

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Health Resources and Services Administration**

Bureau of Health Professions  
Division of Nursing

***Advanced Nursing Education Program***

**Announcement Type: New  
Announcement Number HRSA-13-186**

**Catalog of Federal Domestic Assistance (CFDA) No. 93.247**

**FUNDING OPPORTUNITY ANNOUNCEMENT**

Fiscal Year 2013

**Application Due Date: February 1, 2013**

*Ensure your Grants.gov registration and passwords are current immediately!  
Deadline extensions are not granted for lack of registration.  
Registration may take up to one month to complete.*

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Authority: Public Health Service Act, Title VIII, Section 811(a)(1), (42 U.S.C. 296j(a)(1)), as amended by section 5308 of the Affordable Care Act, Public Law 111-148

## EXECUTIVE SUMMARY

The purpose of the **Advanced Nursing Education (ANE) Program** is to provide Federal funding for projects that support the enhancement of advanced nursing education and practice. For FY13, HRSA invites applications for projects that integrate the care of individuals with Multiple Chronic Conditions (MCC) into interprofessional education opportunities for advanced nursing education students. Eligible projects would engage advanced nursing education students and other health occupation trainees in shared clinical and didactic learning opportunities to develop competency in the provision of comprehensive health care for individuals with MCC.

Chronic conditions are conditions that last a year or more and require ongoing medical attention and/or limit activities of daily living (US Department of Health & Human Services, 2010). They include both physical conditions such as cardiovascular disease, cancer, diabetes and HIV infection, as well as mental and cognitive disorders such as ongoing depression, substance abuse and dementia. In this funding opportunity announcement MCC is defined as two or more concurrent chronic conditions.

To be deemed responsive to this funding opportunity announcement, eligible applicants offering advanced nursing education must describe projects addressing the health care needs of persons with multiple chronic conditions (MCC) that will be incorporated into advanced nursing education and conducted within an interprofessional education (IPE) model. The projects must engage other graduate health professionals and demonstrate the integration of IPE into the nursing clinical and didactic curriculum. The project should provide graduate nursing students with requisite knowledge of interprofessional learning and its potential relationship to quality health care for persons with MCC.

Eligible applicants are schools of nursing, nursing centers, academic health centers, State or local governments, and other public or private nonprofit entities determined appropriate by the Secretary of the U.S. Department of Health and Human Services. Any program of advanced nursing education must be accredited to provide the advanced education programs outlined in this funding opportunity announcement.

Approximately \$12 million is estimated to be available in FY 2013 to fund approximately 30 awards.

As provided in section 805 of the Public Health Service Act as amended, preference will be given to applicants with projects that will substantially benefit rural or underserved populations, or help meet public health nursing needs in state or local health departments.

The application due date is February 1, 2013.

A technical assistance webinar has been scheduled to help applicants understand, prepare and submit the grant application. The webinar is scheduled for December 13, 2012. Please see Section VIII of this FOA.

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## **I. Funding Opportunity Description**

### **1. Purpose**

This announcement solicits applications for advanced nursing education programs that address the health care needs of persons with multiple chronic conditions (MCC). Eligible applicants should describe how these advanced nursing education programs will be incorporated into an interprofessional education (IPE) model. Projects must engage other graduate health professionals and demonstrate the integration of IPE into the nursing curriculum.

For purposes of this section, the term “advanced education nurses” means individuals trained in advanced degree programs including individuals in combined R.N./Master’s degree programs, post-nursing master’s certificate programs, or, in the case of nurse midwives, in certificate programs in existence on the date that is one day prior to the date of enactment in this section, to serve as nurse practitioners, clinical nurse specialists, nurse-midwives, midwives, nurse anesthetists, nurse educators, nurse administrators, public health nurses or other nurse specialists determined by the Secretary to require advanced nurse education. Advanced nursing education programs include master’s and doctoral degree programs, or in the case of certificate nurse-midwifery programs, those in existence on November 12, 1998.

### **INTERPROFESSIONAL EDUCATION (IPE) AND MULTIPLE CHRONIC CONDITIONS (MCC)**

To be deemed responsive to this funding opportunity announcement, eligible applicants offering advanced nursing education must describe projects addressing the health care needs of persons with multiple chronic conditions (MCC) that will be incorporated into advanced nursing education and conducted within an interprofessional education (IPE) model. The projects must engage other graduate health professionals and demonstrate the integration of IPE into the nursing clinical and didactic curriculum. The project should provide graduate nursing students with requisite knowledge of interprofessional learning and its potential relationship to quality health care for persons with MCC.

#### **Defining Multiple Chronic Conditions:**

Chronic conditions are conditions that last a year or more and require ongoing medical attention and/or limit activities of daily living (US Department of Health & Human Services, 2010). They include both physical conditions such as cardiovascular disease, cancer, diabetes and HIV infection, as well as mental and cognitive disorders such as ongoing depression, substance abuse and dementia. In this funding opportunity announcement MCC is defined as two or more concurrent chronic conditions.

### **Guidelines for Advanced Nursing Education Programs**

Proposed programs should meet all applicable federal guidelines and/or other national organizational guidelines for licensure, accreditation, certification, specialty and role education, and use national organizational competencies as appropriate and available in the field of study. Programs should prepare graduates to be eligible for national certification in an area of advanced

nursing practice. Applicants should indicate the guidelines and competencies used by the programs for which support is requested. Projects that enhance nurse practitioner and nurse-midwifery programs must meet the federal guidelines as published in the Federal Register, February 23, 2005, Volume 70, Number 35, for the Final Nurse Practitioner and Nurse-Midwifery Education Program Guidelines. Applicants should also refer to documents available and applicable at national organization websites, for example but not limited to:

- American Association of Colleges of Nursing (AACN) at <http://www.aacn.nche.edu>
- Commission on Collegiate Nursing Education (CCNE) at [www.aacn.nche.edu/accreditation](http://www.aacn.nche.edu/accreditation)
- National League for Nursing (NLN) at <http://www.nln.org/facultyprograms/pdf/corecompetencies.pdf>
- National League for Nursing Accrediting Commission (NLNAC) at <http://www.nlnac.org>
- National Organization of Nurse Practitioner Faculties (NONPF) at <http://nonpf.com/> for documents such as the *Criteria for Evaluation of Nurse Practitioner Programs, A Report of the National Task Force on Quality Nurse Practitioner Education*.
- Accreditation Commission for Midwifery Education (ACME) at <http://www.midwife.org/Accreditation>
- Council on Accreditation of Nurse Anesthesia Educational Programs (COA) at <http://home.coa.us.com/Pages/default.aspx>
- National Association of Clinical Nurse Specialists (NACNS) at [www.nacns.org](http://www.nacns.org)
- American Organization of Nurse Executives (AONE) at <http://www.aone.org/>
- Consensus Model for APRN Regulation: Licensure, Accreditation, Certification and Education at <https://www.ncsbn.org/aprn.htm>

## 2. Background

This program is authorized by Section 811(a)(1), Title VIII of the Public Health Service (PHS) Act, as amended by section 5308 of the Affordable Care Act, Public Law 111-148, for projects that support the enhancement of advanced nursing education and practice.

Health Resources and Services Administration's (HRSA) Bureau of Health Professions (BHP) programs provide policy leadership and grant support for health professions workforce development – making sure the U.S. has the right clinicians, with the right skills, working where they are needed. HRSA's health professions programs are designed to address the growing need for accessible, skilled health care workers throughout the country. These programs, which include a wide-range of training programs, scholarships, loans, and loan repayments for health professions students and practitioners, are essential to producing health professionals who provide high quality, culturally competent health care. Nursing education and practice are central to BHP's healthcare workforce strategy. The BHP's Division of Nursing provides national leadership in the development, supply, and utilization of a diverse, culturally competent nursing workforce that can adapt to the nation's changing health care needs and provide the highest quality care.

Advancing interprofessional education opportunities for advanced nursing education students through shared clinical and didactic learning experiences is the focus of this funding opportunity

announcement. The 2003 Institute of Medicine (IOM) report on health professions education encourages interprofessional education in the health professions as the means to increase collaborative, respectful, and effective relationships in the practice setting. Amplifying the IOM report, the World Health Organization (2010) recommends moving toward embedding interprofessional education and practice in all health services to mitigate the Global Health Workforce Crisis. The Interprofessional Education Collaborative Expert Panel (2011) identified four core interprofessional competencies (i.e., values/ethics, roles and responsibilities, interprofessional communication, teams and teamwork) that are linked to the five IOM core competencies for all health professionals. The overall goal of the interprofessional education initiative is to prepare students for deliberately working together to improve the safety and quality of health care being provided in the U.S. system. These competencies were developed to provide health professions students the opportunity to engage in interactive learning with other disciplines and to better prepare the future workforce to practice in a team-based environment.

The goal of interprofessional collaboration and education is to encourage increased knowledge of the roles and responsibilities of other disciplines, and to improve communication and collaboration among disciplines in future work settings (Institute of Medicine, 2011). Interprofessional education is defined by the WHO (2010) as follows: Students from two or more health care professions learn with, from and about each other to enhance collaboration in a shared learning environment and improve health outcomes

Interprofessional education may occur between nursing and other specialties (e.g., medicine, dentistry, pharmacy, social work, biomedical engineering, etc.). Collaboration may also occur with schools of nursing and health care facilities in the community (e.g., medical centers, community hospitals, etc.). These academic partnerships provide advanced education nurses with a variety of perspectives and expertise that assist in advancing both education and ultimately clinical practice.

### **Multiple Chronic Conditions**

The escalating problem of multiple chronic conditions (MCC) among Americans is a major public health and health services challenge, associated with suboptimal health outcomes and rising health-care expenses. MCC accelerate disease progression, complicate the diagnosis of new conditions, and create the conditions for treatment interactions and adverse outcomes. There are major gaps in the knowledge necessary to promote optimal health care of persons with MCC across the lifespan, as well as a lack of wide-spread translation and implementation of interventions shown to be effective (Norris et al. 2008).

Interprofessional education (IPE) is widely seen as an essential element in programs that seek to develop skill in team-based, patient-centered chronic illness care. (Collins et al 2011). In the 2010 report by the US Department of Health and Human Services entitled “Multiple Chronic Conditions: A Strategic Framework Optimum Health and Quality of Life for Individuals with Multiple Chronic Conditions,” enhancement of health professionals training is indicated as a key objective in providing optimum health care and quality of life for individuals with MCC. Addressing gaps in providing optimal care to persons with MCC, as well as the need for improving providers’ cultural competency can ensure that health care providers are proficient in

caring for individuals with MCC and interacting with family caregivers. The following strategies were recommended in the report:

- Identify or develop information relevant to the general care of individuals with MCC for use in health and social service professional training programs.
- Ensure that health care, public health, and social services professionals receive training on monitoring the health and wellbeing of family caregivers for individuals with MCC
- Develop and foster training with both traditional and non-traditional professional settings (e.g. medicine, nursing, social work, psychology/counseling, clinical pharmacy, chaplaincy, vocational rehabilitation, community health workers) that emphasizes increased competency in palliative and patient-centered approaches

This funding opportunity announcement builds upon these recommendations, and calls for projects that integrate shared learning pedagogies into advanced nursing education curricula to build core competencies in interprofessional clinical practice for persons with MCC.

#### References:

American Association of Colleges of Nursing. (2011). *The essentials of a master's education in nursing*. Washington, DC: Author. Retrieved August 3, 2011 from <http://www.aacn.nche.edu/education/pdf/Master'sEssentials11.pdf>.

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Healthcare Information Management System Society. (2011). *Position statement on transforming nursing practice through technology & informatics* retrieved July 31, 2011 from [http://www.himss.org/ASP/topics\\_News\\_item.asp?cid=78050&tid=30](http://www.himss.org/ASP/topics_News_item.asp?cid=78050&tid=30).

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Interprofessional Education Collaborative Expert Panel. (2011). *Core competencies for interprofessional collaborative practice: Report of an expert panel*. Washington, DC: Interprofessional Education Collaborative.

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National Advisory Council on Nurse Education and Practice. (2009). Challenges facing the nurse workforce in a changing environment. Seventh annual report to the Secretary of the U.S. Department of Health and Human Services and the U.S. Congress.

Norris, SL., High, K., Gill, TM., Hennessy, S., Kutner, JS., Reuben, DB., Unutzer, J., Landefeld, CS., Health care for older Americans with multiple chronic conditions: a research agenda. Journal of the American Geriatrics Society, 2008, 56: 149-159

World Health Organization. (2010). *Framework for action on interprofessional education and collaborative practice*. Geneva: World Health Organization. Retrieved Aug 3, 2011 from [http://whqlibdoc.who.int/hq/2010/WHO\\_HRH\\_HPN\\_10.3\\_eng.pdf](http://whqlibdoc.who.int/hq/2010/WHO_HRH_HPN_10.3_eng.pdf).

## **II. Award Information**

### **1. Type of Award**

Funding will be provided in the form of a grant.

### **2. Summary of Funding**

This program will provide funding during Federal fiscal years 2013 - 2015. Approximately \$12 million is expected to be available annually to fund approximately 30 grantees. Applicants may apply for a ceiling amount of up to \$375,000 per year inclusive of indirect cost, with a maximum of \$200,000 for the purchase of equipment over the three year project period. The project period is three (3) years. Funding beyond the first year is dependent on the availability of appropriated funds for the ANE program in subsequent fiscal years, grantee satisfactory performance, and a decision that continued funding is in the best interest of the Federal Government.

## **III. Eligibility Information**

### **1. Eligible Applicants**

Eligible applicants are schools of nursing, nursing centers, academic health centers, State or local governments, and other public or private nonprofit entities accredited by a national nurse education accrediting agency recognized by the Secretary of the U.S. Department of Education.

For FY 2013, these agencies include the Commission on Collegiate Nursing Education (CCNE), the National League for Nursing Accrediting Commission (NLNAC), the Accreditation Commission on Midwifery Education of the American College of Nurse-Midwives, and the Council on Accreditation (COA) of Nurse Anesthesia Programs of the American Association of Nurse Anesthetists.

**All nursing and professional programs that are associated with the project and conferring degrees must be accredited for the purpose of nursing and other professional education.** An official letter of accreditation from the appropriate national nurse education accrediting agency must be submitted. No other forms of accreditation documentation (e.g., certificate of accreditation) will be accepted. The letter must be signed and dated by the accrediting agency. Where applicable, applicants must provide information for provisional accreditation or re-accreditation status. This information should be clearly documented (i.e., last site visit date, pending date for final decision) in the Project Narrative submitted with this application.

**Accreditation for Newly Established Graduate Program of Nursing:** A new graduate program of nursing that, by reason of an insufficient period of operation, is not, at the time of the submission of an application for a grant or contract under this title, eligible for accreditation by such a recognized nursing accrediting agency, shall be deemed accredited for the purposes of this title if certain conditions are met. Specifically, a program will be deemed accredited if the Secretary of Education finds, after consultation with the appropriate recognized accrediting agency, that there is reasonable assurance that the program will be able to meet the appropriate accreditation standards and achieve accreditation by the beginning of the academic year following the graduation date of students of the first entering class in the program. Doctoral degree programs in nursing (PhD/DNSc, DNP) must have appropriate approvals recognized by the institutional boards/committees, regional associations of higher education accreditation (e.g., SACS, WASC, NWCCU, NCA-HLC) and, if applicable, national accrediting agencies for the purpose of nursing education. Nurse Anesthetist program applicants must include accreditation from COA for both master's and doctoral level programs.

