

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

Bureau of Health Workforce  
Division of Nursing and Public Health

***Nurse Anesthetist Traineeship (NAT) Program***

**Announcement Type: Initial: New  
Funding Opportunity Number: HRSA-16-067**

**Catalog of Federal Domestic Assistance (CFDA) No. 93.124**

**FUNDING OPPORTUNITY ANNOUNCEMENT**

Fiscal Year 2016

**Application Due Date: November 20, 2015**

*Ensure 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:** September 11, 2015

**Issuance Date:** September 11, 2015

**REVISED September 18 to correct application package language**

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Authority: Section 811 of the Public Health Service (PHS) Act, (42 U.S.C. 296j), as amended by Section 5308 of the Patient Protection and Affordable Care Act, Public Law 111-148.

## EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA), Bureau of Health Workforce (BHW), Division of Nursing and Public Health is accepting applications for the fiscal year (FY) 2016 Nurse Anesthetist Traineeship (NAT) Program. Grants are awarded to accredited institutions that educate registered nurses to become nurse anesthetists in the form of traineeship support. Traineeships will pay full or partial costs of the tuition, books/e-Books, and fees, and the reasonable living expenses (stipends) of trainees during the period for which the traineeship is provided. The funds appropriated for the NAT Program are distributed among eligible institutions based on a formula.

Funding Opportunity Title:	Nurse Anesthetist Traineeship Program (NAT)
Funding Opportunity Number:	HRSA-16-067
Due Date for Applications:	November 20, 2015
Anticipated Total Annual Available Funding:	\$2,250,000
Estimated Number and Type of Award(s):	80
Estimated Award Amount:	To be distributed by formula; minimum award amount is \$1,000.
Cost Sharing/Match Required:	No.
Project Period:	July 1, 2016 – June 30, 2017 (1 year)
Eligible Applicants:	<p>Eligible applicants are 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 are accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs.</p> <p>[See <a href="#">Section III-1</a> of this funding opportunity announcement (FOA) for complete eligibility information.]</p>

### **Application Guide**

All applicants are responsible for reading and complying with the instructions included in [SF-424 R&R Application Guide](#), available online at <http://www.hrsa.gov/grants/apply/applicationguide/sf424rrguide.pdf>, except where instructed in this FOA to do otherwise. A short video for applicants explaining the *Application Guide* is available at <http://www.hrsa.gov/grants/apply/applicationguide/>.

**Technical Assistance**

A **technical assistance Adobe Connect Webinar** is scheduled for applicants as follows:

Date: Wednesday, September 23, 2015

Time: 11:30am –12:30 pm Eastern Time

Dial-in #: 888-989-4394 Participant Passcode: 6762664

URL: [https://hrsa.connectsolutions.com/fy\\_16\\_nat\\_foa/](https://hrsa.connectsolutions.com/fy_16_nat_foa/)

Replays are generally available one hour after a call ends.

End date: November 23, 2015 09:59 AM (CT)

Phone: Toll free: 800-944-1822

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# **I. Program Funding Opportunity Description**

## **1. Purpose**

This announcement solicits applications for the FY 2016 Nurse Anesthetist Traineeship (NAT) program. The purpose of the NAT award is to provide traineeship support for licensed registered nurses enrolled as full-time students in an accredited graduate-level nurse anesthesia program. Traineeship grants are awarded to accredited institutions that educate registered nurses to become nurse anesthetists and gives funding preference and special consideration to schools whose graduates work in areas that address rural, underserved and public health nursing needs. The awards support all or part of the costs of tuition, books/e-Books, fees and reasonable living expenses (stipends) of the individual during the traineeship. **NAT funds are awarded to institutions, not individuals.**

### Changes in the FY 2016 NAT Funding Opportunity Announcement **include:**

- The maximum length of NAT support allowed per student effective with this FY16 Funding Opportunity Announcement increases from a cumulative total of 30 months to a cumulative total of 36 months (See Program Requirements – Length of Support – Items 3 and 4). This change is necessitated as the American Association of Nurse Anesthetists adopted the position of supporting the Doctorate degree for Entry into Nurse Anesthesia Practice by 2025 and Nurse Anesthesia Programs have transitioned or are in the process of transitioning to the doctoral level, i.e. Doctor of Nursing Practice, Bachelor of Science to Doctor of Nurse Practice (only students in the master's and doctoral components of the program are eligible for NAT support), Doctor of Nurse Anesthesia Practice Programs. The following link provides additional information:  
<http://www.aana.com/newsandjournal/News/Pages/092007-AANA-Announces-Support-of-Doctorate-for-Entry-into-Nurse-Anesthesia-Practice-by-2025.aspx>.
- The Statutory Funding Preference and Special Consideration both increased from \$1,000 to \$2,000 for applicants meeting one or both of the Funding Factors. For example, if an applicant only meets the Statutory Funding Preference and is recommended and approved for funding, the award will increase by \$2,000. If the applicant meets both the Statutory Funding Preference and Special Consideration and is recommended and approved for funding the award will increase by \$4,000.
- Updated Program Definitions (Section VIII – Other Information).

### **Program Requirements:**

The following program requirements explain how to manage NAT funds, track student progress and submit HRSA reporting requirements upon receipt of the award.

### Recipients will be expected to use funds for the following activities:

1. Provide Traineeship awards to full-time nurse anesthesia students who are enrolled in an accredited graduate-level Nurse Anesthesia Program.

2. Traineeship awards must not exceed \$22,000 per trainee per year and are limited to the payment of full or partial tuition and fees, books (required textbooks and e-Books), and reasonable living expenses (stipends).
3. Training periods that are less than a year are to be pro-rated for reasonable living expenses (stipends) of the trainee during the period for which the traineeship is provided.

Recipients will be expected to complete the following administrative and management activities:

1. Identify full-time registered nursing students enrolled in an accredited graduate-level nurse anesthesia program.
2. Evaluate the program by identifying barriers to success and resolutions to challenges.
  - Describe any barrier to students successfully meeting the needs of the NAT program to include but not limited to: meeting the academic standards, obtaining clinical rotations in rural and underserved areas, retention of students in the program, national certification pass rates, or any other barrier faced among or within the nurse anesthesia program.
3. Track, collect and report student and graduate-level data for programmatic reporting requirements.

