FY 2022 Rural Health and Safety Education (RHSE) Competitive Grants Program Applicant Webinar | February 23, 2022
Applicant Webinar Outline

- RHSE Team
- Program Basics
- Administrative Requirements
- Application Process
- Evaluation and Review
- Tips for Success
Webinar Basics

- PLEASE mute your phones and/or computer audio (do NOT put phones on hold)

- All questions should be entered into the Chat Box window
RHSE Team

Dr. Keith Harris
Acting Division Director
Division of Family & Consumer Sciences

Dr. Ahlishia Shipley
National Program Leader

Ms. Sydney Turner
Program Specialist
Grant Information Links

- The NIFA Funding Opportunity Page:

- Grants.gov Opportunity Page:
Program Basics
Program Basics – Focus

*Individual and Family Health Education*

- Projects should provide individuals and families living in rural areas with:
  - Information as to the value of good health at any age;
  - Information to increase individual or families’ motivation to take more responsibility for their own health, including in the context of the COVID-19 or SARS-CoV-2 pandemic.
  - Information about and access to health promotion activities.
  - Information to support the utilization of telehealth, telemedicine, and distance learning plans for opioid education and training in minority rural communities.
  - Training for volunteers and health services providers concerning health promotion and health care services for individuals and families in cooperation with state, local and community partners.
Program Basics – Focus

- Proposals may focus on the prevention and/or reduction of opioid misuse and abuse.
- Proposals may also focus on helping prevent spread of SARS-CoV-2 and in mitigating infection and transmission of SARS-CoV-2.
- Priority approach: Utilization of telehealth, telemedicine, and distance learning strategies for education and training in minority rural communities.
Program Basics – Eligibility

- 1862, 1890 and 1994 land-grant institutions;
- Award recipients may subcontract to institutions and organizations not eligible to apply as leads, provided such organizations are necessary for the conduct of the project.
Program Basics – Awards

- NIFA anticipates making multiple RHSE awards
- Approximately $4,000,000 is available
  - $1,000,000 of which is to support the utilization of telehealth, telemedicine, and distance learning strategies for education and training in minority rural communities related to opioids or preventing spread of SARS-CoV-2 and in mitigating infection and transmission of SARS-CoV-2.
- Maximum award: $350,000 for a 2-year project period (September 1, 2022 to August 31, 2024).
Program Basics – Project Requirements

**RHSE projects must:**

a) Implement research-informed, outcome-based programs and approaches  
b) Utilize Cooperative Extension as a mode of program outreach and delivery  
c) Serve rural areas  
   - Rural-Urban Commuting Area Codes  
   - Rural-Urban Commuting Area (RUCA) Codes  
d) Plan for coordination of programs  
   - State Offices of Rural Health  
   - Appropriate programs of the Department of Health and Human Services
Program Basics – Project Requirements

**RHSE projects must:**

e) Report on performance

f) Utilize a theoretical and/or practice framework(s)

g) Disseminate information
Program Basics – Project Recommendations

Recommendations for RHSE Projects include:

a) Collaborate across extension program areas
b) Include content experts across academic and clinical domains
c) Design projects to include policy, systems, and environmental change strategies
d) Implement adaptations to evidence-based programs
e) Promote principles of health equity and creating a culture of health
f) Integrate research-informed activities connected to arts, culture or humanities
g) Promote community empowerment as a tool for sustainability
Program Basics – Project Recommendations

Recommendations for RHSE Projects include:

h) Increase professionals’ capacity to engage in health leadership in rural communities
i) Increase public access to new ideas and technologies
j) Increase public health knowledge and engage the health system
k) Increase the utilization of telehealth, telemedicine, and distance learning strategies for education and training in minority rural communities
Program Basics – Good Practices

**Know your audience**
- Who and where they are, and what they need
- How will you engage, educate and assist them

**Propose a solid plan of work**
- Make a compelling case about the need
- Ambitious, yet achievable
- Use recent data
- Avoid duplication
- Plan promising, powerful partnerships
Program Basics – Good Practices

Do Your Homework!!

