or childhood obesity.**

- **The Network should prioritize the identification, development, dissemination, and cross disciplinary adoption of measures to address gaps in the following topical areas:**

    ➢ **family engagement;**

    ➢ **adequacy of pediatric health care utilization;**

    ➢ **parent-infant dyadic relational health;**

    ➢ **positive child health and wellbeing; and**

    ➢ **maternal morbidity and mortality.**

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Review Criteria

Criteria	Description	Evaluative Points
Criterion 1	Need	10 points
Criterion 2	Response	20 points
Criterion 3	Evaluative Measures	20 points
Criterion 4	Impact	20 points
Criterion 5	Resources/Capabilities	10 points
Criterion 6	Support Requested	10 points
Criterion 7	Program Assurances	10 points

These criteria are the basis upon which reviewers will evaluate the application during the objective review.

Eligibility Requirements: Institutions

- Public or nonprofit institutions of higher learning and public or private nonprofit agencies engaged in research or in programs relating to MCH and/or services for children with special health care needs.

  - Faith-based and community-based organizations, tribes, and tribal organizations, if they otherwise meet the eligibility criteria.

- Non-U.S. entities are not eligible to apply.

- Cost sharing/matching is not required.

Eligibility Requirements: Suspension & Debarment (S&D)

- An organization that is suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any Federal department or agency cannot, during the period of suspension, debarment, or exclusion, receive HHS grants or be paid from HHS grant funds.

    - S&D restrictions apply to RN Program
    - S&D status will be checked through SAM.gov

Application Criteria: Investigators

- A current Principal Investigator of a Research Network cannot be named the Principal Investigator or Project Director for the MRN at the same time.

- Restrictions include:
  - The PI of a currently ongoing MCH Research award can serve for no more than 10 percent time on a new proposal as a Co-PI

Application Page Limits

- **Total <u>80 page limit</u>, includes all attachments. Only Standard Office of Management and Budget (OMB)-approved forms (application package) are not included in this page limit and others as specified in NOFO.**

- **Methodology/Research Strategy:**
  - **Limited to <u>12 pages</u> in length**
  - **Applications that exceed these page limits will be deemed non-responsive, and will not be considered for funding.**

- **Font/Margin requirements: See SF-424 R&R Application Guide:**
  - **http://www.hrsa.gov/grants/apply/applicationguide/sf424rrguide.pdf**

Crosswalk between Narrative and Review Criteria

Criteria	Corresponding Program Narrative Section	Scores
1. Need	Section IV – Needs Assessment (Specific Goals and Objectives)	10
2. Response	Section IV: • Introduction (Background and Significance) • Needs Assessment (Specific Goals and Objectives) • Methodology (Project Design: Methods and Evaluation) • Work Plan (Plan and Schedule of Implementation)	20
3. Evaluative Measures	Section IV: • Methodology (Project Design: Methods and Evaluation) • Work Plan (Plan and Schedule of Implementation)	20
4. Impact	Section IV: • Introduction (Background and Significance) • Needs Assessment (Specific Goals and Objectives) • Methodology (Project Design: Methods and Evaluation) • Work Plan (Plan and Schedule of Implementation) • Evaluation and Technical Support Capacity	20

Crosswalk between Narrative and Review Criteria

Review Criteria	Corresponding Program Narrative Section	Scores
5. Resources/Capabilities	Section IV: • Needs Assessment (Specific Goals and Objectives) • Methodology (Project Design: Methods and Evaluation) • Work Plan (Plan and Schedule of Implementation) • Resolution of Challenges	**10**
6. Support Requested	Section IV: • Work Plan (Plan and Schedule of Implementation) • Budget and Budget Justification Narrative	**10**
7. Program Assurances	Section IV: • Resolution of challenges • Organizational Information (Feasibility) • Protection of Human Subjects • Targeted/Planned Enrollment	**10**

Budget

- Indirect cost rate: Each applicant organization has an indirect cost rate negotiated with HHS. Check with your sponsored programs office.

