



Overview of the Federal Grants Application Process

EPA Federal Partners Grants Workshop

July 31, 2025

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Office of Intergovernmental and External Affairs

Vision: Healthy Communities, Healthy People



Agenda

- About HRSA
- Grants Application Process
 - Register and Get Ready
 - Where and How to Find Funding Opportunities
 - Notice of Funding Opportunity (NOFO)
 - Common Mistakes and Important Tips
- Resources



HRSA Program Areas



Health Centers



Maternal & Child Health



Organ Donation & Transplantation



Ryan White HIV/AIDS Program



Telehealth



Health Workforce



**Health Professionals – Loan Repayment
and Scholarship Programs**



Rural Health



340B Drug Pricing Program

HRSA Application Process

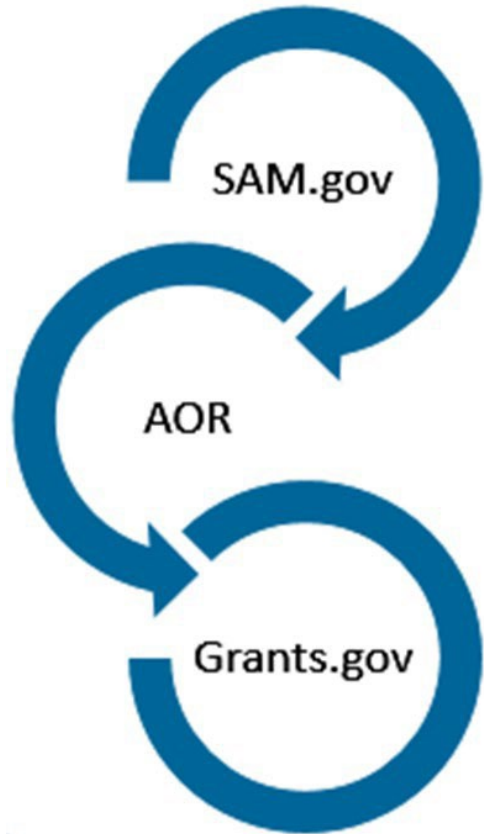


Required Steps for Grants.gov Registration

Current Process

These steps **MUST** be completed prior to registering for Grants.gov:

- Register the organization with System for Award Management (SAM)
- A Unique Entity Identifier (UEI) or Entity ID will be assigned by SAM
- Designate Business Point Of Contact (i.e. Authorized Organization Representative – AOR)
- Register the organization with Grants.gov



Step 1 – System for Awards Management (SAM)

- Register with SAM
 - <https://sam.gov/>
 - **1.866.606.8220**
 - Registration is **FREE**
- What You Need to Register
 - UEI Number
 - Taxpayer Identification Number
- Renew Registration **Annually**



Step 1 – SAM.gov

Designating Electronic Business Point of Contact

- **Electronic Business Point of Contact (E-Biz POC)**
 - Critical role in the Grants.gov registration and application process
- **Marketing Partner ID Number (MPIN) password**
 - Created by the E-Biz POC
 - Used to log into Grants.gov to designate Authorized Organization Representatives
- **Authorized Organization Representatives (AORs)**
 - Designated by the E-Biz POC in Grants.gov
 - Authorized to submit applications on behalf of an organization



Step 2 – Grants.gov

Designating AORs

- Log in to www.grants.gov
- AOR must complete profile on grants.gov
 - Need UEI Number
 - SAM Registration
- E-Biz POC must log into Grants.gov to approve AOR registration
- AOR registration must be updated annually
- AOR password must be updated every 90 days
- It can take up to **4 weeks** to complete the required registration, and that's *before* you apply!



Help desk:

Available 24 hours a day 7 days a week
(excluding federal holidays)

1-800-518-4726 (U.S.)

1-606-545-5035 (International)

support@grants.gov



HRSA Application Process



Informative status

We're building a simpler Grants.gov! Visit [Simpler.Grants.gov](#) to search for grants using the experimental Search feature.

Discover Your Next Grant

Explore federal grant opportunities with our enhanced, user-friendly search.

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Informative status

Reminder: Federal agencies do not publish personal financial assistance opportunities on Grants.gov. Federal funding opportunities published on Grants.gov are for organizations and entities supporting the development and management of government-funded programs and projects. For more information about personal financial assistance benefits, please visit [USA.gov](#).



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SEARCH GRANTS



BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

Assistance Listings:

Search

OPPORTUNITY STATUS:

- ☒ Forecasted (2)
- ☒ Posted (3)
- ☐ Closed (315)
- ☐ Archived (1,666)



SORT BY:

Relevance (Descending)

Update Sort

DATE RANGE:

All Available

Update Date Range

[Search Tips](#) [Export Detailed Data](#)

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
HRSA-25-073	Native Hawaiian Health Scholarship Program Administrative Support	HHS-HRSA	Posted	05/30/2025	07/15/2025
HRSA-25-103	Learning Collaborative for HIV Oral Health and Primary Care Integration	HHS-HRSA	Posted	07/01/2025	08/12/2025
HRSA-26-015	State Loan Repayment Program	HHS-HRSA	Forecasted	08/01/2024	
WH-AST-25-001	Pregnancy and Postpartum Hypertension Control Initiative	HHS-OPHS	Forecasted	08/01/2024	
NAP-AX-22-001	Leading Edge Acceleration Projects (LEAP) in Health Information Technology	HHS-OS-ONC	Posted	06/14/2022	09/30/2022



