Pre-Application Technical Assistance Workshop

Social and Behavioral Interventions to Increase Solid Organ Donation Program

HRSA-13-150

Moderator: Rita Maldonado
September 4, 2012
2:00 pm ET

My name is Rita Maldonado. I am the Project Officer for this grant. It's the Social and Behavioral Interventions to Increase Solid Organ Donation. The announcement number is HRSA-13-150.

And if - we're going to go straight through the Funding Opportunity Announcement so I hope that you have that with you and you can follow along. If you don't have it with you, you can certainly take notes and then go back through. You'll see that I'm going straight through the FOA, as I'll call it for short.

Looking at the cover, please make sure that you have the right one that is for fiscal year 2013. And the application due date - most important thing - is November 30, 2012.

My contact information is right there on the cover. I - you can contact me for any questions that you have related to this application. I'm specifically - I'll be able to help you specifically with any programmatic type questions. Things that have to do more with forms generally go to Grants Management Office.

And if you have specific questions that have to do with the application, the online application tool, you'll need to contact the Grants.gov. But if you would like to route any questions through me, I'm happy to help you out as we go along.

One quick note, though, if - this is due on November 30 at 8:00 pm. I generally leave the office before that. So if you're having an urgent problem with Grants.gov, the best route is to contact them directly and you take - make note of your tracking number for your question because that will be requested if you have to follow up on any problems. I'll talk about the - that a little bit later again.

Is Ernsley Charles on the phone at all? All right, Ernsley is the Grants Management Specialist that's assigned to this grant application. And so she may be joining us later but if not, just know that she is also available to help you with any questions and her contact information is in the FOA as well.

One thing to note if you - you may or may not be familiar with our other grant opportunity, the Public Education Efforts to Increase Solid Organ Donation. It's generally offered every year along with the Social and Behavioral. Unfortunately in 2013 we will not be able to offer this Public Education Efforts grant program. We fully anticipate that it will come back starting for 2014.

But I want to make note of that so that you know that this is the only opportunity this year to get funding from Division of Transplantation. So please be sure to look at that.

So I'm going to start. We can open up the FOA now and skip the table - through the Table of Contents on to Page 1. The purpose of this grant program is ultimately to reduce the gap between the number of people who are waiting for organ transplants and the number of donated of organs.

And the way we do that, down below, through this grant opportunity is to increase the number of people who are committed to becoming a deceased organ donor and that they document that commitment.

In general, we mean through a registry. That can be signed online or at the DMV. There are specific - special place - times when a donor card may be a preferable method or, you know, sometimes people submit forms and then those forms are entered into the registry but ultimately that needs to be in the state registry.

Another way that this is - can be completed through this grant program is by a consent of a family member. And that would be at the time of death and - that this family member can consent to donating the deceased's organs.

A second goal that we have is to increase the knowledge of options available through living donation for patients who may need transplants or individuals conserving - considering serving as living donors.

This would be specifically by increasing the knowledge of the process, risks, advantages and disadvantages of both deceased and living donation among these patients or the individuals considering to live - serve as a living donor.

Living donation is treated very delicately here by the - by HRSA. And the reason is that there isn't a long-term follow-up study yet showing whether -

what the long-term consequences of living donation are and so we - we're very careful not to promote living donation in any way and that's included in - by our grantees in our grant projects.

And so if you are submitting a grant that will deal with living donation, I want to please say specific - make specific note of the language that's used in the FOA. And feel free to - and I encourage people to use the word-for-word - the specific Objective Number 3 here on Page 1 as your objective for your grant.

We'll look a little bit more at living donation as we go through but if you are submitting a living donation grant, I encourage you to contact me. And if you would like to discuss it in any way and have any questions about that, I encourage you to do so because it is a fine line that we're walking. And if the grant is seen as promoting living donation, it won't even go to the review committee and it will be marked as ineligible.

At the bottom of Page 1, I'd like you to take note of the footnote here and the definition of organ that's written out here from our legislation. We will fund projects that also promote increase of tissue or eye donation. And - but we cannot fund any applications that only promote tissue and eye donation. So we - please review that and be sure that you're compliant with that requirement.

