

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

Bureau of Health Professions  
Public Health Traineeships

***Public Health Traineeships***

Announcement Type: New and Competing Continuation Applications  
Announcement Number: HRSA-12-005

**Catalog of Federal Domestic Assistance (CFDA) No. 93.964**

**FUNDING OPPORTUNITY ANNOUNCEMENT**

Fiscal Year 2012

**Application Due Date: *March 5, 2012***

***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.***

**Release Date: *December 21, 2011*  
Issuance Date: *December 22, 2011***

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Authority: Public Health Service Act, Title VII, Section 767, (42 U.S.C. 295b)

## Executive Summary

### Public Health Traineeship Grant Program

The purpose of the Public Health Traineeship (PHT) program is to provide grants to accredited schools of public health and to other public or nonprofit private institutions accredited for the provision of graduate or specialized training in public health for the purpose of assisting such schools and institutions in providing traineeships to eligible individuals. The PHT program is authorized by Section 767 of the Public Health Service (PHS) Act as amended, (42 U.S.C. 295b).

Participant eligibility is limited to students pursuing a graduate degree in:

- (1) Educational fields cited in section 767(b)(3) of the PHS Act as having a severe shortage of health professionals, e.g., epidemiology, environmental health, toxicology, nutrition, biostatistics, and maternal and child health. (Applicants are encouraged to address one or more of these fields); and
- (2) Other educational fields/professions cited in 765(e)(2) for which the applicant can:
  - (a) justify a severe shortage in the geographic/service area to the satisfaction of the technical reviewers; and
  - (b) demonstrate that such shortage would be lessened by supporting a trainee in the cited field/profession.

Traineeships awarded under this grant shall provide for tuition, fees, and such stipends and allowances (including travel and subsistence expenses and dependency allowances) for eligible trainees to support individuals pursuing a course of study in a health professions field in which there is a severe shortage.

Distribution of grant funds is based on a formula. The award formula is the number of eligible full-time and full-time equivalent graduate students enrolled in targeted severe shortage occupations and other eligible students divided by the total enrollment of eligible students having approved applications. The formula is calculated by following the subsequent steps: (1) Count students classified by the institution as full-time only once even if they are enrolled for more than the number of credit hours specified by the institution for full-time classification. (2) Report the number of credit hours in which eligible part-time students are enrolled. (3) Calculate the number of eligible full-time equivalent (FTE) students by dividing the total for column two by nine (see page 18 for further details). If this calculation results in a remainder of five or higher, round up to the next higher number.

Technical assistance calls related to the application process for the Public Health Traineeship program will be held on January 12, 2012 from 11:00 AM - 12:00 Noon (EST) and January 18, 2011 from 2:00 PM - 3:00 PM (EST). All calls will be recorded and will be available through the application deadline.

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# **I. Funding Opportunity Description**

## **1. Purpose**

The purpose of the Public Health Traineeship (PHT) Program is to support students pursuing a graduate degree in fields with severe shortages of health professionals, such as epidemiology, environmental health, toxicology, nutrition, biostatistics, and maternal and child health through the provision of tuition, fees, stipends and allowances. Section 767 of the Public Health Service (PHS) Act as amended, authorizes the Secretary to make grants to accredited schools of public health, and to other public or nonprofit private institutions accredited for the provision of graduate or specialized training in public health to provide such traineeships.

Public Health Traineeships are provided by participating accredited schools of public health, and/or other public or nonprofit private entities accredited by the nationally recognized Council on Education for Public Health (CEPH) to individuals pursuing a course of study in a health professions field in which there is a severe shortage of health professionals. A new school or program that, by reason of an insufficient period of operation is not at the time of application for a grant or contract under this title eligible for accreditation by such a recognized body, shall be deemed accredited for purposes of this title if the Secretary of Education finds, after consultation with the appropriate accreditation body, that there is reasonable assurance that the school/program will meet the accreditation standards of such body prior to the beginning of the academic year following the normal graduation date of the first entering class in such school or program.

## **2. Background**

During academic year 2010 - 2011, the 30 funded PHT programs provided tuition, fees, and allowances to approximately 388 enrollees in 21 States and Puerto Rico. In 2011, approximately 113 graduates received some form of financial support as a result of participating at a PHT supported training site. The PHT Program has provided financial support for trainees in both master's and doctoral level public health programs.

The PHT Program is located within the Division of Public Health and Interdisciplinary Programs within the Bureau of Health Professions (BHPr) in the Health Resources and Services Administration (HRSA), an agency within the U.S. Department of Health and Human Services. The program is aligned with the goals of HRSA and BHPr in aiming to improve the health status of the population by providing a culturally competent, highly trained workforce, (<http://www.hrsa.gov/about/index.html>).