VIEW GRANT OPPORTUNITY

[View similar opportunities](#)

HRSA-25-103
Learning Collaborative for HIV Oral Health and Primary Care Integration
Department of Health and Human Services
Health Resources and Services Administration

[Apply](#) [Subscribe](#)

- SYNOPSIS
- VERSION HISTORY
- RELATED DOCUMENTS
- PACKAGE**

General Information

Document Type:	Grants Notice	Version:	Synopsis 1
Funding Opportunity Number:	HRSA-25-103	Posted Date:	Jul 01, 2025
Funding Opportunity Title:	Learning Collaborative for HIV Oral Health and Primary Care Integration	Last Updated Date:	Jul 01, 2025
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Aug 12, 2025 Electronically submitted applications must be submitted no later than 11:59 p.m., ET, on the listed application due date.
Opportunity Category Explanation:		Current Closing Date for Applications:	Aug 12, 2025 Electronically submitted applications must be submitted no later than 11:59 p.m., ET, on the listed application due date.
Funding Instrument Type:	Cooperative Agreement	Archive Date:	Sep 12, 2025
Category of Funding Activity:	Health	Estimated Total Program Funding:	\$ 600,000
Category Explanation:		Award Ceiling:	\$600,000
Expected Number of Awards:	1	Award Floor:	\$0
Assistance Listings:	93.924 -- Ryan White HIV/AIDS Dental Reimbursement and Community Based Dental Partnership Grants		
Cost Sharing or Matching Requirement:	No		



VIEW GRANT OPPORTUNITY

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HRSA-25-103
Learning Collaborative for HIV Oral Health and Primary Care Integration
Department of Health and Human Services
Health Resources and Services Administration

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- SYNOPSIS
- VERSION HISTORY
- RELATED DOCUMENTS
- PACKAGE

Select Grant Opportunity Package

PLEASE READ BEFORE APPLYING!

If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. [Click for more information on Adobe Reader Compatibility.](#)

Opportunity Package(s) Currently Available for this Funding Opportunity:

Assistance Listing Number	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
93.924	HRSA-25-103	Learning Collaborative for HIV Oral Health and Primary Care Integration	PKG00291098	Jul 01, 2025	Aug 12, 2025	Preview Apply





Opportunity Package Details

Agency Contact Information: Dana Hines
Who Can Apply: Organization Applicants

PACKAGE FORMS:		Download Instructions
Mandatory Forms (Click to Preview)	Optional Forms (Click to Preview)	
Application for Federal Assistance (SF-424) [V4.0] Attachments [V1.2] Project/Performance Site Location(s) [V4.0] Project Narrative Attachment Form [V1.2] Grants.gov Lobbying Form [V1.1] Budget Narrative Attachment Form [V1.2] Budget Information for Non-Construction Programs (SF-424A) [V1.0] Key Contacts [V2.0] Project Abstract Summary [V2.0]	Disclosure of Lobbying Activities (SF-LLL) [V2.0]	