Eligible Students

To be eligible for NAT Program support from an academic institution, the student must be/have:

1. A registered nurse enrolled full-time in an accredited graduate-level nurse anesthesia program.
2. A citizen of the United States, a non-citizen national, or foreign national who possesses a visa permitting permanent residence in the United States (individuals on temporary or student visas are NOT eligible to receive NAT Program support); and
3. Eligible to sit for the certification examination administered by the American Association of Nurse Anesthetists Council on Certification of Nurse Anesthetists to become a Certified Registered Nurse Anesthetist upon program completion.

Length of Support

1. A trainee may be appointed at the beginning of any academic period, including a summer session, which falls within the budget period specified by the current Notice of Award (NoA).
2. Any **new** (*see program definitions in Section VIII*) appointment must be made for a period of not less than nine months and must not exceed 12 months. The only exception to the minimum appointment is to allow a student to complete the program.
3. Trainees may receive a **re-appointment** (*see program definitions in Section VIII*). The cumulative traineeship **support may not exceed 36 months and must be continuous** from the start of the initial appointment.
4. The traineeship is not transferable from the recipient institution which provided the support. An appointment may be provided by more than one institution if the student who has a traineeship at one institution receives an appointment in another institution, but only if the cumulative traineeship support received does not exceed 36 months.
5. A Statement of Appointment form that is compliant with the provisions of this FOA must be signed by the Project Director and trainee, and must be maintained at the institution for

- a period of at least three years from the end of the cumulative trainee support for each individual, primarily for auditing and data collection purposes.
6. Trainees must agree to provide the institution with the necessary information to complete the required Statement of Appointment form. The trainee should receive a copy. The most recent Statement of Appointment form may be accessed via the following link: <http://grants.nih.gov/training/phs2271.pdf>. NOTE: disregard the direction “Return this form to the PHS awarding component.” The form should be maintained at the institution and not submitted to HRSA.
  7. Trainees must agree to submit data to the recipient regarding professional activity following graduation.

### Termination of Trainees

The recipient is responsible for monitoring the academic success of each trainee and for the termination of an NAT trainee from being a recipient of the NAT funds, if the trainee:

1. is unable to complete the program of study for which the traineeship was awarded;
2. withdraws from the institution prior to the scheduled completion of the program;
3. fails to meet the predetermined academic standards of the institution; or
4. requests to terminate NAT Program support.

## **2. Background**

The Nurse Anesthetist Traineeship Program is authorized by Section 811 of the PHS Act, (42 U.S.C. 296j), as amended by Section 5308 of the Patient Protection and Affordable Care Act, Public Law 111-148.

“As advanced practice registered nurses, Nurse Anesthetists have provided anesthesia care in the United States for more than 150 years, long before the Certified Registered Nurse Anesthetist (CRNA) credential came into existence in 1956. CRNAs are anesthesia professionals who safely administer more than 34 million anesthetics to patients each year in the United States, according to the American Association of Nurse Anesthetists (AANA) 2013 Practice Profile Survey. CRNAs administer general, regional, and local anesthesia in addition to rendering pain management services. CRNAs provide anesthesia in collaboration with surgeons, anesthesiologists, dentists, podiatrists and other qualified healthcare professionals. CRNAs practice in every setting in which anesthesia is delivered: critical access hospitals; traditional hospital surgical suites and obstetrical delivery rooms; ambulatory surgical centers; the offices of pain management specialists, dentists, podiatrists, plastic surgeons and ophthalmologists; and U.S. military, Public Health Services, and Department of Veterans Affairs healthcare facilities. CRNAs are the primary providers of anesthesia care in rural America, enabling healthcare facilities in these medically underserved areas to offer trauma stabilization, pain management, surgical, and obstetrical services. In some states, CRNAs are the sole providers in nearly 100 percent of the rural hospitals.”<sup>1</sup>

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<sup>1</sup> American Association of Nurse Anesthetists “Certified Registered Nurse Anesthetists Fact Sheet”. <http://www.aana.com/ceandeducation/becomeacrna/Pages/Nurse-Anesthetists-at-a-Glance.aspx>. Copyright © 2015 AANA

By preparing students to practice in underserved and rural areas, the NAT Program supports HRSA's goals to improve access to quality care and services, and strengthen the health workforce.

Historically, there has been low minority representation in the nursing profession including the Nurse Anesthesia workforce. The American Association of Nurse Anesthetists 2012 demographics report indicates that less than 10% of the 44,000 Nurse Anesthetists are underrepresented minorities. The report indicates that less than 3.0% are Hispanic / Latino, 3.2% are African-American and 0.5% are American Indian groups.<sup>2</sup>

Recently, many universities have designed programs to attract qualified minority students to increase diversity within the Nurse Anesthesia profession. The American Association of Nurse Anesthetists Practice Profile Survey on the ethnic diversity of the Nurse Anesthesia Profession indicates that the ethnic minority population respondents increased from 7.0% in 2004 to 9.0% in 2014<sup>3</sup>.

In an effort to support and train a health workforce representative of our nation's diversity, applicants must be committed to increasing diversity in the nurse anesthesia profession.

## **II. Award Information**

### **1. Type of Application and Award**

Type of applications sought: New

Funding will be provided in the form of grants distributed to eligible institutions based on a formula. Current recipients of a NAT award must submit a new application for each annual open competition to be considered for funding beyond the project / budget periods.

### **2. Summary of Funding**

This Program will provide funding during federal fiscal year 2016. Approximately \$2,250,000 is expected to be available to fund approximately eighty (80) eligible accredited graduate-level nurse anesthesia programs. The actual amount available will not be determined until enactment of the final FY 2016 federal budget. This program announcement is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds can be awarded in a timely manner. The project

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<sup>2</sup> "Gould, W., Steed, M. 2014 "Improving Diversity In Graduate Nurse Anesthesia Programs". <http://www.minoritynurse.com/article/improving-diversity-graduate-nurse-anesthesia-programs> . Minority Nurse.com

<sup>3</sup> AANA Practice Profile Survey 2004, 2008, 2010, 2014

<sup>3</sup> American Association of Nurse Anesthetists Practice Profile Survey 2004, 2008, 2010, 2014

period is one year, from July 1, 2016 – June 30, 2017.

Effective December 26, 2014, all administrative and audit requirements and the cost principles that govern federal monies associated with this award are subject to the Uniform Guidance, 2 CFR part 200, as codified by HHS at 45 CFR part 75, which supersede the previous administrative and audit requirements and cost principles that govern federal monies.