The BHPr oversees several programs that provide financial support to students in health professions programs and continuing education to current health professionals, and foster the development of curricula that promote quality health care. Together, the programs in BHPr work to achieve four key goals:

- (1) Eliminate health barriers by creating the appropriate supply, diversity, composition and distribution of the health professions workforce,
- (2) Eliminate health disparities by making available a full range of health care skills and services to populations bearing a disproportionate share of disease and disability,
- (3) Assure quality of care by improving the knowledge, skills, competencies and outcomes of

health professions workforce, and

(4) Improve public health and health care systems by creating an infrastructure to support an efficient and effective health professions workforce. Additional information about BHPPr and its programs is available at <http://bhpr.hrsa.gov/>.

## II. Award Information

### 1. Type of Award

Funding will be provided in the form of a grant. The distribution of funds appropriated for the PHT is based on a formula.

#### Award Formula

The award formula is the proportion of eligible full-time and full-time equivalent graduate students enrolled in targeted severe shortage occupations and other eligible students, to the total enrollment of eligible students having approved applications.

- (1) Count students classified by the institution as full-time only once even if they are enrolled for more than the number of credit hours specified by the institution for full-time classification.
- (2) Report the number of **credit hours** in which eligible part-time students are enrolled.
- (3) Calculate the number of eligible **full-time equivalent** (FTE) students by dividing the total for line two by nine. If this calculation results in a remainder of five or more, round up to the next higher number. Do not calculate FTEs by discipline.
- (4) Display the results of these calculations exactly as shown in the following example:

Number of full-time students	200
Total credit hours of part-time students <u>=1,000 divided by 9 = 111.1 FTE</u>	<u>111</u>
<b>TOTAL ENROLLMENT IN GRANT ELIGIBLE FIELDS</b>	<b>311</b>

If you have questions about the formula or other terms used in the application, please refer to section **VIII. Other Information** which lists the definitions applicable to this grant program.

### 2. Summary of Funding

This program will provide funding during federal fiscal years 2012 - 2014. Approximately \$1.5 million is expected to be available annually to fund an estimated 30 grantees. The project period is three (3) years. Funding beyond the first year is dependent on the availability of appropriated funds for the PHT 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

Any accredited school of public health and/or other public or nonprofit private entities accredited by the Council on Education for Public Health (CEPH), and other public or nonprofit private institutions accredited by a body recognized for the purpose of providing graduate or specialized training in public health by the Secretary of the United States Department of Education, is eligible to apply for a PHT grant.

#### 2. Cost Sharing/Matching

Cost Sharing/Matching is not required for the PHT program.

#### 3. Other Eligibility Information

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

#### **Beneficiary Eligibility - Students:**

An individual receiving financial assistance through this program must be a citizen or non-citizen national of the United States (U.S.) or must have been lawfully admitted for permanent residence (i.e., in possession of a currently valid Alien Registration Receipt Card I-551, or some other legal verification of such status) at the time of the appointment. That is, the awards will only be given to trainees who are citizens or a non-citizen national of the U.S. or have been lawfully admitted for permanent residence at the time of award of traineeship. A non-citizen national is a person who, although not a citizen of the United States, owes permanent allegiance to the U.S. They generally are individuals born in the U.S. outlying possessions (American Samoa and Swains Island). Individuals on temporary or student visas are not eligible to receive stipends under this grant program.

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.

### 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 robust 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 your 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. Your email must include 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 (GRANTXXXX) assigned to your submission along with a copy of the "Rejected with Errors" notification you received from Grants.gov. **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.

Note: Central Contractor Registration (CCR) information must be updated at least every 12 months to remain active (for both grantees and sub-recipients). As of August 9, 2011, Grants.gov began rejecting submissions from applicants with expired CCR registrations. Although active CCR registration at time of submission is not a new requirement, this systematic enforcement will likely catch some applicants off guard. According to the CCR Website it can take 24 hours or more for updates to take effect, so ***check for active registration well before your grant deadline.***

An applicant can view their CCR Registration Status by visiting <http://www.bpn.gov/CCRSearch/Search.aspx> and searching by their organization's DUNS. The [CCR Website](#) provides user guides, renewal screen shots, FAQs and other resources you may find helpful.

Applicants that fail to allow ample time to complete registration with CCR and/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/userguide.htm>. 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 the SF-424 R&R Short Form. The forms contain additional general information and instructions for applications, proposal narratives, and budgets. The forms and instructions may be obtained from the following site 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 Standard Form 424 Research and Related (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, or a total file size of 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. **We strongly urge you to print your 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 Short Application Kit – 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.
Project/Performance Site Locations(s)	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 the SF-424 Performance Site Location(s) form. Single document with all additional site locations.	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. Complete if applicable.
Other Attachments Form	Form	Supports up to 15 numbered attachments. This form only contains the attachment list.	Not counted in the page limit.
Attachments 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.
Other Attachments	Attachment	Can be uploaded in SF-424 R&R Other Project Information form, Box 12. Supports multiple.	Not applicable to HRSA; do not use.

-  **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.
-  Limit the file attachment name to under 50 characters. Do not use any special characters (e.g., %, /, #) or spacing in the file name or word separation. (The exception is the underscore ( \_ ) character.) Your attachment will be rejected by Grants.gov if you use special characters or attachment names greater than 50 characters.