Close



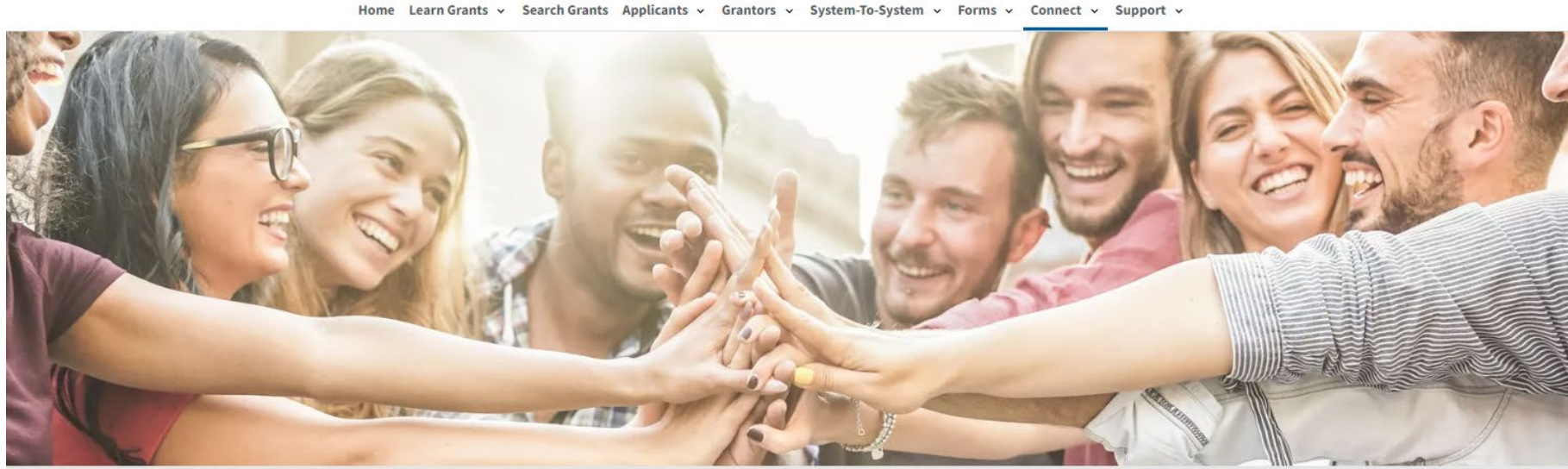
Grants.gov Support

Grants.gov Contact Center

- 24 hours a day, 7 days a week
- Closed on federal holidays
- Phone: 1-800-518-4726
- Email: support@grants.gov
- iPortal: Top 10 requested help topics (FAQs),
Searchable knowledge base, self service ticketing
and ticket status, and live web chat



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MANAGE SUBSCRIPTIONS

Customize your Grants.gov opportunity subscriptions, including expanded criteria for saved searches and the ability to view and manage existing subscriptions. To subscribe to Grants.gov email notifications, users must first create a Grants.gov account. [Don't worry - the account registration process is quick and easy.](#)



Custom Email Notifications

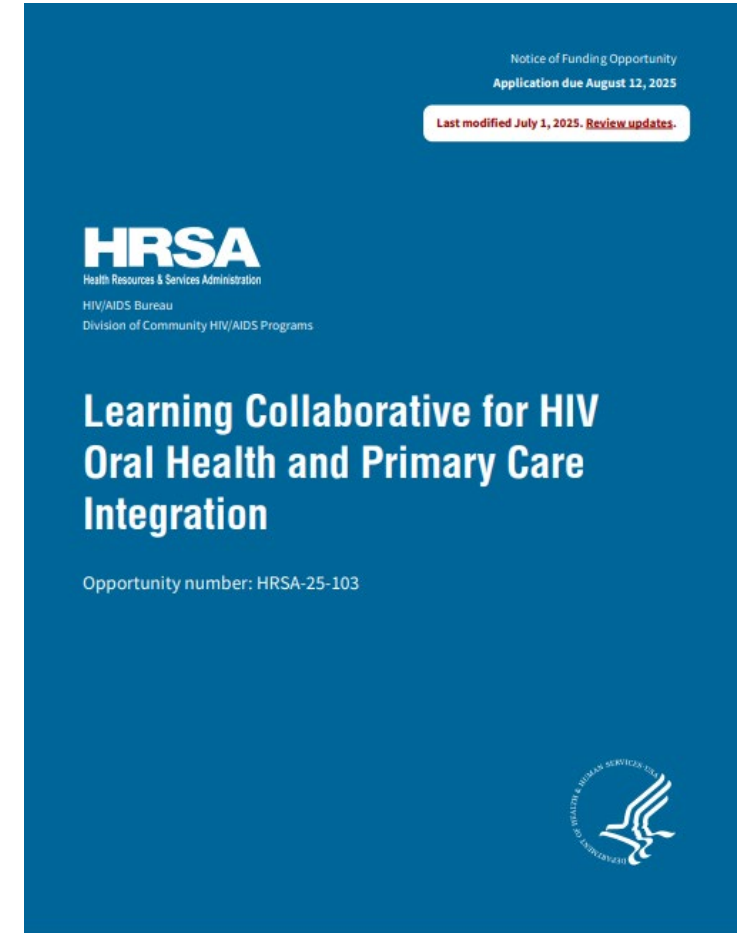
When you create a Grants.gov account, you can customize the type of email notifications you receive. Log in and click the links below to subscribe to news updates about system enhancements, notifications about saved searches and new funding opportunities, and more.

HRSA Application Process








Notice of Funding Opportunity (NOFO)

- Explains available funding, application, and eligibility information
- Contains information applicants need to know to apply for funding
- Includes program history, regulations, and contact information



What's in A NOFO?

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- Basic Information, Eligibility, and Program Description
- Registration Information and Application writing help
- Application Content
- Review Criteria
- Application submission deadlines
- Post Award Requirements
- Contact and Support Information

Basic Information, Eligibility, and Program Description

Serves as a summary to potential applicants about the funding opportunity.

- Program Title/Purpose
- Funding Opportunity Number/Due Dates
- Available Funding/Number of Awards
- Project Period/Start Date
- Eligible Applicants
- Link to SF-424 Application Guide

Basic information

Health Resources and Services Administration (HRSA)
HIV/AIDS Bureau
Division of Community HIV/AIDS Programs

Learning Collaborative for HIV Oral Health and Primary Care Integration, cooperative agreement: improving access to oral health care services for low-income people with HIV, while simultaneously providing education and clinical training for dental students, dental hygiene students, dental residents, or other dental providers in community-based settings.