Expand, innovate, improve and avoid duplication by reviewing past and current projects that have been funded under NIFA’s RHSE

- CRIS Search: https://cris.nifa.usda.gov/cgi-bin/starfinder/0?path=fastlink1.txt&id=anon&pass=&search=%28GC%3DLX%29&format=WEBTITLESGIY
<table>
<thead>
<tr>
<th>Title</th>
<th>Initial Award Yr</th>
<th>Grant Yr</th>
<th>Prop No</th>
<th>Investigator</th>
<th>Institution</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNITY-INFORMED CAPACITY BRIDGING TO INCREASE ACCESS TO HEALTH</td>
<td>2021</td>
<td>2021</td>
<td>2021-06362</td>
<td>Diaz Rios, L. K.</td>
<td>UNIVERSITY OF CALIFORNIA, DAVIS DAVIS, CALIFORNIA</td>
<td>Brief Furl</td>
</tr>
<tr>
<td>EDUCATION IN RURAL AREAS VIA TELEHEALTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLORADO STATE UNIVERSITY SUSTAINABLE COMMUNITY PROJECT</td>
<td>2021</td>
<td>2021</td>
<td>2021-06332</td>
<td>Riggs, N.</td>
<td>COLORADO STATE UNIVERSITY FT. COLLINS, COLORADO</td>
<td>Brief Furl</td>
</tr>
<tr>
<td>PROSPER FLORIDA: PREVENTING YOUTH OPIOID USE IN RURAL COMMUNITIES -</td>
<td>2021</td>
<td>2021</td>
<td>2021-06333</td>
<td>Forthun, L. F.</td>
<td>UNIVERSITY OF FLORIDA GAINESVILLE, FLORIDA</td>
<td>Brief Furl</td>
</tr>
<tr>
<td>USDA NIFA RHSE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RURAL HEALTH 2; ADVANCING RURAL HEALTH EQUITY AND COMMUNITY ACTION</td>
<td>2021</td>
<td>2021</td>
<td>2021-06374</td>
<td>O’Neal, L.</td>
<td>UNIVERSITY OF FLORIDA GAINESVILLE, FLORIDA</td>
<td>Brief Furl</td>
</tr>
<tr>
<td>TO PREVENT COVID-19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PREVENTING OPIOID MISUSE IN RURAL GEORGIA</td>
<td>2021</td>
<td>2021</td>
<td>2021-06330</td>
<td>Bales, D.</td>
<td>UNIVERSITY OF GEORGIA ATHENS, GEORGIA</td>
<td>Brief Furl</td>
</tr>
</tbody>
</table>
Program Basics – Application Types

- **New**
- **Resubmitted** (previous unfunded submissions)
Program Basics – Applications Types

These types of applications will not be considered for funding:

- Applications without a plan for measuring participant outcomes;
- Applications planned for less than 24 months;
- Applications with a focus on topic areas specific to other NIFA grant programs, such as programs under the Agriculture and Food Research Initiative (AFRI), AgrAbility, Farm and Ranch Stress Assistance Network, or Youth Farm Safety;
- Applications with a focus on research (other than evaluation related to project outputs, outcomes, and impacts), formal education (K-12, university), or clinical interventions; or
- Proposals focused on the clinical treatment of individuals with substance use disorders
Program Basics– Application Submission Requirements

- Applications **do NOT** require matching
- Only electronic applications through grants.gov are accepted
- Follow all guidelines in the Request for Applications and “NIFA grants.gov Application Guide” (“instructions” with the application)
- **Proposal submission deadline:**
  - April 29, 2022, 5 p.m. Eastern Standard Time
Question Period #1

Is this grant for you?