Attachment Number	Attachment Description (Program Guidelines)
Attachment 1	Tables, Charts, etc. To give further details about the proposal. Merge similar documents into a single document.
Attachment 2	Job Descriptions for Key Personnel. Keep each to one page in length as much as is possible. Merge similar documents into a single document. Include Biographical Sketch for the Project Director.
Attachment 3	Letters of Agreement and/or Description(s) of Proposed/Existing Contracts (project specific). Merge similar documents into a single document.
Attachment 4	Project Organizational Chart
Attachment 5	Public Health Traineeship Trainees Supported with FY 2011 Funds (for competing continuations only)
Attachment 6	Student Eligibility For Grant Support Document (Appendix C)
Attachment 7	Documentation of institution/program accreditation status
Attachment 8	Summary Progress Report/Accomplishment Summary (for competing continuations only)
Attachment 9	Institution Diversity Statement
Attachment 10	Maintenance of Effort information
Attachment 11	Other relevant documents, including letters of support

## **Application Format**

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

Complete Application SF-424 R&R Short Form provided with the application package. Prepare according to instructions provided in the form itself. For information pertaining to the Catalog of Federal Domestic Assistance, the CFDA Number is 93.964.

### **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 form 424 R&R – 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 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 Central Contractor Registration (CCR) in order to do electronic business with the Federal Government. CCR 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 your CCR registration is active and your Marketing Partner ID Number (MPIN) is current. Information about registering with the CCR can be found at <http://www.ccr.gov>.

### **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**

The PHT grants are based on a formula used to determine the total grant award, and do not require submission of a formal budget. Traineeships awarded under this grant shall provide for tuition, fees, stipends and allowances (including travel and subsistence expenses and dependency allowances for eligible trainees).

### **iv. Budget Justification**

The PHT program does not require a formal budget justification. This is a formula-based grant.

### **Budget for Multi-Year Award**

This announcement is inviting applications for project periods up to three (3) years. Awards, on a competitive basis, will be for a one-year budget period; although the project period may be for up to three (3) 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.

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

Applicants must provide job descriptions for key personnel, as well as a Biographical Sketch for the Project Director that will be assigned to the project. Include as Attachment 2.

**vi. *Assurances***

Complete Application Form SF-424 424B Assurances – 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. 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 11**.

**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:

- 1) A four or five sentence project summary;
- 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.

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

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.

Use the following section headers for the Narrative:

### **a. Introduction**

Provide a clear, concise statement of the purpose and major objectives of the proposed grant. Indicate which severe shortage fields you propose to target for student support. Indicate the costs per student (e.g., in and out-of-state tuition, expenses, and the institutional policy regarding stipends and other allowable costs).

Relate the request to secondary effects, if any, of receiving support, e.g., ability to increase applicant pool and recruit students-especially disadvantaged/minority students; improve capability for faculty and agency exchange programs; increase breadth/depth of student education in targeted occupations due to continuity of study; increase in-field training experiences; improve linkages with local and state health departments in severe shortage areas or in areas with specific public health problems; increase outreach and linkage to other public health occupations' education program, etc.

### **b. Needs Assessment**

No justification is required for severe shortage fields mandated by section 767(b)(3). These fields include: epidemiology, biostatistics, environmental health, toxicology, public health nutrition, and maternal child health.

Requests for traineeship support in any field not explicitly identified in section 765(b)(3) must be documented as described below. Quantitative or qualitative evidence of severe shortage may be obtained by various means including, but not limited to, special surveys and studies, syntheses of existing studies, and anecdote. Follow-up studies of program graduates, interviews with key employers, and focus group meetings are suggested.

Briefly summarize the following:

- The educational field and geographic service area for which “severe shortage” designation is sought;
- The unmet staffing needs of state and local health departments, community/migrant health centers, managed care organizations, community-based organizations, and other employers as evidenced by: (1) vacancies that cannot be filled because of an absence of qualified applicants; (2) special salary rates and sign-on bonuses in specified occupations; and (3) intensified recruitment efforts by employers; and
- How traineeship support in the designated field would alleviate the shortage.

### **c. Methodology**

Describe and provide specific information on methodologies for evaluating the use of grant funds, the program, students and faculty.

- Student Recruitment and Placement (Employment)

Provide a brief description of recruitment methods, strategies, and techniques the institution will use or will develop to attract students into shortage fields/categories be provided. Include specific information on recruiting and retaining students from minority and disadvantaged populations by providing the number of applicants and students by race and ethnicity. Describe strategies the institution employs to place graduating students in state and local health departments, community and migrant health centers, and other public health organizations. Provide supporting data on recent graduates with examples of employment settings.