Summary

The Health Resources and Services Administration (HRSA)'s HIV/AIDS Bureau (HAB) is accepting applications for the fiscal year (FY) 2025 Ryan White HIV/AIDS Program (RWHP) Part F Community Based Dental Partnership Program (CBDPP), Learning Collaborative for HIV Oral Health and Primary Care Integration, cooperative agreement. This cooperative agreement will:

- promote information sharing and exchange
- maintain and strengthen oral health and primary care integration
- improve dental education and training through interprofessional training and community-based education
- support community-based dental leaders in HIV oral health care

Funding details

Application Types: New

Expected total available funding in FY 2025: \$600,000

Expected number and type of awards: 1 [cooperative agreement](#)

Funding range per award: \$600,000

We plan to fund awards in two 12-month budget periods for a total 2-year period of performance from September 30, 2025 to August 31, 2027.

Have questions?
[Go to Contacts and Support](#)

Key facts

Opportunity name:
Learning Collaborative for HIV Oral Health and Primary Care Integration

Opportunity number:
HRSA-25-103

Announcement version:
Modified

Federal assistance listing:
93.904

Statutory authority: 42 U.S.C § 300ff-111(a) (Section 2692(a) of the Public Health Service Act)

Key dates

NOFO issue date:
July 1, 2025

Informational webinar:
July 15, 2025

Application deadline:
August 12, 2025

Expected award date is by:
September 30, 2025

Expected start date:
September 30, 2025

See [other submissions](#) for other time frames that may apply to this NOFO.

Eligibility

Who can apply

You can apply if you are a public or nonprofit private entity or an institution of higher education or academic health center involved in addressing HIV related issues.

Types of eligible organizations

These types of domestic* organizations may apply:

- Public institutions of higher education
- Private institutions of higher education
- Non-profits with or without a 501(c)(3) IRS status
- For-profit organizations, including small businesses
- State, county, city, township, and special district governments, including the District of Columbia, domestic territories, and freely associated states
- Independent school districts

* "Domestic" means the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the Northern Mariana 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.

Individuals are not eligible applicants under this NOFO.



Registration Information and Application Writing Help

Provides information about steps that will help you get ready to apply:

- Get registered (SAM.gov, Grants.gov)
- Find the application package
- Application writing help

Get registered

SAM.gov

You must have an active account with SAM.gov to apply. This includes having a Unique Entity Identifier (UEI). SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and select Get Started. From the same page, you can also select the Entity Registration Checklist to find out what you'll need to register.

When you register or update your SAM.gov registration, you must agree to the [financial assistance general certifications and representations](#). You must agree to those for grants specifically, as opposed to contracts, because the two sets of agreements are different. You will have to maintain your registration throughout the life of any award.

Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by-step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Find the application package

The application package has all the forms you need to apply. You can find it online. Go to [Grants Search at Grants.gov](#) and search for opportunity number HRSA-25-103.

After you select the opportunity, we recommend that you click the Subscribe button to get updates.

Application writing help

Visit [HHS Tips for Preparing Grant Proposals](#).

Visit [HRSA's How to Prepare Your Application](#) page for more guidance.

See [Apply for a Grant](#) for other help and resources.

FAQs will be posted on our TA webpage after the webinar

Join the webinar

For more information about this opportunity, join the webinar:

Tuesday, July 15, 2025

2 PM ET.

Join on: <https://events.gcc.teams.microsoft.com/event/9333faa1-f36f-4570-b9a5-d21d3f50c2cf@14b77578-9773-42d5-8507-251ca2dc2b06>

If you are not able to join through your computer, you can call in:

- Phone number: 1-240-800-7959
- Meeting ID: 284 347 813 788 8
- Phone conference ID: 506 543 5#

We will record the webinar.

Have questions? Go to [Contacts and Support](#).



Application Content and Format

Application contents and format

Applications include four main components. This section includes guidance on each.

Application page limit: 60 pages.

Submit your information in English and express whole number budget figures using U.S. dollars.

Make sure you include each of these:

Components	Submission format
Project abstract	Use the Project Abstract Summary form.
Project narrative	Use the Project Narrative Attachment form.
Budget narrative	Use the Budget Narrative Attachment form.
Attachments	Insert each in the Attachments form.
Other required forms	Upload using each required form.

Required format

You must format your narratives and attachments using our required formats for fonts, size, color, format, and margins. See the formatting guidelines in Section 3.2 of the [Application Guide](#).

Project abstract

Complete the information in the Project Abstract Summary form. Include a short description of your proposed project. Include the needs you plan to address, the proposed services, and the population groups you plan to serve. For more information, see Section 3.1.2 of the [Application Guide](#).

Project narrative

In this section, you will describe all aspects of your project.

Use the section headers and the order listed.

Introduction

See merit review criterion 1: [Need](#)

Provide a brief description of the overall project including proposed activities and briefly describe your organization and any collaborating organization to be involved in this project. Summarize your ability to work closely with other entities to carry out a successful LC.

Need

See merit review criterion 1: [Need](#)

- Describe your understanding of and relevant work related to the HIV care continuum, specifically how oral health integration supports improved health outcomes for people with HIV. Discuss the role of oral health in enhancing retention in care, overall well-being, and viral suppression, and highlight how the LC will address gaps in oral health care for people with HIV.
- Discuss the issues impacting the effective integration of medical and oral health care in community-based settings including those organization's dually funded RWHP and HRSA's Community Health Center's programs.
- Include examples of LCs as an effective tool for development of interprofessional training, community-based education and program development
- Discuss any relevant barriers the proposal seeks to address, such as geographic disparities, workforce shortages, and sustainability of oral health programs for people with HIV.
- Use and cite demographic data whenever possible.

