U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration

Bureau of Health Workforce
National Center for Health Workforce Analysis

Health Workforce Research Center (HWRC) Program

Announcement Type: New
Funding Opportunity Number: HRSA-15-148

Catalog of Federal Domestic Assistance (CFDA) No. 93.300

FUNDING OPPORTUNITY ANNOUNCEMENT

Fiscal Year 2015

Application Due Date: July 23, 2015

Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!
Deadline extensions are not granted for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to one month to complete.

Release Date: June 9, 2015

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SAMHSA Authority: Section 505, 509, 516, and 520A of the Public Health Service Act.

EXECUTIVE SUMMARY

The Bureau of Health Workforce (BHW) at the Health Resources and Services Administration (HRSA) has partnered with the Substance Abuse and Mental Health Services Administration (SAMHSA) to fund a Health Workforce Research Center (HWRC) that will focus on topics related to the behavioral health care workforce in the U.S., including professionals and paraprofessionals who provide substance abuse prevention, substance abuse treatment, and/or mental health services.

Funding Opportunity Title:	Health Workforce Research Center (HWRC) Program
Funding Opportunity Number:	HRSA-15-148
Due Date for Applications:	July 23, 2015
Anticipated Total Annual Available Funding:	$900,000
Estimated Number and Type of Award(s):	One (1) cooperative agreement
Estimated Award Amount:	Up to $900,000 per year
Cost Sharing/Match Required:	No
Project Period:	September 1, 2015 through August 31, 2018 (three (3) years)
Eligible Applicants:	Eligible applicants include: a State, a State workforce investment board, a public health or health professions school, or an appropriate public or private nonprofit entity. [See Section III-1 of this funding opportunity announcement (FOA) for complete eligibility information.]

The HWRC program is designed to support rigorous, policy-oriented data collection, analysis and research projects that can enhance the government's understanding of emerging issues and trends in the behavioral health care workforce. The goal of this funding opportunity is to establish a HWRC that will gather information, conduct research, and disseminate findings and information on topics related to the behavioral health care workforce in the U.S. Findings from research projects conducted by the HWRC established through this funding opportunity will ultimately help inform policy decisions regarding the behavioral health care workforce at the State and Federal levels.

Applications submitted in response to this funding opportunity must detail the types of research projects the HWRC proposes to conduct in each of the following interrelated focus areas during the project period:

- Focus Area #1: Behavioral Health Care Workforce—Minimum Data Set (MDS)
- Focus Area #2: Behavioral Health Care Workforce—Characteristics & Practice Settings
- Focus Area #3: Behavioral Health Care Workforce—Scope of Practice (SoP)

Application Guide

All applicants are responsible for reading and complying with the instructions included in HRSA's *SF-424 R&R Application Guide,* available online at http://www.hrsa.gov/grants/apply/applicationguide/sf424rrguide.pdf, except where instructed in this funding opportunity announcement to do otherwise. A short video for applicants explaining the new *Application Guide* is available at http://www.hrsa.gov/grants/apply/applicationguide/.

Technical Assistance

Technical Assistance Webinar: June 23, 2015, from 2 to 4 p.m. (ET)

To participate in either webinar, please go to the following link:
https://hrsa.connectsolutions.com/hwrc_ta_2015/
Dial-in Phone Number: 888-790-3442
Passcode: 8221939

Instant replay (audio only) for June 23 Webinar: 888-566-0408 Available until July 23.

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I. Funding Opportunity Description

1. Purpose

This announcement solicits applications for the Health Workforce Research Center (HWRC) program. The HWRC program is designed to support rigorous, policy-oriented data collection, analysis and research projects that can enhance the government's understanding of emerging issues and trends in the health care workforce. The goal of this funding opportunity is to establish an HWRC that will collect relevant data and information, conduct research, and disseminate findings and information topics related to the behavioral health care workforce in the U.S. The program will support health services research projects as defined by the collection, analysis, and reporting of data and excluding clinical/biomedical research and the expenditure of funds for delivery of services. Findings from research projects conducted by the HWRC established through this funding opportunity will ultimately help inform policy decisions regarding the behavioral health care workforce at the State and Federal levels.

This funding opportunity solicits applications from eligible entities to conduct research projects on topics related to the behavioral health care workforce in the U.S., and when substantively appropriate, with an additional focus on the behavioral health care workforce in underserved areas and communities, diversity in the behavioral health care workforce, and team-based care in behavioral health. Applications submitted in response to this funding opportunity must detail the types of research projects the HWRC proposes to conduct in each of the following interrelated focus areas during the project period:

- Focus Area #1: Behavioral Health care Workforce—Minimum Data Set (MDS)

   Consistent data collection is needed for effective health workforce planning; however, the quality and extent of data available on the current behavioral health care workforce varies by State. The current variability in the quality and extent of data may be due to a number of factors including differences in how each State collects and reports workforce-related data. Governments at the State and Federal levels need standardized workforce data when gauging the current supply and characteristics of professionals and paraprofessionals who provide behavioral health-related services (i.e., substance abuse prevention, substance abuse treatment, and mental health) in their jurisdictions. The HWRC will conduct research to assess the need for and potential uses of a standardized MDS on the behavioral health workforce for governments at the State and Federal levels. The HWRC will work with stakeholders to identify the required content of the MDS, technical requirements needed for implementation, data sources that will populate the MDS, as well as identify any expected challenges associated with its implementation. The HWRC will also generate implementation options based on research findings, outlining both short-term (less than five years) and long-term (greater than five years) options for execution of an MDS.

- Focus Area #2: Behavioral Health care Workforce—Characteristics & Practice Settings

  While an MDS can provide basic information at a policy level, it is not designed to serve as the only data source for questions pertaining to the behavioral health care workforce. Additional data and information are needed to answer some of the more complex questions that arise regarding the behavioral health care workforce in the U.S. One such area with a paucity of information is around the characteristics and practice settings of professionals and paraprofessionals who provide behavioral-health care related services. Being able to know detailed information about the types of individuals who provide behavioral health care-related services and their practice settings is essential for assessing whether the correct health occupations are being trained with the most appropriate competencies. The HWRC will conduct research to better define the behavioral health care workforce (i.e. investigate and explain what types of professionals and paraprofessionals provide what type of services and for what purpose) and gather more in-depth information about the characteristics and practice settings of professionals and paraprofessionals who provide behavioral health care-related services in the U.S.