Applicants must provide documentation of all approvals (as defined in the Definitions section of this funding opportunity announcement) needed to enroll students into a new master's or doctoral program. The documentation **must be included in the application** when it is submitted in order to be considered for funding. This includes approval from the school, the college/university and the State Board of Nursing, as appropriate. The documentation should be, for example, in the form of meeting minutes, a letter from the State Board of Nursing, letter from the Faculty Senate or State Finance Board as appropriate for the school.

Foreign and international organizations are not eligible to receive HHS grants unless the program's authorizing legislation specifically authorizes awards to such entities. In addition to the States, only the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, American Samoa, Guam, the U.S. Virgin Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau are eligible to apply under this funding opportunity announcement.

**Please Note:** The American Association of Colleges of Nursing (AACN) defines the Clinical Nurse Leader (CNL) as a generalist role and not an advanced practice nurse specialty role. Projects developing CNL roles will not be deemed as responsive to funding under the ANE program, which supports projects to develop advanced practice nurse specialty roles.

## 2. Cost Sharing/Matching

Cost sharing or matching is not required for the ANE program.

## 3. Other

Applications that exceed the ceiling amount will be considered non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in Section IV.3 will be considered non-responsive and will not be considered for funding under this announcement.

**Maintenance of Effort:** The grantee must agree to maintain non-Federal funding for grant activities at a level that is not less than expenditures for such activities during the fiscal year prior to receiving the grant.

**Number of Applications:** Eligible applicants can **submit only one** application per campus; multiple applications from a single campus are not allowable. A campus is defined as a division of a university that has its own grounds, buildings (e.g., school of nursing) and faculty.

Participating students must be U.S. Citizens, non-citizen nationals, or foreign nationals who possess visas permitting permanent residence in the United States. Individuals on temporary student visas are not eligible under this funding opportunity.

## IV. Application and Submission Information

### 1. Address to Request Application Package

#### **Application Materials and Required Electronic Submission Information**

HRSA *requires* applicants for this funding opportunity announcement to apply electronically through Grants.gov. This registration and application process protects applicants against fraud and ensures that only authorized representatives from an organization can submit an application. Applicants are responsible for maintaining these registrations, which should be completed well in advance of submitting an application. All applicants *must* submit in this manner unless they obtain a written exemption from this requirement in advance by the Director of HRSA's Division of Grants Policy. Applicants must request an exemption in writing from [DGPWaivers@hrsa.gov](mailto:DGPWaivers@hrsa.gov), and provide details as to why they are technologically unable to submit electronically through the Grants.gov portal. If requesting a waiver, include the following in the e-mail request: the HRSA announcement number for which you are seeking relief, the organization's DUNS number, the name, address, and telephone number of the organization and the name and telephone number of the Project Director as well as the Grants.gov Tracking Number (GRANTXXX) assigned to your submission along with a copy of the "Rejected with Errors" notification the applicant received from Grants.gov. HRSA's Division of Grants Policy is the only office authorized to grant waivers. **HRSA and its Digital Services Operation (DSO) will only accept paper applications from applicants that received prior written approval.**

However, the application must still be submitted by the deadline. Suggestion: submit application to Grants.gov at least two days before the deadline to allow for any unforeseen circumstances.

**IMPORTANT NOTICE: CCR moved to SAM**  
**Effective July 30, 2012**

The Central Contractor Registration (CCR) transitioned to the System for Award Management (SAM) on July 30, 2012.

For any registrations in process during the transition period, data submitted to CCR will be migrated to SAM.

If a record was scheduled to expire between July 16, 2012 and October 15, 2012, CCR is extending the expiration date by 90 days. The registrant received an e-mail notification from CCR when the expiration date was extended. The registrant then will receive standard e-mail reminders to update their record based on the new expiration date. Those future e-mail notifications will come from SAM.

SAM will reduce the burden on those seeking to do business with the government. Vendors will be able to log into one system to manage their entity information in one record, with one expiration date, through one streamlined business process. Federal agencies will be able to look in one place for entity pre-award information. Everyone will have fewer passwords to remember and see the benefits of data reuse as information is entered into SAM once and reused throughout the system.

**Active SAM registration is a pre-requisite to the**  
**successful submission of grant applications!**

Items to consider are:

- When does the account expire?
- Does the organization need to complete the annual renewal of registration?
- Who is the eBiz POC? Is this person still with the organization?
- Does anything need to be updated?

To learn more about SAM, please visit <https://www.sam.gov>.

Note: SAM information must be updated at least every 12 months to remain active (for both grantees and sub-recipients). Grants.gov will reject submissions from applicants with expired registrations. Do not wait until the last minute to register in SAM. According to the SAM Quick Guide for Grantees

([https://www.sam.gov/sam/transcript/SAM\\_Quick\\_Guide\\_Grants\\_Registrations-v1.6.pdf](https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf)), an entity's registration will become active after 3-5 days. Therefore, ***check for active registration well before the application deadline.***

Applicants that fail to allow ample time to complete registration with SAM or Grants.gov will not be eligible for a deadline extension or waiver of the electronic submission requirement.

All applicants are responsible for reading the instructions included in HRSA's *Electronic Submission User Guide*, available online at <http://www.hrsa.gov/grants/apply/userguide.pdf>. This Guide includes detailed application and submission instructions for both Grants.gov and HRSA's Electronic Handbooks. Pay particular attention to Sections 2 and 5 that provide detailed information on the competitive application and submission process.

Applicants are also responsible for reading the Grants.gov Applicant User Guide, available online at <http://www.grants.gov/assets/ApplicantUserGuide.pdf>. This Guide includes detailed information about using the Grants.gov system and contains helpful hints for successful submission.

Applicants must submit proposals according to the instructions in the Guide and in this funding opportunity announcement in conjunction with Application Form SF-424 Research and Related (SF-424 R&R). The forms contain additional general information and instructions for applications, proposal narratives, and budgets. The forms and instructions may be obtained by:

- 1) Downloading from <http://www.grants.gov>; or
- 2) Contacting the HRSA Digital Services Operation (DSO) at: [HRSADSO@hrsa.gov](mailto:HRSADSO@hrsa.gov)

Each funding opportunity contains a unique set of forms and only the specific forms package posted with an opportunity will be accepted for that opportunity. Specific instructions for preparing portions of the application that must accompany the SF-424 R&R appear in the "Application Format Requirements" section below.

## **2. Content and Form of Application Submission**

### **Application Format Requirements**

The total size of all uploaded files may not exceed the equivalent of 80 pages when printed by HRSA. The total file size may not exceed 10 MB. The 80-page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support. Standard forms are NOT included in the page limit. **HRSA strongly urges applicants to print their application to ensure it does not exceed the 80 page limit. Do not reduce the size of the fonts or margins to save space. See the formatting instructions in Section 5 of the *Electronic Submission User Guide* referenced above.**

**Applications must be complete, within the 80-page limit, within the 10 MB limit, and submitted prior to the deadline to be considered under this announcement.**

### **Application Format**

Applications for funding must consist of the following documents in the following order:

## SF-424 R&R – Table of Contents

-  **It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.**
-  **Failure to follow the instructions may make your application non-responsive. Non-responsive applications will not be considered under this funding opportunity announcement.**

-  For electronic submissions, applicants only have to number the electronic attachment pages sequentially, resetting the numbering for each attachment, i.e., start at page 1 for each attachment. Do not attempt to number standard OMB approved form pages.
-  For electronic submissions no Table of Contents is required for the entire application. HRSA will construct an electronic table of contents in the order specified.

Application Section	Form Type	Instruction	HRSA/Program Guidelines
SF-424 R&R Cover Page	Form	Pages 1 & 2	Not counted in the page limit.
Pre-application	Attachment	Can be uploaded on page 2 of SF-424 (R&R) - Box 20.	Not Applicable to HRSA; Do not use.
SF-424 R&R Senior/Key Person Profile	Form	Supports 8 structured profiles (PD + 7 additional).	Not counted in the page limit.
Senior Key Personnel Biographical Sketches	Attachment	Can be uploaded in SF-424 R&R Senior/Key Person Profile form. One per each senior/key person. The PD/PI biographical sketch should be the first biographical sketch. Up to 8 allowed.	Counted in the page limit.
Senior Key Personnel Current and Pending Support	Attachment	Can be uploaded in SF-424 R&R Senior/Key Person Profile form.	Not Applicable to HRSA; Do not use.
Additional Senior/Key Person Profiles	Attachment	Can be uploaded in SF-424 R&R Senior/Key Person Profile form. Single document with all additional profiles.	Counted in the page limit.
Additional Senior Key Personnel Biographical Sketches	Attachment	Can be uploaded in the Senior/Key Person Profile form. Single document with all additional sketches	Counted in the page limit.
Additional Senior Key Personnel Current and Pending Support	Attachment	Can be uploaded in the Senior/Key Person Profile form.	Not Applicable to HRSA; Do not use.
Project/Performance Site Locations	Form	Supports primary and 29 additional sites in structured form.	Not counted in the page limit.
Additional Performance Site Location(s)	Attachment	Can be uploaded in SF-424 R&R Performance Site Locations form. Single document with all additional site locations	Counted in the page limit.
Other Project Information	Form	Allows additional information and	Not counted in the page limit

Application Section	Form Type	Instruction	HRSA/Program Guidelines
		attachments	
Project Summary/Abstract	Attachment	Can be uploaded in SF-424 R&R Other Project Information form, Box 6.	Required attachment. Counted in the page limit. Refer to funding opportunity announcement for detailed instructions.
Project Narrative	Attachment	Can be uploaded in SF-424 R&R Other Project Information form, Box 7.	Required attachment. Counted in the page limit. Refer to funding opportunity announcement for detailed instructions. Provide table of contents specific to this document only as the first page. Table of contents is not counted in the page limit.
Bibliography & References	Attachment	Can be uploaded in Other Project Information form, Box 9.	Optional. Counted in the page limit.
Facilities & Other Resources	Attachment	Can be uploaded in Other Project Information form, Box 10.	Optional; Counted in the page limit.
Equipment	Attachment	Can be uploaded in Other Project Information form, Box 11.	Required (if applicable). Counted in the page limit.
Other Attachments	Attachment	Can be uploaded in SF-424 R&R Other Project Information form, Box 12. Supports multiple attachments.	Not Applicable to HRSA; Do not use.
SF-424 R&R Budget Period (1-5) - Section A – B	Form	Supports structured budget for up to 5 periods.	Not counted in the page limit.
Additional Senior Key Persons	Attachment	SF-424 R&R Budget Period (1-5) - Section A - B, End of Section A. One for each budget period.	Counted in the page limit.
SF-424 R&R Budget Period (1-5) - Section C – E	Form	Supports structured budget for up to 5 periods.	Not counted in the page limit.
Additional Equipment	Attachment	SF-424 R&R Budget Period (1-5) - Section C – E. End of Section C. One for each budget period.	Counted in the page limit.
SF-424 R&R Budget Period (1-5) - Section F – K	Form	Supports structured budget for up to 5 periods.	Not counted in the page limit.
SF-424 R&R Cumulative Budget	Form	Total cumulative budget.	Not counted in the page limit.
Budget Justification	Attachment	Can be uploaded in SF-424 R&R Budget Period (1-5) - Section F - J form, Box K. Only one consolidated budget justification for the project period.	Required attachment. Counted in the page limit. Refer to funding opportunity announcement for detailed instructions. Provide table of contents specific to this document only as the first page.
SF-424 R&R Subaward Budget	Form	Supports up to 10 budget attachments.	Not counted in the page limit.

Application Section	Form Type	Instruction	HRSA/Program Guidelines
		This form only contains the attachment list.	
Subaward Budget Attachment 1-10	Extracted Form to be attached	Can be uploaded in SF-424 R&R Subaward Budget form, Box 1 through 10. Extracted form to be attached from the SF-424 R&R Subaward Budget form and use it for each consortium/contractual/subaward budget as required by the program funding opportunity announcement. Supports up to 10.	Filename should be the name of the organization and unique. Not Counted in the page limit.
SF-424B Assurances for Non-Construction Programs	Form	Assurances for the SF-424 R&R package	Not counted in the page limit.
Disclosure of Lobbying Activities (SF-LLL)	Form	Supports structured data for lobbying activities	Not counted in the page limit.
Attachments Form	Form	Supports up to 15 numbered attachments. This form only contains the attachment list.	Not counted in the page limit.
Attachment 1-15	Attachment	Can be uploaded in Other Attachments form 1-15.	Refer to the attachment table provided below for <b>specific</b> sequence. Counted in the page limit.

- **To ensure that attachments are organized and printed in a consistent manner, follow the order provided below. Note that these instructions may vary across programs**
- Evidence of Non-Profit status and invention related documents, if applicable, must be provided in the other attachment form
- Additional supporting documents, if applicable, can be provided using the available rows. Do not use the rows assigned to a specific purpose in the program funding opportunity announcement.
- Merge similar documents into a single document. Where several documents are expected in one attachment, ensure that you place a table of contents cover page specific to the attachment. Table of contents page will not be counted in the page limit.
- Please use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (\_), hyphen (-), space, period, and limit the file name to 50 or fewer characters. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

<b>Attachment Number</b>	<b>Attachment Description (Program Guidelines)</b>
Attachment 1	Project Synopsis (Application Checklist). See Appendix A
Attachment 2	Project Specific ANE Program Data Table. See Appendix B
Attachment 3	Dated and Signed Letters of Agreement, Memoranda of Understandings and/or Description of Proposed/Existing Contracts (project specific)
Attachment 4	Accreditation Documentation (CCNE, NLNAC, COA, ACME). A letter of accreditation or letter from the United States Department of Education providing “reasonable assurance of accreditation (Required)
Attachment 5	Approval Documentation: Applicants must provide documentation of all approvals needed to enroll students into a new master’s or doctoral program. Documented by evidence such as copies of meeting minutes, letter from the Faculty Senate, letter from the Board of Regents, letter from the State Finance Board, and/or letter from the State Board of Nursing. Each University/College has a unique process for gaining approval to start new programs, especially new Master’s and doctoral programs. See Appendix D
Attachment 6	Curriculum-Related Information, Tables, Charts. See Appendix C
Attachment 7	Administrative and Other Letters of Support
Attachment 8	Position Descriptions of Proposed Project Personnel
Attachment 9	Biographical Sketches of Consultants
Attachment 10	Institution Diversity Statement (Required)
Attachment 11	Maintenance of Effort Documentation (Required)
Attachments 12-15	Other attachments

## **Application Format**

### ***i. Application Face Page***

Complete Application Standard Form 424 Research and Related (SF-424 R&R) provided with the application package. Prepare according to instructions provided in the form itself. Important note: enter the name of the **Project Director** in 8. f. “Name and contact information of person to be contacted on matters involving this application.” If, for any reason, the Project Director will be out of the office, please ensure the email Out of Office Assistant is set so HRSA will be aware if any issues arise with the application and a timely response is required. For information pertaining to the Catalog of Federal Domestic Assistance, the Catalog of Federal Domestic Assistance Number is 93.247.

