2023 Grantee Annual Meeting

Hyatt Regency Crystal City At Reagan National Airport
Arlington, VA

A partnership between

How to Apply for THCGME Funding

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9/13/23

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Disclosures

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Objectives
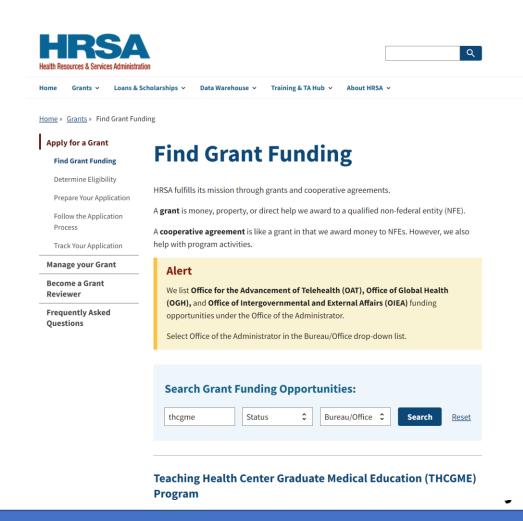
At the end of this session participants will know how to:

1. Access helpful reference resources to facilitate application preparation;

2. Prepare and submit an "award-winning" HRSA application for THCGME funding;

3. Avoid common pitfalls in the application process (and beyond for sustainability).

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Applying for a Grant- Find Grant Funding

Watch for the Notice of Funding Opportunity (NOFO)- but deadlines can change....

HRSA-23-013
Teaching Health Center Graduate Medical Education (THCGME) Program
Department of Health and Human Services
Health Resources and Services Administration

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SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | PACKAGE

Print Synopsis Details   ?

General Information

Document Type:	Grants Notice	**Version:**	Synopsis 2
Funding Opportunity Number:	HRSA-23-013	**Posted Date:**	Aug 19, 2022
Funding Opportunity Title:	Teaching Health Center Graduate Medical Education (THCGME) Program	**Last Updated Date:**	Aug 19, 2022
Opportunity Category:	Discretionary	**Original Closing Date for Applications:**	Oct 18, 2022
Opportunity Category Explanation:		**Current Closing Date for Applications:**	Oct 18, 2022
Funding Instrument Type:	Grant	**Archive Date:**	
Category of Funding Activity:	Health	**Estimated Total Program Funding:**	$18,400,000
Category Explanation:	https://grants.hrsa.gov/2010/Web2External/Interface/FundingCycle/ExternalView.aspx?fCycleID=2646802c-6803-4d39-83f5-d293ddfa96b8	**Award Ceiling:**	$0
		Award Floor:	$0
Expected Number of Awards:	28		
CFDA Number(s):	93.530 -- Teaching Health Center Graduate Medical Education Payment		
Cost Sharing or Matching Requirement:	No		

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Applying for a Grant- Determine Your Eligibility- Read the NOFO

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Home » Grants » Apply for a Grant » How to Determine Your Eligibility

Apply for a Grant
- Find Grant Funding
- **Determine Eligibility**
- Prepare Your Application
- Follow the Application Process
- Track Your Application

Manage your Grant

Become a Grant Reviewer

Frequently Asked Questions

How to Determine Your Eligibility

Public, private, and nonprofit organizations are eligible for most HRSA funding opportunities.

We promote competition and encourage eligible organizations to apply.

Which organizations are eligible?

Government Organizations
- State governments
- Local governments
- City or township governments
- Special district governments
- Native American tribal governments (both federally- and non-federally-recognized)

Education Organizations
- Independent school districts
- Public and state-controlled institutions of higher education
- Private institutions of higher education

Non-Profit Organizations

- https://www.hrsa.gov/grants/apply-for-a-grant/determine-your-eligibility

For THCGME Eligibility (review NOFO)
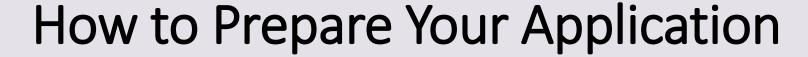
Specific examples of eligible outpatient settings include

- Federally Qualified Health Centers

- Community Mental Health Centers

- Rural Health Clinics

- Health centers operated by the Indian Health Service, an Indian tribe or tribal organization, or an urban Indian organization

- An entity receiving funds under Title X of the Public Health Service (PHS) Act

- Note: The list of entities above is not exhaustive, but reflects the intent of the program to provide training in community-based ambulatory patient care centers

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How to Prepare Your Application

Completing a grant application can take **40 hours or more**.