### **d. Work Plan**

Describe briefly the graduate education program for each severe shortage field for which you are applying. Provide the following information: (1) admission standards including criteria and selection process; (2) academic requirements for a graduate degree including specific courses with a brief description and credit hours (list courses and summarize course descriptions in a tabular format); (3) required practicum/field training or other integrative experiences; (4) description of current and proposed affiliation agreements with public health service agencies and any related “classrooms without walls” or geopolitical boundaries; (5) current and planned enrollment for the next three years for each non-mandated severe shortage field; and (6) other pertinent information related to the graduate academic programs in the institution, e.g., which educational tracks CEPH has approved.

### **e. Resolution of Challenges**

Discuss challenges that are likely to be encountered in designing and implementing the activities described in the Work Plan, and approaches that will be used to resolve such challenges.

### **f. Organizational Information**

Provide a brief overview of the institution’s educational programs, including evidence of school and/or program accreditation by the CEPH, admission requirements, and requirements for graduation and academic/professional degrees offered. Provide: (1) evidence of eligibility for this grant program; (2) general information about the variety of programs being offered in the school; and (3) organization charts.

- Faculty

Using a tabular format, identify the principal faculty (full-time, part-time, and/or adjunct) for each severe shortage field for which grant support is sought. Summarize education and work experience. Do not include complete curriculum vitae for faculty.

- Institutional and Financial Resources

Provide summary data on institutional and other financial resources, such as faculty, teaching facilities, library resources, and laboratories made available to support public health education and training programs, especially for severe shortage occupations.

- Self-sufficiency

Describe institutional commitment to the project. Discuss plans for continuance after Federal funding terminates.

#### **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: Tables, Charts, etc.*

To give further details about the proposal (e.g., GANTT or PERT charts, flow charts, etc.)

##### *Attachment 2: Job Descriptions for Key Personnel, and Biographical Sketch for the Project Director.*

Keep each job description to one page in length as much as is possible.

##### *Attachment 3: Letters of Agreement 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. Letters of agreements must be dated.

##### *Attachment 4: Project Organizational Chart*

Provide a one-page figure that depicts the organizational structure of the project, including subcontractors and other significant collaborators.

##### *Attachment 5: Public Health Traineeship Trainees Supported with FY 2011 funds (for competing continuations only).*

Provide a summary of trainees supported with FY 2011 funds.

- List each trainee supported with FY 11 funds, by area of specialization, with sub-totals for each area. Trainees supported should be given a number. Do not provide names, social security numbers, or other identifying information. Support should only be provided for trainees in mandated disciplines and other disciplines justified and approved in the original application.
- Indicate race/ethnicity of each trainee using the following: B=Black/African American, H=Hispanic, AI=American Indian, AN-Alaskan Native, AS-Asian American/Pacific islander, W=non-Hispanic Caucasian American.
- Identify trainees as either full-time (FT) or part-time (PT).

- Identify the degree which the graduate trainee is currently pursuing, e.g., MPH, MSPH, DrPH, PhD, DrSc, etc.
- Identify the specific dates for which the trainee has been awarded traineeship support.
- Provide specific amounts awarded to each trainee for stipend, tuition/fees, travel/transportation. Part-time trainees are not eligible to receive stipends, but may receive tuition and fees.
- Total amount should not exceed the amount awarded for traineeships. The person who compiles this information should provide the date of compilation, their name, telephone number and e-mail address.

*Attachment 6: Student Eligibility for Grant Support Document*

Provide information/data on the number of students eligible for grant support. Include information on the number of full time students, the number of credit hours of part time students, and total enrollment in grant eligible fields. See Section II.1 for more information.

*Attachment 7: Include documentation of the accreditation status of the school/program by professionally recognized accreditation group(s).*

*Attachment 8: Summary Progress Report*

**ACCOMPLISHMENT SUMMARY (FOR COMPETING CONTINUATIONS ONLY)**

All currently funded awardees must include a brief (three page maximum) accomplishment summary as Attachment 8. A well planned accomplishment summary can be of great value by providing a record of accomplishments. It is an important source of material for HRSA in preparing annual reports, planning programs, and communicating program specific accomplishments. The accomplishments of competing continuation applicants are carefully considered during the review process; therefore, applicants are advised to include previously stated goals and objectives in their application and emphasize the progress made in attaining these goals and objectives.

The Accomplishment Summary is for the purpose of peer review only and does not replace the need for currently funded grantees to submit their annual progress report.

The accomplishment summary should be a brief presentation of the accomplishments, in relation to the objectives of the training program during the current project period. The report should include:

- (1) The period covered (dates).
- (2) Specific Objectives - Briefly summarize the specific objectives of the project as actually funded. Because of peer review recommendations and/or budgetary modifications made by the awarding unit, these objectives may differ in scope from those stated in the competing application.
- (3) Results- Describe the program activities conducted for each objective. Include both positive and negative results or technical problems that may be important.