So on to Page 2, again, about the living donation, so some of the things that also get looked at is not only your goal and whether or not you're saying I will promote or not promote but also your measures.

And so - and any application that is looking at living donation cannot actually measure whether or not you have increased a living donation, whether people intend to become living donors or are more inclined and that sort of thing. So again, please feel free to contact me if you have specific questions.

All of our projects - this is a research grant so we - it does have an evaluation component for every project. The goal of our program overall is to create model intervention to increase deceased donation and knowledge of living donation.

So model intervention is defined as something that's been verified and has shown to have an impact on the objectives listed, something that is replicable, something that can be transferred to another location with another - or with another population and something that's feasible by others.

There is a cap on the development of intervention by this grant program and that is a 20% cap of total direct costs and staff time. We'll discuss a little bit more later on about how to show that you are compliant with that cap.

Three types of projects can be applied for. A pilot project is something that has never been - before been tested. An extension project is something that builds upon the results of a pilot project. Or a replication project is something that is done in a - that has been done somewhere and shown to be successful but you want to replicate it in a different setting or with a different population.

Any replication project, you'll need to include at least one minority population. And you need to discuss any changes and support those changes in some way. So if it needs to be changed because the population has a bit of a different cultural bias then please explain that and how those changes are being made.

Multiple strategies can also be considered. And - but if you are doing multiple strategies, you do need to identify the individual effects of each of those strategies so that they can be teased out and understood by other who might want to replicate your project.

All of the projects need to have a - be based upon behavior change theory and that will need to be explained throughout your application. There's a paragraph here that lists what will not be supportive - supported under this grant program.

I've - I think I'm beating a dead horse here by talking about living donation. We, of course, don't support biomedical or clinical research, any sort of donor management, organ recovery, things like that.

We strongly encourage collaboration. One of the big goals for us under this grant program is to encourage collaboration between organ donation organizations such as OPOs and large research organizations like universities, things like that so that we can really strengthen the field. However there's no requirement in that - in this area.

And in previous years we were able to provide a funding priority for consortiums but that is no longer offered. But we do want to encourage you and let you know that the reviewers will see highly that - if an application comes in with several organizations that will build up the application and strengthen it. So we encourage that again.

So on to Page 4, the - you can read the background. I'm sure many of you already know -who are in the field, the great need that there - exists for more organ donors.

This grant program specifically was started in 1999 and there have been 96 research projects already supported by this grant program. And listed down below in the resources are several places where you can find information about the previous grants and their strategies and their successes and so I would encourage you to review those.

The organdonor.gov is a great resource on our grant program. If you go to the Grants tab under the Home page, you'll find quite a bit of information on there. There's a list of all of the previous grants that have been supported with a brief summary and there's also a list of the publications that have been - that have come out of our grant program.

I encourage you to review both of those and include any relevant publications in your literature review for your projects whenever they are relevant. The reviewers are quite familiar with our grant program and have been our reviewers for several years so they will note that if a project comes in and hasn't made reference to any previous projects that are similar to theirs, they will make note of that.

On Page 5, there's several other resources also listed that you'll - are encouraged to look at and you can review those at your leisure.

This is a grant. And it will - it is a 3-year program or up to 3 years, I should say. So it will begin in 2013 and last through 2015. We expect that there's $1.25 million available to fund four to five grantees. This is the annual total for each - for the four to five grantees that are funded. That means that there's a range for each of those grants of $250,000 to $350,000 per year.

This is a range. It is - you can apply for lower or higher. However regardless of how much you're applying for, it has to be well justified. The reviewers are able - and HRSA as well - are able to reduce your awarded amount. And that happens when something isn't well justified. And so we encourage you to really focus.

Are there any questions? All right, I'll keep going forward.

I encourage you to review the eligibility information, ensure that you fall within the eligibility requirements. And down on to Page 6 - and just to double check, is - has Ernsley joined us?

Ernsley Charles: I just got in.

Rita Maldonado: Okay, sounds good.

Ernsley Charles: I'm sorry because I'm working from home today.

Rita Maldonado: Oh, okay, no problem. So Ernsley do you want to go through this or do you want me to go through and...

Ernsley Charles: Can you please go through it because I don't have the guidance with me?

Rita Maldonado: No problem.

