World Trade Center Non-Responder Program

ADDITIONAL GUIDANCE
Release date: 8/11/2008

Synopsis	Adapted From WWW.GRANTS.GOV	Includes 'How Do I Apply?'

Register NOW!! Registration can take between three to five business days or as long as two weeks if all steps are not completed on a timely basis.

The synopsis for this grant opportunity is detailed below, following this paragraph. Click here for the **most current synopsis**.

If you would like to receive notifications of changes to the grant opportunity click **send me change notification emails** . The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

Document Type:	Grants Notice
Funding Opportunity Number:	CDC-RFA-OH08-801
Opportunity Category:	Discretionary
Posted Date:	Jul 24, 2008
Creation Date:	Jul 24, 2008
Original Closing Date for Applications:	Aug 25, 2008
Current Closing Date for Applications:	Aug 25, 2008
Archive Date:	Sep 24, 2008
Funding Instrument Type:	Grant
Category of Funding Activity:	Health
Category Explanation:	
Expected Number of Awards:	3
Estimated Total Program Funding:	$10,000,000
Award Ceiling:	$10,000,000
Award Floor:	$3,000,000
Cost Sharing or Matching Requirement:	No

I. Eligible Applicants

Others (see text field entitled "Additional Information on Eligibility" for clarification)

II. Additional Information on Eligibility:

Entities that currently provide referral and/or health services and treatment as described above, and entities that can provide these services at the beginning of the grant award, are eligible to apply for funding under this program. This will include all types of entities that have or can quickly acquire the needed expertise and licensing/authorities to deliver the proposed health services, and can meet all applicable health referral and services and treatment-related standards and requirements at the time the grant is awarded.

III. Agency Name

Centers for Disease Control and Prevention

IV. Description

The purpose of this announcement is to solicit applications for the provision of screening, referral and treatment services for residents, students, and others in the community, related to the September 11, 2001 terrorist attacks in New York City. These individuals are referred to hereafter as the 'non-responder population.' Since September 11, 2001, the Department of Health and Human Services, CDC, and NIOSH have been active in assessing the health impact of the World Trade Center disaster. There is currently a program in place to provide health assessment examinations, diagnosis, and treatment for first response emergency personnel (the responder population) in the New York City (NYC) area.

V. Link to Full Announcement

On the CDC Site: http://www.cdc.gov/od/pgo/funding/OH08-801.htm

Or:

The grant announcement is available on Grants.GOV at **CDC-RFA-OH08-801**

IV. If you have difficulty accessing the full announcement electronically, please contact:

Technical Information Management Section (TIMS)
Procurement and Grants Office (PGO)
Centers for Disease Control and Prevention (CDC)
Phone 770-488-2700 Technical Information Management Section (TIMS)

VII. Information on Application Process

How Do I Prepare to Apply?

Know Your Role

· Definitions of roles in eRA Commons and Grants.gov

Select Approach

An applicant organization will apply via Grants.gov Forms-based Submission Organizations using forms-based submission will rely on the PureEdge forms viewer provided free of charge by Grants.gov.

Obtain Software

PureEdge
In order to access, complete and submit grant applications, applicants need to download the PureEdge Viewer from Grants.gov.

Creating PDFs
CDC/NIOSH utilizes the Grants.gov rules which require all text attachments to the PureEdge forms to be submitted as PDF files.
Some type of PDF creation software is needed to create the PDF (the free Adobe Reader will NOT create an Adobe file). Grants.gov has published a list of some available tools and software to assist you http://www.grants.gov/agencies/software.jsp#3.
Note: Attachments generated from PureEdge forms, such as the R&R SubAward Budget Attachment Form, should not be converted to PDF.
Note: To avoid PDF problems, keep these guidelines in mind.

Options for Macintosh users
We are anticipating the arrival of the new Grants.gov 2007 solution that is based on Adobe forms and is platform independent. In the meantime, please continue to use the following proven options for Macintosh users:

· NIH-hosted Citrix® servers: allow non-PC users to prepare and submit applications using the PureEdge forms viewer. This service has been used successfully by many applicants over the past year and has the capacity to handle the anticipated load for the electronic submission of R01s in February 2007.

· IBM Workplace Forms (PureEdge) Viewer for Macintosh: Grants.gov provides access to an IBM PureEdge viewer that is compatible with Macs. There are some limitations to the viewer, so we strongly suggest that you read the available documentation carefully before deciding whether using the viewer is a good option for your specific circumstances.

· PC-emulation software: commercially available products allow Mac users to run the PureEdge viewer.

· Commercial Service Providers: offer a wide range of platform independent services - from low-cost, single transaction options through full scale, end-to-end grants management solutions. You should coordinate with your institutions' grants office to explore these options further.

Link to Software FAQs

Register NOW

Registration can take between three to five business days or as long as two weeks if all steps are not completed on a timely basis. Register for grant opportunities now. Click here to "Get Registered".