*Attachment 9: Institution Diversity Statement*

- 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 10: Maintenance of Effort Information*

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

**NON-FEDERAL EXPENDITURE**

FY 2011 (Actual)	FY 2012 (Estimated)
<p>Actual FY 2011 non-Federal funds, including in-kind, expended for activities proposed in the application. If proposed activities are not currently funded by the institution, enter \$0.</p> <p>Amount: \$ _____</p>	<p>Estimated FY 2012 non-Federal funds, including in-kind, designated for activities proposed in the application.</p> <p>Amount: \$ _____</p>

*Attachment 11: Other Relevant Documents*

Include here any other documents that are relevant to the application, including letters of commitment, partnership, etc. These letters must be dated.

**3. Submission Dates and Times**

**Application Due Date**

The due date for applications under this funding opportunity announcement is *March 5, 2012 at 8:00 P.M. ET*. Applications completed online are considered formally submitted when the application has been successfully transmitted electronically 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 time.

**Receipt acknowledgement:** Upon receipt of an application, Grants.gov will send a series of email messages advising you of the progress of your application through the system. The first will confirm receipt in the system; the second will indicate whether the application has been successfully validated or has been rejected due to errors; the third will be sent when the application has been successfully downloaded at HRSA; and 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 that do not meet the criteria above are considered late applications and will not be considered in the current competition.

**4. Intergovernmental Review**

The Public Health Traineeship Program is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR 100.

**5. Funding Restrictions**

Awards to support projects beyond the first budget year will be contingent upon availability of appropriated funds, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

The following describe traineeship restrictions:

- Grant funds may be used only to support students enrolled in grant-eligible graduate programs or in specialized training in public health for severe shortage public health professions.
- Students pursuing joint degrees such as the MPH/MD, MPH/MSN, MPH/MSA, etc., are eligible for traineeship support for courses and other expenses related to the completion of their public health degree only. Funding may not be sought for courses or other expenses related to their non-public health degree curriculum. *Funding may not be used to support residency requirements.*
- Traineeship expenditures are limited to payment of stipends, tuition and fees in accordance with the institution's established rates, and a transportation allowance on an individual trainee basis.
- Grantees may not spend grant funds for sectarian instruction or for any religious purpose.
- Use of traineeship funds for indirect cost (overhead) of the training institution is not authorized.
- Appointment of Trainees - A student may be appointed as a trainee at any time between the beginning and ending dates of the budget period specified on the Notice of Award (NoA). Training for which the student receives a traineeship must begin during the budget period. The training period during which the student receives support may extend beyond the end of the budget period, but may not exceed 12 months in duration.
- Traineeships must be for a full academic year. An appointment for less than a full academic year may be made only when the student will complete the program of study

at the termination of the appointment or when joint degree programs require enrollment at another unit of the grantee institution for part of the academic year.

- A traineeship begins on the first day of required attendance and terminates on the last day of required attendance, the date of graduation, or the date of completion of required field training, whichever is applicable. Separate traineeships must be awarded for each year of training. **No trainee may be appointed more than once in any given budget period.** The grantee is responsible for completing and maintaining a record of appointment on each trainee awarded a traineeship under this grant.
- The grantee must require each trainee to complete a **Statement of Appointment** by the beginning of the training period, or as soon as possible if the trainee receives notice after the training period has begun. The Program Director must sign the statement on behalf of the grantee, and the original copy of the statement must be retained by the grantee to be available for program review and financial audit. The grantee must also send a copy of the statement to the Secretary upon request. The grantee must require full-time trainees to sign a statement that they will not undertake employment during their traineeship which would interfere with their ability to satisfactorily complete the training program in a timely fashion.
- Support of Field Training/Practicum - For purposes of this program, a period of field training may be supported only when such training is an officially required part of the trainee's program of study. It is expected that such field training requirements will be reflected in the school's official publications and the trainee's completion will be a prerequisite for receiving any degree or certificate granted. Support of periods of field training longer than four (4) months requires prior approval.
- Supplementation - Supplementation refers to the provision of funds to a trainee in addition to the stipend amount provide by PHS training grant and fellowship awards.
  - 1) Institutions may supplement stipends as necessary from institutional resources. However, no supplementation may be provided from federal funds unless specifically authorized by the terms of the program from which such supplemental funds are received. This policy is not intended to discourage in any way the use of federal educational loan funds. Also, assistance under the Veteran's Readjustment Benefits Act (G.I. Bill) is not considered supplementation.
  - 2) Institutional requirements must be designed to avoid the imposition of service requirements, which detract from or prolong the academic program.
  - 3) Institutions will be expected to formalize policies governing the use of supplementation. These policies must contain guidelines setting forth circumstances under which supplementation will be provided and must be supported by procedures designed to ensure the guidelines are consistently applied to all individuals in a similar status regardless of the source of funds. Institutions will be expected to maintain such reasonable documentation as may be required to enable government auditors, project managers or other individuals who may be reviewing practices at institutions to determine that such practices conform to established policies.