Ernsley Charles: Okay, thank you so much, Rita.

Rita Maldonado: So if you have - if you want to add anything - not a problem. If you want to add anything please jump in.

Ernsley Charles: Yes, please, thank you.

Rita Maldonado: Okay, great. So we'll continue on. I'm on Page 6 here. All applications do need to be submitted through Grants.gov. It's an online requirement. If for some reason you think that you cannot meet that requirement, you need to write an email to this email address here - it's DGPWaivers@hrsa.gov - in advance of the end date and request that, that you have a waiver.

These are provided few and far between so, you know, do your best to try to do - to submit online. But if you do have a reason, go ahead and ask for that.

This is also the email address that you should send a request to if for some reason you are not able to meet the deadline. This is generally only approved if something like the date of the dead - the due date, there is a natural disaster in your area or something like that. So again, those are few and far between so be sure to make note of this email address if you do need it and do request that extension.

Another thing would be if - again, I mentioned earlier if you're applying and you have a problem with Grants.gov and you've contacted their Help Desk, keep any application - emails that are in response to your request and you can submit those too as well if there's a technical reason why you couldn't apply online by the due date. That being said, though, I encourage people to apply - submit the applications 3 days ahead of time so you don't have any of those problems.

All right, I'll let you read this information here about CCR registration. Just one note, though, is that you want to make sure now that you are - you have the registration, you have the correct numbers all set up so that when you're applying that doesn't become a problem.

On Page 8, there's a Web site with a user's guide. I encourage you to read that. Also there's a Grants.gov Application User Guide. You can review both of those things at the same - as well.

The application page limit is 80 pages. And just make note that that page limit is strict. And I just - just to double check, could everybody make sure that your phones are on mute so that we don't have any background noise. I appreciate it. Thank you.

This 80-page limit, if you go above the 80 pages, you - the applications are deemed ineligible and will not go to the review committee. So make sure before you apply that you printed out and actually physically count all of the pages. I'll explain in a few minutes what gets counted and what doesn't get counted.

And if you submit something with really small font or really small margin sizes, all of those get moved back into the - to regular font size and to regular margin size. So you will be deemed ineligible if it goes over the 80 pages.

On Page 9, there's a Table of Contents here. And it lists all of the forms and required sections for the grant application. I encourage you to look at this and use it as you're submitting your application. Be sure you - you can use it like a checklist. Be sure that you included everything that's required.

On the far right column under HRSA/Program Guidelines, it states whether or not something's included in that 80-page limit. So just to explain a little bit more, the third one down is the SF-424 R&R Senior/Key Person Profile, that's a form. It's not counted in the page limit. However attached to that form are the biographical sketches and those are counted in the page limit.

In general, forms have an OMB number on the bottom right-hand side and those things are not counted in the page limit. But the things that don't have that are.

If you are creating a Table of Contents, say for your attachments, the Table of Contents itself won't be included - will not be included in the page limit as long as it doesn't have any actual content in there.

Let's see, there's one thing to note from - that has changed from last year on Page 12. Attachment 2 is the proof of nonprofit status. This is not counted in the page limit. The same is true as - with the indirect cost rate agreement. That is not counted in the page limit either. This is new from last year so that hopefully will give you a few more pages to work with this year.

On to Page 13, the DUNS number, this is something else that you need to take care of right away. Be sure that you follow the instructions here and go to that Web site or call the phone number so that you are sure you have this number and have it available for your application.

I have heard that one of the most common reasons that an application is rejected by Grants.gov is that the DUNS number was incorrect. So please double check that. It's a really unfortunate reason not to get your application in.

A Table of - I mentioned Table of Contents. You can certainly make a Table of Contents for different sections of your application. That's actually very useful. But you do not need to create a Table of Contents for the entire application. One will be generated by the system for you.

The budget form is called the Research & Related Budget. It's the SF-424 R&R. In that application kit there - you can apply for multiple years. We are - we only accept applications for up to 3 years. If you want to apply for 1 or 2 years you can do so as well but the max is 3 years. For each year you need to complete Sections A through J and then the Cumulative Budget will be generated for you.