Where should I begin?

- Before you begin, ask yourself the following questions:

- Have I read the Notice of Funding Opportunity (NOFO)? Do I understand it?

- Is my organization eligible to apply, based on the eligibility criteria in the NOFO?

- Does my organization have the technical expertise, personnel, and financial capacity to successfully implement the project described in the NOFO?

- Are all my organization's stakeholders supportive of applying for this grant?

- Is my organization prepared to successfully implement the project within the budget we're proposing?

- If you can answer "yes" to each of these questions, you're ready to apply.

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Prepare Your Application

https://www.hrsa.gov/grants/apply-for-a-grant/prepare-your-application

How does HRSA help guide you through the application process?

- HRSA's application help you prepare and apply through grants.gov.

- When you apply, you need to fill out an SF-424 application form.

- HRSA has an on-line guide for needed forms.
  https://www.hrsa.gov/sites/default/files/hrsa/grants/sf424-application-guide.pdf

- Technical Assistance webinars- worthwhile

U.S. Department of Health and Human Services

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Health Resources & Services Administration

SF-424 Application Guide

A guide developed and maintained by HRSA for preparing and submitting applications through Grants.gov to HRSA using the SF-424 Workspace Application Package

Use with HRSA notices of funding opportunities (NOFOs) that specify use of the **SF-424** Workspace Application Package
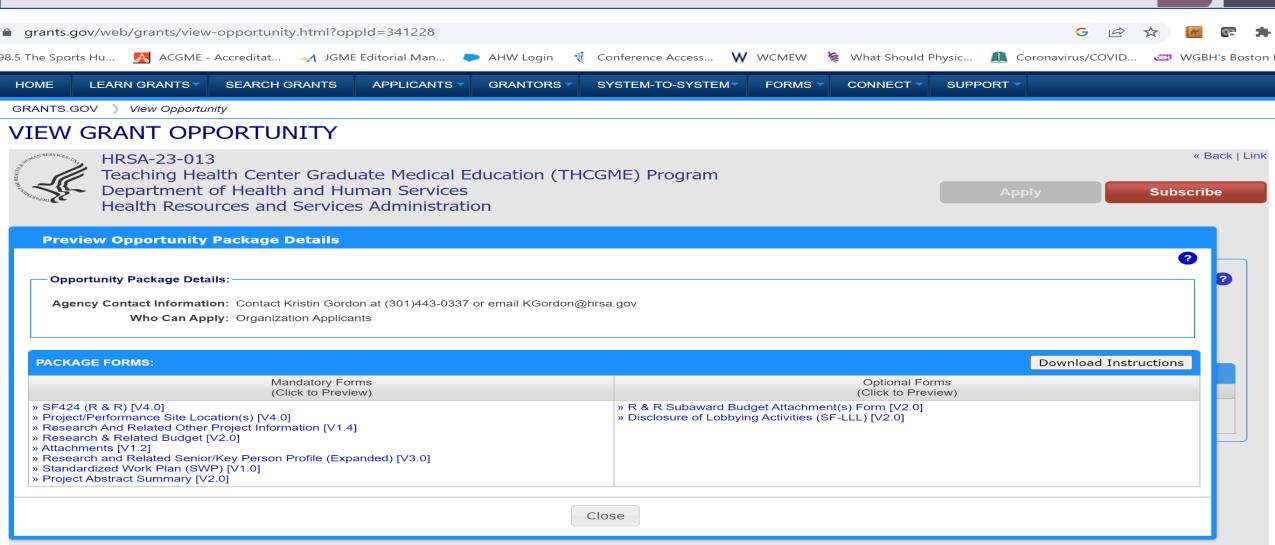
Updated February 28, 2023