### **DUNS NUMBER**

All applicant organizations (and subrecipients of HRSA award funds) are required to have a Data Universal Numbering System (DUNS) number in order to apply for a grant or cooperative agreement from the Federal Government. The DUNS number is a unique nine-character identification number provided by the commercial company, Dun and Bradstreet. There is no charge to obtain a DUNS number. Information about obtaining a DUNS number can be found at <http://fedgov.dnb.com/webform> or call 1-866-705-5711. Please include the DUNS number in item 5 on the application face page. Applications **will not** be reviewed without a DUNS number. Note: a missing or incorrect DUNS number is the number one reason for applications being “Rejected for Errors” by Grants.gov. HRSA will not extend the deadline for applications with a missing or incorrect DUNS. Applicants should take care in entering the DUNS number in the application.

Additionally, the applicant organization (and any subrecipient of HRSA award funds) is required to register annually with the System for Award Management (SAM) in order to conduct electronic business with the Federal Government. SAM registration must be maintained with current, accurate information at all times during which an entity has an active award or an application or plan under consideration by HRSA. It is extremely important to verify that the applicant organization SAM registration is active and your marketing Partner ID Number (MPIN) is current. Information about registering with the SAM can be found at <http://www.sam.gov>. Please see section IV of this funding opportunity announcement for SAM registration requirements.

### ***ii. Table of Contents***

The application should be presented in the order of the Table of Contents provided earlier. Again, for electronic applications no table of contents is necessary as it will be generated by the system. (Note: the Table of Contents will not be counted in the page limit.)

### ***iii. Budget***

Complete Application Form SF-424 Research and Related Budget Form provided with the application package.

Please complete the Research and Related Budget Form included with the application kit (Sections A-J and the Cumulative Budget) for each budget period. Upload the Budget

Justification Narrative for the entire project period (all budget periods) in Section K of the Research & Related Budget Form. Following completion of Budget Period 1, you must click on the “NEXT PERIOD” button on the final page to allow for completion of Budget Period 2. Repeat this instruction to complete Budget Period 3.

The Cumulative Budget is automatically generated and provides the total budget information for the three-year grant request. Errors found in the Cumulative Budget must be corrected within the incorrect field(s) in Budget Period 1, 2, or 3; corrections cannot be made to the Cumulative Budget itself.

**Salary Limitation:**

The Consolidated Appropriations Act, 2012 (P.L. 112-74) enacted December 23, 2011, limits the salary amount that may be awarded and charged to HRSA grants and cooperative agreements. Award funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700. This amount reflects an individual’s base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a HRSA grant or cooperative agreement.

As an example of the application of this limitation: If an individual’s base salary is \$350,000 per year plus fringe benefits of 25% (\$87,500) and that individual is devoting 50% of their time to this award, their base salary should be adjusted to \$179,700 plus fringe of 25% (\$44,925) and a total of \$112,312.50 may be included in the project budget and charged to the award in salary/fringe benefits for that individual. See the breakdown below:

Individual’s <i>actual</i> base full time salary: \$350,000 50% of time will be devoted to project	
Direct salary	\$175,000
Fringe (25% of salary)	\$43,750
Total	\$218,750
<b>Amount that may be claimed on the application budget due to the legislative salary limitation:</b> Individual’s base full time salary <i>adjusted</i> to Executive Level II: \$179,700 50% of time will be devoted to the project	
Direct salary	<b>\$89,850</b>
Fringe (25% of salary)	<b>\$22,462.50</b>
Total amount	<b>\$112,312.50</b>

**iv. Budget Justification**

Provide a narrative that explains the amounts requested for each line item in the budget. The budget justification should specifically describe how each item would support the achievement of proposed objectives. The budget period is for ONE year. However, the applicant **must** submit one-year budgets for each of the subsequent budget periods within the requested project period (usually one to three years) at the time of application. Line item information must be provided to explain the costs entered in the Research and Related budget form. Be very careful about

showing how each item in the “other” category is justified. For subsequent budget years, the justification narrative should highlight the changes from year one or clearly indicate that there are no substantive budget changes during the project period. The budget justification MUST be concise. Do NOT use the justification to expand the project narrative.

**Budget for Multi-Year Grant Award**

This announcement is inviting applications for project periods of three (3) years. Awards, on a competitive basis, will be for a one-year budget period; although the project period is three years. Submission and HRSA approval of your Progress Report(s) and any other required submission or reports is the basis for the budget period renewal and release of subsequent year funds. Funding beyond the one-year budget period but within the three-year project period is subject to availability of funds, satisfactory progress of the awardee, and a determination that continued funding would be in the best interest of the Federal Government.

Include the following information in the Budget Justification narrative:

*Personnel Costs:* Personnel costs should be explained by listing each staff member who will be supported from funds, name (if possible), position title, percent full time equivalency, and annual salary. Applicants shall identify only one Project Director. Students who are participating in the project are not allowed to serve in positions as Graduate Research Assistants that are funded by the ANE Program. Reminder: Award funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II or \$179,700. An individual's base salary, per se, is NOT constrained by the legislative provision for a limitation of salary. The rate limitation simply limits the amount that may be awarded and charged to HRSA grants and cooperative agreements. Please provide an individual’s actual base salary if it exceeds the cap. See the sample below.

Sample:

Name	Position Title	% of FTE	Annual Salary	Amount Requested
J. Smith	Chief Executive Officer	50	\$179,700*	\$89,850
R. Doe	Nurse Practitioner	100	\$75,950	\$75,950
D. Jones	Data/AP Specialist	25	\$33,000	\$8,250

\*Actual annual salary = \$350,000

*Consultant Costs:* Give names, affiliations, and qualifications of each consultant, if known, and indicate the nature and extent of the consultant service to be performed. If the consultant is not yet identified provide the desired expertise and the scope of work of the proposed consultant. Include expected rate of compensation and total fees, travel, per diem, or other related costs for each consultant.

*Fringe Benefits:* List the components that comprise the fringe benefit rate, for example health insurance, taxes, unemployment insurance, life insurance, retirement plan, tuition reimbursement. The fringe benefits should be directly proportional to that portion of

personnel costs that are allocated for the project. (If an individual's base salary exceeds the legislative salary cap, please adjust fringe accordingly.)

*Travel:* List travel costs according to local and long distance travel. For local travel, the mileage rate, number of miles, reason for travel and staff member completing the travel should be outlined. The budget should also reflect the travel expenses associated with participating in meetings and other proposed trainings or workshops. International travel is **not** an allowable expense. For budget purposes, only project directors are expected to include in their budget one annual meeting for two days in the Washington, D.C. Metropolitan Area to report and share experiences with other awardees.

*Equipment:* List equipment cost and provide justification for the need of the equipment to carry out the program's goals. Extensive justification and a detailed status of current equipment must be provided when requesting funds for the purchase of computers and furniture items that meet the definition of equipment (a unit cost of \$5,000 or more and a useful life of one or more years).

Equipment purchases must satisfy all of the following requirements:

- The principal purpose of the equipment must be related to the objectives of the project and to enhance the training of nursing and health professionals;
- The equipment must be used by two or more individuals; it is not for individual use;
- When the equipment is no longer needed, the equipment may be used for other activities in accordance with Health and Human Services (HHS) standards. Please refer to the following website for HHS standards:  
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=3c2478744503c80806964d5d79f11ae9&rgn=div8&view=text&node=45:1.0.1.1.35.3.7.14&idno=45;>
- The equipment justification must include a detailed status report of current equipment (refer to Program Narrative and Review Criteria sections for additional information); and
- The equipment purchase must comply with the procurement requirements for Federal grants and your organizational procurement policies, including adequate competition and following proper bid procedures.

*Supplies:* List the items that the project will use. Provide the quantity and cost per unit in this category, separating office supplies from educational purchases. Office supplies could include paper, pencils, and the like; and educational supplies may be pamphlets and educational videotapes. Remember, they must be listed separately.

*Contractual:* Applicants are responsible for ensuring that their organization and or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts. Applicants must provide a clear explanation as to the purpose of each contract, how the costs were estimated, and the specific contract deliverables. Reminder: recipients must notify potential subrecipients that entities receiving subawards must be registered in SAM provide the recipient with their DUNS number.

*Other:* Put all costs that do not fit into any other category into this category and provide a detailed explanation of each cost in this category. In some cases, grantee rent, utilities and insurance fall under this category if they are not included in an approved indirect cost rate.

Applicants may include the cost of access accommodations as part of their project's budget, including sign interpreters, plain language and health literate print materials in alternate formats (including Braille, large print, etc.); and cultural/linguistic competence modifications such as use of cultural brokers, translation or interpretation services at meetings, clinical encounters, and conferences, etc.

*Data Collection Activities:* Funds may be used to support appropriate and justifiable costs directly related to meeting evaluation and data reporting requirements. Identify and justify how these funds will be used under the appropriate budget category: Personnel, Contractual or Other.

*Indirect Costs:* Indirect costs are those costs incurred for common or joint objectives which cannot be readily identified but are necessary to the operations of the organization, e.g., the cost of operating and maintaining facilities, depreciation, and administrative salaries. For institutions subject to OMB Circular A-21, the term "facilities and administration" is used to denote indirect costs. If an organization applying for an assistance award does not have an indirect cost rate, the applicant may wish to obtain one through HHS's Division of Cost Allocation (DCA). Visit DCA's website at: <https://rates.psc.gov/> to learn more about rate agreements, the process for applying for them, and the regional offices that negotiate them. The indirect cost rate agreement will not count toward the page limit.

Indirect costs under training grants to organizations other than state, local or Indian tribal governments will be budgeted and reimbursed at 8% of modified total direct costs rather than on the basis of a negotiated rate agreement, and are not subject to upward or downward adjustment. Direct cost amounts for equipment and capital expenditures, tuition and fees, and subgrants and subcontracts in excess of \$25,000 are excluded from the actual direct cost base for purposes of this calculation. Training grant applications from state, local, or Indian tribal governmental agencies may request full indirect cost reimbursement. State universities and hospitals are subject to the 8% cap.

**v. *Staffing Plan and Personnel Requirements***

Applicants must present a staffing plan and provide a justification for the plan that includes education and experience, qualifications, and rationale for the amount of time being requested for each staff position. Position descriptions that include the roles, responsibilities, and qualifications of proposed project staff must be included in **Attachment 8**. When applicable, biographical sketches should include training, language fluency and experience working with the cultural and linguistically diverse populations that are served by their programs. Each proposed project may have **only one** Project Director.

**vi. Assurances**

Complete Application Form 424B Assurances for Non-Construction Programs provided with the application package.

**vii. Certifications**

Use the Certifications and Disclosure of Lobbying Activities Application Form provided with the application package. The signature of the AOR on the application serves as the required certification of compliance for the applicant organization for the following:

Lobbying

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the applicant must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) Recipients of HRSA awards shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Any organization or individual that is indebted to the United States, and has a judgment lien filed against it for a debt to the United States, is ineligible to receive a federal grant. By signing the SF-424 R&R, the applicant is certifying that they are not delinquent on federal debt in accordance with OMB Circular A-129. (Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, guaranteed and direct student loans, benefits that were overpaid, etc.). If an applicant is delinquent on federal debt, they should attach an explanation that includes proof that satisfactory arrangements have been made with the Agency to which the debt is owed. This explanation should be uploaded as **Attachment 12**.

**viii. Project Abstract**

Provide a summary of the application. Because the abstract is often distributed to provide information to the public and Congress, please prepare this so that it is clear, accurate, concise, and without reference to other parts of the application. It must include a brief description of the proposed project including the needs to be addressed, the proposed services, and the population group(s) to be served.

The abstract should provide the following:

Please place the following at the top of the abstract:

- Project Title
- Applicant Organization Name
- Address
- Project Director Name
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

Then follow the above information with the following:

- 1) A brief overview of the project as a whole (including educational degree, nursing role/specialty, other health profession involved) ;
- 2) Specific, measurable objectives which the project will accomplish;
- 3) How the proposed project for which funding is requested will be accomplished, *i.e.*, the "who, what, when, where, why and how" of a project.
- 4) Request the preference in this section (provide supporting information in the methodology section). The funding preferences are:
  - a) Substantially benefit rural populations; or
  - b) Substantially benefit underserved populations; or
  - c) Help meet public health nursing needs in state or local health departments.

The project abstract must be single-spaced and limited to one page in length.

**ix. Project Narrative**

This section provides a comprehensive framework and description of all aspects of the proposed program. It should be succinct, self-explanatory and well organized so that reviewers can understand the proposed project's setting, needs to be addressed, purpose, methodology, expected outcomes, evaluation strategy, anticipated challenges, and how each challenge will be addressed. Applicants are encouraged to use an established theoretical framework to build their project and to summarize their objectives and outcomes in a logic model.

Use the following section headers for the Narrative:

▪ **INTRODUCTION**

This section should briefly describe the purpose of the proposed project. All eligible projects will document their specific purpose consistent with the statutory purpose. For FY2013,

HRSA invites applications for projects that integrate care of individuals with multiple chronic conditions (MCC) into interprofessional education opportunities for advanced nursing education students. Eligible projects would engage advanced nursing education students and other graduate health occupations students in shared clinical and didactic technology learning opportunities to develop competency in comprehensive, multidisciplinary care for individuals with MCC.

- **ORGANIZATIONAL INFORMATION**

Provide information on the applicant agency's current mission and structure, scope of current activities, and an organizational chart, and describe how these all contribute to the ability of the organization to conduct the program, meet requirements and meet program expectations. Provide an organizational chart showing lines of communication and decision making.

- **Project Management, Resources, and Capabilities**

**a. Project Personnel:** List all project personnel with expertise and specific responsibilities in the project. (See Directions for "Budget Justification," and "Evaluation and Technical Support Capacity" and cross-reference information as appropriate). NOTE: there should be only **one** Project Director for the ANE project.

**b. Faculty Recruitment Plan:** Describe a recruitment plan for vacant positions that directly support the proposed project. If it is not possible to have key project faculty in place at the time the application is submitted, describe specific qualifications for the position and the plan for recruitment of this individual. Include faculty recruitment plans to attract faculty from underrepresented minority backgrounds and current faculty composition by race, gender, and ethnicity for the school of nursing.

**c. Summary Personnel Table:** Provide a summary faculty table that includes: project director, faculty members, academic degrees, area or areas in which the degree was earned (including nursing specialty or subspecialty), and area of teaching responsibility within the school of nursing. Include all faculty members with whom students will have contact.

**d. Consultant(s):** Provide the qualifications and nature/scope of the work to be provided by each consultant that has agreed to serve on the project. Include a biosketch (no more than 2 pages) for each consultant, as Attachment 9. If consultant(s) are required but not yet identified, describe the vacant consultant position(s) by area of expertise, and the scope of work, for at least the first project year, and provide a rationale for this need.

**e. Capabilities of the Applicant Organization:** Provide a summary of the capacity of the organization to carry out the project.

**f. Institutional Resources:** Describe available institutional resources, including teaching facilities, clinical resources, libraries, computer resources and other resources appropriate to effectively implement the proposed project. Describe any current and

projected collaborative relationships with other institutions or agencies and disciplines, including clinical practice sites. Describe the resources of the collaborating partners.

**g. Community Support:** Describe any community support or other resources involved in the proposed project, as applicable. Include significant letters of support as part of **Attachment 7**. Letters of support can be grouped and listed, with significant comments, if there is not space for the complete letter.

**h. Linkages:** Describe established and/or planned linkages with relevant educational and health care entities and interdisciplinary educational programs.