The budget narrative is Section K and that's explained more on Page 14. So we can move on to Page 14. At the top of Page 14, it explains that we do have required travel for two project staff to attend an all-grantee that we have each year. In the first year, there's - in addition to the all-grantee meeting there's a pre-implementation meeting that should also be attended by these two staff members.

The - this - the two staff should include the primary individual - researcher for your grant program and the primary donation individual for the grant program. So be sure that these two people will be able to travel and attend the meeting and that you have the cost built into your budget as well. You can read more about that and how to budget for these meetings on Page 38.

If you have a consortium of organizations, the budget for the primary organization will include the total cost of the - with the consortium. And there's a line item there for contractors that you would list that out.

And - but you also need to include, then, separate line item and budgets and budget justifications for those other organizations as well which should total up to that consortium line item on the primary organization. If you have questions, you can certainly contact us about that as you go along.

There - a new thing for 2013 is a salary limitation. This means that nobody paid under our grant program can exceed a salary of $179,700. And then fringe benefits are applied above that, the fringe benefits are according to the institution. And so you - be sure to follow these guidelines here. Again, you can contact us if you have any questions about that.

Starting at the bottom of Page 14, the budget justification, this needs to be included for all years just like the budget and you can, if you'd like, state in years 2 and 3 that it will be the same as year 1 or reference the year 1.

Just be careful with that, though. The budget justification is scrutinized very closely, both by HRSA and the reviewers. And so you want to be careful in this section to be very specific about how you came up with your numbers and make sure that they apply for every year.

For example, if you are doing development in the first year and that's how it's listed in the Work Plan, be careful not to put that personnel will be working on development in years 2 and 3 as well because that money will be cut. And it may an error that you didn't mean to do and so now you'll be working with less money than you actually needed in years 2 and 3.

I mentioned that there's a 20% cap on intervention development. This is where you want to show that you are complying with that 20%. The - include a separate chart that itemizes those individual costs for intervention development in the budget narrative here and show that you are in compliance with that. That's another place that people have sometimes lost funds because they haven't been very clear on that they're falling within those guidelines.

The budget narrative, you can see here how it's broken up. Be sure to follow that and to read this carefully.

On to Page 16, if you're going to be purchasing any equipment, be sure to include an explanation of that and - a detailed explanation. Our definition of equipment is something that costs more than $5000 and has a life use of more than 1 year.

The - I discussed already a little bit about the contractual section. Just a reminder, they do need a - need to be registered in the CCR as well as the primary organization.

At the bottom of the page it discussed the indirect costs. If you do not have an indirect cost rate agreement, you need to visit the Division of Cost Allocation and their Web site is listed here. And you can also contact Ernsley if you have questions about that.

A - the biographical sketches are listed - should be in - attached to the SF-424 R&R Key Personnel Profile Form. And in general you - we suggest that they stay within the two pages so that you don't go - take up too many of your pages with that. But they - that's not a maximum if you do need more pages. Just include information that's relevant to your grant application and make sure that you have all of the sections that are listed here.

The application form SF-424B Assurances will be in the kit so you can sign off on that. The - if you are doing any research with human subjects, which we expect most of you are doing, you'll need to read the section on protecting human subjects at that Web site that's listed there.

The Certifications document is also a requirement and that will be part of the application kit as well.

Page 18, now we get to kind of the heart of the - your application and starting with the abstract, it is - it does need to be brief. It is limited to one page. And it needs to include all the information that's listed here at the top.

Think of it as something that has to stand on its own. It will be sent to Congress or the public if they're requesting information about your grant application. So please be sure to include information about each section in your application on the abstract.

The project narrative is - comes next. In general, we ask you both to keep it within 25 pages. That is not a requirement this year but it seems to be something that really works for people.

If you are reapplying from a previous year, we encourage you to please make note of that and to refer to the summary statement that you received for your application in the past. You'll want to note any weaknesses that were identified and how you've addressed those weaknesses in your application.

There's different ways people have done this in the past. Do what works for you. The - some people put a little section at the beginning of their narrative detailing the weakness and how they're addressing it. Others have put a line next to the sections that were addressed or underlined those sections as well.

If you're doing - if you are doing this, though, I want to make note that the reviewers won't have the previous summary statement so you have to rewrite the weaknesses that were listed on - or any strengths that were listed as well, you're welcome to do that.