Approach

See merit review criterion 2: [Response](#)

- Tell us how you will address the stated purpose and objectives and meet each of the recipient responsibilities listed in this NOFO. The response should describe how the approach aligns with the three core focus areas: community-based dental education, oral health and HIV primary care integration, and supporting and sustaining community-based dental leaders in HIV oral health care.
- Include innovative strategies, procedures, and activities for collaborating with HRSA HAB and LC participants.

Application Content and Format

High-level work plan

See merit review criteria 2: [Response](#) and 4: [Impact](#)

- Describe how you'll achieve each of the objectives during the period of performance.
- Provide a timeline that includes each activity and identifies who is responsible for each. As needed, identify how key stakeholders will help plan, design, and carry out all activities, including the application.
- The work plan should detail the steps required to implement key activities, assess needs, develop and update training materials, engage participants, and ensure sustainability
- Describe the activities or steps that will be used to achieve each of the activities proposed during the entire period of performance in the Approach section. The work plan should directly relate to the methods described in the Approach section.
- The work plan should be presented in a table format and cover the full two-year period of performance, broken out by project year. It must include:
 1. Goals;
 2. Objectives that are specific, measurable, achievable, realistic and time-framed (SMART);
 3. Action steps;

Performance reporting and evaluation

See merit review criteria 3: [Performance reporting and evaluation](#) and 5: [Resources and capabilities](#)

- **Outcomes.** Describe the expected outcomes (desired results) of the funded activities.
- Describe how you will manage and securely store data, including how you will protect data against cybersecurity threats, breaches, or other loss of data integrity.
- **Program evaluation.** Describe how you will evaluate your project. The evaluation should examine processes and progress towards goals, program objectives, and expected outcomes. Evaluations must follow the [HHS Evaluation Policy](#), as well as the standards and best practices described in OMB Memorandum M-20-12. In the description of your evaluation, include:
 - The evaluation questions, methods, data you will collect, and timeline for evaluating the program.
 - Challenges in evaluating your program and how you will address them.

Review Criteria

- Addresses the **criteria** that agency will use to evaluate applications.
- Includes the merit and other review criteria that evaluators will use to judge applications, including any statutory, regulatory, or other preferences (e.g. special populations) that will be applied in the review process.

Application review

Initial review

We will review your application to make sure that it meets [eligibility](#) criteria, including the [completeness and responsiveness criteria](#). If your application does not meet these criteria, it will not be funded.

We will not review any pages that exceed the page limit.

Merit review

A panel reviews all applications that pass the initial review. The members use these [criteria](#).

Criterion	Total number of points = 100
1. Need	15 points
2. Response	30 points
3. Performance reporting and evaluation	15 points
4. Impact	15 points
5. Resources and capabilities	15 points
6. Support requested	10 points

Criterion 1: Need (15 points)

See the project narrative [Introduction](#) and [Need](#) sections.

The panel will review your application for:

- The strength and clarity of the overall project description, including proposed activities, and the capacity of your organization and any collaborating organizations to successfully implement the project.
- How well it supports and clearly identifies the impact of oral health integration on improved health outcomes and retention in care for people with HIV.
- The strength and clarity of your understanding of the barriers to effective integration of oral health and HIV primary care in community-based settings.
- The degree to which you can describe/articulate the challenges with integrating oral health and medical care.

Selection process

When making funding decisions, we consider:

- The amount of available funds.
- Assessed risk.
- Merit review results. These are key in making decisions but are not the only factor.
- The larger portfolio of HRSA-funded projects, including project type and geographic distribution.
- The funding preferences listed.

We may:

- Fund out of rank order.
- Fund applications in whole or in part.
- Fund applications at a lower amount than requested.
- Decide not to allow a recipient to subaward if they may not be able to monitor and manage subrecipients properly.
- Choose to fund no applications under this NOFO.

Funding preferences

This program includes a funding preference, as authorized by 42 U.S.C § 300ff-111(a)(2) (Section 2692(a)(2) of the Public Health Service Act). If we determine that your application meets the funding preference criteria, we will move it up in our ranking of

Award notices

We issue Notices of Award (NOA) on or around the [start date](#) listed in the NOFO. See Section 4 of the [Application Guide](#) for more information.

By drawing down funds, you accept the terms and conditions of the award.



Application Submission Deadlines

Application submission and deadlines

Your organization's authorized official must certify your application. See the section on [finding the application package](#) to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. When you register or update your SAM.gov registration, you must agree to the [financial assistance general certifications and representations](#), and specifically with regard to grants.

Make sure that your SAM.gov registration is accurate for both contracts and grants, as these registrations differ. [See information on getting registered](#). You will have to maintain your registration throughout the life of any award.

Deadlines

Application

You must submit your application by August 12, 2025, at 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives applications.

