HRSA

Health Resources & Services Administration

Bureau of Health Workforce

Division of Nursing and Public Health

Advanced Nursing Education – Sexual Assault Nurse Examiners (ANE-SANE) Program

Opportunity number: HRSA-24-017

Contents

Before you begin

If you believe you are a good candidate for this funding opportunity, secure your SAM.gov and Grants.gov registrations now. If you are already registered, make sure your registration is active and up-to-date.

SAM.gov registration (this can take several weeks)

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

See Step 2: Get Ready to Apply

Grants.gov registration (this can take several days)

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

See Step 2: Get Ready to Apply

Apply by April 2, 2024

Applications are due by 11:59 p.m. Eastern Time on April 2, 2024.

Step 1:
Review the Opportunity

In this step

Basic information

Health Resources and Services Administration

Bureau of Health Workforce

Division of Nursing and Public Health

Statutory authority

The ANE-SANE program is authorized by 42 U.S.C. § 296j (Section 811 of the Public Health Service Act).

Summary

This program addresses the need to increase the number of qualified sexual assault nurse examiners (from this point referred to as SANEs). The program expands access to forensic examinations thereby expanding access to services for survivors.

Funding detail

Application Type: Competing Continuation and New

Expected total available funding: $14,243,688

Expected number of awards: 28 grants

Funding range per award: Up to $500,000 per annual award (reflecting direct and indirect costs)

HRSA plans to fund awards for 3 years, from July 1, 2024, to June 30, 2027. Your request for years 2 and 3 cannot exceed your year 1 request.

> To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow on your keyboard.

Have questions? Go to Contacts & Support.

Key facts

Opportunity Name: Advanced Nursing Education – Sexual Assault Nurse Examiners (ANE-SANE) Program

Opportunity Number: HRSA-24-017

Federal Assistance Listing Number: 93.247

Key dates

Application Deadline: April 2, 2024 - 11:59 p.m. ET

NOFO issue date: February 1, 2024

Expected award date: July 1, 2024

Expected start date: July 1, 2024

Eligibility

Who can apply

The term ''eligible entities'' means schools of nursing, nursing centers, academic health centers, State or local governments, and other public or private nonprofit entities determined appropriate by the Secretary that submit to the Secretary an application in accordance with Section 802.

Eligible applicants include accredited schools of nursing, nursing centers, nurse-managed health clinics, academic health centers, State or local health departments, HRSA-supported Health Centers such as Federally Qualified Health Centers, Rural Health Clinics, public or nonprofit Hospitals, other emergency health care service providers, Federally Qualified Health Centers, clinics receiving funding under Title X, and other similar public or private nonprofit entities. Native American tribal Governments and Native American tribal organizations as well as community-based nonprofit organizations may apply if they are otherwise eligible.

Individuals and for-profit entities are not eligible applicants under this NOFO.

Eligible applicants

Only these types of domestic organizations may apply[1]

Tribes & tribal organizations

- Native American tribal governments
- Native American tribal organizations

Institutions of higher education - accredited schools of nursing

- State-controlled institutions of higher education
- Private, nonprofit institutions of higher education

Public entities

- State governments, including U.S. territories
- County governments
- City or township governments
- Special district governments
- Independent school districts

Nonprofit entities

- Nonprofits having a 501(c)(3) IRS status, other than institutions of higher education.
- Nonprofits with an IRS status other than 501(c)(3), other than institutions of higher education.

Partnerships

Academic-clinical partnerships are eligible to apply.

Both partners must meet eligibility criteria. Either partner may apply on the partnership's behalf. One award will be given to the partner that applied.

Consortiums

A consortium for the purpose of this program is a collective of at least 2 organizations that are either public or private independent nonprofits that confer degrees or provide training.

Consortiums must have a legally binding agreement that describes each organization's roles, responsibilities, and resources.

HRSA will give 1 award per consortium.

Consortium agreements with consortia members are considered subawards for purposes of 45 CFR Part 75 and the HHS Grants Policy Statement.

Other eligibility criteria

Trainee eligibility

To receive support under this program, a trainee must:

- Be a Registered Nurse (RN) with an active and unencumbered license.
- Be currently practicing as either a generalist RN, Advanced Practice Registered Nurse, Forensic Nurse or enrolled as a student in an advanced nursing education program, including Advanced Practice Registered Nursing and Forensic Nursing Programs.

A trainee must be one of the following:

- A U.S. citizen or non-citizen national.
- An individual lawfully admitted for permanent residence to the United States.
- Any other "qualified alien" under Section 431(b) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193), as amended.

Cost sharing

Cost sharing or matching is not required for this program.

Program description

Purpose

The purpose of this program is to increase the supply, distribution, and quality of the sexual assault nurse examiner (SANE) workforce. The program aims to provide access to mental and physical care for survivors of sexual assault and domestic violence.

Program goals

- Increase the number of trained and certified SANEs.
- Increase the number of available SANE trainings.
- Expand access to sexual assault forensic examinations, especially in rural and underserved areas.
- Foster an environment that supports SANE training, practice and retention.

Background

Sexual assault or violence is a public health and safety issue. Over half of all women and almost 1 in 3 men have experienced sexual violence involving physical contact during their lifetimes.[2] Additionally, 1 in 4 women and about 1 in 26 men have experienced rape or attempted rape.[2.1]

Forensic examinations should be performed by a SAFE (sexual assault forensic examiner) or a SANE who can provide trauma informed care and document evidence effectively.[3]

Many communities lack access to SANEs. There is a need for more clinical sites, instructors, and educational training opportunities for the SANE workforce, especially in rural and underserved areas.[4]

Increasing the diversity of the SANE workforce is essential to ensuring sustainable and equitable access to quality care. Research finds that when nurses are members of the populations they serve, they are better able to improve communication and trust.[3]

Maintaining a supply of trained examiners and examiner programs is a challenge due to limited support from stakeholders, such as hospitals and law enforcement.[5] Better partnerships with these entities can ensure the supply of trained examiners and access to examiner programs.