The performance measures, they relate back to the objectives that we discussed at the beginning. Make sure that you pick the performance measure that you're addressing and include it in the introduction of your application as well as in the abstract.

If you are addressing more than one performance measure, you need to be sure to show exactly that you - how you are conducting the evaluation so that you can differentiate between the different components and outcomes for each of those performance measures.

The introduction, again, you should list your performance measure, your goals, your objectives and whether or not you're doing a pilot, extension or replication study.

The needs assessment should include information not only about national needs but include as local information as you can. This should be really your baseline for your study as well, give a good picture of why this study is needed. If for some reason you can't get really local data, try to somehow do some proxy information, something like that. So you just want to get as close to possible.

The methods show previous research that has been done. If you're doing, again, an extension or replication study, you need to really discuss throughout your narrative exactly what was done in that previous study and how it is that you're either taking it or adapting it for your population.

Here in the methods as well, you need to discuss other national or local outreach activities for increasing donation. This would be activities by the donation and transplantation committee of practice or Donate Life America or any other organizations that might be doing such outreach activities. Just explain how it is that what you're doing is different and how you'll be sure to measure the different outcomes and show that the outcomes were based on your activities.

I'm on Page 20 now. You want to discuss Healthy People 2020 and how your project relates to that.

I mentioned before this does need to be based on sound theory and so you want to here describe exactly what theory that you have - a theory or theories that you are basing your project on. And throughout your methods section, please be sure to refer back to the theory and how does your activities relate to that theory and why you chose it.

Here, describe your target population, why do they need this intervention and any specific characteristics about your target population and how it is that your activities and your intervention will meet their need for increased donation.

And describe the settings that you are choosing to meet - to reach that target population, why it is you chose those settings. And finally your intervention, what it is exactly you'll be doing and why to change their behaviors.

You want - you need to identify the variables, independent variables and dependent variables exactly that you're going to be measuring and then how you are going to be measuring them. Those are listed in the evaluation plan.

This section is really carefully scrutinized by the review committee to show that not only what you propose to do makes sense but that you'll be able to measure and show that you have success or that you did your best and the - I - the outcomes were not what you expected them to be.

If you require data to show your outcome but your organization does not own that data, it is important that you include a letter of support showing that you will have access to it. In a lot of places the DMV owns the registry data. And so a letter of support from the DMV showing that you will be - have access to that information is a - is something that we look for when we review the applications.

Any instruments that you propose to use, we encourage you to include those. So a survey instrument or a questionnaire, be sure to include information on the psychometric properties. And if it's just too long and can't be included in the application, you can certainly include segments of it, something like that or - and certainly include descriptions of it. You're - if you're including a survey instrument, this can be described in the narrative but include it as an attachment.

The Work Plan, we really encourage you to submit as a Gantt chart or some other way of showing exactly what you'll be doing, when you'll be completing an activity and who will be doing it. This is not only useful for you as you're doing your planning but it's also useful for us to see that you are considering the timing.

And also if you're funded, this is something that we'll refer back to when we review progress reports and non-competing continuation applications to show that you are meeting your milestones.

Include a section on resolution of challenges. Everybody fully anticipates that there will be challenges as you go along so some indication of how you'll be proposing to address those is important.

The evaluation and technical support capacity section describes the key project staff and the background and experience, expertise that they have to carry - to conduct the activities. So please be careful when you're writing this out to really show that you have the right people on board.

The principal investigator is the person who's responsible for the day-to-day activities of the project. Please be sure that you are including somebody who not only has the expertise and the experience but has the availability to carry this out. If they're just listed as too little of their time that could be seen as a negative by the review committee as well.

The principal investigator should have some expertise in the either design and implementation of interventions for increasing deceased organ donation or educating about living donation and/or designing and conducting of evaluation studies for social and behavioral intervention.

The principal researcher is the person primarily responsible for the project methodology component and so they should have sufficient expertise to carry that out.

On Page 23, the organizational capacity, the organizational information should show that the organization or organizations involved have what they need to be able to carry out the project as well.

Are there any questions before I discuss the attachments? All right, I'll keep going on.