- Focus Area #3: Behavioral Health care Workforce—Scopes of Practice (SOP)

  What a health provider can and cannot do for a patient or consumer depends on the Scope of Practice (SOP) for that occupation in a specific State. While the numbers of Americans accessing health care--including behavioral health care services--are expected to increase in coming years, the number of health care providers is not expected to drastically increase. Many stakeholders are investigating and reconsidering the SOPs for health professions to meet this anticipated surge in demand. The HWRC will conduct research on current SOPs for occupations providing services in the areas of substance abuse prevention, substance abuse treatment, and mental health in each State. It will take into account a wide range of health professionals (e.g., medicine, nursing, behavioral health) as well as paraprofessionals (e.g., community health workers, prevention specialists) and document overlaps and gaps in SOPs by State.

2. Background

The HWRC program is authorized under SAMHSA Authority: Section 505, 509, 516, and 520A of the Public Health Service Act. This program is being administered consistent with HRSA Authority: Section 761(c) of the Public Health Service Act, as amended by Section 5103 of the Patient Protection and Affordable Care Act. The mission of the Health Resources Services Administration's (HRSA) Bureau of Health Workforce (BHW) is to improve the health of the nation's underserved communities and vulnerable populations by developing, implementing, evaluating, and refining programs that strengthen the nation's health care workforce. BHW programs holistically support a diverse, culturally competent workforce by addressing components including: education and training; recruitment and retention; financial support for students, faculty, and practitioners, supporting institutions; data analysis, and evaluation and coordination of global health workforce activities. These efforts support development of a skilled health workforce serving in areas of the nation with the greatest need.

The National Center for Health Workforce Analysis (NCHWA), a division within BHW, provides critical support for this mission by overseeing and participating in research and evaluation initiatives that help inform policy decisions related to the health care workforce. The

HWRC program provides funds to eligible entities for the purposes of conducting research on emerging trends in the health care workforce. HWRCs collect, analyze, and report data regarding workforce programs to the NCHWA. Findings obtained from HWRC-funded research projects help inform State and Federal policies pertaining to the health care workforce.

The Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Behavioral Health and Statistics and Quality (CBHSQ) provides national leadership in behavioral health statistics and epidemiology, promotes basic and applied research in behavioral health data systems and statistical methodology, designs and carries out special data collection and analytic projects to examine issues for SAMHSA and other Federal agencies, participates with other Federal agencies in developing national health statistics policy; and consults and advises SAMHSA's Administrator and the Department of Health and Human Service's Secretary on statistical matters.

Awards made through this program are designed to provide support for the establishment of a HWRC with a specific area of concentration. To date, there are five active HWRCs and a National HWRC Technical Assistance Center[1]. Current HWRCs address topics related to professions providing long-term care services; allied health; oral health; as well as the flexible use of workers to improve health care delivery and efficiency. However, there are no HWRCs that are currently funded to focus on topics related to the behavioral health care workforce in the U.S.

II. Award Information

1. Type of Application and Award

Type of applications sought: New

Funding will be provided in the form of a cooperative agreement. A cooperative agreement, as opposed to a grant, is an award instrument of financial assistance where substantial involvement is anticipated between HRSA and the recipient during performance of the contemplated project.

For this cooperative agreement, **HRSA/BHW program responsibilities** shall include:

- Substantive involvement in the development of the HWRC's agenda of research projects;
- Providing final approval on the number and types of research projects that will be completed over the project period;
- Collaborating with the HWRC on the development and implementation of research designs and related methodologies for each research project;
- Providing specialized technical assistance to the HWRC in the areas of conducting data analysis; identifying policy implications associated with research findings; and developing manuscripts for peer-reviewed sources;
- Providing guidance to the HWRC on the development and dissemination of a variety of written products (e.g., policy briefs, journal manuscripts, presentations) for diverse audiences and stakeholders interested in health workforce issues;

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[1] A list of current HWRCs with designated concentration areas can be found at: http://bhw.hrsa.gov/healthworkforce/index.html

- Reviewing and approving research briefs submitted by the HWRC; and
- Participating in the design and implementation of a national outreach strategy to engage/interest stakeholders in health workforce issues.

The **cooperative agreement recipient's responsibilities** shall include:

- Developing an agenda of research projects;
- Submitting research proposals with relevant timelines and milestones to the HRSA's BHW Project Officer for review and approval;
- Conducting research projects selected by the Project Officer;
- Adhering to timelines and milestones identified in the original research proposals;
- Submitting written products associated with each research project for potential publication to a HRSA- or SAMHSA-funded website;
- Completing Rapid Response Requests received from the Project Officer;
- Developing and submitting research briefs for each project within 90 days after the end of the budget period; and
- Establishing and maintaining working relationships with other HRSA-funded HWRCs, as well as with stakeholders in health care workforce-related issues.

2. Summary of Funding

This program will provide funding during Federal fiscal years 2015 through 2017. Approximately $900,000 is expected to be available annually to fund one (1) awardee. Applicants may apply for a ceiling amount of up to $900,000 per year. The project period is three (3) years. Funding beyond the first year is dependent on the availability of appropriated funds for the Health Workforce Research Center (HWRC) Program in subsequent fiscal years, satisfactory awardee performance, and a decision that funding is in the best interest of the Federal Government.

Effective December 26, 2014, all administrative and audit requirements and the cost principles that govern Federal monies associated with this award are superseded by the Uniform Guidance 2 CFR 200 as codified by HHS at 45 CFR 75.

III. Eligibility Information

1. Eligible Applicants

An eligible applicant is either a State, a State workforce investment board, a public health or health professions school, or an appropriate public or private nonprofit entity. Although the HWRC shall be a comprised of a consortium of organizations, the applicant is ultimately responsible for the quality and accuracy of all research submitted to the Federal Government; supervision and administrative activities; as well as the overall management of Federal grant funds.

The HWRC must represent a purposeful group of organizations and staff that work together on research projects rather than a collection of loosely affiliated individual researchers. The HWRC shall not act as an entity whose purpose is to disburse funds to individual researchers that work

independently either in the same or a different geographical location as the applicant. To this end, the application must include memoranda of understanding (MOU) from partner organizations that, if awarded, will constitute the consortium required for this cooperative agreement.

2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

3. Dun and Bradstreet Universal Numbering System Number and System for Award Management (formerly, Central Contractor Registration)

Applicant organizations must obtain a valid DUNS number and provide that number in their application. Applicant also must register with the System for Award Management (SAM) and continue to maintain active SAM registration with current information at all times during which it has an active Federal award, or an application, or plan under consideration by an agency. This does not apply if the applicant is an individual or Federal agency that is exempted from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the agency under 2 CFR 25.110(d)).

HRSA may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time HRSA is ready to make an award, HRSA may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

If an applicant/awardee organization has already completed Grants.gov registration for HRSA or another Federal agency, applicants should confirm that it is still active and that the Authorized Organization Representative (AOR) has been approved.