Program requirements and expectations

You must address the following in your application, and meet these expectations if you receive an award:

- Provide financial support for trainees to complete SANE training and certification
- Implement curriculum that addresses social determinants of health, health disparities, behavioral health and promotes health equity
- Develop or enhance clinical training sites
- Ensure trainees complete appropriate clinical training with competent preceptors
- Ensure trainees complete all state/national requirements and practice hours needed for training and certification
- Ensure SANE retention through peer support, mentorship, counseling and continuing education
- Collaborate with others who receive the award to share resources, best practices and bolster project success. Implement a technical assistance strategy, within 12 months of the start of your project and throughout your project period, that addresses structural and systemic barriers to examiner training and practice.
- Establish or enhance academic-practice partnerships with entities such as HRSA supported health centers and rural health clinics to:
  - Recruit diverse trainees.
  - Provide clinical and experiential training.
- Evaluate your program's efficacy by:
  - Following the HHS Evaluation Policy and standards described in OMB Memorandum M-20-12.
  - Regularly reporting the increase in the number of examiners to HRSA that are in training and graduated as a result of grant funding.
  - Following up with graduates to collect employment information for a minimum of 1 year after graduation.
  - Participating in federal evaluations upon request.

Funding policies and limitations

Policies

- This program depends on the appropriation of funds. If funds are appropriated for this purpose, we will move forward with the review and award process.

- Support beyond the first budget year will depend on:

  - Continued appropriations

  - Satisfactory progress in meeting the project's objectives

  - A decision that continued funding is in the government's best interest

Maintenance of Effort (MOE)

Federal funds must add to any existing non-federal funds for your proposed activities. If you receive an award, you will have to spend at least as much as you spent in the last fiscal year before the award. This policy is required by 42 U.S.C. § 296b (Section 803(b) of the Public Health Service Act). We will enforce these statutory requirements through all available mechanisms. You must provide supporting documentation in your Attachments.

Limitations

For guidance on some types of costs we do not allow or restrict, see Budget in Section 4.1.iv of the R&R Application Guide. You can also see 45 CFR part 75, General Provisions for Selected Items of Cost. Additionally, these specific costs are not allowed:

- Accreditation costs like renewals or annuals fees.

- Membership dues that directly fund lobbying activities.

- Liability insurance, unemployment insurance, life insurance, taxes, fees, retirement plans, or other fringe benefits for trainees.

  - (Health insurance for trainees is allowed.)

- Faculty/staff release time cannot be paid using grant funds.

- Foreign travel.

See Manage Your Grant for other information on costs and financial management.

Indirect costs

Indirect costs are those incurred for a common or joint purpose across more than one project and that cannot be easily separated by project (like utilities for a building that supports multiple projects). Learn more at 45 CFR 75.414, Indirect Costs.

Indirect costs for training awards cannot exceed 8% of modified total direct costs. To understand what is included in modified total direct costs, see 45 CFR 75.2.

State or local governments and federally recognized Indian tribes can charge their negotiated rate or use their state cost allocation plans. For the purpose of calculating indirect costs, we do not consider state universities or hospitals as government agencies.

Program income

Program income is money earned as a result of your award-supported project activities. You will have to use those funds to add to approved project activities. Find more about program income at 45 CFR 75.307.

Step 2:
Get Ready to Apply

In this step

Get registered

SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

SAM.gov registration can take several weeks. Begin that process today.

To register, go to SAM.gov Entity Registration and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

Grants.gov

You must also have an active account with Grants.gov.

Need Help? See Contacts & Support.

Find the application package

The application package has all the forms you need to apply. You can find it online.

Go to Grants Search at Grants.gov and search for opportunity number HRSA-24-017.

After you select the opportunity, we recommend you click the Subscribe button to get updates.

Application writing help

Visit HHS's Tips for Preparing Grant Proposals.

Visit HRSA's How to Prepare Your Application page for more guidance.

See Apply for a Grant for other help and resources.

Technical assistance

We will hold a pre-application technical assistance (TA) webinar. The webinar will provide an overview of pertinent information in the NOFO and an opportunity for applicants to ask questions. Visit the HRSA Bureau of Health Workforce's open opportunities website to learn more about the resources available for this funding opportunity.

Jump to a step

1. Review	**2. Get ready**	**3. Prepare**	**4. Learn**	**5. Submit**	**6. Award**	**Contacts**

Step 3:
Write Your Application

In this step

Application contents & format

Applications include 5 main components. This section includes guidance on each.

Application page limit: 50 pages

Submit your information in English and express budget figures using U.S. dollars.

Make sure you include each of these:

Components	Submission Format	Included in the page limit?
Project Abstract	Use the Project Abstract Summary form	No
Project Narrative	Use the Project Narrative Attachment form	Yes
Budget Narrative	Use the Budget Narrative Attachment form	Yes
Attachments	Insert each in the Other Attachments form.	Yes, unless otherwise marked below.
Standard Forms	Upload using each required form.	No

Required format

You must format your narratives and attachments using our required formats for fonts, size, margins, etc.

See the formatting guidelines in Section 4.2 of the R&R Application Guide.

Project abstract

Complete the information in the Project Abstract Summary Form. Include a short description of your proposed project. Include the needs you plan to address, the proposed services, and the population groups you plan to serve. For more information, see Section 4.1.ix of the R&R Application Guide.

Project narrative

In this section, you will describe all aspects of your project.

Use the section headers and the order below.

Project activities must comply with the non-discrimination requirements described in Non-discrimination & assurance.

Introduction and purpose

See merit review criterion 1: [Purpose & Need](#)

- Briefly describe the purpose of your project.
- Include how you will address systemic barriers to trainees' success.
  - These barriers might include learning disparities, physical health, psychological health, physical environment, social environment, and economic stability.

Need

See merit review criterion 1: [Purpose & Need](#)

- Describe the target population/community and their unmet health needs related to SANE services.
- Describe how you'll assess the unique needs of the people who live in the community you serve.
- Discuss any barriers that you hope to overcome.
- Cite demographic data whenever possible.