▪ ***NEEDS ASSESSMENT***

This section outlines the needs of your organization and/or community. A description of any interprofessional education activities with an emphasis on training for the care of persons with MCC occurring in your school must be provided and documented in this section education

Provide evidence for reviewers concerning the numbers of full-time or part-time students that are projected to participate in the project each year.

As appropriate, provide information including, but not limited to:

- The local, regional or national need for the project.
- The importance of the project as it relates to the ANE program’s statutory purpose.
- The potential impact of the project on the outcomes of care for persons with MCC.

▪ ***METHODOLOGY***

Describe the methods that will be used to meet each of the previously-described program requirements and expectations in this funding opportunity announcement. Methods must identify the meaningful support and collaboration with key stakeholders in planning, designing and implementing all activities, including development of the application.

In this section provide information including, but not limited to:

- Clearly stated goals with specific, measurable, time-framed objectives for each goal.
  - How the proposed project for which funding is being requested will be accomplished i.e., the “who, what, when, where, how and why.”
- The methods to be used to accomplish the objectives and how these activities will be organized throughout the project period. Methods may include the following:
  - Team-based learning environment
  - Incorporation of IPEC interprofessional education competencies (AACN, 2011)
    - Values / Ethics for Interprofessional Education
    - Roles and Responsibilities
    - Interprofessional Communication
    - Teams and Teamwork
  - Innovative and collaborative interprofessional educational strategies

- Use of technology (e.g., simulation, telehealth, distance learning, etc.)
  - Service / community partnerships
  - Evidenced based approaches for interprofessional education that will result in improved care of persons with multiple, chronic conditions across the continuum of care
- Evidence supporting the proposed methodologies, including literature, prior experience, and historical data.
- Demonstrate a clear strategy for collaborative planning and implementation of the project objectives.
- Describe a plan for dissemination of the methodology and outcomes. Include a plan for providing copies of materials to the Division of Nursing and the HRSA Division of Grants Management Operations.
- Summarize specific interprofessional courses and /or learning experiences in the curriculum that will develop the student’s knowledge and appreciation of how cross-cultural competence impacts the delivery of quality healthcare services for persons with MCC.
- The applicant is to include a statement that they will use the below disclaimer in all dissemination activities and products. In addition, if a grant award is made, copies of any materials disseminated must include the disclaimer. It is not necessary to include the entire disclaimer verbatim in the application.

"This project is/was support in part by funds from the Division of Nursing (DN), Bureaus of Health Professions (BHPr), Health Resources and Services Administration (HRSA), Department of Health and Human Services (HHS) under grant number XXX and title XXX for \$XXX (specify grant number, title and total award amount). The information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by the Division of Nursing, BHPr, HRSA, HHS or the U.S. Government"

- ***Curriculum***

- a. **Overview:** Provide an overview of the graduate curriculum and describe how interprofessional education with a focus on caring for persons with MCC will be incorporated into the curriculum.

If a funding preference was requested, applicants need to describe how the projected curriculum meets the requested preference:

- 1) Substantially benefit rural populations: the curriculum includes content on rural culture and other health indices specific to rural health populations.
- 2) Substantially benefit underserved populations: the curriculum incorporates content addressing the cultural and health indices specific to underserved populations.

- 3) Helps meet public health nursing needs in state or local health departments: the applicant provides evidence of a curriculum that concentrates on the public health sciences and prepares students with core competencies in public health nursing.

**b. Plan of Study:** Provide a plan of study for full-time and part-time students, including course title by semester/quarter, credits, number of clinical and didactic hours and interprofessional faculty teaching methods. Provide the *school's definition of full-time and part-time graduate study (school's full-time-equivalent definition)*. List the expected competencies of the graduates of the project for the advanced education nursing specialty. Identify the national nursing organizations whose identified competencies are consistent with those in the program seeking support. The competencies should include some reference to interprofessional education with a focus on the care of individuals with MCC.

**c. Course Information:** Include brief course descriptions, and objectives for core and specialty courses. Include this information in Attachment 6.

**d. Faculty Qualifications:**

A nurse practitioner or nurse-midwifery education program should have a sufficient number of qualified nurse practitioner or nurse-midwifery, nursing, medical and other related health professional faculty with academic preparation and clinical expertise relevant to their areas of teaching responsibility and with demonstrated ability in the development and implementation of educational programs. For Nurse Practitioner and Nurse Midwifery proposed project, the Project Director should be nationally certified as a nurse practitioner or nurse-midwife with appropriate academic preparation, clinical expertise and experience as an educator. The Project Director for proposed specialties other than nurse practitioner and nurse midwifery should be a Registered Nurse with demonstrated competence (e.g., publications, funded research) in the specialty with appropriate academic preparation, clinical expertise and experience as an educator. It is preferred that the all Project Directors be doctorally prepared. Faculty qualifications should be consistent with the requirements of their discipline and academic institution. Faculty from other disciplines should maintain the appropriate credentials consistent with their academic institution guidelines. The faculty must participate in maintenance of competency and clinical practice.

**e. Clinical Experience:** Describe formal and informal interprofessional linkages/partnerships with national, state, local, rural and community-based agencies for interprofessional clinical sites serving population(s), including the medically underserved and Federally funded health centers. List the criteria for preceptor selection and for site selection. Identify preceptors in the clinical sites, and their credentials.

**f. Program Accreditation and Approval:** Education programs supported by federal funds **must meet applicable accreditation standards**. Refer to Section III, Eligibility Information of this funding opportunity announcement. Evidence of accreditation (letter from the nursing accrediting agency) ***must be included with the***

**application. Documentation of professional programs collaborating/partnering on the project and conferring degrees must also be included with the application. Provide this information as Attachment 4.**

**g. Enrollment:** Student enrollments should include the number of current new and continuing full-time and part-time enrolled students as well as those projected to enroll in the program during the funded project period. Also include the number of graduates (full-time and part-time) and projected graduates from the proposed project by project year. Include this information as **Attachment 2: Project Specific ANE Program Information.**

**For a project that may include two (2) or more specialties, you must complete and include a separate table for each specialty.** Enrollment needs to be sufficient to justify Federal funds for this project. Please **note** that enrollment should be for all three years of the project (students must be enrolled in the proposed specialty/track by January 31, 2014, the spring semester after notice of award).

▪ **WORKPLAN**

A comprehensive work plan is required and every plan must address the sustainability of the project. Describe specific activities or steps that will be used to achieve each of the activities proposed during the entire project period in the Methodology section.

In this section, provide information including, but not limited to:

- 1) A description of the core interprofessional faculty and key personnel for the proposed project (the number, their positions, and their roles in the proposed project).
- 2) The steps that will be taken to achieve each of the activities proposed in the methodology section.
- 3) A description of the facilities where the activities will occur indicating to what extent the proposed activities are supported by the proposed institution and/or service partner.
- 4) A specific timeline that includes each activity, responsible staff and amount of time estimated to carry out each step.
- 5) A clear, detailed description for how the project's activities will be sustained after Federal funding ends. Provide detailed and specific information for how the project's activities will be sustained after Federal funding ends. This should include other sources of funding and the nature of funding, future funding initiatives and strategies, and a timetable for becoming self-sufficient. Describe challenges that would need to be overcome in sustaining the project beyond the period of Federal funding.

▪ *RESOLUTION OF CHALLENGES*

Discuss challenges that are likely to be encountered in designing and implementing the activities described in the “Program Narrative” section, and approaches that will be used to resolve such challenges.

In this section, provide information including, but not limited to:

- 1) Challenges that may be encountered in implementing and achieving the proposed objectives.
- 2) Resources and plans to resolve and overcome these challenges.

▪ *EVALUATION AND TECHNICAL SUPPORT CAPACITY*

Applicants must include an evaluation plan that fully describes strategies for assessing the progress and outcomes of their projects. The evaluation plan should identify a specific design and include strategies that are evidence-based and able to demonstrate project progress, outcomes, as well as determine how identified needs are being met. The evaluation plan should link each objective with appropriate input, throughput, output, and outcome measures. Proposed measures should be able to assist in determining the success of the interprofessional education plan, the establishment of collaborative relationships, and trainee outcomes (e.g., changes in knowledge, skills and attitudes). Applicants are strongly encouraged to use a logic model to describe the relationships between identified needs, project goals and objectives, proposed evaluation measures, and expected performance targets.

The evaluation plan must also include a description of how data will be collected (i.e. to include a description of proposed instruments, tools, sources, and timelines); the processes the applicant proposes to use to ensure the validity and reliability of their data; and a discussion of how data will be used to strengthen project performance. The evaluation plan should demonstrate that the applicant possesses the expertise, experience and the technical capacity to carry-out the proposed evaluation activities.

In addition, applicants must select one of following areas for a focused evaluation and present a plan for conducting and reporting the results of the evaluation:

- The extent to which interprofessional education with a focus on caring for persons with MCC is integrated into the curriculum.
- The extent to which the project prepares nurses with the knowledge and skills to practice within an interprofessional healthcare workforce in caring for persons with MCC.
- The extent to which the project maintains or increases student practicum experiences in an interprofessional environment in Federally funded health care settings and with underserved populations;

Lastly, in order for BHP<sub>r</sub> to meet its reporting requirements under the GPRA Modernization Act of 2010, applicants should describe in their evaluation plan their ability to collect required performance measures. Required performance data will be collected in July/August of each year (see Section VI.3 for additional information). The implementation and results of all

performance measurement and evaluation activities will be included in the annual Progress Report that grantees must submit to obtain continued funding. These Progress Reports enable BHPPr to monitor grantee progress, plan technical assistance, and make decisions concerning funding. Progress Reports from new grantees, which cover less than 12 months of grant-funded activity, will be used to evaluate progress in relation to first year milestones stated in the original application.

- **REPLICABILITY**

Describe the potential for the project and how it can be replicated or adapted to the needs of similar populations.

<b>ADDITIONAL NARRATIVE GUIDANCE</b>	
In order to ensure that the six review criteria are fully addressed, this table provides a bridge between the sample narrative language and where each section falls within the review criteria.	
<b><u>Narrative Section</u></b>	<b><u>Review Criteria</u></b>
Introduction	(1) Need
Organizational Information	(5) Resources/Capabilities
Needs Assessment	(1) Need
Methodology	(2) Response
Work Plan	(2) Response & (4) Impact
Resolution of Challenges	(2) Response
Evaluation and Technical Support Capacity	(3) Evaluative Measures & (5) Resources/Capabilities
Replicability	(4) Impact
SF424 R&R Budget documents	(6) Support Requested – the budget section should include sufficient justification to allow reviewers to determine the reasonableness of the support requested.

***x. Attachments***

Please provide the following items to complete the content of the application. Please note that these are supplementary in nature, and are not intended to be a continuation of the project narrative. **Unless otherwise noted, attachments count toward the application page limit.** Each attachment must be clearly labeled.

*Attachment 1: Project Synopsis (Application Checklist) – found in Appendix A*  
Complete this information which is found in Appendix A.

*Attachment 2: Project Specific ANE Program Data Table – found in Appendix B*  
Complete this table which is found in Appendix B. Enter the project title, educational level, advanced education nursing role, nursing specialty or population foci and the specialty emphasis area along with the projected student enrollment and graduation numbers for each project year.

*Attachment 3: Letters of Agreement, Memoranda of Understanding, and/or Description(s) of Proposed/Existing Contracts (project specific)*

Provide any documents that describe working relationships between the applicant agency and other agencies and programs cited in the proposal. Documents that confirm actual or pending contractual agreements should clearly describe the roles of the subcontractors and any deliverable(s). Letters of agreement must be dated. Also, include a dated and signed memorandum of understanding that has been established between the school of nursing and any identified partner, for the purpose of this funding announcement.

*Attachment 4: Accreditation Documentation (Required).*

Evidence of accreditation from the professional nursing accrediting agency (CCNE, NLNAC, COA, or ACME) must be attached. Proof of accreditation should be in the form of a letter from the professional nursing accrediting agency. If applicable, a letter from the United States Department of Education providing “reasonable assurance of accreditation” for new programs must be attached and dated. Provide this information in the following format: ANE Accreditation and Preference Information.

*Attachment 5: Approval Documentation, if applicable – found in Appendix D*

Applicants must provide documentation of all approvals (as defined in the Definitions section of this funding opportunity announcement) needed to enroll students into a new master’s or doctoral program. This includes approval from the State Board of Nursing. This must be documented by evidence such as copies of meeting minutes, letter from the Faculty Senate, letter from the Board of Regents, letter from the State Finance Board, and/or letter from the State Board of Nursing. Each University/College has a unique process for gaining approval to start new programs, especially new Master’s and doctoral programs.

*Attachment 6: Curriculum-Related Information, Tables, Charts, etc. – found in Appendix C*

To give additional details about the proposal, please complete the curriculum table found in Appendix C.

*Attachment 7: Administrative and Other Letters of Support*

Include here any other documents that are relevant to the application, including letters of support. Letters of support **must** be dated.

All letters of support are part of the application and must conform to the page limit requirements described in the Content and Form of Application Submission section. Letters of support pertinent to an application submitted after the deadline will not be forwarded to objective review.

Specific letters of support from the institution that assure continued support of grant-funded activities at the end of the funding period are favorably considered by reviewers. A meaningful letter of support states what will be provided to the applicant if the grant application is funded (such as, dollars, space, staff, equipment, personnel, placement of students for clinical learning experiences, preceptors, and employment for future graduates).

Include relevant letters of agreement/support from the Dean of the School of Nursing and University Officials, and relevant letters from key collaborating organizations, clinical sites, and consultants.

Note: Include only letters of support which specifically indicate a commitment to the project/program (in-kind services, dollars, staff, space, equipment, etc.) List all other support letters on one page.

*Attachment 8: Position Descriptions of Project Personnel.*

Keep each job description to one page in length as much as is possible. Include the role, responsibilities, and qualifications of proposed project staff.

*Attachment 9: Biographical Sketches of Consultants*

Include biographical sketches of consultants performing key roles in the project.

*Attachment 10: Institution Diversity Statement (Required).*

1. Describe the institution's approach to increasing the number of diverse health professionals through an established strategic plan, policies, and program initiatives.
2. Describe the health professions school and/or program's recent performance in recruiting and graduating students from underrepresented minority groups and/or students from educationally and economically disadvantaged backgrounds.
3. Describe future plans to recruit, retain, and graduate students from underrepresented minority groups and students from educationally and economically disadvantaged backgrounds.

*Attachment 11: Maintenance of Effort Documentation (Required)*

Applicants must complete and submit the following information with their application:

**NON-FEDERAL EXPENDITURES**

**Non-Federal Expenditures  
FY 2012 (Actual)**

Actual FY 2012 non-federal funds including in-kind, expended for activities proposed in this application. If proposed activities are not currently funded by the institution, enter \$0.

Amount: \$ \_\_\_\_\_

**Non-Federal Expenditures  
FY 2013 (Estimated)**

Estimated FY 2013 non-federal funds, including in-kind, designated for activities proposed in this application

Amount: \$ \_\_\_\_\_

***Attachment 12-15: Other attachments***

Include here any other documents that are relevant to the application.

### **3. Submission Dates and Times**

#### **Application Due Date**

The due date for applications under this funding opportunity announcement is **February 1, 2013 at 11:59 P.M. Eastern Time**. Applications completed online are considered formally submitted when the application has been successfully transmitted electronically to the correct funding opportunity number by your organization's Authorized Organization Representative (AOR) through Grants.gov and has been validated by Grants.gov on or before the deadline date and submission time.