The Grants.gov registration process requires information in three separate systems:

- Dun and Bradstreet (http://fedgov.dnb.com/webform/pages/CCRSearch.jsp)
- System for Award Management (SAM) (https://www.sam.gov)
- Grants.gov (http://www.grants.gov/)

For further details, see Section 3.1 of HRSA's *SF-424 R&R Application Guide*.

Applicants that fail to allow ample time to complete registration with SAM or Grants.gov will not be eligible for a deadline extension or waiver of the electronic submission requirement.

4. Other

Ceiling Amount

Applications that exceed the maximum yearly budget amount (ceiling) of $900,000 will be considered non-responsive and will not be considered for funding under this announcement.

Deadline

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be considered non-responsive and will not be considered for funding under this announcement.

Other

Applications that are submitted without memoranda of understanding (MOU) from partner organizations will not be considered for funding under this announcement.

Applications that do not focus on the required three Behavioral Health Care Workforce focus areas (i.e., minimum data sets; characteristics and practice settings; and scopes of practice) will not be considered for funding under this announcement.

NOTE: Multiple applications from an organization applying as the primary applicant are not allowable.

IV. Application and Submission Information

1. Address to Request Application Package

HRSA *requires* applicants for this funding opportunity announcement to apply electronically through Grants.gov. Applicants must download the SF-424 Research and Related (R&R) application package associated with this funding opportunity following the directions provided at Grants.gov.

2. Content and Form of Application Submission

Section 4 of HRSA's *SF-424 R&R Application Guide* provides instructions for the budget, budget justification, staffing plan and personnel requirements, assurances, certifications, and abstract. You must submit the information outlined in the Application Guide in addition to the program specific information below. All applicants are responsible for reading and complying with the instructions included in HRSA's *SF-424 R&R Application Guide* except where instructed in the funding opportunity announcement to do otherwise.

See Section 8.5 of the *SF-424 R&R Application Guide* for the Application Completeness Checklist.

Application Page Limit

The total size of all uploaded files may not exceed the equivalent of 80 pages when printed by HRSA. The 80-page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support required in the *Application Guide* and this FOA. Standard OMB-approved forms that are included in the application package are NOT included in the page limit. Indirect Cost Rate Agreement and proof of non-profit status (if applicable) will not be counted in the page limit. **We strongly urge you to print your application to ensure it does not exceed the specified page limit.**

Applications must be complete, within the specified page limit, and validated by Grants.gov under the correct funding opportunity number prior to the deadline, to be considered under this announcement.

Program-Specific Instructions

In addition to application requirements and instructions in Section 4 of HRSA's *SF-424 R&R Application Guide* (including the budget, budget justification, staffing plan and personnel requirements, assurances, certifications, and abstract), please include the following:

i. *Project Abstract*

See Section 4.1.ix of HRSA's *SF-424 R&R Application Guide*.

Provide a summary of the application. The abstract must be clear, accurate, concise, and without reference to other parts of the application as it is often used to provide information about the HWRC program to Congress and the public.

The abstract must contain the following elements:
- HWRC Name
- Address
- Principal Investigator (PI) information: name, preferred degrees (e.g. MD., Ph.D.), e-mail address, and contact phone numbers (Voice, Fax)
- Project leader/contact person's name and e-mail address (if different from PI)
- Partner Organizations
- Web Site Address, if applicable
- A summary of the proposed research projects under each focus area.

ii. *Project Narrative*
This section provides a comprehensive framework and description of all aspects of the proposed HWRC. The project narrative should be succinct, self-explanatory and well organized so that reviewers can understand the capacity of the HWRC, as well as the design, methodologies and expected outcomes of the proposed research projects under each focus area.

PURPOSE AND NEED – CORRESPONDS TO SECTION V'S REVIEW CRITERION #1

Applicants must demonstrate a comprehensive understanding of the current composition and state of the behavioral health care workforce in the U.S. To this end, applicants must explain how their general approach to research aligns with HRSA's and SAMHSA's missions, as well as with their policy goals related to the health workforce in the U.S. In addition, applicants should describe how their specific HWRC will be positioned to inform policymakers and stakeholders on emerging trends and needs pertaining to the behavioral health care workforce at the State and Federal levels.

RESPONSE TO PROGRAM PURPOSE -- This section includes three sub-sections—
(a) Work Plan; (b) Methodology/Approach; and (c) Resolution of Challenges—all of which correspond to Section V's Review Criteria #2 (a), (b), and (c).

(a) WORK PLAN -- Corresponds to Section V's Review Criterion #2 (a).

Applicants must describe the activities proposed during the entire project period. Applicants must include relevant goals, milestones, and a timeline that includes each activity and identifies responsible staff. Applicants are instructed to include a staff-loading chart that identifies the principal investigator and other key personnel, presents the number of hours or Full Time Equivalents (FTEs) devoted to the project for each staff member and the total number of hours or FTE for all staff members as **Attachment 2** to this application.

Additional details for the work plan requirements are outlined below.

The work plan must include four to six **research project proposals for each focus area, for a total of 12 to 18 project proposals,** to be conducted **during budget Year** 1. At least half of the proposed research projects must use a predominantly quantitative methodology. Projects should be related in nature and inform each other. Dependent on available funding in subsequent years, the recipient of this cooperative agreement will be required to propose additional research projects in Year 2 and Year 3 that build on the results of projects conducted in Year 1 so as to culminate in a comprehensive body of work and products. Each research project proposal can be a maximum of two pages. All research projects should be reasonable and feasible to be completed within one year.

In addition to conducting research projects related to each focus area, the HWRC must be able to **respond to up to six Rapid Response Requests each fiscal year** on emerging policy issues or trends related to the behavioral health care workforce. Rapid Response Requests are generally small-scale projects with a turnaround time of two to four days and are not to exceed 5% staff time per request.

(b) METHODOLOGY/APPROACH -- Corresponds to Section V's Review Criterion 2 (b).

Present the research proposals using the following outline, labeling each section with the areas italicized below. Limit to two pages per proposal.

Focus Area: Provide a prospective title and identify the Behavioral Health care Workforce focus area the project relates to (i.e., Minimum Data Set; Characteristics & Practice Settings; or Scope of Practice).

Description and Policy Relevance: Describe the purpose of the proposed research project. Identify the gaps in existing knowledge that the research is intended to fill. If appropriate, describe how the project addresses the behavioral health care workforce in underserved areas and communities, diversity in the behavioral health care workforce, or team-based care in behavioral health. Provide the relevance of the project to meeting the goals of each focus area. Describe how the results can be used to inform policies and programs pertaining to the behavioral health care workforce at the State and Federal levels.