- Tuition and Fees - The currently published tuition and fees of the institution may be charged to the grant. (See HHS Grants Policy Statement at <ftp://ftp.hrsa.gov/grants/hhsgrantspolicystatement.pdf>.)
- No allowance may be paid for deposits, books, instruments, breakage fees, fee applied to the retirement of bonds on buildings, or any other expenditure, which the Secretary may specify.
- Transportation Allowances –
  - 1) Travel to the Training Institution - The cost of a trainee’s travel from his/her residence to the training institution is not allowable except in cases of extreme need or hardship. In such cases, a one-way travel allowance, at the lesser of the institution’s formal travel policy or the applicable government mileage rate (effective January 1, 2011 = \$0.51 cents per mile) may be authorized after review of the material submitted by the institution documenting the need for an individual to receive a travel allowance.
  - 2) Travel During the Training Period - When a period of required field training is arranged at a site beyond reasonable commuting distance and it is necessary for the trainee to establish a new residence, a transportation allowance not to exceed the applicable government mileage rate per mile may be provided for travel to that site. An allowance also may be provided for return to the training institution if the trainee is required to return in order to complete the program of study. It is the responsibility of the Program Director to select field-training sites as close as possible to the training institution. In addition to the regular stipend, an allowance may also be provided for necessary travel within the field training area, but such allowances cannot be provided for daily commuting from the new place of residence to the field training headquarters, or for food, lodging, tools, parking fees, etc.
  - 3) Travel to Conduct Research - When it is necessary for a trainee to travel to conduct research to meet dissertation requirements, the institution may provide an allowance not to exceed the applicable government mileage rate.
- Termination of Traineeships - Traineeships must be terminated by the institution. The HRSA Grants Management Officer must be notified at the time of termination if a trainee fails to meet the institution’s scholastic standards, is unable to carry out the purpose of the traineeship or withdraws from the institution prior to the scheduled termination date.
- Employment of Full-Time Trainees - Full-time trainees are expected to devote their energies to their education and should not undertake any employment that would interfere with their ability to carry out the programs for which their traineeships were awarded. Trainees may not be required to perform any work that is not an integral part of their training program and required of all program students. A trainee may not be required, as a condition of supplementation, to perform services that detract from or prolong the program for which the traineeship was awarded.

- Vacations and Leave - Trainees in academic institutions are entitled to the normal student holidays observed by their training institutions, including the normal breaks between consecutive school terms. Students not engaged in required program training between the spring and fall terms are not eligible to receive support during that period. Trainees engaged in field placements are entitled to the normal holiday schedule applicable to all trainees and employees at the placement site.
- Stipends – The PHT program provides tuition and fees and stipends and allowances (including travel and subsistence expenses and dependency allowances) to trainees. A stipend is provided as a subsistence allowance to help trainees defray living expenses during the training experience. Stipends must be paid to all trainees at the levels approved by the Secretary of the Department of Health and Human Services. Trainee stipend levels for Health Resources and Services Administration’s training grantees were last updated on April 25, 2011, and posted at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-067.html>.
  - 1) Pre-doctoral – The maximum stipend for each full-time pre-doctoral trainee under these grants shall be \$21,600 per year.
  - 2) Post-doctoral - Stipend ceilings for each full-time post-doctoral trainee appointed under these grants are as follows:

<b>Years of Relevant Experience</b>	<b>Amount</b>
0	\$38,496
1	\$40,548
2	\$43,476
3	\$45,192
4	\$46,884
5	\$48,900
6	\$50,832
7 or more	\$53,112

Stipend Levels for FY12 have not been determined. Use FY11 Stipend Levels for applications submitted until the new stipend policy is announced.

The training institution may not alter established stipend levels. Further, stipend amounts are not to be changed in the middle of an appointment period. Stipends may be adjusted only at the time of appointment or reappointment. Finally, stipends must be based on the levels established for the current fiscal year of the grant.

Trainees receiving support under these grants may not receive concurrent support from any other federal source except educational assistance under the Veterans Readjustment Benefits Act. Part-time trainees are not authorized to receive stipends, but may receive tuition and fees. Loans from federal funds are not included in this restriction.

## 6. Other Submission Requirements

As stated in Section IV.1, except in very 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 register** in Grants.gov and become 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 successfully register 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 Central Contractor Registration (CCR)
- Identify the organization's E-Business Point of Contact (E-Biz POC)
- Confirm the organization's CCR "Marketing Partner ID Number (M-PIN)" password
- Register and approve 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, you are urged to submit your application in advance of the deadline. If your application is rejected by Grants.gov due to errors, you must correct the application and resubmit it 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 application due date as the final and only acceptable submission of any competing application submitted to Grants.gov.**

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

## **V. Application Review Information**

### **1. Review Criteria**

The Public Health Traineeship Program does not have specific review criteria. This is a formula-based award.

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

The Bureau of Health Professions, Division of Public Health and Interdisciplinary Education staff is responsible for the review of each application for eligibility including accreditation status; qualifications of the project director; and completeness, accuracy and compliance with the requirements outlined in this funding opportunity announcement. Applications will also be reviewed within HRSA by grants management officials (business and financial review) for content and response to the application requirements.