Approach

See merit review criterion 2: [Response](#)

- Explain how you will address the target population's unmet needs.
- Explain how you will meet this program's expectations.
- Include strategies for training staff, building teamwork, and sharing information. Include strategies for outreach and collaboration that involves patients, families, and communities.
- Explain how trainees will be taught equity practices and cultural competency.
- Note when you will use linguistic trainings supported by the National Standards for Culturally and Linguistically Appropriate Services (CLAS).

High-level work plan

See merit review criteria 2: [Response](#)

- Describe how you'll achieve each of the objectives during the period of performance.
- Provide a timeline that includes each activity and identifies who is responsible for each.
- Identify how key stakeholders will help plan, design, and carry out all activities.

- Include the extent to which these stakeholders address the needs of the populations and communities served.
- You will also include a more detailed work plan in your Standardized Work Plan (SWP). See Standard Forms.

Resolving challenges

See merit review criterion 2: Response

- Discuss challenges that you are likely to encounter in designing and carrying out the activities in the work plan.
- Include approaches that you'll use to resolve them.

Sustainability

See merit review criteria 3: Impact

We expect you to sustain key project elements that improve practices and outcomes for the target population.

- Propose a plan for sustainability after the period of federal funding ends.
- Highlight key elements of your projects. Examples include training methods or strategies that have been effective in improving practices.
- Describe how you will obtain future sources of funding.
- Discuss how long it will take to become self-sufficient.
- Discuss challenges that you'll likely encounter in sustaining the program.
- Include how you will resolve these challenges.

Evaluation & technical support capacity

See merit review criteria 3: Impact & 4: Resources & Capabilities

- Describe the expected outcomes of the project.
- Describe the systems and processes that you'll use to track performance outcomes.
- Describe how you'll collect and manage data in a way that allows for accurate and timely reporting of those outcomes, for example, planning for skilled staff or data management software.
- Document your procedure for collecting, managing, and storing data.
- Include how you will report National Provider Identifier (NPI) numbers for participants, as applicable.
  - Project trainees in eligible disciplines must apply for an NPI.
- Describe your process to track trainees after program completion for up to 1 year.

- Describe your plan to evaluate how the project performs and how the results will contribute to continuous quality improvement.
- The evaluation should monitor ongoing processes and the progress towards the project's goals and objectives, meaning:
  - Describe the inputs, key processes, variables to be measured, and expected outcomes. Inputs might include organizational profile, collaborative partners, key personnel, budget, and other resources.
  - Evaluations must follow the HHS Evaluation Policy and the standards and best practices in OMB Memorandum M-20-12.
- Explain how you will disseminate project results.
- Show how your plan will be feasible and effective and the extent of potential replication.

See Reporting for more information.

Organizational information

See merit review criterion 4: Resources & Capabilities

Briefly describe your mission, structure, and the scope of your current activities.

- Explain how they support your ability to carry out the program requirements.
- Include a project organization chart.
- Discuss how you'll follow the approved plan, account for federal funds, and record all costs to avoid audit findings.
- Describe the organizations you will partner with to fulfill the program goals and meet the training objectives.
  - Include key agreements Attachment 3 and letters of support in Attachment 5.
- Include a staffing plan and job descriptions for key faculty and staff in Attachment 4.
- Include biographical sketches for key staff using the Research & Related Senior/Key Person Profile form.

See Standard Forms.

Budget & Budget Narrative

See merit review criterion 5: Support Requested

The budget should follow the instructions in Section 4.1.iv Budget of the R&R Application Guide and any specific instructions listed in this section. Your budget should show a well-organized plan.

Reminder: The total project or program costs are all allowable (direct and indirect) costs used for the HRSA activity or project. This includes costs charged to the award and non-federal funds used to satisfy a matching or cost-sharing requirement (which may include MOE, if applicable).

The budget narrative supports the information you provide in the Research and Related Budget Form. See Standard Forms. It includes added detail and justifies the costs you ask for. The merit review committee reviews both the budget and the budget narrative.

As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities.
- The restrictions on spending funds.
  - See Funding policies & limitations.
- Salary for staff involved should be proportionate to their level of effort dedicated to the project.

To create your budget narrative, see detailed instructions in Section 4.1.v of the R&R Application Guide.

Below are some additional instructions specific to this NOFO.

Participant and trainee support costs

Include participant or trainee support costs:

- List tuition, fees, health insurance, stipends, travel, and other allowable costs.
- Identify the number of participants and trainees for each budget period.
- Separate these costs from others so we can identify them easily.
- Include a subtotal entitled "Total Participant and Trainee Support Costs" with the summary of these costs.
- Total Participant and Trainee Support Costs may not exceed $25,000 per trainee per year.

Preceptor costs

Preceptors can be either your employee, contractor, or consultant. You can support preceptor costs with this grant. These costs are unique and different than trainee costs, which are for your students. Allowable preceptor costs may include stipends or allowance, continuing education training and fees, travel. You cannot require students to pay for preceptor costs.

- If the preceptor is an employee, specify the percent FTE costs under section B Other Personnel, and additional costs as they apply. For example, travel costs

under Section D Travel, and other costs under Section F Other Direct Costs.

- If the preceptor is a consultant or contractor, lists those costs under section F. Other Direct Costs.
- Include the number of preceptors in your budget narrative.

Consultant services

Identify each consultant, the services they will perform, the total number of days, travel costs, and the total estimated costs.

Attachments

Place your PDF attachments in order in the Other Attachments form.

Attachment 1: Accreditation documentation

Counts toward page limit.

Please do not provide only the web link to the accreditation body's website.

You must submit appropriate accreditation or approval documentation to be deemed eligible.

If your academic or clinical/community-based organization accreditation/approval status cannot be verified you will be considered nonresponsive and deemed ineligible.