Hypotheses, Design, and Analysis: Describe the proposed research questions, hypotheses (if applicable), design, and related methodologies. Include a description of the proposed approach for data analysis (e.g., logistic regression, descriptive statistics, qualitative methods) and justify why that approach was selected.

Data Sources: Identify the required data sources. <u>For primary data</u>, describe the proposed approach and plan for the collection of data to include technical specifications such as the type of respondents, estimated sample size, expected response rate, special activities to achieve response rate, collection schedule and data content. <u>For secondary data</u>, describe the HWRC's experience in accessing and using these data. Include the data source's availability, cost for acquisition (if data are not currently held in-house or are not publicly available), and a time schedule for obtaining the data.

Human Subjects Research: If Human Subjects research is anticipated in the research project, please provide the following information:

Describe whether Human Subjects will be involved at any time during the proposed research project?

a. If "Yes" (even if the proposed project is exempt from Regulations for the protection of Human Subjects), please address the following questions[2].

    i. Indicate if an Institutional Review Board (IRB) review is pending. If IRB has been approved include the approval date.
        1. If exempt from IRB approval, enter the exemption numbers corresponding to one or more of the exemption categories[3].
        2. For the Human Subject Assurance Number, provide the IRB approval number or the approved Federal Wide Assurance (FWA), multiple project assurance (MPA), Single Project Assurance (SPA) Number or Cooperative Project Assurance Number that the applicant has on file with the Office of Human Research Protections, if available.
    ii. If the proposed research project has not yet been reviewed by an IRB and you believe the research is exempt, provide a justification for the exemption(s) with sufficient information about involvement of human subjects to allow a tentative conclusion by HRSA staff that the claimed exemption(s) seems appropriate.

b. If "No," skip to the Resolution of Challenges section.

(c) RESOLUTION OF CHALLENGES -- Corresponds to Section V's Review Criterion #2 (c)

Discuss any types of barriers or challenges (e.g., data authorization, accessibility, and cost, etc.) that are likely to be encountered in carrying out the proposed research project. Include a description of how the HWRC will identify and overcome those challenges and barriers.

EVALUATION AND TECHNICAL SUPPORT CAPACITY -- This section includes corresponds to Section V's Review Criterion #3.

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[2] Non-exempt research involving human subjects cannot be conducted under a HHS-sponsored award unless your organization provides verification of the justification of the exemption per HHS regulations. Documentation of IRB review when it is completed and its exemption or approval must be sent to the Project Officer. The IRB certification must include the grant number, the title of the project, name of the appropriate IRB which has reviewed and exempted or approved the proposed activity, name of the principal investigator/program director, date of IRB exemption or approval, and appropriate signatures.
[3] http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html#46.101

Information Dissemination Strategy: Describe the methods the HWRC will use to disseminate findings and information related to the proposed research project. Identify the types of products that will be developed; target audiences; timelines for development; methods for ensuring a product's accuracy, quality and readability; and proposed venues for dissemination.

NATIONAL DISSEMINATION STRATEGY

Beyond dissemination strategies related to individual research projects, applicants must describe their national, integrated approach to disseminating information related to the behavioral health care workforce to multiple types of stakeholders. Applicants should detail the approaches they will use to ensure that multiple audiences with varying levels of comprehension and from different cultural backgrounds can access the HWRC's products related to the behavioral health care workforce. Applicants should specify their proposed strategies for alerting stakeholders and the public on the release of new products; developing and maintaining a user-friendly website to house findings and information related to the behavioral health care workforce; and ensuring that staff associated with the HWRC have the capacity to develop and disseminate quality research products.

QUALITY IMPROVEMENT METHODS

Applicants must include a plan or describe the processes the HWRC will use to ensure that research projects selected by the Project Officer will be conducted appropriately and rigorously. Specifically, applicants must detail the specific strategies the applicant will use to monitor all research projects; provide the necessary supervision and administration of resources; and ensure the proper administration of Federal grant funds. Applicants must describe how the applicant intends to assess the quality of research conducted and ensure its accuracy and how this information will be used to improve organizational performance across the consortium. To this end, applicants must also describe the processes for corrective action the applicant will implement to address any concerns regarding the quality or accuracy of each research project.

ORGANIZATIONAL INFORMATION, RESOURCES AND CAPABILITIES -- Corresponds to Section V's Review Criterion #4

The applicant must describe the proposed organizational structure that will support the HWRC given that the HWRC must be comprised of a consortium of organizations.

Note: Each member of any proposed consortium must independently meet the eligibility requirements of Section 761(c) of the Public Health Service Act (see eligibility information within the Overview for more detail.

Additional Requirements follow below.

For the applicant that will oversee and manage the HWRC, provide the following information:

- The applicant's organizational mission, scope of current activities, areas of technical expertise, and organizational chart.

- A description of how the applicant organization is positioned and has the managerial and technical capacity to successfully establish a consortium of organizations that will carry out high-quality, rigorous research under each focus area. To this end, applicants must describe the management approach that will be used to ensure a high-performing HWRC comprised of different organizations. For example, applicants should describe the methods they intend to use to assign roles and responsibilities across the consortium; facilitate communication between organizations; assess the types of expertise needed in the consortium as they relate to the proposed research projects under each focus area; processes for peer-review of all products; and the approaches they intend to use to provide the necessary supervision and administration of all activities funded under this cooperative agreement;
- A description of any current or prior experience(s) the applicant has had with obtaining funding to conduct health workforce research from sources other than HRSA or SAMHSA (e.g., the Agency for Health care Research and Quality, the Centers for Medicare and Medicaid Services, State-based agencies or entities, and/or foundations or philanthropies). If previous funding for research has been obtained, provide a brief description of the funding source, funding amount, and purpose of the research.
- Applicants should also describe any data sets currently maintained by the applicant that will support any of the research projects proposed under each focus area. Applicants should also indicate any plans for purchasing data sets that are relevant to any of the research projects proposed under each focus area. If funds will be used to purchase data sets, applicants must include a description of the processes they will use to share data with HRSA and how data use agreements will be negotiated.

For the Consortium that will constitute the HWRC, provide the following information:

- A description of the composition of the consortium that will constitute the HWRC which includes a brief discussion of each partner organization's mission and how their mission will contribute to the successful outcomes of the HWRC. Applicants must provide a rationale for the inclusion of each of the organizations in the consortium that will constitute the HWRC;
- A description of the areas of technical expertise brought by each organization in the consortium that will constitute the HWRC and how this will contribute to the design and implementation of research projects under each focus area;
- A description of how organizations in the consortium that will constitute the HWRC will communicate and share resources for the purposes of conducting research projects under each area. For example, explaining how organizations will share resources such as personnel, equipment and/or research facilities for the purposes of conducting research projects under each focus area. Applicants should also describe how conflicts or barriers related to any of the proposed research projects will be addressed by the consortium that will constitute the HWRC.