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

It is anticipated that awards will be announced prior to the start date of July 1, 2012.

## **VI. Award Administration Information**

### **1. Award Notices**

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 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, the NoA is sent to the applicant's Authorized Organization Representative, and reflects the only authorizing document. It will be sent prior to the start date of July 1, 2012.

### **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).

### **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.html>. If you are unable to access this link, please contact the Grants Management Specialist identified in this funding opportunity to obtain a copy of the Term.

### **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 103-227, 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 (BHPR) 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, BHPR adopted Diversity Guiding Principles to facilitate diversity in the health professions workforce.

### **BHPR Diversity Guiding Principles:**

- Health professions training programs recruit, train, and retain a workforce that is reflective of the diversity of the nation.
- Health professions training programs address all levels of the health workforce from pre-professional to professional.

- Health professions training programs recognize that learning is life-long and should be supported by a continuum of educational opportunities.
- Training programs 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.
- Health professions training programs recognize that bringing people of diverse backgrounds and experiences together facilitates innovative strategic practices that enhance the health of all people.

To the extent possible, program grant activities should strive to support the guiding principles identified by BHPR to increase diversity in the health professions workforce.

### **HEALTHY PEOPLE 2020**

Healthy People 2020 is a national initiative led by HHS that sets priorities for all HRSA programs. The initiative has 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 42 topic areas, 39 of which contain 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 <http://www.dpm.psc.gov> for additional information.

#### **c. Status Reports**

1) **Federal Financial Report.** The Federal Financial Report (SF-425) is required within 90 days of the end of each budget period. 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. Submission and HRSA approval of your Progress Report(s) triggers the budget period renewal and release of subsequent year funds. This 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 the award notice.

3) **The BHP<sub>r</sub> Performance Report.** All BHP<sub>r</sub> awardees are required to submit a performance report to HRSA on an annual basis. They are due in August each year and must be submitted on-line by awardees in the Electronic Handbooks system at <https://grants.hrsa.gov/webexternal/home.asp>. The *BHP<sub>r</sub> Performance Report for Grants and Cooperative Agreements* is designed to provide the Bureau of Health Professions (BHP<sub>r</sub>) with information about grantee activities. As such, it is an important management tool, contributing to data BHP<sub>r</sub> uses to report success achieving programmatic and crosscutting goals and in setting new goals for the future. The report also gives program officers information that helps them provide technical assistance to individual projects.

The *BHPr Performance Report for Grants and Cooperative Agreements* contains two components, as follows:

- Part I - Program-Specific Information: Collects data on activities specific to your project.
- Part II – Core Measures Information: Collects data on overall project performance related to the BHPr’s strategic goals, objectives, outcomes and indicators. The purpose is to incorporate accountability and measurable outcomes into BHPr’s programs, and to develop a framework that encourages quality improvement in its programs and projects.

All applicants are required to submit their report online using the Electronic Handbooks (EHBs). More information about the Performance Report can be found at <http://bhpr.hrsa.gov/grants/reporting/index.html>.

4) All BHPr grantees are required to submit a final report **within 90 days after the project period ends**. The Final Report must be submitted on-line by grantees 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 (BHPr) with information required to close out a grant after completion of project activities. As such, every grantee is required to submit a final report after 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 BHPr a copy of their final evaluation report.

**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 (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:

Nandini Assar, Program Analyst  
HRSA Division of Grants Management Operations, OFAM  
Parklawn Building, Room 11A-02  
5600 Fishers Lane  
Rockville, MD 20857  
Telephone: (301) 443-4920  
Fax: (301) 443-6343  
Email: [nassar@hrsa.gov](mailto:nassar@hrsa.gov)

Additional information related to the overall program issues and/or technical assistance regarding this funding announcement may be obtained by contacting:

Marian Ladipo, Public Health Analyst, Public Health Branch  
Division of Public Health and Interdisciplinary Education  
Attn: Public Health Traineeship Program  
BHPr, HRSA  
Parklawn Building, Room 9C-26  
5600 Fishers Lane  
Rockville, MD 20857  
Telephone: (301) 443-7756  
Fax: (301) 443-0157  
Email: [mladipo@hrsa.gov](mailto:mladipo@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 Grants.gov 24 hours a day, seven days a week, excluding federal holidays at:

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

## **VIII. Other Information**

### **Technical Assistance Calls**

The program staff will host two technical assistance calls for potential applicants. The first call is scheduled for Thursday, January 12, 2012 from 11:00 AM - 12:00 Noon (EST). The toll free number is 888-982-4692, Passcode 2160256. The second call is scheduled for Wednesday January 18, 2012 from 2:00 PM - 3:00 PM(EST). The toll free number is 888-982-4692,

Passcode 2160256. For those unable to make either of these calls, they will be recorded and available for review through the application deadline by calling 888-296-6944 or 800-462-2086. Technical assistance is also available from the program and grants management contact.