Funding levels are determined by a formula that uses the data from the NAT Program Specific Data Forms (*see the Appendix*), specifically program data reported on NAT Tables 1 and 2A. These forms also take into account 1) the Statutory Funding Preference and Special Consideration and 2) the total full-time nurse anesthesia students at the institution. Applicants that fail to submit this information will not be considered for funding. In order to allocate available funding equitably across all recipients,, each award is based on the same dollar amount (traineeship support) per full-time student.

HRSA will calculate FY 2016 award amounts to schools based on the steps below. Recipients (schools) will then disburse traineeship awards that are no greater than \$22,000 to each of its eligible NAT students.

- Step 1.** HRSA determines the number of applicants that meet the funding factors (Statutory Funding Preference and Special Consideration). The total amount allocated for the funding factors is subtracted from the total funds available.
- Step 2.** The cost (dollar) per eligible trainee is calculated by dividing the remaining balance of funds available by the total number of enrollees.
- Step 3.** The award given to each applicant is calculated by multiplying the cost (dollar) per trainee by the total number of full-time students (First 12 Months of Study + Beyond First 12 Months of Study) plus the amount for each funding factor (Statutory Funding Preference \$2,000 + Special Consideration \$2,000) that is met.

Dollar amount per full-time Student = Total funds available / Total number of full-time students in first 12 months of study + total number of full-time students beyond first 12 months of study.

### **III. Eligibility Information**

#### **1. Eligible Applicants**

Eligible applicants are education programs that provide registered nurses with full-time nurse anesthesia education, and are accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs. Such programs may include schools of nursing, nursing centers, academic health centers, State or local governments, and other public or private nonprofit entities authorized by the Secretary to confer degrees to registered nurses for full-time nurse anesthesia education.

In addition to the 50 States, only the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, American Samoa, the U.S. Virgin Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau are eligible to apply under this funding opportunity announcement. Federally recognized Indian Tribal

Government and Native American Organizations may apply if they are otherwise eligible.

Foreign entities are not eligible for HRSA awards, unless the authorizing legislation specifically authorizes awards to foreign entities or the award is for research. This exception does not extend to research training awards or construction of research facilities.

### **Schools of Nursing**

Nursing programs, eligible entities and CRNA degree-conferring institutions must be accredited for the purpose of nursing education.

School of nursing programs must be accredited by a national nurse education accrediting agency recognized by the Secretary of the U.S. Department of Education. Nurse anesthesia programs must be accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) all required accreditation documentation must be clearly documented as **Attachment 1** and submitted with this application. (*See additional information in Section IV.2.vi Attachments*)

## **2. Cost Sharing/Matching**

Cost sharing/matching is not required for the NAT program.

## **3. Other**

### **Deadline**

Any application that fails to satisfy the due date requirements referenced in *Section IV.4* will be considered non-responsive and will not be considered for funding under this announcement.

### **Accreditation and/or Approval Documentation**

Applications that fail to include the required accreditation and/or approvals documentation will be considered non-responsive and will not be considered for funding under this announcement.

### **NAT Program Specific Data Collection Forms (NAT Tables)**

Applications received without the required NAT Program Specific OMB-approved data collection forms (*see NAT Tables*) will be considered non-responsive and will not be considered for funding under this announcement.

### **Maintenance of Effort (MOE)**

The recipient must agree to maintain non-federal funding for award activities at a level which is not less than expenditures for such activities during the fiscal year prior to receiving this award. Complete the Maintenance of Effort document and submit as **Attachment 3** – see the Attachments section of this FOA.

**Multiple Applications / Number of Applications:** Multiple applications from an organization are allowable; however, applicants can submit only one application per campus. A campus is defined as a division of a university that has the same name yet is separate with its own grounds, buildings (e.g., school of nursing) and faculty. For example, the University of ABC – Chapel Hill

and the University of ABC – Greensboro can both submit an application for this program.

If for any reason (including submitting to the wrong funding opportunity number or making corrections/updates), an application is submitted more than once prior to the application due date, HRSA will only accept the applicant's **last validated electronic submission**, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

## **IV. Application and Submission Information**

### **1. Address to Request Application Package**

HRSA **requires applicants** for this FOA to apply electronically through Grants.gov. Applicants must download the SF-424 R&R application package associated with this FOA following the directions provided at [Grants.gov](https://www.grants.gov).

Applicants should always supply an email address to grants.gov when downloading an FOA or application package. As noted on the Grants.gov APPLICATION PACKAGE download page, as well as in the Grants.gov User Guide on pages 57-58, this allows us to email you in the event the FOA is changed and/or republished on Grants.gov before its closing date. Responding to an earlier version of a modified announcement may result in a less competitive or ineligible application.

### **2. Content and Form of Application Submission**

Section 4 of HRSA's [SF-424 R&R Application Guide](#) provides instructions for the staffing plan and personnel requirements, assurances, certifications, and abstract. Institutions must submit the forms and other information listed 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 FOA 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 **30** pages when printed by HRSA. The page limit includes the project abstract, project narrative, and attachments 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 applicants to take appropriate measures to ensure the application 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 for funding 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 staffing plan and personnel requirements, assurances, certifications, project abstract and project narrative), please include the following:

#### ***i. Project Abstract***

See Section 4.1.ix of HRSA's [\*SF-424 R&R Application Guide\*](#).

The Abstract must include:

1. A brief overview of the project as a whole.
2. Specific, measurable objectives that the project will accomplish.
3. How the proposed project for which funding is requested will be accomplished, i.e., the "who, what, when, where, why and how" of a project.

#### ***ii. Project Narrative***

This section provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct and well organized so that HRSA staff can understand the proposed project.

Use the following section headers for the Project Narrative:

#### ***PURPOSE AND NEED***

1. Briefly describe the nurse anesthesia program offered at the institution.
2. Briefly describe the institution's need for traineeship support and the impact that the traineeship program has on the institution and your community. Also, describe the impact the NAT Program will have on trainees and on the rural/underserved/public health areas/settings where trainees may eventually serve.
3. Describe the institution's commitment to diversity within the nurse anesthetist workforce, within the student body and among the faculty of the program supporting the proposed project. Include a discussion of factors and barriers contributing to the problem and describe how the Nurse Anesthesia Program is designed to address the need for diversity.
4. Describe the institution's commitment to supporting MUCs and health professional shortage areas (HPSAs). Include a discussion of factors and barriers contributing to the problem and describe how the Nurse Anesthesia Program is designed to address the needs of the medically underserved.
5. Provide a brief statement regarding (1) eligibility for graduates of your program to sit for the national certification examination and (2) the success (pass) rate of your graduates on the national certification examination from the American Association of Nurse Anesthetists (AANA) Council on Certification of Nurse Anesthetists.