  Note: Memoranda of Understanding for each organization in the consortium that will constitute the HWRC must be included in **Attachment 4**.

- A description of the proposed staffing of the HWRC. At a minimum, HWRC staff must include a Principal Investigator (i.e., the Director), a lead Deputy Principal Investigator (i.e., Deputy Director), an administrative assistant, a technical writer/editor, and core research staff. The HWRC may propose to have multiple deputy principal investigators

(i.e. one for each focus area) given the consortium model being requested, however one must be designated as the lead and have the ability to assume the duties of a Principal Investigator when the role of the Principal Investigator is vacant,

Note: The Principal Investigator, Deputy Principal Investigator(s) and core research staff for the project must have authored or co-authored at least five different articles (in total across all relevant staff) on health workforce topics published in peer-reviewed scientific journals. Provide the following information about these published articles in **Attachment 5**: author(s), title of article, full name of journal (no abbreviations), volume number of journal, date of publication, and page numbers of article. See section IV.2.v (titled "Attachments") for details about preparing the attachment.

- Describe the following as it relates to the **Principal Investigator**:

  - How he/she has the qualifications and experience to serve as HWRC Principal Investigator, as evidenced by having 5-10 years of work experience specific to health workforce research and a doctoral degree;
  - How he/she will assign at least 25% of his/her time to the HWRC;
  - Their subject matter expertise as evidenced by previous published products and/or grant-funded research;
  - Their relevant experience in and ability to lead a multidisciplinary team of researchers and consortium of organizations;
  - Their experience in and ability to manage grants and ensure compliance with grant requirements;
  - Their experience in and ability to manage grants from multiple sources;

  Note: No co-principal investigator is permitted.

- Describe the following as it relates to the **Deputy Principal Investigator(s)**:

  - How he/she will assign at least 20% of his/her time to the HWRC.
  - Their subject matter expertise as evidenced by previous published products and/or grant-funded research;
  - Their relevant experience in and ability to lead a multidisciplinary team of researchers and consortium of organizations;
  - Their experience in and ability to manage the administrative aspects of a research center;
  - Their experience in and ability to manage grants and ensure compliance with grant requirements;
  - For the lead Deputy Principal Investigator, their experience in and ability to assume the duties of a Principal Investigator when the role of the Principal Investigator is vacant.

- Describe the following regarding the **Core Research Team**:

  - The disciplines represented and how they relate to the HWRC's proposed research projects.
  - Team capabilities in designing and maintaining websites and disseminating research results.

- A description of staff that have substantive experience in conducting and disseminating policy-relevant health workforce research, as evidenced by the production of at least five different policy briefs, presentations to policy-makers and at national conferences, and publication of peer-reviewed papers;
- If mentoring of graduate students or new researchers will be conducted within the HWRC. Mentoring should serve the purpose of interesting new researchers to enter the field of health workforce research by providing graduate students direct experience in this discipline.
- The approaches for maintaining working relationships with other HWRCs.
- The lines of communication and working relationships between staff and contractors, if any.

  Note: At least one individual from each organization in the consortium should be considered core research staff. HWRC core research staff should be multi-disciplinary, representing social science disciplines such as sociology, epidemiology, demography, economics, organizational behavior, statistics, public health, political science, and geography. HWRC staff may also include researchers from other relevant disciplines, for example, behavioral health, medicine, nursing, and law. Identify the researchers who are leaders for each of the proposed projects and indicate if they are from the parent organization or the other member(s) of the multiple sites or the consortium. Affiliate research staff with lesser time commitments may also be included. An editor or technical writer must also be included on staff whose main/partial responsibility should be to review drafts of studies prior to submission to BHW for review to ensure high quality. This individual should be identified in the line item budget.

The HWRC may choose to appoint and convene an Expert Work Group comprised of up to five national and regional experts in relevant topic areas such as behavioral health, the behavioral health care workforce, and/or research and evaluation. The Expert Work Group is not a requirement. BHW leaves it up to the discretion of the HWRC to decide whether an Expert Work Group will strengthen its final research products. HWRCs may instead choose to budget for a different activity pertinent to this guidance rather than the Expert Work Group.

If an Expert Work Group is included in the project proposal, the following requirements must be met: Expert Work Group members are not staff of the HWRC's parent organization AND the Expert Work Group provides input to the HWRC in developing its research activities as well as in evaluating the success of the Center. Meetings with the Expert Work Group may be in-person or over the phone. The HWRC must include information in its budget to plan and implement these meetings, if applicable.

If applicable, provide the following information regarding Expert Work Group consultations:

1. Describe proposed consultations with the HWRC's Expert Work Group and those outside the group.
2. Provide the name, organization, and reason for any consultations.
3. Describe the purpose, meeting content, proposed schedule of yearly face-to-face or conference call meetings, and list of members of the Expert Work Group. The Expert Work Group can have up to five members; none may be members of the staff of the

parent organization. For each member, include a summary of his or her relevant qualifications to provide input to the HWRC in developing its activities and evaluating its success.

4. Include letters of commitment for three members that will join the Expert Work Group in **Attachment 6**.

Additional instructions follow below.

iii. *Budget*
Reminder: The Total Project or Program Costs are the total allowable costs (inclusive of direct **and** indirect costs) incurred by the recipient to carry out a HRSA-supported project or activity. Total project or program costs include costs charged to the award and costs borne by the recipient to satisfy a matching or cost-sharing requirement.

See Section 4.1.iv of HRSA's *SF-424 R&R Application Guide*. In addition, the Health Workforce Research Center program requires the following:

The maximum annual budget for this cooperative agreement is up to $900,000 per fiscal year. Applicants should create budgets to the best of their ability to allow for the possible variability that a selection of projects may cause.

The Consolidated and Further Continuing Appropriations Act, 2015, Division G, § 203, (P.L. 113-235) states, "None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II." Please see Section 4.1.iv Budget – Salary Limitation of HRSA's *SF-424 R&R Application Guide* for additional information. Note that these or other salary limitations will apply in FY 2016, as required by law.

iv. *Budget Justification Narrative*
See Section 4.1.iv of HRSA's*SF-424 R&R Application Guide*.   In addition, the HWRC program requires the following which Corresponds to Section V's Review Criteria #5:

BHW understands that individual analytic projects will vary in terms of their budgets and that this may impact applicants' overall budgets. HWRCs should attempt to create budgets that are reasonable, that allow for the necessary variation across proposed research projects, and that will be close to the expected award amount of up to $900,000.

v. *Attachments*
Please provide the following items in the order specified below to complete the content of the application. Unless otherwise noted, attachments **count toward the application page limit**. Indirect cost rate agreements and proof of non-profit status (if applicable) will not count toward the page limit. **Each attachment must be clearly labeled**.