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Mandatory Forms are on-line

grants.gov/web/grants/view-opportunity.html?oppId=341228

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GRANTS.GOV > View Opportunity

VIEW GRANT OPPORTUNITY

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HRSA-23-013
Teaching Health Center Graduate Medical Education (THCGME) Program
Department of Health and Human Services
Health Resources and Services Administration

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Preview Opportunity Package Details

Opportunity Package Details:

Agency Contact Information: Contact Kristin Gordon at (301)443-0337 or email KGordon@hrsa.gov

Who Can Apply: Organization Applicants

PACKAGE FORMS:

Download Instructions

Mandatory Forms (Click to Preview)	Optional Forms (Click to Preview)
» SF424 (R & R) [V4.0]	» R & R Subaward Budget Attachment(s) Form [V2.0]
» Project/Performance Site Location(s) [V4.0]	» Disclosure of Lobbying Activities (SF-LLL) [V2.0]
» Research And Related Other Project Information [V1.4]	
» Research & Related Budget [V2.0]	
» Attachments [V1.2]	
» Research and Related Senior/Key Person Profile (Expanded) [V3.0]	
» Standardized Work Plan (SWP) [V1.0]	
» Project Abstract Summary [V2.0]	

Close

How can I write a strong application?

Applications must be 80 pages or less. So, be brief, but precise as you describe:

- **Goals and objectives**
  - Define them clearly
  - Be specific
- **Need**
  - The need for the service or activity that the grant will support
  - Your organization's track record in fulfilling that need
- **Response and impact**
  - Show how you plan to achieve the program's purpose
  - Include supporting data whenever possible

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How can I write a strong application? (continued)

- **Resources and capabilities**
  - Elaborate on your organization's knowledge, staffing, and fiscal stability
  - Explain how these ensure you can carry out your proposal and meet the goals of the grant program
- **Budget**
  - A realistic plan that matches your goals and objectives
  - Include a narrative that justifies the costs

https://www.hrsa.gov/grants/apply-for-a-grant/prepare-your-application

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The narrative guidance outlines how the applications will be reviewed.

Narrative Section	Review Criteria
Purpose and Need	(1) Purpose and Need
Response to Program Purpose: (a) Work Plan (b) Methodology/Approach (c) Resolution of Challenges	(2) Response to Program Purpose (a) Work Plan (b) Methodology/Approach (c) Resolution of Challenges
Impact: (a) Evaluation and Technical Support Capacity (b) Project Sustainability	(3) Impact: (a) Evaluation and Technical Support Capacity (b) Project Sustainability
Organizational Information, Resources, and Capabilities	(4) Organizational Information, Resources, and Capabilities
Budget and Budget Justification Narrative	(5) Support Requested

HRSA's Top Tips for Applying

1. Start preparing the application early.

- Allow plenty of time to gather required information.
- Submit well before the deadline.
- Power failures aren't an excuse for late submission.

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HRSA's Top Tips for Applying

2. Follow the NOFO instructions carefully.

- Place all information in the order they request.
- Write clearly and fully complete all application elements and responses to the program requirements.

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3. Keep your audience in mind.

- Do not assume that reviewers are familiar with your organization, service area, barriers to health care, or health care needs in your community.

- Keep the review criteria in mind when writing the application.

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HRSA's Top Tips for Applying

4. Be brief and clear.

- Provide accurate and honest information.
  - Include candid accounts of problems and realistic plans to address them.
  - If you omit any required information or data, explain why.
- Keep your information consistent.
  - Tables, charts, and attachments etc. should match the proposal narrative and other content.
- Your budget should reflect back to the proposed activities.
  - Fill out all forms accurately and completely.

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HRSA's Top Tips for Applying

5. Be organized and logical.

Many applications fail to receive a high score because reviewers:
- Cannot follow the applicant's thought process.
- Determine that application parts do not fit together.

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6. Show evidence of solid fiscal management.

Your application should demonstrate that you will be responsible with public funds.

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7. Attend to technical details.