**Receipt acknowledgement:** Upon receipt of an application, Grants.gov will send a series of email messages to document the progress of an application through the system.

1. The first will confirm receipt in the system;
2. The second will indicate whether the application has been successfully validated or has been rejected due to errors;
3. The third will be sent when the application has been successfully downloaded at HRSA; and
4. The fourth will notify the applicant of the Agency Tracking Number assigned to the application.

The Chief Grants Management Officer (CGMO) or designee may authorize an extension of published deadlines when justified by circumstances such as natural disasters (e.g., floods or hurricanes) or other disruptions of services, such as a prolonged blackout. The CGMO or designee will determine the affected geographical area(s).

#### **Late applications:**

Applications which do not meet the criteria above are considered late applications and will not be considered in the current competition.

### **4. Intergovernmental Review**

The ANE program is not subject to the provisions of Executive Order 12372, as implemented by 45 CFR 100.

### **5. Funding Restrictions**

Applicants responding to this announcement may request funding for a project period of up to three (3) years at no more than \$375,000 per year inclusive of indirect costs. No more than \$200,000 can be used for the purpose of purchasing equipment over the entire 3 year project period. 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.

Applications that do not clearly demonstrate they fulfill all eligibility requirements as instructed in this funding opportunity announcement will not be sent for review.

Funds under this announcement may **not** be used for the following purposes:

- Student support including tuition, stipends, scholarships, bonuses, student salaries and travel;
- Subsidies or paid release time for project trainees/participants;
- Payment of temporary personnel replacement costs for the time trainees/participants are away from usual worksite during involvement in project activities; and
- Accreditation, credentialing, licensing, continuing education, and franchise fees and expenses; preadmission costs, student books and fees; promotional items and memorabilia; food and drinks; and animal laboratories.

**Salary Limitation:** The Consolidated Appropriations Act, 2012 (P.L. 112-74) enacted December 23, 2011, limits the salary amount that may be awarded and charged to HRSA grants and cooperative agreements. Award funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700. This amount reflects an individual's base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a HRSA grant or cooperative agreement.

Per Division F, Title V, Section 503 of the Consolidated Appropriations Act, 2012 (P.L. 112-74) enacted December 23, 2011 (a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself. (b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government. (c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

Per Division F, Title V, Section 508 (a) None of the funds made available in this Act may be used for (1) the creation of a human embryo or embryos for research purposes; or (2) research in which a human embryo or embryos are destroyed, discarded, or knowingly subjected to risk of injury or

death greater than that allowed for research on fetuses in utero under 45 CFR 46.204(b) and section 498(b) of the Public Health Service Act (42 U.S.C. 289g(b)). The term “human embryo or embryos” includes any organism, not protected as a human subject under 45 CFR 46 as of the date of the enactment of this Act (December 23, 2011), that is derived by fertilization, parthenogenesis, cloning, or any other means from one or more human gametes or human diploid cells.

Per Division F, Title V, Section 523 of the Consolidated Appropriations Act, 2012 (P.L. 112-74) enacted December 23, 2011, no funds appropriated in this Act shall be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.

## 6. Other Submission Requirements

As stated in Section IV.1, except in rare cases HRSA will no longer accept applications in paper form. Applicants submitting for this funding opportunity are **required** to submit **electronically** through Grants.gov. To submit an application electronically, please use the APPLY FOR GRANTS section at <http://www.Grants.gov>. When using Grants.gov you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site.

It is essential that your organization **immediately registers** in Grants.gov and becomes familiar with the Grants.gov site application process. If you do not complete the registration process, you will be unable to submit an application. The registration process can take up to one month.

To be able to register successfully in Grants.gov, it is necessary that you complete all of the following required actions:

- Obtain an organizational Data Universal Numbering System (DUNS) number
- Register the organization with the System for Award Management (SAM)
- Identify the organization’s E-Business POC (Point of Contact)
- Confirm the organization’s SAM “Marketing Partner ID Number (M-PIN)” password
- Register an Authorized Organization Representative (AOR)
- Obtain a username and password from the Grants.gov Credential Provider

Instructions on how to register, tutorials and FAQs are available on the Grants.gov web site at <http://www.grants.gov>. Assistance is also available 24 hours a day, 7 days a week (excluding federal holidays) from the Grants.gov help desk at [support@grants.gov](mailto:support@grants.gov) or by phone at 1-800-518-4726. Applicants should ensure that all passwords and registration are current well in advance of the deadline.

**It is incumbent on applicants to ensure that the AOR is available to submit the application to HRSA by the published due date. HRSA will not accept submission or re-submission of incomplete, rejected, or otherwise delayed applications after the deadline.** Therefore, - an organization is urged to submit an application in advance of the deadline. If an application is rejected by Grants.gov due to errors, it must corrected and resubmitted to Grants.gov before the

deadline date and time. Deadline extensions will not be provided to applicants who do not correct errors and resubmit before the posted deadline.

**If, for any reason, an application is submitted more than once prior to the application due date, HRSA will only accept the applicant's last validated electronic submission prior to the Grants.gov application due date as the final and only acceptable application.**

**Tracking an application:** It is incumbent on the applicant to track their application by using the Grants.gov tracking number (GRANTXXXXXXXX) provided in the confirmation email from Grants.gov. More information about tracking an application can be found at <https://apply07.grants.gov/apply/checkApplStatus.faces>. Be sure the application is validated by Grants.gov prior to the application deadline.

## V. Application Review Information

### 1. Review Criteria

Procedures for assessing the technical merit of grant applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be judged. Critical indicators have been developed for each review criterion to assist the applicant in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. Review criteria are outlined below with specific detail and scoring points.

Review Criteria are used to evaluate and rank applications. The ANE program has six (6) Review Criteria. All competitive applications will be evaluated based on the extent to which the applicant meets the review criteria listed below. **Applicants should pay strict attention to addressing all these criteria, as they are the basis upon which the reviewers will evaluate their applications.**

*Criterion 1: NEED (20 points)*

- The extent to which the application:
  - successfully addresses the local, regional or national need identified, and is aligned with the statutory purpose of the program;
  - successfully describes the relevance of the project as it relates to interprofessional education with a focus on caring for persons with MCC;
  - describes how interprofessional education project has the potential to be related to quality, safety, access to care and/or healthcare delivery for persons with MCC; and
  - demonstrates the project qualifies for the funding preference (if requested).

*Criterion 2: RESPONSE (25 points)*

- The extent to which:
  - the curriculum includes IPE that provides the students with the knowledge, skills and attitudes to have the ability to enhance quality, safety and access to care for persons with MCC;
  - the proposed project incorporates interprofessional education competencies (i.e., values/ethics for IPE, roles and responsibilities, interprofessional communication, and teams and teamwork) into the curriculum;
  - innovative and collaborative strategies are employed to address interprofessional education approaches to the care of persons with MCC;
  - established and/or planned linkages and partnerships with relevant educational and/or health care entities, are described and advance the project objectives;
  - collaborative planning strategies and implementation plans assist in meeting the goals of the ANE Program;
  - the applicant presents a 3-year plan that addresses barriers and challenges with credible solutions;
  - the curriculum meets the established guidelines; including a description of how the curriculum will meet requested preference, if applicable;
  - there is a clear description of distance learning methods, if applicable, and the facilities where activities will occur; and
  - indicators provide the steps and timeline that will be implemented to achieve activities and measure the potential effectiveness in strengthening the advanced nursing education program.

*Criterion 3: EVALUATIVE MEASURES (20 points)*

- The extent to which:
  - the application includes a quality evaluation plan that includes one of the focus areas;
  - the applicant demonstrates expertise, experience and the technical capacity to carry-out the evaluation plan and collect required performance measures;
  - the proposed evaluation plan includes strategies that can demonstrate project progress, outcomes, as well as determine the success of the interprofessional education plan, the establishment of collaborative relationships, and trainee outcomes (e.g., changes in knowledge, skills and attitudes);
  - the proposed input, throughput, output, and outcome measures are linked with project goals, objectives and can be used to determine how identified needs are being met; and
  - the applicant's proposed evaluation plan specifies a valid design and identifies proposed instruments/tools to be used, data sources, and projected timelines for data collection, analysis, and reporting.

*Criterion 4: IMPACT (10 points)*

- The extent to which:
  - the project will expand the current curriculum to include interprofessional educational activities with a focus on care for persons with MCC;
  - the applicant provides evidence of community partnerships for the project activities and purpose;
- The extent and effectiveness of plans for dissemination of project methodologies, outputs and outcomes; and
- The extent and clarity of a sustainability plan after Federal funding.

*Criterion 5: RESOURCES/CAPABILITIES (20 points)*

- The extent to which;
  - project personnel, faculty and consultants are qualified by training and/or experience to implement and conduct the projects;
  - the applicant organization provides documentation of established and/or planned community support and partnerships involved in the interprofessional education program;
  - the proposed evaluation plan to collect, monitor and evaluate the project outcomes is supported by the applicant organization's infrastructure;
  - key personnel have adequate time devoted to the project to achieve project objectives;
- The capability and commitment of the applicant organization and partner organization(s), quality and availability of facilities and personnel to carry out the proposed project; and
- The capability and commitment of the institution to build an interprofessional educational curriculum with a focus on care for persons with MCC.

*Criterion 6: SUPPORT REQUESTED (5 points)*

The extent to which:

- the budget for the 3-year project period correlates with the stated project objectives;
- the proposed budget is reasonable according to the work to be accomplished, and links to the complexity of the activities, the evaluation plan and anticipated results and projected enrollment;
- the line item budget for each budget period of the proposed project period provides a clear budget justification narrative that fully explains each line item and any significant changes from one budget period to the next; and
- costs, as outlined in the budget and required resources sections, are reasonable given the scope of work.

## **2. Review and Selection Process**

The Division of Independent Review is responsible for managing objective reviews within HRSA. Applications competing for Federal funds receive an objective and independent peer review performed by a committee of experts qualified by training and experience in particular fields or disciplines related to the program being reviewed. In selecting review committee members, other factors in addition to training and experience may be considered to improve the

balance of the committee, e.g., geographic distribution. Each reviewer is screened to avoid conflicts of interest and is responsible for providing an objective, unbiased evaluation based on the review criteria noted above. The committee provides expert advice on the merits of each application to program officials responsible for final selections for award.

Applications that pass the initial HRSA eligibility screening will be reviewed and rated by a panel based on the program elements and review criteria presented in relevant sections of this funding opportunity announcement. The review criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application.

### **FUNDING PREFERENCE – STATUTORY FUNDING PREFERENCE**

The authorizing statute provides a funding preference for some applicants. A funding preference is defined as the funding of a specific category or group of approved applications ahead of other categories or groups of approved applications. Applicants receiving the preference will be placed in a more competitive position among applications that can be funded. Applications that do not receive a Funding Preference will be given full and equitable consideration during the review process.

As provided in section 805 of the Public Health Service Act, preference will be given to applicants with projects that will substantially benefit rural or underserved populations, or help meet public health nursing needs in state or local health departments. This preference will be applied to all applications that are rated favorably by HRSA’s review panel(s), using the published review criteria, and who meet the preference as indicated below.

There is one preference that can be met in any one of three ways. As provided in section 805 of the Public Health Service Act, the law provides that a funding preference be granted to any qualified applicant that specifically requests the preference and meets the criteria for the preference as follows:

- 1) Substantially benefit rural populations; or**
- 2) Substantially benefit underserved populations; or**
- 3) Help meet public health nursing needs in state or local health departments.**

To meet this funding preference, the applicant **must demonstrate how the project meets one of the specific preferences listed above.** Applicants must document justification for the indicated preference in the Methodology section of the project narrative, as well as in the project abstract; and to identify and integrate into the detailed description of the project how the proposed project substantially benefits rural or underserved populations, or helps meet public health nursing needs in State or local health departments as outlined below.

**To demonstrate that the project “Substantially Benefits Rural Populations,”** the applicant provides documentation indicating:

- that students will have a field placement or practicum experience in a site serving rural populations, which include at least one of the following: Rural Health Clinic, State Office of Rural Health, Critical Access Hospital (CAH), Sole Community Hospital (SCH), Medicare Dependent Hospital (MDH) or Rural Referral Center;
- that the curriculum includes content on rural culture and other health indices specific to rural health populations; and
- the specific ways students and graduates are prepared to meet the health care needs of rural populations and a high proportion of graduates go to work in a site serving rural populations.

**To demonstrate that the project “Substantially Benefits Underserved Populations,”** the applicant provides documentation indicating:

- that the applicant is located in a health professional shortage area, medically underserved community, or serves medically underserved populations and focuses on primary care, wellness, and prevention strategies;
- that the curriculum incorporates content addressing the cultural and health indices specific to underserved populations; and
- the specific ways students and graduates are prepared to meet the health care needs of the underserved and a high proportion of graduates go to work in a site serving underserved populations.

**To demonstrate that the project “Helps Meet the Public Health Nursing Needs in State or Local Health Departments,”** the applicant provides documentation:

- of a curriculum which concentrates on the public health sciences and prepares students for core competencies in public health nursing;
- of linkage(s) with state, local and Federal health departments for student learning experiences; and,
- that the applicant institution provides a curriculum that ensures that students and graduates are eligible for public health certification and public health nursing certification.

Peer reviewers shall review and evaluate the quality of information supporting the statutory funding preference, to determine if the applicant meets the statutory funding preference.

### **3. Anticipated Announcement and Award Dates**

It is anticipated that awards will be announced prior to the start date of July 1, 2013.

## **VI. Award Administration Information**

### **1. Award Notices**

Each applicant will receive written notification of the outcome of the objective review process, including a summary of the expert committee's assessment of the application's strengths and weaknesses, and whether the application was selected for funding. Applicants who are selected for funding may be required to respond in a satisfactory manner to Conditions placed on their application before funding can proceed. Letters of notification do not provide authorization to begin performance.

The Notice of Award (NoA) sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. Signed by the Grants Management Officer, it is sent to the applicant agency's Authorized Organization Representative, and reflects the only authorizing document. It will be sent prior to the estimated start date of July 1, 2013.

### **2. Administrative and National Policy Requirements**

Successful applicants must comply with the administrative requirements outlined in 45 CFR Part 74 [Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and Commercial Organizations](#) or 45 CFR Part 92 [Uniform Administrative Requirements For Grants And Cooperative Agreements to State, Local, and Tribal Governments](#), as appropriate.

HRSA grant and cooperative agreement awards are subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable based on recipient type and purpose of award. This includes, as applicable, any requirements in Parts I and II of the HHS GPS that apply to the award. The HHS GPS is available at <http://www.hrsa.gov/grants/>. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary (as specified in the Notice of Award).

#### **Non-Discrimination Requirements**

To serve persons most in need and to comply with Federal law, services must be widely accessible. Services must not discriminate on the basis of age, disability, sex, race, color, national origin or religion. The HHS Office for Civil Rights provides guidance to grant and cooperative agreement recipients on complying with civil rights laws that prohibit discrimination on these bases. Please see <http://www.hhs.gov/ocr/civilrights/understanding/index.html>. HHS also provides specific guidance for recipients on meeting their legal obligation under Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in programs and activities that receive Federal financial assistance (P.L. 88-352, as amended and 45 CFR Part 80). In some instances a recipient's failure to provide language assistance services may have the effect of discriminating against persons on the basis of their national origin. Please see <http://www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html> to learn more about the Title VI requirement for grant and cooperative agreement recipients to take

reasonable steps to provide meaningful access to their programs and activities by persons with limited English proficiency.