Prior to submitting a grant application online through Grants.gov to NIOSH, an applicant organization must complete a one-time registration both at Grants.gov and eRA Commons. Principal Investigators do not have to register at Grants.gov, but must register with Commons.

▶Registration Requirements for Electronic Submission Requirements for Electronic Submission

DON'T DELAY, REGISTER NOW!	Grants.gov			eRA Commons
	CCR [4] registration (requires DUNS #)	Obtain and register Grants.gov credentials	Authorize Organization Rep.	eRA Commons Registration (Org. registration requires DUNS #)
Principal Investigators [1, 2, 3]				✔
Institutions/ Organizations	✔	✔	✔	✔

[1] Principal Investigators (PI) must be affiliated with applicant organization
[2] PIs and Signing Officials (SO) need separate accounts in eRA Commons (even if the same person has both roles) because if an SO is given a PI's role, it overrides the SO's privileges such as the ability to reject an application, submit Just-In-Time information, etc.
[3] Internet Assisted Review (IAR) registration is not enough. PIs must work through their institutions for full eRA Commons registration.
[4] New organizations should allow extra time to obtain an Employer Identification Number (EIN)

Each registration is a multi-step process. Allow for 2-4 weeks to complete these registrations.
New businesses [i.e. those applying to the Internal Revenue Service (IRS) for an Employer Identification Number (EIN) to complete the CCR registration] should start the process at least two months (eight weeks) prior to the grant submission date.

• eRA Commons Registration

The applicant organization registers in Commons. The Principal Investigator registers in Commons through the organization's Authorized Organizational Representative (also known as the Signing Official).
· Register in Commons
· Detailed steps for Commons registration (PDF - 48 KB)
· NIH demo on registering in Commons
· To check if the organization is already registered, go to the List of Commons Registered Organizations

eRA Commons Help Desk
Web: http://ithelpdesk.nih.gov/eRA/ (Preferred method of contact)
Toll-free: 1-866-504-9552
Phone: 301-402-7469
TTY: 301-451-5939
Hours: Mon-Fri, 7a.m. to 8 p.m. Eastern Standard Time

• Grants.gov Registration

The applicant organization registers in Commons. The Principal Investigator registers in Commons through the organization's Authorized Organizational Representative (also known as the Signing Official).
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  Web: http://ithelpdesk.nih.gov/eRA/ (Preferred method of contact)
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  Phone: 301-402-7469
  TTY: 301-451-5939
  Hours: Mon-Fri, 7a.m. to 8 p.m. Eastern Standard Time

• Registration FAQs

▶Link to Registration FAQs

• Important Tips

· **All Applicant Organizations need to be registered in Grants.gov and the HHS Commons well in advance of the submission date.**
· If an applicant has started the eRA Commons registration process at least two weeks in advance of the submission date, NIH will consider it a "good faith" effort to prepare for electronic submission and the applicant will not be penalized for any NIH-caused registration processing delay.
· If an applicant organization does not have a Taxpayer Identification Number (TIN) or Employer Identification Number (EIN), allow for extra time to complete registration with Grants.gov. Since Oct. 30, 2005, the CCR also validates the EIN against Internal Revenue Service records [See http://www.bpn.gov/]. In such instances, start the registration process at least two months (eight weeks) before the grant submission date.
· Applicant Organizations need to obtain a DUNS number and register with the Central Contract Registration before they can register with Grants.gov.

- Principal Investigators do NOT need to register in Grants.gov but MUST be registered in the HHS eRA Commons prior to electronic submission of an application.
- SOs must update their Institutional Profile in Commons
- PIs must update their Personal Profile in Commons
- The applicant organization must include its DUNS number in its Institutional Profile in the eRA Commons. This DUNS number must match the DUNS number provided at CCR registration with Grants.gov.
- HHS requires the Principal Investigator to fill in his or her Commons User ID in the PD/PI section Credential log-in field on the Senior/Key Person Profile Component.
- **Related Links:**
    - Grants.gov Get Registered page
    - Obtaining a DUNS number
    - Registering with CCR
    - Obtaining an EIN from the IRS
    - eRA Commons
    - Grants.gov Macintosh support page (Download Software Page)
    - Grants.gov list of tools for PDF conversion page

Where Do I Find The Announcement and the Application Package?

Announcement: **http://www.cdc.gov/od/pgo/funding/OH08-801.htm**

Application Package: The funding opportunity announcement refers the potential applicant to the www.grants.gov webpage APPLY FOR GRANTS for the application package. Applicants must install the PureEdge Viewer and compatible versions of Adobe Reader. This software is available for download at APPLY FOR GRANTS. The grants.gov application guide SF424(R&R) will be available with the download or may be accessed by clicking the following link: Grants.gov Application Guide SF424(R&R)

Fill out the application: Fill out the application using instructions below and the guidance available on grants.gov.

PLEASE NOTE: *Paper applications will not be accepted.* **You must submit your application electronically via grants.gov using the forms provided.**

Where Do I Put The Information Required In The Announcement?