Attachment 1: Tables, Charts, etc. (if applicable) (Counted in the page limit)
    To give further details about the proposal (e.g., Gantt or PERT charts, flow charts, etc.).

Attachment 2: Staffing Plan and Job Descriptions for Key Personnel (Counted in the page limit)
    See Section 4.1.vi. of HRSA's *SF-424 R&R Application Guide* for required information.

Applicants must present a staffing plan and provide a justification for the plan that includes education and experience qualifications and rationale for the amount of time being requested for each staff position. Position descriptions that include the roles, responsibilities, and qualifications of proposed project staff must be included. When applicable, biographical sketches should include training, language fluency and experience working with the cultural and linguistically diverse populations that are served by their programs. Keep each to one page in length as much as is possible. Include the role, responsibilities, and qualifications of proposed project staff.

Attachment 3: Project Organizational Chart (Counted in the page limit)
Provide a one-page figure that depicts the organizational structure of the primary applicant and members of the consortium.

Attachment 4: Memoranda of Understanding (MOU) from Partner Organizations (Counted in the page limit)
Provide an MOU for each partner organization in the consortium. MOUs must specify each organization's role in the consortium; a description that highlights the capabilities and resources that each organization brings to the consortium in order to ensure the best mix of talent and resources; and a description of how each organization was involved in jointly planning activities identified in this proposal. Each MOU must be signed and dated.

Attachment 5: List of Published Health Workforce Journal Articles Authored/Co-authored by Principal Investigator and Key Personnel (Counted in the page limit)

Attachment 6: Letters of Commitment to Serve on Expert Work Group (if applicable) (Counted in the page limit)

Attachment 7: Explanation of Federal Debt Delinquency, if applicable (Counted in the page limit)

Attachment 8: Other Relevant Documents, not requested elsewhere (Counted in the page limit)

3. Submission Dates and Times

Application Due Date
The due date for applications under this funding opportunity announcement is *July 23, 2015 at 11:59 P.M. Eastern Time*.

See Section 8.2.5 – Summary of e-mails from Grants.gov of HRSA's *SF-424 R&R Application Guide* for additional information.

Late applications:
Applications which do not meet the criteria above are considered late applications and will not be considered in the current competition.

4. Intergovernmental Review

The HWRC Program is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR 100.

See Section 4.1 ii of HRSA's *SF-424 R&R Application Guide* for additional information.

5. Funding Restrictions

Applicants responding to this announcement may request funding for a project period of up to three (3) years, at no more than $900,000 per year. Awards to support projects beyond the first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

Funds under this announcement may not be used for purposes specified in HRSA's *SF-424 R&R Application Guide, Section 4.1.iv's Funding Restrictions.*. In addition, funds under this announcement may not be used for the following purposes: to pay for foreign travel, patient care, construction, alterations, renovations, and/or preparation of this application.

The General Provisions in Division G of the Consolidated and Further Continuing Appropriations Act, 2015 (P.L. 113-235), apply to this program. Funds may not be used for international training and travel or for specialty board certification exam fees. Please see Section 4.1 of HRSA's *SF-424 R&R Application Guide* for additional information. Note that these or other restrictions will apply in FY 2016, as required by law.

All program income generated as a result of awarded funds must be used for approved project-related activities.

V. Application Review Information

1. Review Criteria

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be judged. Critical indicators have been developed for each review criterion to assist the applicant in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. Review criteria are outlined below with specific detail and scoring points.

These criteria are the basis upon which the reviewers will evaluate the application. The entire proposal will be considered during objective review.

Review Criteria are used to review and rank applications. The Health Workforce Research Center (HWRC) program has five (5) review criteria:

Criterion 1: PURPOSE AND NEED (5 points) – Corresponds to Section IV's Purpose and Need

- The extent to which the application demonstrates a comprehensive understanding of the composition and state of the behavioral health care workforce in the U.S.

Criterion 2: RESPONSE TO PROGRAM PURPOSE (40 points) – Corresponds to Section IV's Response to Program Purpose

Criterion 2 (a): WORK PLAN (10 points) – Corresponds to Section IV's Response to Program Purpose Sub-section (a) Work Plan

- The extent to which each of the proposed research projects to be conducted in budget Year 1 aligns with its parent focus area, are related in nature and inform each other, and have relevant policy implications for the behavioral health care workforce.

Criterion 2 (b): METHODOLOGY/APPROACH (20 points) – Corresponds to Section IV's Response to Program Purpose Sub-section (b) Methodology/Approach

- The extent to which each of the proposed research projects to be conducted in budget year one has a feasible yet rigorous design and related methodology and can be accomplished within one budget year.
- The extent to which each of the proposed research projects to be conducted in budget Year 1 has viable data sources.

Criterion 2 (c): RESOLUTION OF CHALLENGES (10 points) – Corresponds to Section IV's Response to Program Purpose Sub-section (c) Resolution of Challenges

- The extent to which the applicant will be able to identify and overcome expected barriers or challenges associated with each of the proposed research projects to be conducted in budget year one.

Criterion 3: EVALUATION AND TECHNICAL SUPPORT CAPACITY (20 points) – Corresponds to Section IV's Evaluation and Technical Support Capacity

- The extent to which the applicant's approach to research aligns with BHW's and SAMHSA's missions, as it relates to the behavioral health care workforce in the U.S.
- The extent to which proposed projects incorporate aspects regarding the behavioral health care workforce in underserved areas and communities, diversity in the behavioral health care workforce, and/or team-based care in behavioral health.
- The extent to which the applicant's strategy for disseminating findings and information pertaining to the behavioral health care workforce is reasonable, feasible and likely to reach multiple types of audience with varying levels of comprehension.
- The extent to which the proposed projects can help inform policies and programs related to the behavioral health care workforce at the State and Federal levels.