## *RESPONSE TO PROGRAM PURPOSE*

### *(a) WORK PLAN & METHODOLOGY*

You must describe your objectives and provide evidence for how they link to the project purpose and stated needs above. Describe how your objectives link to each of the previously described program requirements and expectations in this funding opportunity announcement.

In the Work Plan, describe:

1. The activities, timeframes, deliverables, and key partners required to address the needs described in the Purpose and Need section.
2. How trainees will be selected and how traineeship funds will be disbursed.
3. The clinical sites in MUCs and HPSAs that will host NAT-supported students during clinical rotations, if applicable.
4. The institution's past performance in recruiting, retaining, mentoring and providing academic support among **all nursing students**, including those from underrepresented minority and disadvantaged backgrounds, to ensure completion of studies.
5. The institution's plan to recruit, retain and graduate NAT trainees. The plan must address meeting the specific needs of diverse students from underrepresented minority and disadvantaged backgrounds to serve in the Nurse Anesthesia Program. If your organization does not currently have a plan, discuss if there are steps in place to begin this process and if applicable describe the steps including the tentative target date for implementation.

A sample work plan can be found here:

<http://bhw.hrsa.gov/grants/technicalassistance/workplantemplate.docx>

### *(b) RESOLUTION OF CHALLENGES*

1. Discuss challenges that are likely to be encountered in designing and implementing the activities described in the Work Plan and approaches that will be used to resolve such challenges.
2. For applicants that have received NAT funding within the last four (4) years, include a brief description of the challenges, if any, that the NAT Program has encountered and the approaches used to resolve such challenges.

## *IMPACT -- EVALUATION AND TECHNICAL SUPPORT CAPACITY*

Applicants must describe their plan for program performance evaluation. The evaluation must, at

a minimum, assess the success of the grant-funded efforts and contribute to continuous quality improvement. The evaluation plan must include descriptions of the input, key processes, variables and outcomes expected as it relates to trainee recruitment, retention, graduation, grant disbursement activities and ongoing monitoring and tracking of NAT graduates. The applicant must demonstrate evidence that the evaluative measures selected will be able to assess: 1) the extent to which the program objectives have been met, and 2) the extent to which these can be attributed to the project.

Please include a description of how the organization will effectively track performance outcomes, including how the organization will collect and manage data in a way that allows for accurate and timely reporting of performance outcomes to HRSA. At the following link, you will find the required data forms for this program: <http://bhw.hrsa.gov/grants/reporting/index.html>.

Applicants must describe any potential obstacles for implementing program evaluation and meeting HRSA's performance measurement requirements, and how those obstacles will be addressed.

### *ORGANIZATIONAL INFORMATION, RESOURCES, AND CAPABILITIES*

Applicants must describe their capacity to effectively manage the programmatic, fiscal, and administrative aspects of the proposed project. Provide information on the applicant organization's current mission and structure, relevant experience, and scope of current activities.

#### *iii. Budget*

The NAT Program is a formula-based grant program that does not require submission of a budget.

#### *iv. Budget Justification Narrative*

A Budget Justification Narrative is not required.

#### *v. NAT Program Specific Data Forms (NAT Tables)*

As part of the application submitted through Grants.gov, applicants must also complete and electronically submit the NAT Program Specific Data Forms (NAT Tables) by the established and published application due date. **The NAT Tables are essential in determining the award calculation.** These NAT Tables are part of the Grants.gov application package.

Copies of the NAT Program Specific Data Forms (NAT Tables) are included in the appendix.

#### *vi. 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.** Each attachment must be clearly labeled.

***Attachment 1: Accreditation Documentation or New Graduate Nursing Program Approval/Reasonable Assurance (Required)***

**Documentation of Accreditation**

Applicants must submit documentation of program accreditation and all approvals for new programs (i.e., new tracks or specialties or substantive program change) with the application. The documentation must be in the form of a letter on official letterhead, including the start date of approval or accreditation, and is to be signed and dated by the accrediting agency. **No other forms of accreditation documentation, including certificate of accreditation, will be accepted.**

Applicants must provide documentation needed to enroll students into the program, including those approvals needed for new courses and programs of study. Accreditation for existing programs and approvals for new programs must be effective prior to the start of the budget/project period during which support will be received.

**Accreditation for Existing Programs:**

- If offering a nurse anesthesia degree program, including both masters and doctoral-level programs, an accreditation letter by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) is required to be submitted.

**Accreditation for Newly-Established Graduate Programs of Nursing:**

A new graduate program of nursing that, by reason of an insufficient period of operation, is not, at the time of the submission of an application for a grant or contract under this title, eligible for accreditation by such a recognized nursing accrediting agency, shall be deemed accredited for the purposes of this title if certain conditions are met.

New graduate programs of nursing associated with the proposed project that are just beginning the accreditation process and wish to establish eligibility must contact a national nursing accrediting agency recognized by the Secretary of the U.S. Department of Education before requesting a reasonable assurance letter from the U.S. Department of Education. A letter of reasonable assurance is an assessment by the U.S. Department of Education stating the applicant is expected to receive timely accreditation upon submission of its application to HRSA.

**If accreditation is pending or not yet granted:**

- Requests for letters of reasonable assurance made to the U.S. Department of Education to allow for processing time, should be submitted **at least 45 days prior to the HRSA application due date of November 20, 2015.**
- The letter of reasonable assurance, from or on behalf of the U.S. Department of Education, must be submitted along with the application stating that the program will meet the accreditation standards effective prior to the start of the budget/project period during which support will be received.
- The accrediting body must be identified by the U.S. Department of Education within the letter of reasonable assurance.
- Applicants will need to submit contact names, addresses, phone numbers, email addresses and all correspondence sent to the U.S. Department of Education.

**Substantive Change Notification**

Accredited nursing programs that modify (for example, a change to a BSN-DNP program) to an existing program require a substantive change notification submitted to the national nursing accrediting body. A letter of notification to the accrediting body and the subsequent approval of such change must be signed, dated and submitted along with the accreditation documents in **Attachment 1.**

***Attachment 2: Biographical Sketch of the Project Director. (Required)***

Include a Biographical Sketch for the Project Director, not to exceed two pages in length. 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. Each proposed project may have **only one** Project Director.