The Funding Opportunity Announcement, RFA-CDC-OH08-80, includes specific required information on the "content and form of submission." The following instructions provide guidance regarding placement of this required information into the 424 form.

NOTE: The Project Narrative may have a maximum of 100 pages.

A project narrative must be submitted with the application forms. All electronic narratives must be uploaded in a PDF file format when submitting via Grants.gov.

Sections A through H of the Narrative outlined in the funding opportunity announcement must be uploaded in the application using the form in the grants.gov application package titled "Project Narrative." Documents should be uploaded to the application package as PDF documents.

The narrative should address activities to be conducted over the entire project period.
- A. Executive Summary
- B. Background and Need [include a summary of current health services (screening, diagnostic, referral and treatment) and related capabilities]
- C. Health Assessment, Diagnostic, Referral, and Treatment Services Plan
- D. Project Activity Task/Time Line (include time points reflecting the initiation of specific health services)
- E. Management and Prioritization Plan
- F. Management Plan for Data and Patient Records
- G. Protocol for Implementing Payor of Last Resort
- H. Description of existing resources: Key health screening, diagnostic, referral and treatment personnel; Facilities; Equipment

Section I of the Narrative (the Budget Narrative) outlined in the funding opportunity announcement must be uploaded in the application using the form in the grants.gov application package titled "Budget Narrative Attachment Form."

Appendix material must be uploaded in the application using the form in the grants.gov application package titled "Other Attachment Forms." The information requested below should be included in the application appendices - not to exceed 50 pages - and which will not be counted toward the 100-page Narrative page limit. Documents containing this information should be uploaded as PDF attachments.
Each applicant must submit:
- Curriculum Vitas of health professionals considered key to project success (Use the BIOSKETCH form of the 424 (R&R))
- Copy of the Indirect Cost Rate Agreement currently in place or a statement indicating none is in place currently.
- Any additional documentation related to "VI.2. Administrative and National Policy Requirements"
- Letters of Support (optional) also may be included in the appendices.

Budget information must be included in the application using the form titled "Budget Information for Non-Construction Programs (SF-424A)." If you have questions about the budget, or need help in filling out the budget form, contact any of the following people from the CDC Procurements and Grants Office:
Annie Harrison-Comacho: 770-488-2098; email: ATC4@cdc.gov
Sylvia Dawson: 770-488-4785; email: SND8@cdc.gov
Edna Green: 770-488-2858; email: ECG4@cdc.gov

How Do I Submit My Application?
Rules governing submission

- Applications must be submitted to Grants.gov by 5 p.m. local time (of the applicant institution/organization) on August 25.
- Only the Authorized Organizational Representative (AOR) of the applicant institution is allowed to submit the application.

- HHS expects the applicant institution to complete all registration requirements (Grants.gov and eRA Commons) prior to submitting the application.
- HHS is providing some flexibility for the first submission dates of a transitioned mechanism by allowing applicant institutions to submit changed/corrected applications in the two business days following the submission deadline as long as the changes are to address errors encountered during the eRA Commons validation process. If the two business days correction window is used, the applicant must include a cover letter with an explanation for why the application is late.
- The applicant institution will not be penalized for system issues with Grants.gov or eRA Commons.

Steps for submitting an application

1. Complete all mandatory and any appropriate optional application components. Be sure to carefully follow all application guide and opportunity announcement instructions. Before you can submit the application, you must check the application package for errors by clicking the "Check Package for Errors" button at the top of the PureEdge screen. Once all identified Errors are corrected, the Submit button will become active.

   Although this button will verify that all mandatory documents and fields specified on the federal-wide forms are completed, it does not check for any agency-specific requirements (e.g. agency-specific required fields). Therefore, additional Errors/Warnings may be identified later in the submission process.

   Don't forget to SAVE YOUR WORK TO YOUR LOCAL MACHINE BEFORE SUBMITTING.

2. Click on the Submit button. The application will automatically connect through the Internet to Grants.gov.

3. Enter your Grants.gov username and password. You must be fully registered to successfully submit.

   IMPORTANT: Only an Authorized Organization Representative (AOR) can submit applications to Grants.gov on behalf of an organization.

4. After submission you will be presented with a Grants.gov confirmation screen. On the bottom of the confirmation screen you will find your Grants.gov tracking number. You also will see your official receipt timestamp. Print this page or record this information for future reference.

5. Within 48 hours, the submitting AOR should receive a receipt of confirmation and either a validation confirmation or a rejection email message from Grants.gov. If accepted by Grants.gov, the AOR also will receive a notice that the application has been retrieved by the grantor agency (e.g., CDC). At that point, the application is picked up by eRA Commons for further processing. A second level of error checking is done on the application to confirm that all agency-specific guidelines have been followed. The results of that check are found in the eRA Commons. The AOR and PI also will receive a series of notifications from eRA Commons indicating the status of the application.