## **Program Definitions**

### **(1) Accredited**

When applied to (1) a “School of Public Health” means a school or program accredited by the Council on Education for Public Health (CEPH), the body approved for this purpose by the Secretary of Education; (2) “other public or nonprofit private institution” means a program accredited by a body or bodies, recognized for this purpose by the Secretary of Education. A new school or program that, by reason of an insufficient period of operation, is not at the time of application for a grant or contract under this title, eligible for accreditation by such a recognized body, shall be deemed accredited for purposes of this title, if the Secretary of Education finds, after consultation with the appropriate accreditation body, that there is reasonable assurance that the school/program will meet the accreditation standards of such body prior to the beginning of the academic year following the normal graduation date of the first entering class in such school or program. For additional information on CEPH accreditation criteria for schools of public health and public health programs, please go to: [http://www.ceph.org/pg\\_accreditation\\_criteria.htm](http://www.ceph.org/pg_accreditation_criteria.htm). “Act” means the Public Health Service Act, as amended.

### **(2) Biostatistics**

A graduate program which has as its major emphasis the preparation of graduates for the application of statistical principles, techniques and methods to the identification and solution of health problems and the provision of health services, and does not include preparation of individuals in research bio-statistics (e.g., pharmaceutical areas such as drugs, medication, dosage determination).

### **(3) Budget Period**

The interval of time (usually 12 months) into which the project period is divided for budgetary and funding purposes.

### **(4) Environmental Health**

A graduate program which has as its major emphasis the preparation of graduates for practice or policy development roles in the definition and solution of environmental or occupational health problems and the management of environmental systems in which human beings live and work.

### **(5) Epidemiology**

A graduate program which emphasizes preparing graduates with the knowledge and skills necessary to identify factors that influence or determine the occurrence of community health problems, the methods essential for their solution, and patterns for the provisions of health services.

### **(6) Federal Fiscal Year**

The period designated by the Federal Government for annual fiscal accounting purposes which begins October 1 and ends September 30.

### **(7) Full-time Equivalents**

The number of part-time students converted to full-time students. It is computed by determining the total number of credit hours of instruction in which part-time students are enrolled in a course of study leading to a graduate degree in those public health

fields eligible for traineeship support as of October 15 of the fiscal year in which application is made, divided by 9.

**(8) Full-time Student**

A student enrolled full-time in a graduate program in a field eligible for traineeship support, or a student for whom an ongoing commitment has been made and who is enrolled for sufficient credit hours in a semester or other academic term to enable the student to complete the course of study within the number of semesters or other academic terms normally required to complete that course of study on a full-time basis.

**(9) Graduate**

An individual who successfully completed all institutional requirements in a degree program eligible for traineeship support.

**(10) Graduate Training**

Graduate training refers to a formal program of education and training leading to a master's or higher degree.

**(11) Maternal and Child Health**

A graduate program that emphasizes the preparing graduates with the knowledge and skills necessary to improve the health status of mothers and children, including adolescents and children with special needs.

**(12) Non-Profit**

Any corporation, trust, association, cooperative, or other organization that is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized for profit; and uses net proceeds to maintain, improve, or expand the operations of the organization. Nonprofit organizations include institutions of higher education, hospitals, and tribal organizations (that is, Indian entities other than federally recognized Indian tribal governments).

**(13) Program**

A combination of identified courses and other educational or training experiences at a specified academic level the sum of which provides the required competence to practice.

**(14) Program Director**

An individual designated by the recipient to direct the project or program being supported by the grant. He or she is responsible and accountable to recipient organization officials for the proper conduct of the project or program. The recipient (organization) is, in turn, legally responsible and accountable to the Federal Government for the performance and financial aspects of the grant-supported activity.

**(15) Public Health Nutrition**

A graduate program with its major emphasis on preparing graduates for leadership roles in community nutrition, including applying specialized knowledge to problems in community nutrition. It does not include basic professional training required for entry-level employment.

**(16) School of Public Health or Other Public or Non-Profit Private Institution**

A school/program that provides education and training leading to a graduate degree in public health or an equivalent degree and which has been accredited by a body approved for this purpose by the Secretary of the Department of Education.

**(17) Secretary**

The Secretary of the Department of Health and Human Services or any officer or employee of the Department to whom the authority involved has been delegated.

**(18) Trainee**

A student enrolled in an eligible graduate program and who is receiving traineeship support from a public health traineeship grant.

**(19) Toxicology**

A graduate program with its major emphasis on the study of adverse effects of chemicals on people. It requires specialized training to examine the nature of adverse effects and the assessment of the probability of their occurrence.

## **RESOURCES**

All applicants should refer to the following websites or contact the project officer to obtain public health traineeship program resources listed below:

HRSA PUBLIC HEALTH TRAINEESHIP WEBPAGE

<http://bhpr.hrsa.gov/grants/publichealth/index.html>

COUNCIL ON EDUCATION FOR PUBLIC HEALTH (CEPH) WEBPAGE

<HTTP://WWW.CEPH.ORG/>

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

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>.