***Attachment 3: Maintenance of Effort Documentation. (Required)***

Applicants must provide a baseline aggregate expenditure for the prior fiscal year and an estimate for the next fiscal year using a chart similar to the one below. HRSA will enforce statutory MOE requirements through all available mechanisms.

NON-FEDERAL EXPENDITURES	
<p>FY 2015 (Actual) Actual FY 2015 non-Federal funds, including in-kind, expended for activities proposed in this application.</p> <p>Amount: \$_____</p>	<p>FY 2016 (Estimated) Estimated FY 2016 non-Federal funds, including in-kind, designated for activities proposed in this application.</p> <p>Amount: \$_____</p>

### **3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management**

Applicant organizations must obtain a valid DUNS number and provide that number in their application. Each applicant must also 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 (unless 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/recipient organization has already completed Grants.gov registration for HRSA or another federal agency, confirm that the registration 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. Submission Dates and Times**

#### **Application Due Date**

The due date for applications under this FOA is **Friday, November 20, 2015 at 11:59 P.M. Eastern Time.**

See Section 8.2.5 – Summary of emails from Grants.gov of HRSA's [SF-424 R&R Application Guide](#) for additional information.

### **5. Intergovernmental Review**

The Nurse Anesthetist Traineeship 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.

## 6. Funding Restrictions

- Applicants responding to this announcement may request funding for a project period of one (1) year in direct costs only.
- Because of the formula, awards to new schools/programs (reference Section VIII Other Information – Program Definitions) with few enrollees or graduates may be limited and a minimum award of \$1,000 may be provided.
- Funds may only be used for required books/e-Books, tuition and fees, stipends (reasonable living expenses).
- Funds under this announcement must conform to the Uniform Administrative Requirements at 45 CFR 75. Funds may not be used for purposes specified in HRSA's [SF-424 R&R Application Guide](#). In addition, funds may not be used for the following purposes:
  - 1) Trainee travel.
  - 2) Trainee daily commuting costs and non-trainees expenses
  - 3) Traineeship funds will now support required electronic books (eBooks).
  - 4) Indirect (F&A) Costs.

NAT award funds may be used only to support traineeships awarded under the Terms of the NoA.

The General Provisions in Division G of the Consolidated and Further Continuing Appropriations Act, 2015 (P.L. 113-235) apply to this program. 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.

## V. Application Review Information

### 1. Review Criteria

The NAT Program is a formula-based grant program that does not undergo a formal Objective Review Process. Procedures for assessing the technical merit of applications have been instituted to provide for an internal review of applications and to assist the applicant in understanding the standards against which each application will be reviewed. HRSA is responsible for the review of each application for completeness and eligibility including accreditation documentation, Project Director qualifications, accuracy (including the data reported on the NAT Program-Specific OMB-Approved Data Collection Forms and required documents), and compliance with the requirements outlined in this Funding Opportunity Announcement.

### 2. Review and Selection Process

Please see Section 5.3 of HRSA's [SF-424 R&R Application Guide](#).

The funds appropriated for the NAT Program are distributed among eligible participating institutions as a formula-payment based grant. Applicants are required to provide program data

including student enrollment, traineeship support and graduates. Program data reported on NAT Tables 1 and 2A are used to determine funding. All required NAT Program Specific OMB Approved Data Collection Forms must be submitted electronically with the application in Grants.gov.

## **FUNDING FACTORS**

The NAT Program has two funding factors, the Statutory Funding Preference and Special Consideration which are described below. The Funding Factors can provide a favorable financial adjustment of the NAT formula that is used in determining the amount of the NAT award. Applicants who meet one or both of the Funding Factors will receive a financial adjustment to their calculated award amount. Applications that do not meet one or both of the Funding Factors will be given full and equitable consideration.

### **Statutory Funding Preference**

As provided in Section 805 of the PHS Act, a Statutory Funding Preference will be applied to projects “that will substantially benefit rural or underserved populations, or help public health nursing needs in State or local health departments.”

#### Meeting the Statutory Funding Preference:

Statutory Funding Preference will be given to those applicants whose projects demonstrate a high rate of graduates who substantially benefit rural or underserved populations or help meet public health nursing needs in State or local health departments. For the purpose of the Statutory Funding Preference, data provided for practice setting locations of graduates reported in *Table 2A- NAT: Graduate Data – Rural, Underserved, or Public Health (7/01/14 – 6/30/2015)* will be used to determine if the applicant met the criteria for the Statutory Funding Preference.

“High rate” is defined as a minimum of 40 percent of graduates in academic year 7/1/2014-6/30/2015 employed in clinical practice sites substantially benefiting rural or underserved populations, or in State or local health departments.

### **Special Consideration**

As provided in Section 811(g)(2) of the PHS Act, Special Consideration will be applied to any eligible entity that “agrees to expend the award to train advanced education nurses who will practice in health professional shortage areas (HPSAs) designated under Section 332” of the PHS Act.

#### Meeting the Special Consideration:

Special Consideration will be given to those applicants who demonstrate a high rate of graduates practicing in HPSAs after graduation, contingent to receiving some type of student assistance. For the purpose of this Special Consideration, data collected for number of graduates reported **under the HPSA category** in *Table 2A- NAT: Graduate Data - Rural, Underserved, or Public Health (7/01/14 - 6/30/15)* will be used to determine if the applicant has met the requirement.

“High rate” is defined as a minimum of 40 percent of graduates in academic year 7/1/2014-6/30/2015 employed in HPSAs. More information about HPSAs is available on the BHW (formerly BHP) websites: <http://bhpr.hrsa.gov/shortage/> and <http://hpsafind.hrsa.gov/>.

**Please Note:** The Health Resources and Services Administration may elect not to fund applicants with management or financial instability that directly relates to the organization's ability to implement statutory, regulatory or other requirements ([45 CFR § 75.205](#)). The decision not to make an award or to make an award at a particular funding level, is discretionary and is not subject to appeal to any OPDIV or HHS official or board.

### **3. Anticipated Announcement and Award Dates**

It is anticipated that awards will be announced prior to the start date of July 1, 2016.

## **VI. Award Administration Information**

### **1. Award Notices**

The Notice of Award will be sent prior to the start date of July 1, 2016. See Section 5.4 of HRSA's [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](#).