Criterion 4: ORGANIZATIONAL INFORMATION, RESOURCES AND CAPABILITIES (25 points) – Corresponds to Section IV's Organizational Information, Resources and Capabilities

- The extent to which the application describes the applicant and consortium members' previous experience in analyzing data and informing national, state, and community decision-makers about health workforce issues that are substantive.
- The extent to which the application describes the applicant's current organizational mission and structure and how current organizational capabilities and activities will contribute to the applicant's ability to meet program requirements.
- The extent to which pre-existing relationships and grant funding from Federal, State, or local nonprofit agencies are described.
- The extent to which the applicant's plan for administering the cooperative agreement through ongoing monitoring and supervision of partner organizations is reasonable and feasible.
- The extent to which the MOU of each partner organization 1) describes the role for each organization; 2) identifies the talent and resources each organizations brings to the consortium; 3) demonstrates how each organization participated in the joint planning of activities included in this proposal; 4) is signed and dated.
- The extent to which the Consortium structure and the technical expertise of each member contributes to the work of the HWRC.
- The extent to which resources (for example, personnel, equipment, research facilities) will be shared and leveraged across and by consortium members.
- The extent to which the application describes staff that have substantive experience in conducting and disseminating policy-relevant health workforce research, as evidenced by the production of at least five different policy briefs, presentations to policy-makers and at national conferences, and publication of peer-reviewed papers.
- The extent to which the application meets the requirements outlined for the Principal Investigator and Deputy Principal Investigator(s), as follows:
    o The extent to which the application describes the Principal Investigator and the Deputy Principal Investigator(s) as qualified to conduct research in the HWRC's area of concentration and to inform users of research results vis-à-vis years of work experience, number of articles published and doctoral education of the Principal Investigator.
    o The extent to which the application describes the roles, responsibilities, and organizational lines of duty for the Principal Investigator and Deputy Principal Investigator(s) to ensure that the research products will be high quality products that are disseminated on schedule.
    o The extent to which the application describes the Principal Investigator and the Deputy Principal Investigator(s) as each having at least 25% and 20%, respectively, of an FTE allotted each year to the HWRC program.
    o The extent to which the application describes the Principal Investigator as having extensive experience in managing teams of researchers and the authority to supervise HWRC researchers located in other parts of the parent organization, other sites, and other components of a consortium.
    o The extent to which the application describes the Principal Investigator as having the responsibility and authority to review draft reports before submission to BHW.

- The extent to which the application describes a viable approach for the lead Deputy Principal Investigator to manage the HWRC when the Principal Investigator is on short-term or extended leave.
- The extent to which the application describes the multi-disciplinary mix of the core staff as appropriate and their experience as strongly related to the HWRC's focus.
- The extent to which the application describes the core staff capabilities to design and maintain websites and disseminate information (research or policy briefs, as appropriate).
- The extent to which the application describes a technical writer or editor to review study drafts prior to submitting them to BHW to ensure optimal language, as applicable, to the target audience.
- The extent to which the application describes staff loading charts that indicate sufficient staff of appropriate expertise is assigned to the projects.
- The extent to which any proposed mentoring is appropriate to the aims of the program.
- The extent to which the application describes that the HWRC has its own identity within its parent organization as indicated by name, organizational structure, and organization chart.
- The extent to which the application describes lines of communication to foster working relationships between staff and contractors, if applicable, as being strong.
- The extent to which the application describes the HWRC's ability to respond to emerging policy questions posed by BHW and how the HWRC will respond to related requests with quick turnaround (two to four days) that may involve short-term qualitative or quantitative analysis.
- The quality and availability of the computer facilities and other relevant research facilities.
- The extent to which the applicant's plan for ensuring the quality and accuracy of all research submitted to the Federal Government is reasonable and feasible.
- The extent to which the applicant's approach for instituting corrective actions will ensure the accuracy and quality of research submitted to the Federal Government is reasonable and feasible and build capacity throughout the consortium.

Criterion 5: SUPPORT REQUESTED (10 points) – Corresponds to Section IV's Budget Justification Narrative

The extent to which the requested costs are appropriate given the scope of work (e.g. specified travel, dissemination of research results, and purchase of data types are necessary, reasonable, allocable, and allowable) associated with the proposed research projects.

- The extent to which the proposed budget is reasonable, and necessary according to the proposed scope of work to be accomplished.
- The key personnel have adequate time devoted to the project to achieve project objectives and the percentage of time devoted to the PD is reasonable.
- The applicant provides a line item budget, a clear justification narrative for each line item, and outlines changes from one year to the next for each budget period.
- The applicant provides adequate budget justification for each year that support is requested.

2. Review and Selection Process

Please see Section 5.3 of HRSA's *SF-424 R&R Application Guide*.

This program does not have any funding priorities, preferences or special considerations.

3. Anticipated Announcement and Award Dates

It is anticipated that awards will be announced prior to the start date of September 1, 2015.

VI. Award Administration Information

1. Award Notices

The Notice of Award (NoA) will be sent prior to the start date of September 1, 2015. See Section 5.4 of the *SF-424 R&R Application Guide* for additional information.

2. Administrative and National Policy Requirements

See Section 2 of HRSA's *SF-424 R&R Application Guide*.

Human Subjects Protection
Federal regulations (45 CFR 46) require that applications and proposals involving human subjects must be evaluated with reference to the risks to the subjects, the adequacy of protection against these risks, the potential benefits of the research to the subjects and others, and the importance of the knowledge gained or to be gained. If research involving human subjects is anticipated, recipients must meet the requirements of the HHS regulations to protect human subjects from research risks as specified in the Code of Federal Regulations, Title 45 – Public Welfare, Part 46 – Protection of Human Subjects (45 CFR 46), available online at www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html.

3. Reporting

The successful applicant under this funding opportunity announcement must comply with Section 6 of HRSA's *SF-424 R&R Application Guide* **and** the following reporting and review activities:

   a. **Progress Report(s).** The awardee must submit a progress report to HRSA on an annual basis. BHW will verify that approved and funded applicants' proposed objectives are accomplished during each year of the project.

   The BHW Progress Report has two parts. The first part demonstrates awardee progress on program-specific goals. Awardees will provide performance information on project objectives and accomplishments, project barriers and resolutions, and will identify any technical assistance needs.

   The second part collects information providing a comprehensive overview of awardee overall progress in meeting the approved and funded objectives of the project, as well as

plans for continuation of the project in the coming budget period. The awardee should also plan to report on dissemination activities in the annual progress report.

Further information will be provided in the NoA.

b. **Performance Reports.** The awardee must submit a Performance Report to HRSA via the Electronic Handbook (EHBs) system on a semi-annual basis. All BHW awardees are required to collect and report performance data so that HRSA can meet its obligations under the Government Performance and Results Modernization Act of 2010 (GPRA). Performance Reporting for BHW programs was newly implemented in Fiscal Year 2012. The required performance measures for this program are outlined in the Project Narrative Section IV's Impact Sub-section (a). Further information will be provided in the NoA.