- Is this what you want to do?
- Does your program fit the intent of the RFA?
- Are you eligible as a lead? Do you have collaborative partners? If not, who could you partner with within your state/region?
- Can you meet the submission due date?
Administrative Requirements
Administrative Requirements

- Unallowable Directs Costs
- Indirect (F&A) Costs
- Organizational Management Information
- Reporting Requirements
- Contact Information
Administrative Requirements - Unallowable Directs Costs

- Promotional give-away items
  - T-shirts, hats, tote bags, mugs, etc.
- Incentives to entice participation
  - Gift cards or certificates, coupons, etc.
- Construction of a building or facility
- Breakfast before or dinner after a meeting
- Lunch during a meeting without justification
- Alcoholic beverages and/or entertainment
- Any costs expended after expiration date
Administrative Requirements - Indirect (F&A) Costs

- Limited to 30% of the total federal funds
- Limited to the lesser amount based on your rate or the equivalent of 30% of total Federal funds awarded.
Administrative Requirements –
Administrative Contact Information

Janette Jensen
Chief, Awards Management Division
janette.jensen@usda.gov
816-926-2629
Application Process
Application Process

- **Register with Grants.gov – Right Away!**
  
  [http://www.grants.gov/applicants/get_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)

  - Several steps; can take weeks to complete

- **Check on Computer essentials**

  - Adobe Acrobat – only .pdf is accepted
  - High speed connection – universities, county extension or libraries.

- **Follow all instructions!**
Application Process

Download the Application Package

Linked to Funding Opportunity Number on our web page

Application Process

Complete the Application and Attachments

- Some are forms, but some also need pdf attachments
- Submit all information requested in RHSE FY2020 RFA
- Read and follow all instructions:
  - Grants.gov is for all federal agencies, many programs
  - Request for Applications (RFA) is specific to RHSE
  - NIFA Grants.gov Application Guide ("instructions" with the application) has NIFA-specific instructions and requirements that are just as important as the RFA
Application Process – Cont’d

- Summary/Abstract (250 word limit)
- Project Narrative – up to 18 pages (double spaced pages with 1-inch margins of written text in 12 pt font TNR, with up to 6 additional pages for figures and tables) in the following sections:
  - Issue Statement and Planned Approach
  - Objectives; Activities, Outcomes and Timeline
  - Division of Labor
  - Project Performance Assessment Plan
  - Management Plan
  - Project Communication and Dissemination;
  - Sustainability;
  - Center of Excellence Justification
- Resubmitted applications (1 additional page)
Application Process – cont'd.

- Attachments
  - Bibliography & References (no page limit)
  - Commitment & Pledge Letters
  - Fiscal Agent Letter (only if it pertains)
  - Data Management Plan
  - NO OTHER ATTACHMENTS (i.e., no appendices!)

- Senior/Key Person Profile Form – for each:
  - Biographical sketch – used to judge qualifications
  - Current & Pending Support
  - Conflict of Interest
Application Process – cont'd.

- More Forms and Attachments
  - Budget (form)
  - Budget Justification
  - Subaward budget(s) – first save the form from application, then complete and attach it
  - Supplemental Info Form
    - Enter LX for program code
    - Enter Rural Health and Safety Education for program name
Application Process – Cont’d

Submit electronically via [www.grants.gov](http://www.grants.gov)

- Submit in advance of the deadline
- Get a case ID# from grants.gov if you are having submission problems
- All attachments MUST be submitted in PDF and not password-protected; grants.gov will NOT check this, YOU MUST!
- Check the grants.gov “Manifest” for errors (see instructions in NIFA grants.gov application guide)
- You may correct errors and re-submit through grants.gov up to the deadline; we will accept the latest valid application received **before** the deadline
Application Process – Cont’d

Watch for three emails from grants.gov

- 1st confirms receipt
- 2nd indicates validation or rejection by grants.gov
- 3rd indicates that it has been passed to NIFA

Then watch for emails from NIFA

- 1st confirms receipt by NIFA
- 2nd says it has been accepted or declined for review by NIFA
Question Period #2

Are there questions on the application process?