- Cap of $301,000 total cost/year for up to 3 years (includes direct and indirect costs).

- **Funding restriction: foreign travel is not allowed**

- You must include a budget justification explaining your budget.

Other Application Materials

- **Abstract**
- **Narrative**
- **Budget – 3 year budget periods**
- **Budget Justification - staffing plan and personnel costs**
- **Attachments:**
  - **Biographical Sketches of Key Personnel**
  - **Letters of Agreement/Support**
  - **List of Key Publications by Research Team/Condensed Citations**
  - **Project Org Chart, Including Partners and Collaborators**
  - **Logic Model**
  - **Proof of Non-Profit Status (not counted toward page limit)**
  - **Other Relevant Documents, As Necessary**

Appendix D: Grant Application Completeness Checklist

Requirement	Yes	No	Comments
Are you applying to the **correct funding opportunity**?			
Do you meet the **eligibility criteria**?			
Did you read the **R&R Application Guide?**			HRSA's SF-424 R&R Application Guide: https://www.hrsa.gov/grants/apply/ application guide/sf424rrguidev2.pdf
Do you have a **DUNS number**?			Dun and Bradstreet number: http://www.dnb.com/duns-number.html
Did your Authorized Organization Representative register in **SAM <u>and</u> Grants.gov?**			• This process can take up to 1 month to complete. • System for Award Management (SAM:) https://www.sam.gov/ • Grants.gov: http://www.grants.gov/
In the **NEED Section**, did you fully address Needs and Alignment?			
In the **RESPONSE Section,** did you fully address: • Goals and Hypotheses? • Significance of Methodology/Research Strategy?			

Appendix D: Grant Application Completeness Checklist

Requirement	Yes	No	Comments
Do you know your institution's **indirect cost rate**?			Your institution's indirect cost rate is negotiated by the institution with the U.S. Department of Health and Human Services (HHS). Check with your sponsored programs office for further information about the indirect cost rate.
In the **PROGRAM ASSURANCES Section**, did you fully address: • Feasibility? • Evaluation and Technical Support Capacity? • Protection of Human Subjects? • Targeted/Planned Enrollment?			
Is your **Project Summary/Abstract** one page in length **and** single-spaced?			
Did you clearly label your **attachments**?			
Are your **page borders** no more than 1 inch wide?			Biosketches can have .5" margins.

First Things First!

- **IMPORTANT: Registration with SAM.GOV and GRANTS.GOV is required in order to submit your application for this competition. These registrations are <u>mandatory</u>.**

  - **If you have accounts, ensure your SAM.gov and Grants.gov registrations and passwords are current**
  - **If not, register with SAM.gov and Grants.gov immediately!**
  - **Registrations may take up to one month to complete.**
  - **Deadline extensions will not granted due to a lack of registration.**

SAM.GOV Alert

- **If you are registering a new entity in SAM.gov, you must provide an original, signed notarized letter stating that you are the authorized Entity Administrator before your registration will be activated.**

- **Entities already registered in SAM are advised to log into SAM and review their registration information, particularly their financial information.**

Electronic Submission

- Applications to this NOFO must be submitted electronically through **Grants.GOV.** There are **no** exceptions.

- Applications must be complete, within the specified page limit, and validated by Grants.gov under the correct funding opportunity number prior to the deadline to be considered under the announcement.

- Download SF-424 Research and Related (R&R) Application Guide associated with this NOFO following the directions provided at Grants.gov.

- Contact the Grants.GOV support center for assistance in downloading the application package.

- Familiarize yourself with SAM.Gov and Grants.Gov and obtain all the requirements that you need to make an application.

SAM.GOV

GRANTS.GOV

Application Deadline

- **All applications are due on Friday, February 15, 2019 by 11:59 PM ET**

- **Apply days before the deadline.**

- **Extensions are not allowed.**

- **Sign-up for alerts on Grants.gov**

Review of Applications

- Applications are reviewed by HRSA's Division of Independent Review using rigorous peer-review mechanisms.