### **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:

1) **Performance Reports.** The awardee must submit a Performance Report to HRSA via the HRSA EHBs on a semi-annual basis. All Bureau of Health Workforce recipients are required to collect and report performance data so that HRSA can meet its obligations under the Government Performance and Reporting 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 Performance Report #1** covers activities between July 1 and December 31. The report must be submitted by January 31 of the following year.

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

2) **Final Report.** A Final Report is due within 90 days after the project period ends. Final Reporting for the NAT Program was newly implemented in Fiscal Year 2015.

The Final Report must be submitted online by recipients in the Electronic Handbook system at <https://grants.hrsa.gov/webexternal/home.asp>.

The Final Report is designed to provide BHW with information required to close out an award after completion of project activities. Every recipient 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 grant activity.
  - Changes to the objectives from the initially approved grant.

Further information will be provided in the Notice of Award.

3) **Federal Cash Transaction Report.** For the purpose of this grant program, the quarterly Federal Cash Transaction Report submitted to the Payment Management System (PMS) will be used to fulfill the financial reporting requirement. Timely and accurate information provided to the PMS will be used in lieu of the Financial Status Report /Federal Financial Report.

4) **Attribution.** HRSA requires recipients to use the following acknowledgement and disclaimer on all products produced by HRSA grant 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 grant number and title for grant amount (specify grant 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.”*

Recipients 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.

## **VII. Agency Contacts**

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

Ardena N. Githara, MNM  
Grants Management Specialist  
ATTN: Nurse Anesthetist Traineeship Program  
HRSA Division of Grants Management Operation, OFAM  
Parklawn Building, 5600 Fishers Lane Room 18-75  
Rockville, MD 20857  
Telephone: 301-443-4903  
Fax: 301-443-6343  
Email Address: [AGithara@HRSA.gov](mailto:AGithara@HRSA.gov)

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

Karen Delia Breeden, MPA  
Public Health (Program) Analyst  
ATTN: Nurse Anesthetist Traineeship Program  
BHW, Division of Nursing and Public Health  
Parklawn Building, 5600 Fishers Lane Room 9-89  
Rockville, MD 20857  
Telephone: 301-443-5787  
Fax: 301-443-0791  
Email Address: [KBreeden@HRSA.gov](mailto:KBreeden@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  
Phone: 1-800-518-4726, (International Callers, please dial 606-545-5035)  
E-mail: [support@grants.gov](mailto:support@grants.gov)  
iPortal: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

Successful applicants/recipients 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

A technical assistance **Adobe Connect Webinar** is scheduled for applicants as follows:

Date: Wednesday, September 23, 2015

Time: 11:30am –12:30 pm Eastern Time

Dial-in #: 888-989-4394 Participant Passcode: 6762664

URL: [https://hrsa.connectsolutions.com/fy\\_16\\_nat\\_foa/](https://hrsa.connectsolutions.com/fy_16_nat_foa/)

Replays are generally available one hour after a call ends.

End date: November 23, 2015 09:59 AM (CT)

Phone: Toll free: 800-944-1822

### PROGRAM DEFINITIONS

**“Accredited”** means a program accredited by a nationally recognized body or bodies, or by a State agency, approved for such purpose by the Secretary of Education and when applied to a hospital, school, college, or university (or a unit thereof) means a hospital, school, college, or university (or a unit thereof) which is accredited by a recognized body or bodies, or by a State agency approved for such purpose by the Secretary of Education.

A new program of nursing that, by reason of an insufficient period of operation, is not, at the time of the submission of an application for a grant or contract under this title, eligible for accreditation by such a recognized body or bodies or State agency, shall be deemed accredited for purposes of this title if the Secretary of Education finds, after consultation with the appropriate accreditation body or bodies, that there is reasonable assurance that the program will meet the accreditation standards of such body or bodies prior to the beginning of the academic year following the normal graduation date of students of the first entering class in such a program. (See section 801(6)(B) of the PHS Act).

**“Approval”** means that a specific body, committee, Board, or Commission at the faculty, department, school, university, or state levels has formally voted in agreement for the initiation of or a substantive change in the program. This must be documented by evidence such as copies of meeting minutes, letter from the Faculty Senate, letter from the Board of Regents, letter from the State Finance Board, or letter from State Board of Nursing. Each university/college has a unique process for gaining approval to start new programs, especially new masters and doctoral programs. Examples of steps in the approval process are the following: nursing faculty curriculum committee, Faculty Senate, Board of Regents of the University, State Finance Board for Higher Education, State Board of Nursing. Applicants must list the entities whose agreement is necessary to initiate the program and enroll students in the program of study.

**“Certified Registered Nurse Anesthetists (CRNA’s)”** means an Advanced Practice Registered Nurse educated to the masters or doctoral level in an accredited nurse anesthesia education

program, with specialized training, skill, and expertise in the fields of anesthesia and pain management. CRNAs provide anesthesia in collaboration with surgeons, anesthesiologists, dentists, podiatrists, and other qualified healthcare professionals. When anesthesia is administered by a nurse anesthetist, it is recognized as the practice of nursing.

**“Certification”** means a process by which an agency or organization validates, based upon predetermined standards, an individual nurse’s qualifications and knowledge for practice in a defined functional or clinical area of nursing.

**“Collegiate School of Nursing”** means a department, division, or other administrative unit in a college or university which provides primarily or exclusively a program of education in professional nursing and related subjects leading to the degree of bachelor of arts, bachelor of science, bachelor of nursing, or an equivalent degree, or to a **graduate degree in nursing**, or to an equivalent degree, and including **advanced training** related to such program of education provided by such school, but only if such program, or such unit, college or university is accredited. NAT only supports accredited graduate level programs.

**“Curriculum”** means a set of courses constituting an area of specialization.

**“Diversity”** refers to the multiplicity of human differences among groups of people or individuals. Increasing diversity means enhancing an individual’s, group’s, or organization’s cultural competence; in other words, the ability to recognize, understand, and respect the differences that may exist between groups and individuals. Increasing diversity in the health care workforce requires recognition of many other dimensions including, but not limited to, sex, sexual orientation and gender identity, race, ethnicity, nationality, religion, age, cultural background, socio-economic status, disabilities, and language.

**“Doctoral Program in Nursing”** means a program of instruction beyond the baccalaureate and master’s degrees in nursing (e.g. PhD, DNS, DSN, DNSc, DNP and DNAP). Doctoral programs in nursing fall into two principal types: research focus and practice focus.