Submission method

Grants.gov

You must submit your application through Grants.gov. You may do so using Grants.gov Workspace. This is the preferred method. For alternative online methods, see [Applicant System-to-System](#).

For instructions on how to submit in Grants.gov, see the [Quick Start Guide for Applicants](#). Make sure that your application passes the Grants.gov validation checks, or we may not get it. Do not encrypt, zip, or password protect any files.

Have questions? Go to [Contacts and Support](#).

Other submissions

Intergovernmental review

This NOFO is not subject to [Executive Order 12372](#), Intergovernmental Review of Federal Programs. No action is needed.

Application checklist

Make sure that you have everything you need to apply:

Component	How to upload	Included in page limit*2
<input type="checkbox"/> Project abstract	Use the Project Abstract Summary Form.	No
<input type="checkbox"/> Project narrative	Use the Project Narrative Attachment form.	Yes
<input type="checkbox"/> Budget narrative	Use the Budget Narrative Attachment form.	Yes
Attachments	Insert each in the Attachments Form in this order.	
<input type="checkbox"/> 1. Proof of Non-Profit Status		Yes
<input type="checkbox"/> 2. Federally negotiated indirect cost rate		Yes
<input type="checkbox"/> 3. Staffing plan & job descriptions		Yes
<input type="checkbox"/> 4. Biographical sketches		No
<input type="checkbox"/> 5. Program Specific Line-Item Budget		Yes
<input type="checkbox"/> 6. Letters of agreement & MOUs		Yes
<input type="checkbox"/> 7. Work plan		Yes
<input type="checkbox"/> 8. Funding preference documentation		Yes
<input type="checkbox"/> 9. Project organizational chart		Yes
<input type="checkbox"/> 10. Other relevant document		Yes
<input type="checkbox"/> 11. Other relevant document		Yes
<input type="checkbox"/> 12. Other relevant document		Yes
<input type="checkbox"/> 13. Other relevant document		Yes
<input type="checkbox"/> 14. Other relevant document		Yes
<input type="checkbox"/> 15. Other relevant document		Yes
Other required forms*	Upload using each required form.	

Award Administration and Agency Contacts

Post-award requirements and administration

Administrative and national policy requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the Notice of Award (NOA). We incorporate this NOFO by reference.
- The regulations at [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, and any superseding regulations. Effective October 1, 2024, HHS adopted the following superseding provisions:
 - [2 CFR 200.1](#), Definitions, Modified Total Direct Cost.
 - [2 CFR 200.1](#), Definitions, Equipment.
 - [2 CFR 200.1](#), Definitions, Supply.
 - [2 CFR 200.313\(e\)](#), Equipment, Disposition.
 - [2 CFR 200.314\(a\)](#), Supplies.
 - [2 CFR 200.320](#), Methods of procurement to be followed.
 - [2 CFR 200.333](#), Fixed amount subawards.
 - [2 CFR 200.344](#), Closeout.
 - [2 CFR 200.414\(f\)](#), Indirect (F&A) costs.
 - [2 CFR 200.501](#), Audit requirements.
- The HHS [Grants Policy Statement](#) (GPS). Your NOA will reference this document. If there are any exceptions to the GPS, they'll be listed in your NOA.
- All federal statutes and regulations applicable to federal financial assistance, including those highlighted in [HHS Administrative and National Policy Requirements](#).
- The requirements for performance management in [2 CFR 200.301](#).

Agency contacts

Program and eligibility

Catishia Mosley

Public Health Advisor

Attn: Division of Community HIV/AIDS Program

HIV/AIDS Bureau

Health Resources and Services Administration

Email your question to this program's in-box: AskPartFDental@hrsa.gov

Call: 301-945-0903

Financial and budget

Marie Mehaffey

Grants Management Specialist

Division of Grants Management Operations, OFAAM

Health Resources and Services Administration

MMehaffey@hrsa.gov

HRSA Contact Center

Open Monday – Friday, 7 a.m. – 8 p.m. ET, except for federal holidays.

Call: 877-464-4772 / 877-Go4-HRSA

TTY: 877-897-9910

[Electronic Handbooks Contact Center](#)



Writing a Strong Application



1. Do the **Research**
2. **Recruit** a Team
3. **Respond** to the Guidance
4. **Review** the Application
5. **Revise** as Needed

Recruit a Team

- Internal Team
 - Help draft the application
 - Talk with colleagues and partners
 - Provide honest feedback
 - Have knowledge of your organization
- Consortium/Network Members
 - Determine the roles and participation levels
 - Obtain written commitments (i.e. MOUs)
 - Consider overall network structure



Respond to the Guidance

General Tips

- Be Clear and concise
- Focus on the project activities
- Avoid jargon and acronyms
- Describe gaps in current services
- Don't assume reviewers' knowledge of your area/program
- Use current data sources



Review the Application & Revise as Needed

Be willing to use all available resources to strengthen the application.

- Grant writers
 - Advantages/disadvantages
- Other resources?



- Have I read the funding opportunity announcement?
- Is my organization eligible to apply?
- Does my organization have the technical expertise, the personnel, and the financial capacity?
- Are all stakeholders in my organization supportive?
- Is my organization prepared to do what it takes?