You must submit documentation that:

- Demonstrates continuing accreditation/approval from the relevant accrediting/approval body and that you are not on probation.
- Includes the name of the accrediting/authorizing body.
- Provides the date of initial accreditation approval.
- Outlines the date of the next expected accrediting/approval body review (or expiration date of current accreditation/approval).
- If you are on provisional accreditation status, provide proof of this status.

You are responsible for verifying that the project partners maintain current accreditation/approval throughout the project period.

Schools of Nursing/Nursing Program Accreditation

All nursing programs that are associated with the project must be accredited for the purpose of nursing education.

Schools of nursing affiliated with the proposed project that provide formal degree programs must be accredited by a national nurse education accrediting agency or state

approval agency recognized by the Secretary of the U.S. Department of Education for the purposes of nursing education.

These agencies include, but are not limited to the:

- Commission on Collegiate Nursing Education
- Accreditation Commission for Education in Nursing
- Accreditation Commission on Midwifery Education of the American College of Nurse-Midwives

You must submit an official letter of accreditation that shows the period covered by the accreditation.

Substantive change notification

Programs that modify or add a nursing specialty must include documentation of such approval of the change from the accrediting agency.

Newly established programs of nursing accreditation

If a nursing program is new and therefore not yet accredited, but will likely be accredited in the future, the Secretary of Education may deem it accredited if there is reasonable assurance that the program will meet the accreditation standards of such body or bodies before the second entering class begins their academic year.

The Letter of Reasonable Assurance from the U.S. Department of Education must be submitted as Attachment 1.

Health care facility accreditation

You must submit health care facility proof of accreditation by either a national or state accrediting agency, such as from the Joint Commission or Accreditation Association for Ambulatory Health Care. This information must include the period of time covered by the accreditation.

Other entities accreditation

Other entities responding to this NOFO are encouraged to provide documentation of accreditation by a national, regional or state accrediting agency or body.

Attachment 2: Project organizational chart

Counts toward page limit.

Provide a 1-page diagram that shows the full project's organizational structure. Include all aspects of the structure, not just the ones that apply to this program.

Attachment 3: Letters of agreement, memoranda of understanding, and contracts

Counts toward page limit.

Provide any documents that describe working relationships between your organization and other organizations and programs you cite in the proposal.

- Documents that confirm actual or pending contractual or other agreements should clearly describe the roles of the contractors and partners, and any deliverables.
- Make sure any letters of agreement are signed and dated.

Attachment 4: Staffing plan & job descriptions

Counts toward page limit.

Include a staffing plan that shows the roles that will support the project, and key information about each.

- Justify your staffing choices, including education and experience qualifications and your reasons for the amount of time you request for each role.
- For key roles, attach a 1-page job description.
  - It must include the role, responsibilities, and qualifications.

See Section 4.1.vi of the R&R [Application Guide](#).

Attachment 5: Letters of support

Counts toward page limit.

You may provide letters of support from organizations or departments involved in the proposed project.

- Letters of support can also be from individuals within your institution who hold the authority to speak for the organization or department such as a CEO or chair.
- Recommenders should indicate an understanding of and commitment to the project.
- Recommenders should sign and date their letter of support.

Attachment 6: Maintenance of effort documentation

Counts toward page limit.

You will include non-federal funds that support your proposed activities.

- These include cash, in-kind, and any other contributions.
- Do not include any federal funds.

See Maintenance of Effort requirement.

Use the sample format below to provide the Maintenance of Effort documentation:

FY Before Application:Actual Non-Federal Expenditures	First FY of Award: Estimated Non-Federal Expenditures
$	$

Attachment 7: Funding preference documentation

Counts toward page limit.

Provide documents that prove you qualify for a funding preference. See Selection process for information about how these apply.

Attachment 8: Tables & charts

Counts toward page limit.

Provide tables or charts that give more details about your proposal. These might be Gantt, PERT, or flow charts.

Attachment 9: Proof of nonprofit status

Does not count toward page limit.

If your organization is a nonprofit, you need to attach proof.

We will accept any of the following:

- A copy of a current tax exemption certificate from the IRS.
- A letter from your state's tax department, attorney general, or another state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.
- A certified copy of your certificate of incorporation stating that your group is a nonprofit.
- Any of the above for a parent organization.
- Also include a statement signed by an official of the parent group that your organization is a nonprofit affiliate.

Standard forms

Complete the standard forms listed below at Grants.gov. You can find them in the NOFO application package or review them and any available instructions at Grants.gov Forms.

Forms	Submission Requirement
Project Abstract Summary Form	With application
SF-424 R&R (Application for Federal Assistance)	With application
Research and Related Budget Form	With application
R&R Subaward Budget Attachment(s) Form	With application
Standardized Work Plan Form	With application
ANE Program-specific Forms	With application
Research & Related Senior/Key Person Profile Form	With application
Disclosure of Lobbying Activities (SF-LLL)	If applicable, with the application or before award.

Project Abstract Summary Form

Does not count against the page limit. Follow the instructions in the form and in the Project Abstract section.

SF-424 R&R

Follow the instructions in Section 4.1 of the R&R Application Guide.

Research and Related Budget Form

Complete the form for each budget year of your proposal. After completing the first budget period in the form, you may click "Add Period" to move to the next. Follow the instructions in Section 4.1.iv of the R&R Application Guide.

R&R Subaward Budget Attachments Form

Complete the Research and Related Budget Form for each subaward, including proposed subcontracts.

Do this using the R&R Subaward Budget Attachment(s) Form.

- Once you open this form, select "Click here to extract the R&R Subaward Budget Attachment."
- Save the file and then open the saved file on your computer to complete it.
- Once completed, upload it within the form.
- Repeat the steps for each subaward.

If you have more than 10 subawards, you may upload the extra budget forms in the Research and Related Other Project Information form in Block 12 "Other Attachments."

To complete the budget forms follow the instructions in Section 4.1.iv of the R&R Application Guide.

Standardized Work Plan (SWP) Form

Follow the instructions in the SWP Form.