**“Enrollee”** is a trainee who is receiving training in a program, but has not finished the program during a given grant year. Enrollees do not include graduates or program completers.

**“Full-Time Student”** means a student who is enrolled on a full-time basis as defined by the institution.

**“Graduate”** means a trainee who has successfully completed all educational requirements for a specified academic program of study culminating in a degree or diploma, as in a university, college, or health professions school.

**“Graduate Education Program or Training”** means a program administered by an institution of higher learning, leading to a graduate degree.

**“Health Professional Shortage Area (HPSA)”** means areas, population groups, or facilities designated by the Secretary as a HPSA, based on the ratio of available providers to the number of

people in the area, or to a population group, or to the number of those served by the facility. There are primary care, dental and mental health HPSAs. See <http://bhpr.hrsa.gov/shortage/hpsas/index.html> for additional information.

**“Medically Underserved Areas (MUAs)”** are counties, a group of counties or civil divisions, or a group of urban census tracts in which residents have a shortage of personal health services. MUAs are designated based on the Index of Medical Underservice. See <http://www.hrsa.gov/shortage/mua/> for additional information.

**“Medically Underserved Community (MUC)”** is a geographic location or population of individuals that is eligible for designation by a state or the federal government as a Health Professional Shortage Area, Medically Underserved Area, Medically Underserved Population, or Governor’s Certified Shortage Area for Rural Health Clinic purposes. MUC also includes populations who are homeless, residents of public housing, and migrants.

**“Medically Underserved Populations (MUPs)”** are federally-designated population groups having a shortage of personal health services, often defined as groups who face economic, cultural, or linguistic barriers to health care. MUPs are designated based on the Index of Medical Underserved. See <http://www.hrsa.gov/shortage/mua/> for additional information.

**“National of the United States”** means an individual who owes his sole allegiance to the United States, including all U.S. citizens, and including some individuals who are not U.S. citizens. A non-citizen national is a person who, although not a citizen of the United States, owes permanent allegiance to the United States. They generally are individuals born in U.S. outlying possessions (American Samoa and Swains Island) on or after the date of formal acquisition of the possession, or to parents who are non-citizen nationals and have had a residence in the United States or one of its outlying possessions before the birth of that individual.

**“New”** as it relates to an academic program, means any program that has graduated less than three classes. After a program has graduated three classes, that program will be able to provide the information necessary for the general funding preference as defined in the law and will no longer be considered a new program.

**“New”** as it relates to students, means any appointment of a student to receive NAT funds for the first time.

**“Nurse Anesthetist”** means a registered nurse that has successfully completed a nurse anesthetist education program.

**“Nurse Anesthetist Trainee”** means a student enrolled in an accredited nurse anesthesia graduate program and who is receiving traineeship support from a BHW nurse anesthetist traineeship grant.

**“Nursing Center”** means an organization in which the client has direct access to professional nursing service. Nurses in these centers are responsible and accountable for diagnosing, treating, and promoting health and optimal functioning of the client. Overall center accountability remains with the nurse executive. Nursing centers are commonly referred to as nurse-managed clinics,

community nursing centers, nursing clinics, or nursing practice arrangements.

**“Program”** means a combination of identified courses and other educational or training experiences at a specified academic level, the sum of which provides the required competence(s) to practice.

**“Project Director”** means an individual designated by the recipient to direct the project or activity being supported by the grant. He or she is responsible and accountable to the recipient and HRSA for the proper conduct of the project or activity

**“Reasonable living expense (stipend)”** means a payment made to an individual under a fellowship or training grant in accordance with pre-established levels to provide for the individual's living expenses during the period of training.

**“Reappointment”** means any appointment of a student to receive NAT funds during the current budget/project year who has received NAT support during previous budget/project periods.

**“Rural Area”** means an area other than a Metropolitan Statistical Area (MSA). The White House’s Office of Management and Budget (OMB) designates counties as Metropolitan,

Micropolitan, or Neither. Micropolitan counties are considered non-Metropolitan or rural along with all counties that are not classified as either Metro or Micro.

There is an additional method of determining rurality that HRSA uses called the Rural-Urban commuting area (RUCA) codes. Like the MSAs, these are based on Census data which is used to assign a code to each Census Tract. Tracts inside Metropolitan counties with the codes 4-10 are considered rural. While use of the RUCA codes has allowed identification of rural census tracts in Metropolitan counties, among the more than 60,000 tracts in the U.S. there are some that are extremely large and where use of RUCA codes alone fails to account for distance to services and sparse population. In response to these concerns, HRSA’s Office of Rural Health Policy has designated 132 large area census tracts with RUCA codes 2 or 3 as rural. These tracts are at least 400 square miles in area with a population density of no more than 35 people.

For more information on RUCAs, see:

<http://www.ers.usda.gov/briefing/Rurality/RuralUrbanCommutingAreas/>

The HRSA website has page where you can search for eligible counties, or eligible census tracts inside Metro counties, at <http://datawarehouse.hrsa.gov/RuralAdvisor/>. You can also download a complete list of eligible areas from that page.

**“School of Nursing”** means an accredited collegiate, associate degree, or diploma school of nursing in a State where graduates are – (A) authorized to sit for the National Council Licensure Examination-Registered Nurse (NCLEX-RN); or (B) licensed registered nurses who will receive a graduate or equivalent degree or training to become an advanced education nurse as defined by section 811(b). *See* Section 801(2) of the PHS Act, as amended.

**“Trainee”** means a person receiving training or education in a vocation, occupation or profession.

**“Underrepresented Minority”** means an individual from a racial and/or ethnic group that is considered inadequately represented in a specific profession relative to the numbers of that racial and/or ethnic group in the general population. For the purposes of the health professions, BHW considers individuals who are from the following racial and ethnic backgrounds to be underrepresented: Black or African American; Hispanic (all races); Native Hawaiian or Other Pacific Islander; American Indian or Alaska Native.

## **IX. Tips for Writing a Strong Application**

See section 4.7 of HRSA’s [\*SF-424 R&R Application Guide\*](#).

In addition, BHW has developed a number of recorded webcasts with information that may assist applicants in preparing a competitive application. These webcasts can be accessed at: <http://bhw.hrsa.gov/grants/technicalassistance/index.html>.

## APPENDIX

### LIST OF NAT ATTACHMENTS AND NAT PROGRAM SPECIFIC DATA FORMS

Reference HRSA's [\*SF-424 R&R Application Guide\*](#) for instructions on the document submission process for Grants.gov.