- Project Narrative
- Attachments
- Forms
Evaluation and Review – Pre-Acceptance

**NIFA screening:**

- Screening for requirements in RFA and NIFA grants.gov application guide: program scope, mandatory components, budget, duration, page limits, font size, etc.
- Late submission will be rejected without review, unless applicant can document extenuating circumstance, e.g., hurricane, flood; inform National Program Leader (NPL) immediately if this is the case
- Contact NPL if you do not receive an email from NIFA within 2 weeks of the submission deadline
- Keep NPL updated of any change in email address
Evaluation and Review | Pre-Acceptance

Applications will not be accepted for review if they do any of the following:

- Propose objectives or approaches that do not fit the purpose and scope of RHSE
- Exceed the maximum budget request **$350,000**
- Fail to design project for 24 Months
- Exceed the maximum page allowance **18 pages + 6 pages for tables & figures**
- Fail to include any of the following: Summary/Abstract, Project Narrative with all required sections; Budget, Budget Narrative; Current and Pending Support Forms; Conflict of Interest Forms; Response to Previous Review (if applicable); and Letter of Commitment from Key Partners.
Evaluation and Review - Competitive Review Process

**Designed to be fair and unbiased**

- Review panel will be comprised of individuals representing diverse backgrounds with relevant training, expertise, and experience
- Evaluation criteria are the only basis for peer review
- Only information in the application is evaluated
Evaluation and Review - Review Process

**Role of Panelist**
- Provide constructive and unbiased evaluation
- Protect confidentiality
- Avoid Conflicts of Interest

**Confidentiality**
- Proposal content and identity of applicant
- Reviewer identity
- Reviews (shared with Project Director only)
- Panel proceedings
Evaluation and Review - Evaluation Criteria

- Issue Statement and Planned Approach
- Objectives, Activities, Outcomes and Timeline
- Division of Labor
- Project Performance Assessment Plan
- Management Plan
- Budget and Budget Narrative
- Project Communication and Dissemination
- Sustainability
Become a Proposal Peer Reviewer

- Panelists are selected based on their expertise, credentials, and NIFA panel needs
  - You will be contacted if your expertise is needed on a given panel/program

- For more information, contact the program staff listed in the Request for Applications for the program you are interested in serving on.

- To volunteer, please create a profile using the Panelist Recruitment link at:
  - https://prs.nifa.usda.gov
Question Period #3

Are there questions on the application review process?

- Pre-Acceptance NIFA Review?
- Peer Review?
- Evaluation Criteria?
Tips for Success
Tips for Success

*Successful Proposals...*

- Excite the reviewers!!!
- Are well written, succinct and logical
- Address an important challenge or problem in rural health
- Take an innovative approach and don’t duplicate what others are doing
- Have a solid and detailed plan for identifying needs, program development and implementation
- Have a solid and detailed evaluation plan for outcome-based reporting and measuring impact
Tips for Success

Don’t...Make These Errors

Missing parts, not in pdf, over the page limit, over the budget limit, seconds/minutes late: all are fatal errors that get proposals rejected!

Do...Find a Critic

Have someone read your proposal and identify any lack of clarity, unanswered questions, and other flaws ... and address them prior to submission!
Tips for Success | Common Criticisms

- Vague, unfocused, and/or poorly presented
- Audience/impact unclear or not well justified
- Insufficient review of other projects
- Work plan not clear, logical, detailed
- Too ambitious / not achievable with budget, time frame
- Project Director/team lacks relevant experience/expertise
- Weak collaboration and/or poor management plan
- Lack letters from consultants, partners, etc.
- Unclear what difference RHSE funding will make
Timeline for Competitive Awards

- Request for Application (RFA) Release: 1-3 months
- Proposal planning and writing
- Proposal Proposal Due Date: April 29th, 2022
  - 2-3 months
- Proposal under Peer Review
- Proposal Funding Notifications
- Awards are finalized and made: 1-2 months

On average, a competitive proposal takes about 3-5 months from proposal due date to an award being made to an institution.
Question Period #4

- Final questions and comments
- Stakeholder input on the FY22 RHSE RFA can be emailed to the National Program Leader or to Policy@nifa.usda.gov
Questions after this session?

*Programmatic Questions:*
Ahlishia Shipley | ahlishia.Shipley@usda.gov
Sydney Turner | sydney.turner@usda.gov

*Administrative Questions:*
Janette Jensen | janette.jensen@usda.gov

*Grants.gov:*
- 1-800-518-4726; M-F 7:00 am – 9 pm Eastern Time
- Email: support@grants.gov
- Get a Case ID # if you are having submission problems.
BEST OF LUCK!