- The program goals for this NOFO must be entered in the Program Goals section of the SWP form exactly as written in this NOFO
  - Do not add, subtract or modify goals
- Select your organizational priorities that best fit the objective.
- Write "Health Equity" in the "Other Priority Linkage" if your objective or sub-objectives align with this priority.

ANE Program-specific Forms

As part of the application package submitted through Grants.gov, you must complete and electronically submit the ANE Program-specific Data Forms.

- The data in the ANE Program-specific Data Forms (Tables) are essential in projecting the number of trainees to be trained, and in making award funding preference determinations.
- You must follow the form instructions to ensure that the data provided is accurate and complete.
  - These forms are not included in the application page count.
  - Table 2 must be completed.

Research & Related Senior/Key Person Profile Form

Complete the Research & Related Senior/Key Person Profile Form that can be accessed in the Application Package under "Mandatory."

- You should complete this for the Project Director, the Project Coordinator, and other key roles contributing to the project.
- Include biographical sketches for key roles.

Qualifications for key roles:

- **Project Director**
  - Is the primary contact for the project and works with HRSA staff, members of the project staff, and partners.
  - Is responsible for the project and all deliverables.
  - Must be a licensed Registered Nurse; a master's or doctorate degree is encouraged.
  - Should be SANE trained and/or certified.
  - Has experience as an educator, forming partnerships and implementing programs.
- **Project Coordinator**
  - A full-time role supported with grant or in-kind funds.
  - Point of contact for day-to-day operations of the project.
  - Responsible for implementing, overseeing, managing, coordinating, and tracking project activities and trainees.
  - Serves as a liaison between project partners.
- Responsible for data collection and ensuring timely reporting of data to HRSA.

Biographical Sketch Guidelines

- The Project Director cannot be the same individual as the Project Coordinator.
- The Project Director cannot be the same individual as the Authorizing Official.
- Do not use more than 2 pages per person.
- If you include a role for someone who has not been hired yet, include a statement of your plan to hire for the role in the staffing plan attachment.
- Upload biographical sketches in the Research & Related Senior/Key Person Profile form (see biographical sketch form on the next page).
- Include:
  - Name and title.
  - Education and training – for each entry include Institution and location, degree and date earned, if any, and field of study.
  - Section A: Personal Statement
    - Briefly describe why the individual's experience and qualifications make them well-suited for their role.
  - Section B: Positions and Honors
    - List in chronological order previous and current positions.
    - List any honors.

- Include present membership on any federal government public advisory committee.
  - Section C: Other Support
    - This section is optional.
    - List selected ongoing and completed projects during the last 3 years.
    - Begin with any projects relevant to the proposed project.
    - Briefly indicate the overall goals of the projects and responsibilities of the person.
  - Other information:
    - If they apply, include language fluency and experience working with populations that are culturally and linguistically different from their own.

Sample biographical sketch form

Step 4:
Learn About Review & Award

In this step

Application review

Initial review

We review each application to make sure it meets basic requirements. We will not consider an application that:

- Is from an organization that does not meet all eligibility criteria
- Requests funding above the award ceiling shown in the funding range
- Is submitted after the deadline
- Does not include the appropriate tables, attachments, and documentation of accreditation

If you do not follow the page limit we will remove pages from your application and only review the pages up to the page limit.

Merit review

A panel reviews all applications that pass the initial review. The members use the criteria below.

Criterion 1: Purpose and need

15 points

See Project Narrative Introduction & Purpose and Need sections.

The panel will review your application for how well it:

- Describes the problem and its contributing factors.
- Describes the purpose of the project, the target population to be served, and the need for SANE examiners.
- Describes the plan to serve and meet the unmet needs of vulnerable target populations and the institution's commitment to training individuals who are from diverse backgrounds, including rural or disadvantaged backgrounds.
- Explains how training will address sexual, domestic and intimate partner violence.
- Describes how you will address the systemic barriers to trainee's access to education and success in your program.
    - These barriers might include learning disparities, physical health, psychological health, physical environment, social environment, and economic stability. Trainees include students and program participants.

Criterion 2: Response

45 points

See Project Narrative [Approach](#), [High-Level Work Plan](#), and [Resolving Challenges](#) sections.

Approach (20 points). The panel will review your application for how well it:

- Proposes a project that responds to the program's [purpose](#).
  - Proposes goals and objectives that relate to the project.

Work plan (20 points). The panel will review your application for how well it:

- Describes activities that will address the problem and meet project objectives.
- Explains how trainees will be taught equity practices and cultural competency.
  - Note when you will use linguistic trainings supported by the National Standards for Culturally and Linguistically Appropriate Services (CLAS).

Resolution of Challenges (5 points). The panel will review your application for how well it:

- Describes the obstacles and challenges you may face during project design and implementation. This includes the quality of your plan to deal with them.

Criterion 3: Impact

15 points

See Project Narrative [Evaluation & Technical Support Capacity](#) and [Sustainability](#) sections.

The panel will review your application for how well it:

- Proposes a project that is likely to be effective.
- Proposes a project that is likely to have a strong public health impact on the community or target population.
- Describes plans for sharing project activities and results that will be easy to copy.
- Proposes a solid plan for project sustainability and the likelihood for the project to continue beyond the federal funding.
- Proposes a strong and effective method to monitor and evaluate project results.
- Describes an evaluation plan that meets program objectives.
- Describes a plan to collect and manage data to ensure accurate and timely performance.
  - This includes a process to track trainees after program completion for up to 1 year.

- Demonstrates the strength of the plan to use collected data for continuous quality improvement and to monitor and evaluate project results.
  - This includes anticipating evaluation obstacles and proposing how to address them.

Criterion 4: Resources & Capabilities

10 points

See Project Narrative Organizational Information section.

The panel will review your application for how well it:

- Includes project staff who have the training or experience to carry out the project.
- Describes the capabilities of the organization to fulfill the needs of the proposed project.
- Describes quality facilities available to fulfill the needs of the proposed project.

Criterion 5: Support requested

15 points

See Budget & Budget Narrative section.