Write a Strong Application

- Have I read the funding opportunity announcement?
- Is my organization eligible to apply?
- Does my organization have the technical expertise, the personnel, and the financial capacity?
- Are all stakeholders in my organization supportive?
- Is my organization prepared to do what it takes?



Responding to a NOFO

A Good Proposal vs. A Stronger Proposal

Good

- Explains problem
- Has a lot of information, but isn't organized
- Not enough information on collaborations, staff, or objective
- Gaps in response to the review criteria
- Final only review by creator

Stronger

- Explains problem and what the organization plans on doing to fix it
- Has a lot of information, but the proposal flows and is easy to read and understand
- Describes current/planned collaborations, provides information on staff needed, clearly defines objective
- Responds to all the review criteria
- Reviewed by several people

HRSA Application Process



Common Mistakes and Important Tips



Top Ten Tips for Applicants

1. Start preparing the application early.
2. Follow the NOFO instructions.
3. Keep your audience in mind.
4. Be brief and clear.
5. Be organized and logical.
6. Show evidence of solid fiscal management.
7. Attend to technical details.
8. Be careful when you use attachments.
9. Review your application to ensure it's accurate and complete.
10. Submit all information at the same time.

Top Ten Tips for Applicants



1. Start preparing the application early.

- Complete the registration process
- Verify system access (Grants.gov, etc.)
- Review NOFO and application requirements
- Assemble grant writing team
- Attend Technical Assistance calls/webinars
- Contact Project Officer with Questions
- Submit application before the deadline



Top Ten Tips for Applicants



2. Follow the instructions in the NOFO carefully.

- All information should be placed in the order requested.
- A careful and ordered response is key because it:
 - Allows an applicant ease of review before submission; and
 - Eliminates the possibility of Reviewers having to look for information or possibly overlooking information.

3. Keep your audience in mind.

- Reviewers cannot consider outside information and will only review what is in your proposal.
- Responses should speak to the program requirements.
- Assume nothing and keep the review criteria in mind.

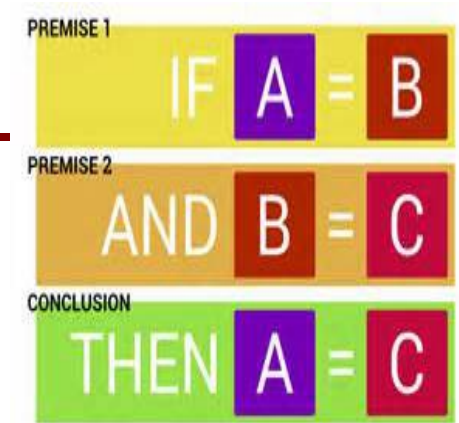
Top Ten Tips for Applicants

4. Be brief, concise, and clear.

- Plain language and active voice
- Use concrete and specific words.
- Edit for clarity and use correct grammar

5. Be organized and logical.

- Applications that fail to project a complete and thorough thought process, run the risk of receiving low scores during the review process.
- Completeness is key in thought as well as required attachments.



Top Ten Tips for Applicants

6. Show evidence of fiscal stability and sound fiscal management.

- Review your organization's internal financial operations.
- Identify what percent of your annual operating budget is federal funds.
- Assess your capacity to manage federal funds.
- Provide examples of sound financial management practices of your organization.
- Demonstrate your internal controls and risk management to prevent fraud, waste and abuse.



Top Ten Tips for Applicants



7. Attend to technical details.

- Top Grants.gov Failures:
 - SAM.gov Expirations
 - File Type Associations



8. Be careful in the use of attachments.



- Do not use attachments for information required in the narrative.
- Cross reference tables and attachments to the appropriate section of the application.
- Upload required forms in the proper order.

Top Ten Tips for Applicants

- 9. Print out and carefully review your electronic applications for accuracy and completeness.**
- 10. Submit all information at the same time.**



Common Mistakes

- Not registered with Grants.gov
- Missing or incorrect UEI on application
- Expired SAM registration
- Grants.gov application submission is rejected for errors and applicant did not leave enough time to correct before the deadline
- Grants.gov rejection email is in your spam folder
- AOR is not approved by E-Biz Point of Contact
- AOR is not available to submit the application
- Applying to the wrong announcement number
- Application exceeds page limits



Common Mistakes (cont'd)

- Applicant does not address the Need in the NOFO
- Applicant responds with a list of activities, but does not tie these activities to the overall application
- Data – applicant leaves areas of the application blank, incomplete, or is using outdated data
- Attachments – missing, incomplete, out of order, or mislabeled attachments