The - here's the list of attachments. You can look at those and make sure that you've included all of the required attachments. If you are planning to hire somebody because that person's not already on board, you can describe - if it's somebody who has already been picked but it's pending the application being funded, you can certainly make note of that, include their bio sketch in the application.

But if it's somebody who has not yet been found, you can also include a position description for that person as well.

We've discussed the documentation of nonprofit status already as well as the independent - indirect cost rate agreement. Letters of support are a key element of your application. I've discussed ones that you need if you want to include data.

Also if you are planning to do a study in schools, be sure to include a letter of support from the appropriate entity to show that you will have access to the school. Some - in some places, that is a principal. In some places that - it would be higher up, maybe at a Board of Education sort of level so be sure to get letters of support from the right entity.

Also be sure to show that you - that - or to have letters of support that are specific to the grant project so they say exactly what it is they are committed to doing. We request that you not send us letters that aren't specifically related to the project or that are obviously form letters. And those can be reviewed negatively by the review committee.

An organizational chart is very helpful for the project, not only for us to understand but also for you as you carry it out. I've discussed a Gantt chart or a PERT chart and then other documents - other attachments would go after Page 6 - or Attachment 6, sorry.

Again the - Page 25, the application is due on November 30 by 8:00 pm. I encourage you again to submit three days early. That is because once you submit your application, you will receive a confirmation after some period of time by Grants.gov that you received the email - that they received the application. Then it will be validated and so they'll state whether or not your application was validated or was rejected due to errors.

If your application was rejected due to errors, you need to reapply - fix the errors and reapply before the deadline. So that's why I encourage you to be sure to apply early and to then be monitoring your email.

If you are a state organization then please be sure to review the information about the intergovernmental review and be sure that you are applying for that correctly.

All right, on to Page 26, please review the funding restrictions. Make sure that you are following those. If you're doing a living donation project, look at bullet three. Be sure to review that very specifically.

On Page 27, other submission requirements, these are things again that you should review now and be sure that you're all set to go before you get to the end of the application period when it's too late.

Page 28, the Approved Organization Representative - or Authorized, I'm sorry, Organization Representative, be sure that they are available to submit the application. If that person - be sure they're not on vacation or anything like that when you are ready to submit.

At the bottom of Page 28, I'm - I'll go through the review criteria. But just for people who are new to HRSA or to Division of Transplantation review, I wanted to describe the review process briefly.

So when your application is submitted, it comes to HRSA and we do an initial eligibility screening. This is looking at whether your organization is eligible to review. It also looks at making sure that you're within the 80-page limit and that you have all of the attachments and forms that are required. We'll also look at this point to see whether or not you've fallen within the guidelines for the living donation grant if that's applicable.

All of those are deemed ineligible, we'll send a letter to the applicant and state that it was ineligible and we'll explain why. For those that are deemed eligible, they then go on to the review committee.

The review committee is made up of people who are outside of the government. They have - they are - may - either researchers or professionals in donations - organ donations. And each application is reviewed by two researchers and one organ donation professional.

Those people then - all the reviewers come together in a single meeting and discuss each application individually led by the three reviewers. But all of the people in the meeting - it's generally about 12 people depending on the number of applications we received - all of those people have read the applications and discuss them together.

Everyone after the discussion is over then votes. I'm sorry. Everyone then scores individually each application and then all those scores are returned to HRSA. The - as they are reviewing them, they write summary statements describing the strengths and weaknesses of your application.

When we receive all of the scores, they're ranked and we fund the applications straight down the line from the highest scoring down until either we get below the threshold which is 70 points or we run out of funds. In general it's we run out of funds sooner so often there are high-scoring applications that just don't get funded because there's not enough funding to go around.

All of the people who applied will then get a letter from us stating their - the outcome of their application as well as a summary statement so that they can review that and then respond if they'd like to reapply in a following year.

The reviewers are looking at this section specifically starting on Page 28. And this is exactly the guidelines that they have for reviewing your applications. So I really encourage you to look at this section very carefully. You can use this like a checklist, especially around your narrative, to be sure that you've addressed every single point that's listed here.