### **Human Subjects Protection**

Federal regulations (45 CFR 46) require that applications and proposals involving human subjects must be evaluated with reference to the risks to the subjects, the adequacy of protection against these risks, the potential benefits of the research to the subjects and others, and the importance of the knowledge gained or to be gained. If research involving human subjects is anticipated, you must meet the requirements of the DHHS regulations to protect human subjects from research risks as specified in the Code of Federal Regulations, Title 45 – Public Welfare, Part 46 – Protection of Human Subjects (45 CFR 46), available online at [www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html](http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html).

### **Financial Conflict of Interest**

HHS requires awardees and investigators to comply with the requirements of 42 CFR part 50, Subpart F, "Responsibility of Applicants for Promoting Objectivity in Research for which PHS Funding is Sought." A Final Rule amending this PHS regulation (and the companion regulation at 45 CFR part 94, "Responsible Prospective Contractors," imposing similar requirements for research contracts) was published on August 25, 2011 in the Federal Register (<http://www.gpo.gov/fdsys/pkg/FR-2011-08-25/pdf/2011-21633.pdf>). An Institution applying for or receiving PHS funding from a grant or cooperative agreement that is covered by the rule must be in full compliance with all of the revised regulatory requirements no later than August 24, 2012, and immediately upon making its institutional Financial Conflict of Interest (FCOI) policy publicly accessible as described in the regulation.

### **Trafficking in Persons**

Awards issued under this funding opportunity announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.hrsa.gov/grants/trafficking.htm>.

### **Smoke-Free Workplace**

The Public Health Service strongly encourages all award recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. Further, Public Law 13-227, the Pro-Children Act of 1994, prohibits smoking in certain facilities (or in some cases, any portion of a facility) in which regular or routine education, library, day care, health care or early childhood development services are provided to children.

### **Cultural and Linguistic Competence**

HRSA programs serve culturally and linguistically diverse communities and multiple cultures. Although race and ethnicity are often thought to be dominant elements of culture, HRSA funded programs embrace a broader definition to include language, gender, socio-economic status, sexual orientation and gender identity, physical and mental capacity, age, religion, housing status, and regional differences. Organizational behaviors, practices, attitudes, and policies across all HRSA-supported entities respect and respond to the cultural diversity of communities, clients and students served. HRSA is committed to ensuring access to quality health care for all. Quality care means access to services, information, materials delivered by competent

providers in a manner that factors in the language needs, cultural richness, and diversity of populations served. Quality also means that, where appropriate, data collection instruments used should adhere to culturally competent and linguistically appropriate norms. For additional information and guidance, refer to the National Standards for Culturally and Linguistically Appropriate Services in Health Care (CLAS) published by HHS and available online at <http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlID=15>. Additional cultural competency and health literacy tools, resources and definitions are available online at <http://www.hrsa.gov/culturalcompetence> and <http://www.hrsa.gov/healthliteracy>.

### **Diversity**

The Health Resources and Services Administration (HRSA), Bureau of Health Professions (BHP) is committed to increasing diversity in health professions programs and the health workforce across the nation. This commitment extends to ensuring that the U.S. has the right clinicians, with the right skills, working where they are needed. In FY 2011, BHP adopted Diversity Guiding Principles for all its workforce programs that focus on increasing the diversity of the health professions workforce.

#### **All health professions programs should aspire to --**

- recruit, train, and retain a workforce that is reflective of the diversity of the nation;
- address all levels of the health workforce from pre-professional to professional;
- recognize that learning is life-long and should be supported by a continuum of educational opportunities;
- help health care providers develop the competencies and skills needed for intercultural understanding, and expand cultural fluency especially in the areas of health literacy and linguistic competency; and
- recognize that bringing people of diverse backgrounds and experiences together facilitates innovative strategic practices that enhance the health of all people.

### **Healthy People 2020**

Healthy People 2020 is a national initiative led by HHS that set priorities for all HRSA programs. four overarching goals: (1) attain high-quality, longer lives free of preventable disease, disability, injury, and premature death; (2) achieve health equity, eliminate disparities, and improve the health of all groups; (3) create social and physical environments that promote good health for all; and (4) promote quality of life, healthy development, and healthy behaviors across all life stages. The program consists of over 40 topic areas, containing measurable objectives. HRSA has actively participated in the work groups of all the topic areas and is committed to the achievement of the Healthy People 2020 goals. More information about Healthy People 2020 may be found online at <http://www.healthypeople.gov/>.

### **National HIV/AIDS Strategy (NHAS)**

The National HIV/AIDS Strategy (NHAS) has three primary goals: 1) reducing the number of people who become infected with HIV, 2) increasing access to care and optimizing health outcomes for people living with HIV, and 3) reducing HIV-related health disparities. The NHAS states that more must be done to ensure that new prevention methods are identified and that prevention resources are more strategically deployed. Further, the NHAS recognizes the

importance of early entrance into care for people living with HIV to protect their health and reduce their potential of transmitting the virus to others. HIV disproportionately affects people who have less access to prevention, care and treatment services and, as a result, often have poorer health outcomes. Therefore, the NHAS advocates adopting community-level approaches to identify people who are HIV-positive but do not know their serostatus and reduce stigma and discrimination against people living with HIV.

To the extent possible, program activities should strive to support the three primary goals of the NHAS. As encouraged by the NHAS, programs should seek opportunities to increase collaboration, efficiency, and innovation in the development of program activities to ensure success of the NHAS. Programs providing direct services should comply with federally-approved guidelines for HIV Prevention and Treatment (see <http://www.aidsinfo.nih.gov/Guidelines/Default.aspx> as a reliable source for current guidelines). More information can also be found at <http://www.whitehouse.gov/administration/eop/onap/nhas>.

### **Health IT**

Health information technology (Health IT) provides the basis for improving the overall quality, safety and efficiency of the health delivery system. HRSA endorses the widespread and consistent use of health IT, which is the most promising tool for making health care services more accessible, efficient and cost effective for all Americans.

### **Related Health IT Resources:**

- [Health Information Technology \(HHS\)](#)
- [What is Health Care Quality and Who Decides? \(AHRQ\)](#)

## **3. Reporting**

The successful applicant under this funding opportunity announcement must comply with the following reporting and review activities:

### **a. Audit Requirements**

Comply with audit requirements of Office of Management and Budget (OMB) Circular A-133. Information on the scope, frequency, and other aspects of the audits can be found on the Internet at [http://www.whitehouse.gov/omb/circulars\\_default](http://www.whitehouse.gov/omb/circulars_default).

### **b. Payment Management Requirements**

Submit a quarterly electronic Federal Financial Report (FFR) Cash Transaction Report via the Payment Management System. The report identifies cash expenditures against the authorized funds for the grant or cooperative agreement. The FFR Cash Transaction Reports must be filed within 30 days of the end of each calendar quarter. Failure to submit the report may result in the inability to access award funds. Go to [www.dpm.psc.gov](http://www.dpm.psc.gov) for additional information.

c. **Status Report**

1) **Federal Financial Report.** The Federal Financial Report (SF-425) is required according to the following schedule:

<http://www.hrsa.gov/grants/manage/technicalassistance/federalfinancialreport/ffrschedule.pdf>. The report is an accounting of expenditures under the project that year. Financial reports must be submitted electronically through EHB. More specific information will be included in the Notice of Award.

2) **Progress Report(s).**

The awardee must submit a progress report to HRSA on an annual basis. For multi-year awards: Submission and HRSA approval of your Progress Report(s) triggers the budget period renewal and release of subsequent year funds. **The BHP<sub>r</sub> Progress Report has two parts.** The first part demonstrates grantee progress on program-specific goals. The second part collects core performance measurement data including performance measurement data to measure the progress and impact of the project. Further information will be provided in NoA.

3) **Final Report**

A final report is due within 90 days after the project period ends. The final report collects program-specific goals and progress on strategies; core performance measurement data; impact of the overall project; the degree to which the grantee achieved the mission, goal and strategies outlined in the program; grantee objectives and accomplishments; barriers encountered; and responses to summary questions regarding the grantee's overall experiences over the entire project period. The final report must be submitted on-line by awardees in the Electronic Handbooks system at

<https://grants.hrsa.gov/webexternal/home.asp>.

The Final Report is designed to provide the Bureau of Health Professions (BHP<sub>r</sub>) with information required to close out a grant after completion of project activities. As such, every grantee is required to submit a final report at the end of their project. The Final Report includes the following sections:

- Project Objectives and Accomplishments - Description of major accomplishments on project objectives.
- Project Barriers and Resolutions - Description of barriers/problems that impeded project's ability to implement the approved plan.
- Summary Information
  - Project overview.
  - Project impact.
  - Prospects for continuing the project and/or replicating this project elsewhere.
  - Publications produced through this grant activity.
  - Changes to the objectives from the initially approved grant.

Grantees are also required to submit to BHP<sub>r</sub> a copy of their final evaluation report.

4) **Tangible Personal Property Report.** If applicable, the awardee must submit the Tangible Personal Property Report (SF-428) and any related forms. The report must be submitted within 90 days after the project period ends. Awardees are required to report all federally-owned property and acquired equipment with an acquisition cost of \$5,000 or more per unit. Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. Property may be provided by HRSA or acquired by the recipient with award funds. Federally-owned property consists of items that were furnished by the Federal Government. Tangible personal property reports must be submitted electronically through EHB. More specific information will be included in the NoA.

**d. Transparency Act Reporting Requirements**

New awards (“Type 1”) issued under this funding opportunity announcement are subject to the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Pub. L. 109–282), as amended by section 6202 of Public Law 110–252, and implemented by 2 CFR Part 170. Grant and cooperative agreement recipients must report information for each first-tier subaward of \$25,000 or more in federal funds and executive total compensation for the recipient’s and subrecipient’s five most highly compensated executives as outlined in Appendix A to 2 CFR Part 170 (FFATA details are available online at <http://www.hrsa.gov/grants/ffata.html>). Competing continuation awardees, etc. may be subject to this requirement and will be so notified in the Notice of Award.

## VII. Agency Contacts

Applicants may obtain additional information regarding business, administrative, or fiscal issues related to this funding opportunity announcement by contacting the following Grants Management Staff:

Latisha Harris, BS  
Grants Management Specialist  
DHHS/HRSA/OFAM/DGMO  
5600 Fishers Lane Room 11A-02  
Rockville, MD 20857  
Phone: 301-443-1582  
Fax: 301-443-6343  
Email: [lharris@hrsa.gov](mailto:lharris@hrsa.gov)

Nandini Assar, PhD  
Grants Management Specialist  
DHHS/HRSA/OFAM/DGMO  
5600 Fishers Lane Room 11A-19  
Rockville, MD 20857  
Phone: 301-443-4920  
Fax: 301-443-6343  
Email: [nassar@hrsa.gov](mailto:nassar@hrsa.gov)

Program Technical assistance regarding this funding announcement may be obtained by contacting the following Division of Nursing Staff at 301-443-5688. Address, E-mail addresses and fax number are listed below:

Nancy Douglas-Kersellius, MSN, RN  
Nurse Consultant  
Advanced Nurse Education Branch  
DHHS/HRSA/BHPPr/DN  
5600 Fishers Lane, Room 9-67  
Rockville, MD 20857  
Phone: 301-443-5688  
Fax: 301 443-0791  
Email: [ndouglas@hrsa.gov](mailto:ndouglas@hrsa.gov)

Serina A. Hunter-Thomas, MSA, RN  
Nurse Consultant  
Advanced Nurse Education Branch  
DHHS/HRSA/BHPPr/DN  
5600 Fishers Lane, Room 9-67  
Rockville, MD 20857  
Phone: 301-443-5688  
Fax: 301-443-0791  
Email: [shunter-thomas@hrsa.gov](mailto:shunter-thomas@hrsa.gov)

Applicants may need assistance when working online to submit their application forms electronically. Applicants should always obtain a case number when calling for support. For assistance with submitting the application in Grants.gov, contact the Grants.gov Contact Center, 24 hours a day, 7 days a week, excluding Federal holidays:

Grants.gov Contact Center  
Phone: 1-800-518-4726  
E-mail: [support@grants.gov](mailto:support@grants.gov)  
iPortal: <http://grants.gov/iportal>

Successful applicants may need assistance when working online to submit information and reports electronically through HRSA's Electronic Handbooks (EHBs). For assistance with submitting the remaining information in HRSA's EHBs, contact the HRSA Contact Center, Monday-Friday, 9:00 a.m. to 5:30 p.m. ET:

HRSA Contact Center  
Phone: (877) 464-4772  
TTY: (877) 897-9910  
Fax: (301) 998-7377  
E-mail: [CallCenter@HRSA.GOV](mailto:CallCenter@HRSA.GOV)

## VIII. Other Information

### **\*\* TECHNICAL ASSISTANCE Webinar \*\***

An ANE Technical Assistance Webinar for FY 2013 application cycle is scheduled for Thursday, December 13, 2012 at 1:00 pm ET. Technical Assistance will help prepare ANE applicants for the FY 2013 application submission process. The webinar will offer applicants an opportunity to ask questions pertaining to program requirements. For details regarding the webinar please check the Division of Nursing website at <http://bhpr.hrsa.gov/nursing/index.html>.

## PROGRAM DEFINITIONS

The following definitions apply to the Advanced Nursing Education Program for Fiscal Year 2013.

**“Academic Health Center”** refers to an institution that includes a school of medicine, a teaching hospital, and at least one additional health education school (e.g., nursing) and which is owned and/or affiliated with clinical agencies providing for the delivery of patient services. Each entity generally maintains a separate identity and autonomy.

**“Accelerated Nursing Degree Program”** means a program of education in professional nursing offered by an accredited school of nursing in which an individual holding a bachelor’s degree in a BSN or MSN degree in an accelerated time frame as determined by the accredited school of nursing.

**“Access”** means to assure health care services to all by improved health professions distribution.

**“Accredited”** means a program accredited by a nationally recognized body or bodies, or by a State agency, approved for such purpose by the Secretary of Education and when applied to a hospital, school, college, or university (or a unit thereof) means a hospital, school, college, or university (or a unit thereof) which is accredited by a recognized body or bodies, or by a State agency approved for such purpose by the Secretary of Education.

There are two forms of accreditation: (1) professional or specialized accreditation, and (2) institutional accreditation. Professional or specialized accreditation is focused on programs of study in professional or occupational fields. Institutional accreditation is focused on the quality and integrity of the total institution, assessing the achievement of the institution in meeting its own stated mission, goals, and expected outcomes. Professional accrediting agencies assess the extent to which programs achieve their stated mission, goals, and expected outcomes. Professional accrediting agencies also consider the program’s mission, goals, and expected outcomes in determining the quality of the program and the educational preparation of members of the profession or occupation.

A school of nursing must be accredited by a recognized body or bodies (i.e. Commission on Collegiate Nursing Education and/or National League for Nursing Accrediting Commission), approved by the Secretary of Education for the purpose of conducting nursing education.