The semi-annual performance reports will cover the following reporting periods: Semi-Annual Report #1 covers activities between July 1 and December 31. The report must be submitted by January 31 of the following year.

Semi-Annual Report #2 covers activities between January 1 and June 30. The report must be submitted by July 31 of the same year.

c. **Final Program Report**. A final report is due within 90 days after the project period ends. The Final Program Report must be submitted online by awardees in the EHBs system at: https://grants.hrsa.gov/webexternal/home.asp

The Final Program Report is designed to provide BHW with information required to close out a grant after completion of project activities. Every awardee is required to submit a final report at the end of their project. The Final Report includes the following sections:

- Project Objectives and Accomplishments - Description of major accomplishments on project objectives.
- Project Barriers and Resolutions - Description of barriers/problems that impeded project's ability to implement the approved plan.
- Summary Information:
  - Project overview.
  - Project impact.
  - Prospects for continuing the project and/or replicating this project elsewhere.
  - Publications produced through this cooperative agreement activity.
  - Changes to the objectives from the initially approved cooperative agreement.

Further information will be provided in the NoA.

d. **Federal Financial Report**. A Federal Financial Report (SF-425) is required according to the schedule in SF-424 R&R Application Guide. The report is an accounting of expenditures under the project that year. Financial reports must be submitted electronically through the EHBs. More specific information will be included in the NoA.

e. **Other required reports and/or products:**

(A) Acknowledgement/Disclaimer Language: HRSA requires awardees to use the following acknowledgement and disclaimer on all products produced by HRSA award funds:

> "This project is/was supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under award and title for award amount (specify cooperative agreement number, title, total award amount and percentage financed with nongovernmental sources). This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by, HRSA, HHS or the U.S. Government."

Awardees are required to use this language when issuing statements, press releases, requests for proposals, bid solicitations, and other HRSA-supported publications and forums describing projects or programs funded in whole or in part with HRSA funding, including websites. Examples of HRSA-supported publications include, but are not limited to, manuals, toolkits, resource guides, case studies and issues briefs.

(B) **Performance Measures/GPRA.** Additional performance measures will not be required beyond the annual progress report described in section 3(c)(2).

(C) **Research Proposals.** The awardee will be required to submit between two and four one-page research proposals under each focus area to BHW for deliberation for each noncompetitive year (years two and three). BHW will then discuss which proposals meet its expectations.

(D) **Research Briefs.** The awardee will be required to submit a research brief for each project to the Project Officer no later than 90 days after the end of each budget year. If the awardee is aware that it is not likely to meet this deadline, the awardee must explain the reasons for the delay to the Project Officer by e-mail, as well as provide a strategy for finalizing and submitting the research brief(s) as soon as possible.

All products submitted to BHW for review should be submitted in a Word Document compatible with Track Changes to allow for efficient and effective review. PDF versions for review are not acceptable except for final publication to the website. HWRCs are required to work collaboratively with HRSA and SAMHSA to come to a resolution on all editorial comments. HWRCs must submit at the end of each fiscal year an electronic compendium of all briefs, reports, and manuscripts (one copy per project) to the Project Officer.

(E) **Rapid Response Requests.** The awardee will be required to respond to Rapid Response Requests via a variety of products that may include policy briefs, reports, and memoranda, among others. Deadline for responses will be provided by the Project Officer and will usually range from two to four days from the date of request.

(F) **Publications.** The awardee may submit findings from research projects to journals for publication under the following conditions:

1. The statement specified in (A) above must be included in every publication:

2. BHW will allow delay of publication on the BHW and/or NCHWA website of <u>only one</u> policy brief per year if a HWRC submits the study for journal publication (delay caused by journal peer review and acceptance). BHW will allow the HWRC six months to complete the journal publication process for this specific one study. If the study does not get accepted for publication within the six-month time frame, the HWRC must submit it promptly (i.e., within one month) for HRSA publication.

3. The HWRC may submit the remaining three studies for journal publication, but these three must be posted immediately upon completion of the BHW-approved study. No delay caused by the journal publication process, impeding HRSA website publication, will be allowed for the remaining policy briefs or reports.

VII. Agency Contacts

Applicants may obtain additional information regarding business, administrative, or fiscal issues related to this funding opportunity announcement by contacting:

Bruce A. Holmes
Grants Management Specialist
HRSA Division of Grants Management Operations, OFAM
Parklawn Building, Room 18-75
5600 Fishers Lane
Rockville, MD 20857
Telephone: 301-443-0752
E-mail: Bholmes@hrsa.gov

Additional information related to the overall program issues and/or technical assistance regarding this funding announcement may be obtained by contacting:

Michelle Washko
Attn: National Center for Health Workforce Analysis
Parklawn Building, Room 11-103
5600 Fishers Lane
Rockville, MD 20857
Telephone: 301-443-9846
E-mail: mwashko@hrsa.gov

Applicants may need assistance when working online to submit their application forms electronically. Applicants should always obtain a case number when calling for support. For assistance with submitting the application in Grants.gov, contact Grants.gov 24 hours a day, seven days a week, excluding Federal holidays at:

Grants.gov Contact Center
Telephone: 1-800-518-4726
E-mail: support@grants.gov
iPortal: https://grants-portal.psc.gov/Welcome.aspx?pt=Grants

Successful applicants/awardees may need assistance when working online to submit information and reports electronically through HRSA's Electronic Handbooks (EHBs). For assistance with submitting information in HRSA's EHBs, contact the HRSA Call Center, Monday-Friday, 8:00 a.m. to 8:00 p.m. ET:

HRSA Contact Center
Telephone: (877) 464-4772
TTY: (877) 897-9910
Web: http://www.hrsa.gov/about/contact/ehbhelp.aspx

VIII. Other Information

Technical Assistance:

Technical Assistance call is scheduled to help applicants understand, prepare and submit an application. Detailed information on the calls is below:

Technical Assistance Webinar: June 23, 2015, from 2 to 4 p.m. (ET)

To participate in the webinar, please go to the following link:

https://hrsa.connectsolutions.com/hwrc_ta_2015/

Dial-in Phone Number: 888-790-3442

Passcode: 8221939

Instant replay (audio only) for June, 23; Webinar: 888-566-0408 Available until July 23.

Helpful Web Sites:

For HRSA: http://www.hrsa.gov

For the National Center: http://www.BHW.hrsa.gov/healthworkforce/index.html

IX. Tips for Writing a Strong Application

See Section 4.7 of HRSA's *SF-424 R&R Application Guide*.

In addition, a concise resource offering tips for writing proposals for HHS grants and cooperative agreements can be accessed online at: http://dhhs.gov/asfr/ogapa/grantinformation/apptips.html