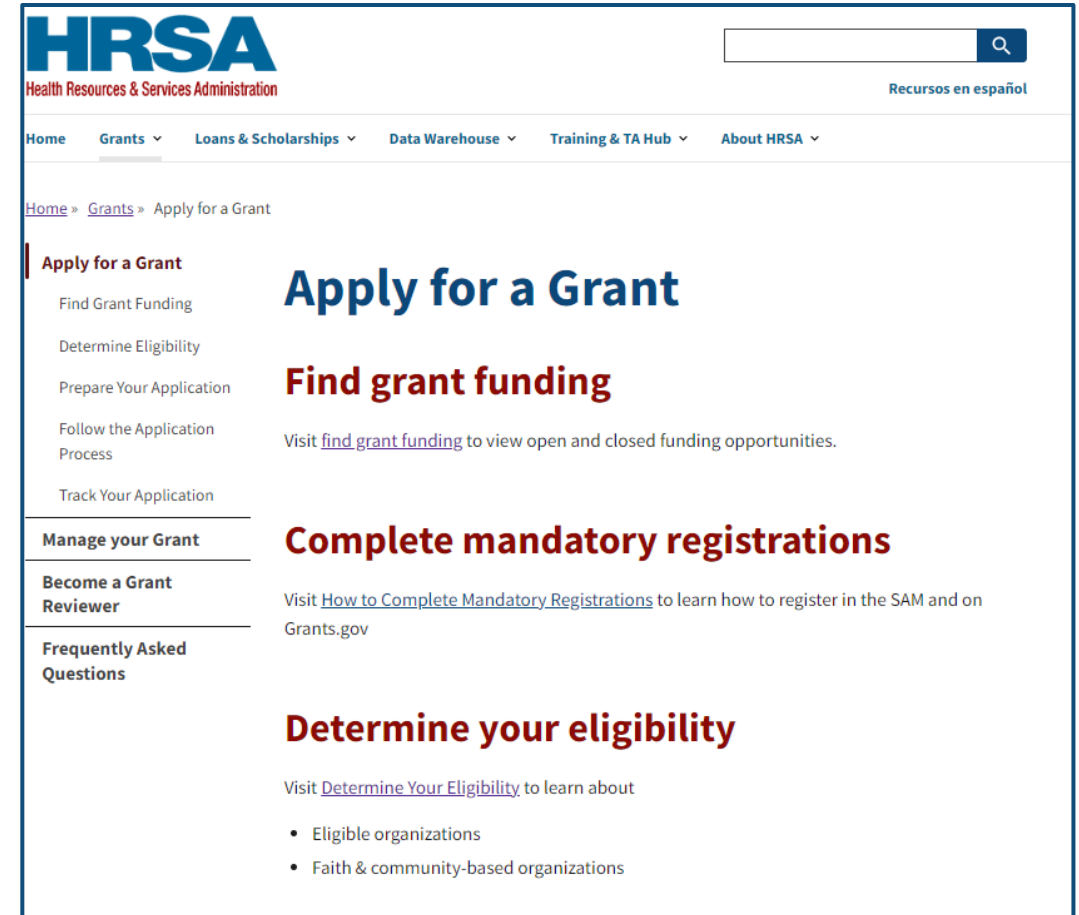
Available Training and Technical Assistance

- Program Contacts
 - NOFO TA Call date and time
 - HRSA website
 - Grants.gov website
 - Forecasted NOFOs
 - Archived NOFOs
 - Grants 101 Workshops
- OFAAM's Healthy Grants Workshop
 - Found under
 - Grants
 - Manage Your Grant
 - Training
 - Technical Assistance Webinars
 - [Healthy Grants Workshops](#)
 - 2022, 2023, 2024, and 2025 are posted online



HRSA Grant Technical Assistance Resources

- HRSA Grants Technical Assistance Webpage:
<https://www.hrsa.gov/grants/apply-for-a-grant>
- One-stop-shop for potential applicants on how to apply for HRSA Federal assistance.
- Prospective applicants will find information about applying for a HRSA grant, including eligibility criteria, application preparation, and specific steps to meet requirements.



HRSA Grant Technical Assistance Resources

The screenshot shows the homepage of data.HRSA.gov. At the top, there is a dark blue header with the HRSA logo and the text "Health Resources & Services Administration" on the left, and "U.S. Department of Health & Human Services" on the right. Below the header, the main navigation bar includes the text "data.HRSA.gov" on the left, a search bar with the placeholder "Enter Search" and a magnifying glass icon, and a link to "A-Z Index" on the right. A secondary navigation bar contains links for "Home", "Find Health Care", "Data", "Maps", "Tools", "Topics", and "Help", each with a dropdown arrow. The main content area features a large banner with a group of diverse healthcare professionals. On the left side of the banner, a grey box contains the text: "Updated workforce projections data are now available. See supply and demand projections for over 100 health care occupations." Below this text is a blue button labeled "View Workforce Projections". Below the banner, the section "Health Care Services" is displayed, followed by the text "HRSA funds comprehensive and preventive health care services used by more than 28 million people." Below this text are five light blue buttons: "Find a Health Center", "Find a Ryan White HIV/AIDS Medical Provider", "Find an Organ Transplant Program", "Find Migrant and Seasonal Head Start Centers", and "Find Shortage Areas". Below these buttons is the "Explore Grants" section, which includes the text "A compilation of HRSA Grants awarded to qualified entities that provide quality health care services to those in need." and a dropdown menu labeled "Select...". At the bottom of the page, a light blue bar contains the text "Dashboards, Data Reports, and Maps by HRSA Program Area".

<http://data.hrsa.gov>



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