- HRSA does not institute pay lines.

- The highest ranked application will receive consideration for award within available funding ranges.

- Funding ranges vary for each competition.

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Outcome Notifications

- **By September 1, 2019, all applicants will receive:**
  - **A review critique (summary statements); and**
  - **An email notice regarding the outcome of their proposals.**

- **If you do not receive your outcome notification by September 1, 2019, please check with your Authorizing Official.**

Application Process Reminders - Summary

- Review the entire Notice of Funding Opportunity (NOFO)

- Use the completeness checklist for your planning

- Review the Frequently Asked Questions (FAQ)

- Review the eligibility requirements

- Get ready to apply

- Register with www.SAM.gov

- Familiarize yourself with www.Grants.gov

- Plan to apply early – do not wait for the last minute

- Program staff are here to assist.

Getting Help: Key Resources

- www.Grants.gov

- www.Sam.gov

- NOFO Frequently Asked Questions (Appendix E)

- www.HRSA.gov

- www.mchb.hrsa.gov

- www.mchb.hrsa.gov/research

Getting Help - Key Contacts

Programmatic Questions

Evva Assing-Murray, PhD, MA

EAssing-Murray@hrsa.gov

Budget/Financial Questions

Tonya Randall

TRandall@hrsa.gov

Issues Downloading/Submitting Applications

Grants.gov Support Center 1-800-518-4726

E-mail: support@grants.gov

Connect with HRSA
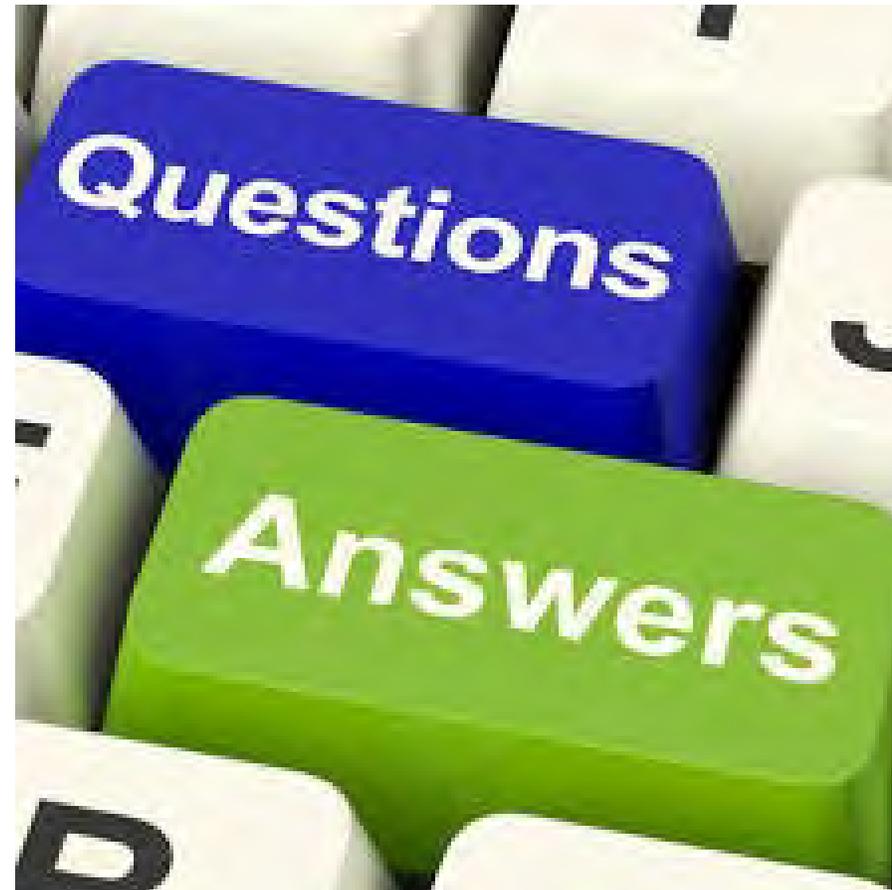
To learn more about our agency, visit

www.HRSA.gov

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Questions and Answers

Division of Grants Management Operations (DGMO)