You'll see here, for example, on the very bottom of Page 21, it says Criterion 1, NEED. It's worth a maximum of 10 points and it refers specifically to the needs assessment section so you'll want to make sure that all of these points are addressed in the needs assessment. So I won't go through point by point here but I do highlight this section as a very crucial and important thing to review.

On to Page 31, the start date for these - this program is expected to be September 1 of 2013. All of the applicants should have received notice by that date but you - if you're applying and you start to wonder, you can certainly email me and ask me what the status is.

And generally we try to announce the awards much sooner than that but there are some times that they become delayed for various reasons here and so the announcements don't go out until closer to that start date.

I'll let you review the next couple of pages on your own, just some more general information.

On Page 34, if you are funded, this - the reports that you are required to submit are listed here starting on Page 34 so please be sure to review that and be prepared to respond to those.

Page 36, there's our contact information. Ernsley's information is right there at the very top and then my contact information, the Grants.gov Contact Center and the HRSA Contact Center which is information you won't need until you're funded, is a separate system that we use with funded applications.

Under Page 37, of course, we're on the technical assistance call now. I'm sure you've all seen this page.

Page 38 is information about the required technical assistance workshop that I mentioned previously, information about your required final presentation which is given at the technical assistance workshop of your final year.

We do expect that people will be sharing the outcomes of their projects with others and often that is in publications or presentations so you'll - if you're funded, you'll need to review this information here and be sure to provide the appropriate acknowledgement that we require.

At the very bottom of Page 39 there is a - information on a Web site, tips for writing a strong application. You're welcome to look at that as well.

So with that I'd like to open it up for any questions that anyone has.

Miriam Houghton: I'd like to ask a question. This is Miriam Houghton of Team Donate Life.

Rita Maldonado: Okay.

Miriam Houghton: A nonprofit is - are they likely to need an indirect cost rate agreement? Or is that more typically a university or a hospital or a school of medicine that would need such a thing?

Rita Maldonado: Sure. I don't know, Ernsley, if you want to jump in on this one or...

Ernsley Charles: Yes. Can you repeat your question again please?

Miriam Houghton: Yes. Is a nonprofit that is not large like a college or a university or a school of medicine, is that nonprofit likely to need an indirect cost rate agreement?

Ernsley Charles: No.

Miriam Houghton: That's what I thought. Okay.

Rita Maldonado: And Ernsley, I don't - I'm not clear on the rules. In the past I thought it was a 10% cap. Is there - if you don't have an indirect cost rate agreement, is that still...

Ernsley Charles: Yes.

Rita Maldonado: Okay. So yes, if you - if a 10% indirect cost rate...

Ernsley Charles: It's a 10%.

Rita Maldonado: ...is sufficient, then you don't need a cost (rate) agreement.

Miriam Houghton: Okay, good, thank you. That's much, much clearer, wonderful.

Rita Maldonado: Any other questions?

Miriam Houghton: I have another one if no one has any.

Rita Maldonado: Go ahead Miriam.

Miriam Houghton: It's about the human subject involvement and whether we'll need to go through the process of getting the IRB review in something like this, a behavioral study. It sounds like it would need one but I haven't been involved in one of those before so I was not clear about whether it depends on the data collection method or whether if you're just working with people and then trying to figure out whether they changed behavior...

Rita Maldonado: Right.

Miriam Houghton: ...if it needs an IRB review.

Rita Maldonado: So we do not - we do not provide any exceptions because we are not an IRB. So the exceptions would come from your institution's IRB. So I don't know if you're proposing to work with a researcher who's connected to a research institution but in general those would be the people who would submit it for an exception...

Miriam Houghton: Oh, okay.

Rita Maldonado: ...or not.

Miriam Houghton: So they're the ones who would decide whether we actually need it or not.

Rita Maldonado: Correct.

Miriam Houghton: Okay, good.

Rita Maldonado: And I do encourage you to review that section in here. There's a Web site link to review.

Miriam Houghton: Yes. Okay, good, thank you.

Rita Maldonado: Any other questions? All right, so we're right now at 3:00 pm Eastern time. And so we'll wrap up the phone call. I thank you all for joining us. And if you have any other questions, please feel free to contact me. This is what I do so I'm happy to help you out.

Woman: Thank you very much.

Rita Maldonado: Thank you.

Ernsley Charles: You're welcome.

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