The panel will review your application for how well it:

- Proposes a budget that is reasonable for each year of the period of performance.
- Outlines costs in the budget narrative , that are reasonable and align with the scope of work.
- Lists key roles that have adequate time devoted to the project to achieve project objectives.

Risk review

Before making an award, we review the risk that you will not manage federal funds in prudent ways.

We make sure you've handled any past federal awards well and demonstrated sound business practices.

To do this, we:

- Review any applicable past performance.
- Review audit reports and findings.
- Analyze the cost of the budget.
- Assess your management systems.

- Ensure you continue to be eligible.

- Make sure you comply with any public policies.

We may ask you to submit additional information.

As part of this review, we use SAM.gov Entity Information Responsibility / Qualification to check your history for all awards likely to be over $250,000.

- You can comment on your organization's information in SAM.gov.

- We'll consider your comments before making a decision about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see 45 CFR 75.205.

Selection process

When making funding decisions, we consider:

- Merit review results which are key in making decisions, but are not the only factor.

- The amount of available funds.

- Assessed risk.

- The larger portfolio of agency-funded projects, including the diversity of project types and geographic distribution.

- The funding preferences listed below.

We may:

- Fund out of rank order.

- Fund applications in whole or in part.

- Fund applications at a lower amount than requested.

- Decide not to allow a prime recipient to subaward if they may not be able to monitor and manage subrecipients properly.

- Choose to fund no applications under this NOFO.

Funding preferences

This program includes funding preferences authorized by Section 805 of the Public Health Service Act (42 U.S.C. § 296d).

If HRSA staff determines that your application qualifies for a funding preference, we will move it to a more competitive position among fundable applications. You must meet only 1 qualification to receive the preference.

You may submit information pertaining to more than 1 qualification if so desired, but you can only be given 1 funding preference.

- Qualifying for a funding preference does not guarantee that your application will be successful.

- You must demonstrate that you meet the criteria for 1 of the preferences by submitting the required data in Program Specific Tables (Appendix) and providing supporting documentation in Attachment 7.

Qualifications to meet the funding preferences

Qualification 1: Substantially benefit rural populations: You must demonstrate that your project will substantially benefit rural populations by providing evidence to show a high rate for placing graduates in rural practice settings.

- Use HRSA's Rural Health Grants Eligibility Analyzer or "Am I Rural?" to check eligibility.

- You must include a copy of the output from the Analyzer with the application in Attachment 7 (Request for Funding Preference).

- The output included in the attachment should include relevant funding preference eligibility information and must not exceed 3 pages.

- Program completer information also can be obtained from your key partner and documentation establishing the partnership must also be included in Attachment 5, if applicable.

Qualification 2: Substantially benefit underserved populations: You must demonstrate that your project will substantially benefit underserved populations by providing evidence to show a high rate for placing graduates in medically underserved areas.

- Use Find Shortage Areas – MUA Find tool to check eligibility.

- You must include a copy of the output from MUA Find in Attachment 7. The output included in the attachment should include relevant funding preference eligibility information and must not exceed 3 pages.

- Program completer information also can be obtained from your key partner and documentation establishing the partnership must also be included in Attachment 5.

Qualification 3: Help meet public health nursing needs in state or local health departments: You must provide evidence to show a high rate for placing graduates in state or local health department practice settings serving communities in need.

- To do this, you can provide documentation that shows that graduates are working in state or local health departments.

- You must include a copy of the documentation in Attachment 7.

- Documentation included in the attachment should include relevant funding preference eligibility information and must not exceed 3 pages.

- Graduate information also can be obtained from your key partner.

- Documentation establishing the partnership must also be included in [Attachment 5](#).

Award notices

We issue Notices of Award (NOA) on or around the [start date](#) listed in the NOFO. See Section 5.4 of the [R&R Application Guide](#) for more information.

Step 5:
Submit Your Application

In this step

Application submission & deadlines

See find the application package to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. When you register or update your SAM.gov registration, you must agree to the financial assistance general certifications and representations, and specifically with regard to grants. Make sure that your SAM.gov registration is accurate for both contracts and grants, as these registrations differ. See get registered. You will have to maintain your registration throughout the life of any award.

Deadline

Application

You must submit your application by April 2, 2024, at 11:59 p.m. ET.

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept the last on-time submission.

Multiple applications from an organization with the same Unique Entity Identifier (UEI) are not allowed.

Submission method

Grants.gov

You must submit your application through Grants.gov. See get registered.

For instructions on how to submit in Grants.gov, see the Quick Start Guide for Applicants. Make sure that your application passes the Grants.gov validation checks, or we may not get it.

Do not encrypt, zip, or password protect any files.

See Contacts & Support if you need help.

Other submissions

Intergovernmental review

This NOFO is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs. No action is needed.

Mandatory disclosure

You must submit any information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. See Mandatory Disclosures, 45 CFR 75.113.

How to tell us about a violation:

Write to us (HRSA) via attachment as part of your application **and** send written disclosures to the U.S. Department of Health and Human Services, Office of Inspector General at grantdisclosures@oig.hhs.gov.

For full details, visit HHS OIG Grant Self Disclosure Program.

Learn What Happens After Award

In this step

Post-award requirements & administration   [39](#)

Post-award requirements & administration

Administrative & national policy requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the Notice of Award.
- The regulations at 45 CFR part 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.
- The HHS Grants Policy Statement (GPS). This document is incorporated by reference in your Notice of Award. If there are any exceptions to the GPS, they'll be listed in your Notice of Award.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in HHS Administrative and National Policy Requirements.

Additionally:

- See the requirements for performance management in 2 CFR 200.301.
- The Project Director must register promptly in the HRSA electronic handbook (EHB) once award is made.

Reporting

If you are successful, you will have to follow the reporting requirements Section 6 of the R&R Application Guide. The NOA will provide specific details.

You must also follow these reporting requirements.