Maternal and Child Health
Measurement Research Network

Funding Opportunity Announcement Technical Assistance Session
HRSA-19-071

LaShawna Smith, Supervisory Grants Management Specialist
Division of Grants Management Operations
Health Resources and Services Administration (HRSA)

Roles and Responsibilities of Your GMS

- Provides clarification on grants regulations and financial aspects of the project including budgetary matters.

- Monitors compliance with grant requirements and cost policies

- Monitors receipt of all required reports and follow-up as necessary to obtain delinquent reports

- Issues Notice of Awards (Signed by the HRSA GMO)

Tips and Reminders

❑ Total Award Amount-up to $301,000 per year for a period of 3 years, subject to the availability of funds.

❑ Note the NOFO requires the SF-424 R&R application package

❑ Applicants must completely breakdown all costs in the Budget Narrative and costs must correspond with the SF-424R&R.

❑ If claiming indirect expenses, the Indirect Cost Agreement should be included with your application. Be advised the NOFO says to use the "Other Sponsored Programs" rate of your negotiated federal indirect cost agreement. If your organization has never negotiated an IDC Agreement with the Division of Cost Allocation, you can use the De Minnis Rate of 10% (please indicate you are using the De Minnis Rate in your budget narrative).

Tips and Reminders

Travel Budget Requirements:

- The budget must reflect the travel expenses associated with participating in meetings that address MCH research efforts and other proposed trainings or workshops. You must budget for in-person attendance at the HRSA MCH Research Network meeting of all funded Research Networks (one meeting per year) in the Washington, DC area for up to two people (the PI and one other attendee) for 2 days. Meeting attendance is an award requirement.

- **Logistical Support of the HRSA MCH Research**

The budget must reflect expenses associated with providing logistical support for the annual HRSA MCH Research Network meeting to be held in the Washington, DC area. Costs should not exceed $1,000.

Tips and Reminders Continued

Budget Tips from a Grants Perspective:

<u>Personnel</u>-Personnel budget justification must include the name each person, their role and responsibilities, the specific amount of funds requested for their salary and the percentage of time each person will devote to the project.

- Note the Salary Cap is $189,600

<u>Fringe Benefits-</u> You must include the means by which these fringe benefits were calculated and what is included in the fringe benefits.

<u>Travel</u>-Travel expenses can be divided by Local and Long Distance.

For Local travel, the mileage rate, number of miles, reason for the travel, estimated number of staff members attending the meetings, and other transportation or meeting related expenses much be explained and justified for each anticipated travel event planned.

For Long Distance travel break down expenses as listed above plus include any additional meeting expenses (hotel/airfare, etc).

Tips and Reminders Continued

Equipment- tangible property charged directly to an award having a useful life of more than one year and an acquisition value of $5,000 or more per unit or whatever value your organizations capitalizes equipment.

Each item of equipment requested must have its specific cost per unit listed and its need explained/justified.

Supplies-All tangible personal property other than equipment. Examples of supplies are office supplies, printed materials, and educational materials. Each item being requested in supplies must have its specific cost listed and its need explained/justified.

Contractual-Each contractual agreement must have a detailed explanation and associated cost for the item or service in the budget. Note, Federal Procurement Guidelines must be followed on all goods and services purchased with federal funds.

Other- Each item or service being requested in the Other budget category must have its specific cost listed and the need explained/justified.

Indirects- Please remember to include your rate agreement or indicate in the budget narrative you are claiming the De Minnis Rate.

For assistance on Grants Administration

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