- A missing or incorrect DUNS number or an expired SAM registration are the top two reasons reviewers reject--or don't even review--an application.
- Reviewers also reject applications because:
  - File names exceed the Grants.gov 50 character limit;
  - File names include special characters;
  - Files are saved in the wrong version of Adobe Acrobat; or
  - Files are saved in unacceptable file types.

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HRSA's Top Tips for Applying

8. Be careful when you use attachments.

- Do not use attachments for information they require in the body of the application.
- Cross-reference all tables and attachments to the appropriate text in the application.
- Upload the attachments in the order the NOFO requires.

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HRSA's Top Tips for Applying

9. Review your application to ensure accuracy and completion.

Before you submit your application:
- Print it out.
- Review for appropriate formatting and adherence to page limit requirements.
- Ensure that you included all attachments.

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HRSA's Top Tips for Applying
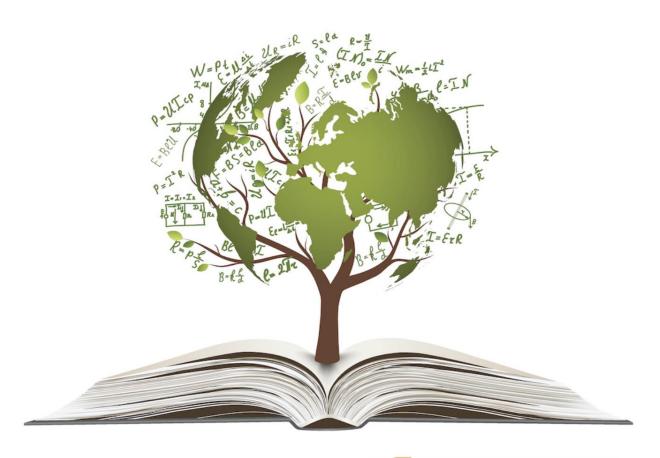
10. Submit all information at the same time.

- HRSA will not consider additional information and/or materials submitted after your initial submission.
- HRSA will not accept e-mailed applications or supplemental materials once they receive your application.

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What Makes a Good Grant Application- Additional Thoughts from Real-World Experiences

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Learning from Others' Mistakes

- Programs will need to collaborate with various entities to meet accreditation requirements.
  - Having an understanding through an MOU or other type of agreement prior to the application process can assist with future planning and execution should you receive the grant.
  - This may already be in place if in a consortium.

- Having a Plan B for residency deployments and program support besides the initial plan that was envisioned should be considered.
  - Relying on other entities even with an agreement in hand may change due to unforeseen circumstances (new hospital CEO, hospital merger, and other organizational changes outside the control of the THC).

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Program sustainability is a critical aspect of the application and the long-term viability of the program.

- A clear and documented funds flow arrangement should be considered to ensure each participatory site is compliant with its applicable regulations, and that any sharing of expenses is well documented.

- Residents that rotate into hospitals that qualify for DGME and IME reimbursement will need to be claimed by the hospital if the FTE amount is > 1.0.

  - Hospital rotations may result in funding coming in from CMS and not HRSA, and how those funds are distributed to cover GME costs should be negotiated.

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Other aspects of sustainability should be considered and evaluated as the program develops and matures.

- Applicants should refer to their own sustainability plan to assess how it will support a program into the future with funding uncertainty.

- Besides NPSR, there are other aspects of residency training that can impact sustainability:
  - Resident retention and recruitment
  - Cost avoidance
  - Philanthropic and other grant support
  - In-kind benefits from hospital and other partners
  - Benefits to community and access to care

Final Thoughts

- Will take (perhaps much) more time than you think. Plan to submit early.

- Have a HRSA-savvy grant-writer either help write or at least edit the application.

- Consider an outside reviewer to improve clarity and accuracy.

- Relationships between the partnering entities are crucial for sustainability- has to be a win-win-win-win programmatically, clinically, and financially. Ensure the vision is truly shared.

- Have a clear, documented funds flow arrangement with participatory sites.

- Boards of directors are often involved too late in the application process.

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Questions/Comments

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