We will require progress reports as follows:

- **Federal Financial Report:** The Federal Financial Report (SF-425) is required. The report is an accounting of expenditures under the project that year. Financial reports must be submitted electronically.
- **Progress Report(s):** The recipient must submit a progress report to us annually. In addition, recipients must submit a Quarterly Progress Update (QPU) to HRSA via the Electronic Handbooks (EHBs) at the completion of each quarter. The QPU will be automatically generated and allows recipients to document progress on activities based on the information submitted in the SWP.

- **Performance Reports:** Recipients must submit a Performance Report through the Electronic Handbooks (EHBs) annually.
- **Final Program Report:** A final report is due within 90 calendar days after the period of performance ends. The Final Report must be submitted electronically through the EHBs.
- **Federal Awardee Integrity Reporting:** The NOA will contain a provisions for integrity and performance reporting.

Non-discrimination & assurance

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance (HHS-690). To learn more, see the Laws and Regulations Enforced by the HHS Office for Civil Rights.

Contact the HHS Office for Civil Rights for more information about obligations and prohibitions under federal civil rights laws or call 1-800-368-1019 or TDD 1-800-537-7697.

The HRSA Office of Civil Rights, Diversity, and Inclusion (OCRDI) offers technical assistance, individual consultations, trainings, and plain language materials to supplement OCR guidance. Visit OCRDI's website to learn more about how federal civil rights laws and accessibility requirements apply to your programs, or contact OCRDI directly at HRSACivilRights@hrsa.gov.

Contacts & Support

In this step

Agency contacts

Program & eligibility

Michael Clark, MBA, RN

Project Officer

Division of Nursing and Public Health

Bureau of Health Workforce

Email: ANE-SANE@hrsa.gov

Financial & budget

Jacqueline Dickerson

Grants Management Specialist

Division of Grants Management Operations

Health Professions Branch

Email: JDickerson@hrsa.gov

HRSA Contact Center

Open Monday – Friday, 7 a.m. – 8 p.m. ET, except for federal holidays.

Call: 877-464-4772 / 877-Go4-HRSA

TTY: 877-897-9910

Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726 or email support@grants.gov. Hold on to your ticket number.

SAM.gov

If you need help, you can call 866-606-8220 or live chat with the Federal Service Desk.

Helpful Websites

- HRSA's How to Prepare Your Application page
- HRSA R&R Application Guide
- HRSA Grants page
- HHS Tips for Preparing Grant Proposals
- Health Workforce Glossary

Appendix: Sample ANE Program Specific Data Forms (Table 1 & 2)

Table 1 - Graduate Data from 7/01/2022 to 6/30/2023

Rural, Underserved, Public Health Practice Settings and Health Professional Shortage Areas (HPSAs) (Used by Advanced Nursing Education Workforce Program (ANEW), Nurse Anesthetist Traineeship Program (NAT), Advanced Nursing Education Nurse Practitioner Residency Programs and Advanced Nursing Education Sexual Assault Nurse Examiners Program (ANE-SANE))

ANE Program Specific Data Forms

OMB Number: 0915-0375
Expiration Date: 05/31/2023

Fields marked with an asterisk (*) are required

ADVANCED NURSING EDUCATION

* Current Fiscal Year:
(Select the fiscal year date that is provided in the current ANE Funding Opportunity Announcement cover page)

Table 1: Graduate Data - Rural, Underserved, Public Health Practice Settings and Health Professional Shortage Areas (HPSAs) (Used by Advanced Nursing Education Workforce Program (ANEW), Nurse Anesthetist Traineeship Program (NAT), Advanced Nursing Education Nurse Practitioner Residency Programs and Advanced Nursing Education Sexual Assault Nurse Examiners Program (ANE-SANE))

Graduate Data from 07/01/2019 - 06/30/2020

Practice Settings	Nurse Practitioner	Nurse Midwife	Clinical Nurse Specialist	Nurse Anesthetist	Additional Specialty (see NOFO Table 1 Instructions)	Total
Statutory Funding Preference						
1a. Total Number of Graduates Employed in Rural Settings						
1b. Total Number of Graduates Employed in Medically Underserved Communities						
1c. Total Number of Graduates Employed in State or Local Health Departments						
2. Total Number of Graduates Employed in these Funding Preference Settings [Rows 1a + 1b + 1c = Row 2]						
3. Total Number of Graduates						
4. Percentage of Graduates Employed in these Funding Preference Settings [Row 2 divided by Row 3, multiplied by 100]						
Special Consideration						
5a. Total Number of Graduates Employed in Health Professional Shortage Areas (HPSAs)						
5b. Total Number of Graduates Employed in the Additional Settings specified in the NOFO (Refer to Table 1, Row 5b instructions in the NOFO).						
6. Total Number of Graduates Employed in these Special Consideration Settings [Rows 5a + 5b = Row 6]						
7. Total Number of Graduates (Same number as in Row 3)						
8. Percentage of Graduates Employed in these Special Consideration Settings [Row 6 divided by Row 7, multiplied by 100]						

OMB Number: 0915-0375

Expiration Date: November 30, 2024

Public Burden Statement: HRSA uses the data from the ANE Program-specific Data Collection Forms/Tables as part of the process for determining the award amount, ensuring compliance with programmatic and grant requirements, and to provide information to the public and Congress. An agency may not conduct or sponsor, and a

person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0915-0375 and it is valid until 11/30/2024. This information collection is required to obtain or retain a benefit (Section 811 of the Public Health Service Act). Public reporting burden for this collection of information is estimated to average 7 hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or paperwork@hrsa.gov.

Instructions for Completing Table 1: Graduate Data - Rural, Underserved, Public Health Practice Settings and HPSA Data - Graduate Data from 7/01/2022 to 6/30/2023

For all programs, refer to the program Notice of Funding Opportunity (NOFO) for specific instructions.

Once the applicant selects 2024 for Current Fiscal Year, the Graduate Date Year should change to 07/01/2022 – 06/30/2023.

All applicants requesting a Funding Preference as outlined in the NOFO, must complete Table 1. In order to be eligible for the **Statutory Funding Preference**, applicants must complete Table 1.