**“Acute Care Nurse Practitioner (ACNP)”** provides advanced nursing care across the continuum of health care services to meet the specialized physiologic and psychological needs of patients with complex acute, critical, and chronic health conditions. This care is continuous and comprehensive. The population in acute care practice includes acutely and critically ill patients experiencing episodic illness, exacerbation of chronic illness, or terminal illness. Based on educational preparation, ACNPs practice with a focus on a variety of specialty based populations including neonatal, pediatric, and adult. The ACNP practices in any setting in which patient care requirements include complex monitoring and therapies, high-intensity nursing intervention, or continuous nursing vigilance within the range of high-acuity care. While most ACNPs practice in acute care and hospital based settings including sub-acute care, emergency care, and intensive care settings, the continuum of acute care services spans the geographic settings of home, ambulatory care, urgent care, and rehabilitative care.

**“Advanced Education Nursing Program”** means a program of study in a school of nursing or other eligible entity which leads to a master’s and/or doctoral degree and which prepares nurses to serve as nurse practitioners, clinical nurse specialists, nurse-midwives, nurse anesthetists, nurse educators, nurse administrators, or public health nurses, or in other nurse specialties determined by the Secretary to require advanced education.

**“Approval”** means that a specific body, committee, Board, or Commission at the Faculty, Department, School, University, or State levels has formally voted in agreement for the initiation of or a substantive change in the program. This must be documented by evidence such as copies of meeting minutes, letter from the Faculty Senate, letter from the Board of Regents, letter from the State Finance Board, and/or letter from the State Board of Nursing. Each University/College has a unique process for gaining approval to start new programs, especially new masters and doctoral programs. Examples of steps in the approval process are the following: nursing faculty curriculum committee, Faculty Senate, Board of Regents of the University, State Finance Board for Higher Education, State Board of Nursing. Applicants must list the entities whose agreement is necessary to initiate the program and enroll students in the program of study.

**“Associate Degree School of Nursing”** means a department, division, or other administrative unit in a junior college, community college, college, or university which provides primarily or exclusively a two-year program of education in professional nursing and allied subjects leading to an associate degree in nursing or to an equivalent degree, but only if such program, unit, college or university is accredited, as defined in section 801(4) of the (PHS) Act.

**“Certification”** means a process by which an agency or organization validates, based upon predetermined standards, an individual nurse’s qualifications and knowledge for practice in a defined clinical area of nursing.

**“Clinical Nursing Specialist”** means a specific area of advanced clinical nursing theory and practice addressed through formal instruction to prepare advanced education nurses. Clinical nursing specialties prepare the nurse to provide direct patient/client nursing care to individuals or to population groups. A nurse completing a course of study in a clinical nursing specialty is expected to be eligible for a national certification(s) or state certification(s), when available, following graduation or required experience.

**“Clinical Nursing Specialist Program”** means a formal graduate-level education program that provides expertise within the CNS role, population focus and a specialty area of nursing practice. In addition to the delivery of direct patient/client care, the role may include consultative, educational, research and/or administrative components. A graduate degree is the minimum requirement for clinical nurse specialist programs.

**“Combined RN/Master’s Degree Program,”** means a program of instruction when completed results in a master’s degree in nursing and licensure as a RN at or prior to the time of graduation.

**“Continuing Education Program”** means a formal, post-licensure education program designed to increase knowledge and/or skills of nurses. Continuing education programs may include: workshops, institutes, clinical conferences, staff development courses and individual studies. It does not include study for an academic degree, post-master’s certificate or other evidence of completing such a program.

**“Culturally and Linguistically Appropriate Services”** means health care services that are respectful of and responsive to cultural and linguistic needs.

**“Cultural Competence”** means a set of academic and interpersonal skills that allow an individual to increase their understanding and appreciation of cultural differences and similarities within, among and between groups. This requires a willingness and ability to draw on community-based values, traditions, and customs and to work with knowledgeable persons of and from the community in developing targeted interventions, communications, and other supports.

**“Culturally Competent Program”** means a program that demonstrates sensitivity to and an understanding of cultural differences in program design, implementation and evaluation.

**“Cultural Diversity”** means differences in race, ethnicity, language, nationality, or religion among various groups within a community, an organization, or a nation.

**“Diploma School of Nursing”** means a school affiliated with a hospital or university, or an independent school, which provides primarily or exclusively a program of education in professional nursing and allied subjects leading to a diploma or to equivalent indicia that such program has been satisfactorily completed, but only if such program, or such affiliated school or such hospital or university or such independent school is accredited, as defined in section 801(6) of the PHS Act.

**“Doctoral Program in Nursing”** means a program of instruction beyond the baccalaureate and master’s degrees in nursing (e.g., PhD, DNS, DSN, DNSc, DNP). Doctoral programs in nursing fall into two principal types: research-focused and practice-focused.

**“Economically Disadvantaged”** means an individual who comes from a family with an annual income below a level based on low-income thresholds according to family size published by the U.S. Bureau of Census, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary for use in all health professions programs. The Secretary will annually publish these income levels in the Federal Register. The table below provides a breakdown of family income levels used to determine economic disadvantaged status. Family income is defined as the income of the family of the individual participant or of the family of the parents of the individual participant.

**Low Income Levels:**

The Secretary defines a “low-income family” for programs included in Titles III, VII and VIII of the Public Health Service Act as having an annual income that does not exceed 200 percent of the Department’s poverty guidelines. A family is a group of two or more individuals related by birth, marriage, or adoption who live together or an individual who is not living with any relatives. Most HRSA programs use the income of the student’s parents to compute low income status, while a few program, depending upon the legislative intent of the program, programmatic purpose of the low income level, as well as the age and circumstances of the average participant, will use the student’s family as long as he or she is not listed as a dependent upon the parents’ tax form. Each program will announce the rationale and choice of methodology for determining low income levels in their program guidance. The Department’s poverty guidelines are based on poverty thresholds published by the U.S. Bureau of the Census, adjusted annually for changes in the Consumer price Index.

The Secretary annually adjusts the low-income levels based on the Department’s poverty guidelines and makes them available to persons responsible for administering the applicable programs.

The 2012 Poverty Guidelines to determine Disadvantaged status can be located at the following website <http://www.gpo.gov/fdsys/pkg/FR-2012-04-17/pdf/2012-9137.pdf>.

**“Educationally Disadvantaged”** means an individual who comes from an environment that has hindered the individual in obtaining the knowledge, skills and abilities required to enroll in and graduate from a health professions school. The following are provided as examples of “Educationally Disadvantaged” for guidance only and are not intended to be all-inclusive. Applicants should seek guidance from their educational institution as to how “Educationally Disadvantaged” is defined by their institution.

**Examples:**

- 1) Person from high school with low average SAT scores or below the average state test results.
- 2) Person from a school district where 50% or less of graduates go to college.
- 3) Person who has a diagnosed physical or mental impairment that substantially limits participation in educational experiences.

- 4) Person for whom English is not their primary language and for whom language is still a barrier to their academic performance.
- 5) Person who is first generation to attend college and who is from rural or urban area or receiving public assistance.
- 6) Person from a high school where at least 30% of enrolled students are eligible for free or reduced price lunches.

**“Electronic Distance Learning Methodologies”** means electronic media are used to deliver education content when the learner and teacher are separated by distance. An electronic medium may be a computer, World Wide Web technologies, teleconferencing, television, or CD ROM/DVD.

**“Enhancement”** means the strengthening and improving of the quality of advanced education nursing programs.

**“Ethnicity”** refers to two categories: “Hispanic or Latino” and “Not Hispanic and Not Latino.” “Hispanic or Latino” refers to an individual of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**“Faculty Development”** means activities and/or programs designed to improve project faculty’s ability to teach.

**“Family income”** means the income of the family of the individual participant or of the family of the parents of the individual participant.

**“Full-Time Student”** means a student who is enrolled in at least the number of credits defined as full-time by the institution.

**“Full-time Educational Program”** means an educational program that provides for a full-time program of study as defined by the institution. Students progressing through the program are able to enroll on a full-time basis to complete the program in a timely manner. Students in such a program may be part-time or full-time.

**“Graduate”** means an individual who has successfully completed all institutional requirements necessary to be granted a degree/certificate.

**“Graduate Education Program or Training”** means a program administered by an institution of higher learning, leading to a master’s or higher degree.

**“Healthy Literacy”** means the degree to which individuals have the capacity to obtain, process, and understand basic health information and services needed to make appropriate health decisions.

**“Health Professional”** means any person who has completed a course of study in a field of health, including but not limited to registered nurses, physical therapists, social workers, psychologists, dentists or physicians. The person is usually licensed by a government agency or certified by a professional organization.

**“Home Health Agency”** as defined by the Social Security Act, section 1861(o), means a public agency or private organization, or a subdivision of such an agency or organization, which:

- (1) Is primarily engaged in providing skilled nursing services and other therapeutic services;
- (2) Has policies, established by a group of professional personnel (associated with the agency or organization), including one or more physicians and one or more registered professional nurses, to govern the services by a physician or by a registered professional nurse;
- (3) Maintains clinical records on all patients;
- (4) In the case of an agency or organization in any State in which State or applicable local law provides for the licensing of agencies or organizations of this nature, (a) is licensed pursuant to State law or (b) is approved by the agency of such State or locality responsible for licensing agencies or organizations of this nature as meeting the standards established for such licensing;
- (5) Has in effect an overall plan and budget that meets the requirements of subsection (z) of this section;
- (6) Meets the conditions of participation specified in section 1819(a) of the Social Security Act and such other conditions of participation as the Secretary may find necessary in the interest of the health and safety of individuals who are furnished services by such agency or organization;
- (7) Provides the Secretary on a continuing basis with a surety bond in a form specified by the Secretary and in an amount that is not less than \$50,000 (more specifics about the duration and nature of the surety bond can be found in Sec. 1861 (c)(7)(A) of the SSA and Sec. 1861 (7)(C));
- (8) Meets such additional requirements (including conditions relating to bonding or establishing of escrow accounts as the Secretary finds necessary to the financial security of the program) as the Secretary finds necessary for the effective and efficient operation of the program; and
- (9) Except that for purposes of Part A of this sub-chapter such term shall not include any agency or organization which is primarily for the care and treatment of mental diseases.

The Secretary may waive the requirement of a surety bond under paragraph (7) in the case of an agency or organization that provides a comparable surety bond under State law.

**“Informatics”** means “a discipline concerned with the study of information and the manipulation of information via computer tools” (HIMSS, 2006, p. 44; McGongile & Mastrian, 2012).

**“Inservice Education”** means learning experiences provided in the work setting for the purpose of assisting staff in performing their assigned functions in that particular agency.

**“Interdisciplinary”** means two or more persons from the same profession but different specialties (e.g.: Medical/Surgical Nurse and Labor and Delivery Nurse).

**“Interprofessional Education”** means students from two or more health care professions learning with, from and about each other to enhance collaboration in a shared learning environment (WHO, 2010). (e.g.: Registered Nurse and Certified Licensed Social Worker)

**“Local Government”** means a local unit of government, including specifically a county, municipality, city, town, township, local public authority, school district, special district, intra-State district, council of governments (whether or not incorporated as a nonprofit corporation under State law), any other regional or interstate entity, or any agency or instrumentality of local government.

**“Medically Underserved Community”** as defined in section 799B (6) of the PHS Act, means an urban or rural area or population that:

- (1) is eligible for designations under section 332 of the PHS Act as a health professional shortage area;
- (2) is eligible to be served by a migrant health center (MHC), now 330(g) of the PHS Act, a community health center (CHC) under section 330 of the PHS Act, a grantee under section 330(h) of the PHS Act (relating to homeless individuals), or a grantee under section 330(i) of the PHS Act (relating to residents of public housing);
- (3) has a shortage of personal health services, as determined under criteria issued by the Secretary under section 1861(aa) (2) of the Social Security Act (relating to rural health clinics); or
- (4) is designated by a State governor (in consultation with the medical community) as a shortage area or medically underserved community.

In keeping with the Congressional intent that eligible entities should not be limited to formally designated Health Professional Shortage Areas (HPSAs) and populations served by CHCs, MHCs, or homeless health centers, the list of types of practice sites that can be claimed under this provision has been expanded to include, but is not limited to the following:

- Community Health Centers (CHC)
- Migrant Health Centers (MHC)
- Health Care for the Homeless Grantees
- Public Housing Primary Care Grantees
- Rural Health Clinics, Federally designated
- National Health Service Corps (NHSC) Sites
- Indian Health Services (IHS) Sites
- Federally Qualified Health Centers
- Primary Medical Care Health Professional Shortage Areas (HPSAs)
- State or local Health Departments (regardless of sponsor - for example, local Health Departments that are funded by the State would qualify)
- Ambulatory practice sites designated by State Governors as serving medically underserved communities

**“Midwife”** is not a registered nurse, but may hold other professional designations as a health care provider such as a physician assistant or physical therapist. A midwife, without being a registered nurse, can become certified and licensed to practice in New York, New Jersey and Rhode Island.

**“National of the United States”** means an individual who owes his sole allegiance to the United States, including all U.S. citizens, and including some individuals who are not U.S. citizens. These individuals would include citizens of certain U.S. possessions such as the Commonwealth of Puerto Rico, the District of Columbia, the Commonwealth of the Northern Marian Islands, Guam, American Samoa, the Virgin Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

**“Nonprofit”** as applied to any school, agency, organization, or institution means one which is a corporation or association, or is owned and operated by one or more corporations or associations, no part of the net earnings of which inures, or may lawfully inure, to the benefit of any private shareholder or individual.

**“Nurse Administrator”** means a registered nurse who has successfully completed a master’s and/or doctoral degree program of study designed to prepare nurses for leadership positions in administration in a variety of health care systems.

**“Nurse Anesthetist”** means a registered nurse who has successfully completed a nurse anesthetist education program.

**“Nurse Educator”** means a registered nurse who is prepared through master’s and/or doctoral education in nursing to transfer knowledge about the science and art of nursing from the expert to the novice in a variety of academic, clinical and lay educational settings with attention to life-long learning needs of professional nursing students and advanced practice nurses and students. The nurse educator can be prepared in an area of advanced nursing practice.

**“Nurse-Midwife”** means a registered nurse educated in the two disciplines of nursing and midwifery that has successfully completed a nurse-midwifery education program accredited by Accreditation Commission on Midwifery Education (ACME) of the American College of Nurse-Midwives (ACNM). Following ACME certification, the nurse-midwife has ability to provide independent management of primary health care for women in the context of family-centered care focusing particularly on pregnancy, childbirth, the postpartum period, care of the newborn, and the family planning and gynecological needs of women within a health care system that provides for consultation, collaborative management or referral as indicated by the health status of the client. This ability includes the: assessment of the health status of women and infants, through health and medical history taking, physical examination, ordering, performing, supervising and interpreting diagnostic tests and making diagnoses; institution and provision of continuity of primary health care to women and referral to other health care providers as appropriate; prescription of pharmacological and non-pharmacological therapeutics, consistent with current standards of care; provision of instruction and counseling to individuals, families, and groups in the areas of promotion and maintenance of health and disease prevention by actively involving these individuals in the decision making and planning for their own health care; and collaboration with other health care providers and agencies to provide and coordinate services to individual women, children, and families.

**“Nurse Practitioner”** means a registered nurse who has successfully completed a Nurse Practitioner Program, as defined below, who can deliver primary and acute care services but may have a primary focus on either primary or acute care in a variety of settings, such as homes, ambulatory care facilities, long-term care facilities, and acute care facilities, using independent and interdependent decision making with direct accountability for clinical judgment. The health care services to be provided include: assessment of the health status of individuals and families through health and medical history taking, physical examination, ordering, performing, supervising, and interpreting diagnostic tests and making diagnoses; management of acute episodic and chronic illnesses; institution and provision of continuity of primary health care to individuals and families and referral to other health care providers when appropriate; prescription of treatments including pharmacological and non-pharmacological therapeutics, consistent with current standards of care; provision of instruction and counseling to individuals, families, and groups in the areas of promotion and maintenance of health and disease prevention, by actively involving these individuals in the decision making and planning for their own health care; and collaboration with other health care providers and agencies to provide, and where appropriate, coordinate services to individuals and families.

**“Nursing Center”** means an organization in which the client has direct access to professional nursing service. Nurses in these centers are responsible and accountable for diagnosing, treating, and promoting health and optimal functioning of the client. Overall center accountability remains with the nurse executive. Nursing centers are commonly referred to as nurse-managed clinics, community nursing centers, nursing clinics, or nursing practice arrangements.

**“Nursing Informatics”** "means a specialty that integrates nursing science, computer science, and information science to manage and communicate data, information, knowledge, and wisdom in nursing practice" (McGongile & Mastrian, 2012, p.579).

**“Nursing Practice Arrangement”** means a delivery system managed by a school of nursing and operated by faculty, students, and staff to increase access to primary health care for medically underserved communities and populations and to provide clinical practice sites for faculty and students.

**“Part-time Student”** means an individual enrolled in an advanced nursing education program, carrying less than the full-time credit load in a semester as determined by the institution.

**“Post-Master's Nursing Certificate Program”** means a formal, post-graduate program for Registered Nurses with master's degrees that awards a certificate and academic credit that is documented on a graduate transcript from the school for completion of the program of study as a Nurse Practitioner or Nurse-Midwife; or clinical nurse specialist, or other advanced level nursing program of study.

**“Preceptorship”** means a clinical learning experience in which the student is assigned to a faculty member or with oversight by program faculty to a designated preceptor who is a nurse practitioner or nurse-midwife or other health professional for specific aspects of the clinical learning experience. The preceptorship provides the student with practice experiences conducive to meeting the defined goals and objectives of the particular clinical course. The preceptor is

responsible for the daily teaching and assignment of individuals to be cared for, supervision, and participation in the evaluation of the nurse practitioner or nurse-midwifery student. The preceptor teaches, supervises, and evaluates the student and provides the student with an environment that permits observation, active participation, and management of primary health care. Before and during this preceptorship, the program faculty visit and assess the clinical learning sites and prepare the clinical faculty/preceptors for teaching their students.

**“Primary Care”** means the provision of integrated, accessible health care services by clinicians, including nurse practitioners and nurse-midwives, who are accountable for addressing a large majority of personal health care needs within their scopes of practice, developing a sustained partnership with clients, and practicing in the context of family and communities. Critical elements also include accountability of clinicians and systems for quality of care, consumer satisfaction, efficient use of resources, and ethical behavior. Clients have direct access to an appropriate source of care, which continues over time for a variety of problems and includes needs for preventive services. The Guidelines use “Primary Care” and “Primary Health Care” interchangeably. (Definition adapted from Barbara Starfield, *Primary Care Concept, Evaluation, and Policy*, Oxford University Press, New York, 1992 p. 4 and Institute of Medicine: Moila S. Donaldson, Karl D. Yordy, Kathleen N., and Neal A. Vanselow, Editors, *Committee on the Future of Primary Care, Division of Health Care Services, Primary Care: America's Health in a New Era, Summary*, National Academy Press, Washington, DC, 1996, p. 23.)

**“Primary Health Care”** means care which may be initiated by the client or provider in a variety of settings and which consists of a broad range of personal health care services including:

- (1) Promotion and maintenance of health;
- (2) Prevention of illness and disability;
- (3) Basic care during acute and chronic phases of illness;
- (4) Guidance and counseling of individuals and families;
- (5) Referral to other health care providers and community resources when appropriate; and
- (6) Nurse-midwifery services when appropriate.

In providing such services:

- (1) Physical, emotional, social, and economic status, as well as the cultural and environmental backgrounds of individuals, families and communities (where applicable) are considered;
- (2) The client is provided access to the health care system; and
- (3) A single provider or team of providers, along with the client, is responsible for the continuing coordination and management of all aspects of basic health services needed for individual and family care.

**“Professional Nurse”** means a registered nurse who has received initial nursing preparation from a diploma, associate degree, or collegiate school of nursing and who is currently licensed in a State to practice nursing.

**“Program”** means a combination of identified courses and other educational or training experiences at a specified academic level, the sum of which provides the required competencies to practice.

**“Program for the Education of Nurse Practitioners or Nurse-Midwives”** means a full-time educational program for registered nurses (irrespective of the type of school of nursing in which the nurses received their training) which meets the regulations and guidelines prescribed by the Secretary and which has as its objective the education of nurses who will, upon completion of their studies in such program, be qualified to effectively provide primary health care, including primary health care in homes and in ambulatory care facilities, long-term care facilities, where appropriate, and other health care institutions. If a generic or entry-level master’s program, the individual must be eligible for licensure as a registered nurse prior to or upon graduation.

**“Project”** means all proposed activities, including educational programs, specified or described in a grant application as approved for funding.

**“Public Health Nurse”** in the advanced education nursing program means a registered nurse who has successfully completed a master’s and/or doctoral degree program of study designed to prepare nurses for the practice of promoting and protecting the health of populations using knowledge from nursing, social, and public health sciences.

**“Public Health Nursing Practice”** means the systematic process by which:

- (1) The health and health care needs of a population are assessed in order to identify sub-populations, families, and individuals who would benefit from health promotion or who are at risk of illness, injury, disability, or premature death;
- (2) A plan for intervention is developed with the community to meet identified needs that takes into account available resources, the range of activities that contribute to health and the prevention of illness, injury, disability, and premature death;
- (3) The plan is implemented effectively, efficiently, and equitably;
- (4) Evaluations are conducted to determine the extent to which the interventions have an impact on the health status of individuals and the populations; and
- (5) The results of the process are used to influence and direct the current delivery of care, deployment of health resources, and the development of local, regional, State and national health policy and research to promote health and prevent disease.  
(APHA Public Health Nursing Section, 1996).

**“Quality Improvement”** means an organizational philosophy that seeks to meet client needs and expectations with the minimum of effort or rework or waste, by using a structured process that selectively identifies and improves all aspects of care and service on an ongoing basis.

**“Race”** according to standards for the classification of federal data on race and ethnicity from OMB, five minimum categories on race exist: American Indian or Alaska Native, Asian, Black or African-American, Native Hawaiian or Other Pacific Islander, and White. The minimum categories for data on race and ethnicity for Federal statistics, program administrative reporting, and civil rights compliance reporting are defined as follows:

- American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American. A person having origins in any of the Black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African-American.”
- Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Note: See “Ethnicity” for definitions of Hispanic or Latino ethnicity.

**“Racial and Ethnic Minority Group”** means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.

Minority/Minorities refer to individual(s) from a racial and ethnic minority group.

Underrepresented Minority/Minorities, with respect to a health profession, means racial and ethnic populations that are underrepresented in the health profession relative to the number of individuals who are members of the population involved. This includes Blacks or African-Americans, American Indians or Alaska Natives, Native Hawaiians or Other Pacific Islanders, Hispanics or Latinos, and certain Asian subpopulations (other than Chinese, Filipino, Japanese, Asian Indian, or Thai).

**“Registered Nurse”** means a person who has graduated from a school of nursing and is licensed to practice as a registered or professional nurse in a State.

**“Rural Area”** means an area other than a Metropolitan Statistical Area (MSA) as designated by the Office of Management and Budget (OMB) based on current census data. Census tracts in certain metropolitan areas may also be eligible if they are located at a significant distance from the major city in the Standard Metropolitan Area (SMA).

**“Rural Clinical Experience”** means a structured primary care clinical experience in any appropriate outpatient, home health, public health agency setting, nursing center or hospital located in a rural area.

**“Rural Health Facility”** means a hospital of less than 100 beds or other patient care facility located outside Office of Management and Budget (OMB) designated metropolitan areas. Census tracts in certain metropolitan areas may also be eligible if they are located at a significant distance from the major city in the Standard Metropolitan Area (SMA).

**“School of Nursing”** means a collegiate, associate degree, or diploma school of nursing, as defined in Section 801(2) of the PHS Act.

**“School of Public Health”** means a school which provides education leading to a graduate degree in public health and which is accredited by a recognized body or bodies approved for such purpose by the Secretary of Education.

**“Simulated learning”** includes the use of information and telecommunications technologies, including but not limited to mannequin-based and patient simulators, computer-based instructions, virtual simulation, interactive simulated case studies, advanced 3D graphics, e-Learning technology, informatics, telehealth, and other simulated or virtual methods to enhance nursing education and practice.

**“State”** means, for the purposes of Title VIII, the government of any of the several States of the United States, the Commonwealth of Puerto Rico, the District of Columbia, the Commonwealth of the Northern Mariana Islands, Guam, America Samoa, the Virgin Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, the Republic of Palau.

**“Telehealth”** means the use of electronic information and telecommunications technologies to support long-distance clinical health care, patient and professional health-related education, public health and health administration.

**“Telehealth Nursing”** means the use of telehealth/telemedicine technology to deliver nursing care and conduct nursing practice.” Telenursing, telehealth nursing, nursing telepractice are interchangeable. Telehealth nursing is not a specialty area in nursing. (definition from: [http://www.americantelemed.org/files/public/MemberGroups/Nursing/Fact\\_Sheet\\_FINAL.pdf](http://www.americantelemed.org/files/public/MemberGroups/Nursing/Fact_Sheet_FINAL.pdf))

**“Telemedicine”** means the use of electronic communication and information technologies to provide or support clinical care at a distance. Included in this definition are patient counseling, case management, and supervision/preceptorship of rural medical residents and health professions students when such supervising/precepting involves direct patient care.

## **IX. Tips for Writing a Strong Application**

HRSA has designed a technical assistance webpage to assist applicants in preparing applications. Resources include help with system registration, finding and applying for funding opportunities, writing strong applications, understanding the review process, and many other topics which applicants will find relevant. The website can be accessed online at: <http://www.hrsa.gov/grants/apply/index.html>.

A concise resource offering tips for writing proposals for HHS grants and cooperative agreements can be accessed online at: <http://dhhs.gov/asfr/ogapa/grantinformation/apptips.html>

In addition, BHPPr has developed a number of recorded webcasts with information that may assist you in preparing a competitive application. These webcasts can be accessed at: <http://bhpr.hrsa.gov/grants/technicalassistance/index.html>.

An ANE Technical Assistance Webinar for FY 2013 application cycle is scheduled for Thursday, December 13, 2012 at 1:00 pm ET. Technical Assistance will help prepare ANE applicants for the FY 2013 application submission process. The webinar will offer applicants an opportunity to ask questions pertaining to program requirements. For details regarding the webinar please check the Division of Nursing website at <http://bhpr.hrsa.gov/nursing/index.html>.

**APPENDIX A: PROJECT SYNOPSIS (Application Checklist) – Include as Attachment 1**

**Applicant Institution Name:** \_\_\_\_\_

**Project Director Name:** \_\_\_\_\_

**Section 811 – Advanced Nursing Education Grant Application (D09) HRSA-13-186**

The following synopsis of the proposed project will assist the Federal staff in identifying key components of the application. Please include as Attachment 1. **This is a required component of the application.** Place the Institution and Project Director names at the top right hand corner of this form. **Place an “X” in the appropriate box for each item.**

**Is the Advanced Education Nursing Role to be addressed included in the application (check which one):**

- |  |  |
|--|--|
| <input type="checkbox"/> Primary Care NP           | <input type="checkbox"/> Nurse Educator      |
| <input type="checkbox"/> Acute Care NP             | <input type="checkbox"/> Nurse Administrator |
| <input type="checkbox"/> Nurse Midwife             | <input type="checkbox"/> Nurse Informatics   |
| <input type="checkbox"/> Nurse Anesthetist         | <input type="checkbox"/> Public Health Nurse |
| <input type="checkbox"/> Clinical Nurse Specialist |  |

**Is the education program(s) clearly identified in the application (check which one):**

- |   |  |
|---|--|
| <input type="checkbox"/> RN-MSN               | <input type="checkbox"/> Post MSN-PhD                |
| <input type="checkbox"/> MSN                  | <input type="checkbox"/> Post BSN-DNP                |
| <input type="checkbox"/> Post MSN Certificate | <input type="checkbox"/> Post-BSN-PhD                |
| <input type="checkbox"/> Post MSN-DNP         | <input type="checkbox"/> Nurse-Midwifery Certificate |

**Does the application include interprofessional education? Yes  No**

**What other health profession will be involved in the Advanced Nursing Education Interprofessional project (unduplicated/ per year):**

Health Profession Student	Number
Year 1 _____	Year 1 _____
Year 2 _____	Year 2 _____
Year 3 _____	Year 3 _____

**Has a Chronic Care modality(s) (CCM) been clearly identified in the application: Yes   
No  N/A**

**Is the accreditation documentation (letter) from the national nursing agency (NLNAC, CCNE, COA, ACNM) included in the application? Yes  No**

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**APPENDIX B – Include as Attachment 2:**

<b>Advanced Nursing Education</b>
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**Rationale:** This data will provide the application reviewers with information regarding the proposed educational level, advanced nursing education role to be implemented along with the number of projected student enrollment and graduation based on the amount of funding that is requested by the applicant.

**Proposed Project Specific Advanced Nursing Education Program Data Table**

<b>Project Title</b>				
<b>Educational Level</b>				
<b>Advanced Education Nursing Role</b>				
<b>Nursing Specialty</b>				
<b>Special Emphasis Area</b>				
<b>Students</b>	Most Recent as of 10/15/20xx	Projected Year 01	Projected Year 02	Projected Year 03
<b>Continuing Enrolled Students</b>				
Full-Time				
Part-Time				
<b>Newly Enrolled Students</b>				
Full-Time				
Part-Time				
<b>Total Headcount</b>				
<b>Graduates</b>	<i>7/1/xx – 6/30/xx</i>	<b>Projected 01</b>	<b>Projected 02</b>	<b>Projected 03</b>

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**APPENDIX C – Include as Attachment 6:**

**Curriculum Information**

**Rationale:** This table will help the reviewers assess the curriculum/plan of study that the proposed project will administer to ensure that based on the specialty and role there are enough clinical and didactic hours for the students.

<b>Specialty:</b>				
<b>Course Title</b>	<b>Course Description</b>	<b>Semester/ quarter offered (fall, spring, summer)</b>	<b># of academic credits hours</b>	<b># of clinical and didactic hours (if applicable)</b>

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**APPENDIX D – Include as Attachment 5**

**Accreditation and Preference Data Tables**

**Accreditation:** As per the authorizing legislation, all nursing programs must be accredited by an agency recognized by the Department of Education. This table helps summarize accreditation documentation that must accompany the application.

**Accreditation Information**

<b>Education Program</b>	<b>Name of Nursing Accrediting Agency</b>	<b>Expiration Date</b>	<b>Date of Next Site Visit (if applicable)</b>

**Statutory Funding Preference:** In table below, select the preference described in the methodology section of the project narrative, and in the project abstract (See Section V of the application guidance).

**Statutory Funding Preference Information**

<b>Preference</b>	<b>Select Preference Requested</b>
Substantially benefit rural populations	
Substantially benefit underserved populations	
Help meet Public Health Nursing needs in state or local health departments	

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