Graduates are to be counted only once in Table 1. Do not count the same graduate for Funding Preference and Special Consideration.

Ensure to enter the correct specialty under the correct column. Complete Table 1, as appropriate, providing data on the cumulative number of graduates from your institution (whether supported with HRSA grant Funds or not) in the previous academic year, who obtained employment and spend at least 50 percent of their employment in clinical practice sites substantially benefiting rural or medically underserved populations, state or local health departments, health professional shortage areas, and other specified settings as outlined in the NOFO.

If the applicant organization is a health facility or other entity (as outlined in the Notice of Funding Opportunity), the data that should be entered in Table 1 is to be obtained from the applicant's academic partner.

The system will automatically calculate the Total for each row and the percentage of Graduates Employed in these Settings.

<u>Statutory Funding Preference</u>

In Table 1 Rows 1a, 1b and 1c, enter the **"Total Number of Graduates Employed" for Rural Settings** (Row 1a), **Medically Underserved Communities** (Row 1b) and **State or Local Health Departments** (Row 1c) by Specialty, as applicable. The data in each row (Rows 1a, 1b, 1c) is a subset of **"Total Number of Graduates"** (Row 3).

In Row 2, the sum for **"Total Number of Graduates Employed in these Funding Preference Settings"** will be automatically calculated by the system from numbers entered for Rows 1a, 1b, and 1c.

In Row 3, enter **"Total Number of Graduates"** (whether supported with HRSA grant funds or not) who completed degree requirements and graduated from your institution in the previous academic year between 7/01/2022 and 06/30/2023 in the appropriate column.

In Row 4, the **"Percentage of Graduates Employed in these Settings"** will be automatically calculated. **"Percentage of Graduates Employed in these Settings"** equals the **"Total Number of Graduates Employed in these Settings"** (from 07/01/2022 – 06/30/2023) divided by **"Total Number of Graduates"** (from 07/01/2022 – 06/30/2023) multiplied by 100, or Row 2 divided by Row 3 multiplied by 100. Row 4 is a component of determining if the **Statutory Funding Preference** is met (refer to the Notice of Funding Opportunity for further details and criteria).

Table 2 - Projected Traineeship Data

For Master's, Post Master's Certificate, Doctoral, and Post-Graduate Residency Programs (Used by Advanced Nursing Education Workforce Program (ANEW), Nurse Anesthetist Traineeship Program (NAT), Advanced Nursing Education Nurse Practitioner Residency Programs and Advanced Nursing Education Sexual Assault Nurse Examiners Program (ANE-SANE))

Table 2: Projected Traineeship Data for Master's, Post Master's Certificate, Doctoral, and Post-Graduate Residency Programs (Used by Advanced Nursing Education Workforce Program (ANEW), Nurse Anesthetist Traineeship Program (NAT), Advanced Nursing Education Nurse Practitioner Residency Programs and Advanced Nursing Education Sexual Assault Nurse Examiners Program (ANE-SANE))

Projected Traineeship Support Data

Traineeship Data	Budget Year	Nurse Practitioner		Nurse Midwife		Clinical Nurse Specialist		Nurse Anesthetist		Additional Specialty (See NOFO Instructions Table 2)		Total
		FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	
Total # of Master's Degree Participants/ Trainees Projected to Receive Traineeship Support by Budget Year	1											
	2											
	3											
	4											
	5											
Total # of Doctoral Degree Participants/ Trainees Projected to Receive Traineeship Support by Budget Year	1											
	2											
	3											
	4											
	5											
Total # Post-Master's Certificate Participants/ Trainees Projected to Receive Traineeship Support by Budget Year	1											
	2											
	3											
	4											
	5											
Additional Degree/Certificate	1											
	2											
	3											
	4											
	5											
Total												

OMB Number: 0915-0375

Expiration Date: November 30, 2024

Public Burden Statement: HRSA uses the data from the ANE Program-specific Data Collection Forms/Tables as part of the process for determining the award amount, ensuring compliance with programmatic and grant requirements, and to provide information to the public and Congress. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0915-0375 and it is valid until 11/30/2024. This information collection is required to obtain or retain a benefit (Section 811 of the Public Health Service Act). Public reporting burden for this collection of information is estimated to average 7 hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of

information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or paperwork@hrsa.gov.

Instructions for Completing Table 2: Projected Traineeship Data for Master's, Post Master's Certificate, Doctoral and Post-Graduate Residency Programs. For all programs, refer to the program Notice of Funding Opportunity for Section IV.2.vi. Program-specific Forms instructions.

All applicants must complete Table 2. The system will automatically calculate the Total for each row and column. **Trainees to be supported are to be counted only once in a given budget year and for a specific specialty or degree/certificate.**

Only complete for the applicable budget years. For example, complete only Budget Years 1 and 2 for a two-year funding announcement. In other words, if the application is for a two-year funding announcement, leave Table 2 boxes blank for Budget Years 3, 4 and 5.

Enter the **"Total Number of Master's, Post-Master's Certificate, or Doctoral Degree Trainees Projected to Receive Traineeship Support"** in Budget Years 1, 2, 3, 4 and 5 as appropriate by their enrollment status (FT) and their specialty role.

Endnotes

Select the endnote number to jump to the related section in the document.

[1] "Domestic" means the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau.

[2], [2.1], [2.2] Preventing Sexual Violence Fact Sheet. Centers for Disease Control and Prevention. (2022) Retrieved September 13, 2023 from https://www.cdc.gov/violenceprevention/pdf/sv/SV-factsheet_2022.pdf

[3] National Advisory Council on Nurse Education and Practice (NACNEP). (2013). Achieving Health Equity through Nursing Workforce Diversity. Retrieved from 2013-eleventhreport.pdf (hrsa.gov)

[4] Violence and Abuse in Rural America Overview - Rural Health Information Hub

[5] United States Government Accountability Office, Released December 12, 2018, SEXUAL ASSAULT, Information on the Availability of Forensic Examiners https://www.gao.gov/assets/700/695914.pdf