#### **Required NAT Application Attachments**

Attachment 1 Accreditation and Approval Documentation of the Program

Attachment 2 Biographical Sketch of the Project Director

Attachment 3 Maintenance of Effort Documentation

#### **NAT Program Specific OMB Approved Data Collection Forms and Instructions**

Table 1 - NAT: Enrollment, Traineeship Support, Graduate, Graduates Supported and Projected Data

Table 2A - NAT: Graduate Data – Rural, Underserved, or Public Health

Table 2B - NAT: Graduates Supported by Traineeship Data - Rural, Underserved, or Public Health

Applicants must adhere to the table instructions to ensure that the data provided are accurate and complete. Schools are encouraged to consult with Program Staff for technical assistance prior to submitting the grant application.

**Public Burden Statement:** 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 project is 0915-0374. Public reporting burden for this collection of information is estimated to average 3.67 hours for Table 1; 2.13 hours for Table 2A and 1.94 hours for Table 2B 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 10-29, Rockville, Maryland, 20857.

**Table 1 - NAT: Enrollment, Traineeship Support, Graduate, Graduates Supported and Projected Data**

**\*\* IMPORTANT\*\*:**

When completing the application electronically, **ensure** that you select the correct Current Fiscal Year prior to inputting any data. You must select the correct Current Fiscal Year (2016) as the dates will dynamically be displayed based on the fiscal year selection.

Complete Table 1 summarizing student enrollment, trainee/ student support, graduates, graduates supported and projected student enrollment. Instructions for completing Table 1 are below.

<b>Students</b>	Total # of Full- time Students Enrolled (As of 10/15/15)	Total # of Students Supported (07/01/14 - 06/30/15)	Total # of Graduates (07/01/14 - 06/30/15)	Total # of Graduates Supported (07/01/14 - 06/30/15)	Projected Students by 10/15/2016
# <b>Master's</b> Students in <b>First 12</b> Months of Study					
# <b>Doctoral</b> Students in <b>First 12</b> Months of Study					
# <b>Master's</b> Students <b>Beyond First 12</b> Months of Study					
# <b>Doctoral</b> Students <b>Beyond First 12</b> Months of Study					
<b>GRAND TOTAL</b>					

## Instructions for Completing Table 1 - NAT:

### **IMPORTANT NOTES:**

- **All applicants must complete this table.**
  - Do not make any changes to this table.
  - When completing the application on-line, **ensure** that you select the correct Current Fiscal Year prior to inputting any data.
  - Students must not be counted as both an Enrollee and a Graduate.
  - **Enrollees** – Students that are enrolled in a Nurse Anesthetist Program and have not graduated or completed the program by 10/15/15.
  - **Students Supported** - Students who received traineeship support from 07/01/14-06/30/15 and did not graduate, under "STUDENTS SUPPORTED BY TRAINEESHIPS."
  - **Graduates** – Students who have successfully completed all educational requirements for the Nurse Anesthetist Program between 07/01/14-06/30/15.
  - **Graduates Supported** - Students who received traineeship support from 07/01/14-06/30/15 and graduated, under "TOTAL # OF GRADUATES SUPPORTED".
- 
- For **“Total # of Full-time Students Enrolled”**, enter the total number of NAT full-time students enrolled as of 10/15/2015 for both students in the first 12 months of study and students beyond the first 12 months of study.
  - For **“Total # of Students Supported”**, enter the total number of NAT students who were enrolled as of 10/15/2015 and of those enrollees who received Nurse Anesthetist Traineeship support from 07/01/14-06/30/15 (include students supported during the first 12 months of study and beyond 12 months of study). The **“Total # of Students Supported”** must be equal to or less than the **“Total Number of Full-time Students Enrolled”**.
  - For **“Total # of Graduates”**, enter the total number of NAT graduates beyond 12 months of study who completed degree requirements between 07/01/14-06/30/15. If this is a new program, enter “0” in the “Total # of Graduates” column.
  - For **“Total # of Graduates Supported”**, enter the total number of NAT graduates beyond 12 months of study who received NAT support and completed degree requirements between 07/01/14-06/20/15. If this is a new program, enter “0” in the “Total # of NAT Graduates” column. The **“Total # of Graduates Supported”** must be equal to or less than the **“Total Number of Graduates”**.
  - For **“Total # of Projected Students”**, enter the total number of Master’s and/or Doctoral students projected to enroll by October 15, 2016.
  - For **“Grand Total”**, enter the Grand Totals for each column.

OMB Number (0915-0374) and Expiration date (1/31/2017)

**Table 2A - NAT: Graduate Data - Rural, Underserved, or Public Health (7/01/14-6/30/15)**

Meeting the **Statutory Funding Preference (SFP)** is contingent on meeting the **Statutory Funding Preference High Rate** – reference section V.2

Meeting the **Special Consideration (SPC)** is contingent on meeting the **Special Consideration High Rate** – reference section V.2

Complete Table 2A, as appropriate, providing data on the number of Nurse Anesthesia graduates who completed degree requirements between 7/1/14-6/30/15 and are employed at clinical practice sites substantially benefiting rural or underserved populations, or in State or local health departments. Instructions for completing Table 2A are below.

<b>Practice Settings</b>	<b>Number of Graduates</b>
Community Health Centers	
Migrant Health Centers	
Health Care for the Homeless Grantees	
National Health Service Corps Sites	
Indian Health Service Sites/Tribal Health Sites	
Federally Qualified Health Centers	
State or Local Health Departments	
Ambulatory Practice Sites Designated by State Governors	
Health Professional Shortage Areas (HPSAs)	
Rural Populations / Settings	
Underserved Populations / Settings	
<b>1. Total Number of Graduates employed in these Settings (from 07/01/14 – 06/30/15)</b>	
<b>2. Total Number of Graduates (from 07/01/14 – 06/30/15)</b>	
<b>3. Percentage of Graduates Employed in these Settings (SFP) (Number 1 divided by Number 2)</b>	
<b>4. Percentage of Graduates Employed in HPSAs (SPC) (Total Number of HPSAs divided by Total Number of Graduates from 07/01/14-06/30/15)</b>	

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## Instructions for completing Table 2A - NAT:

- **IMPORTANT NOTES:**
  - **All applicant institutions requesting the Statutory Funding Preference must complete this table which will be used to determine if the applicant has met the Statutory Funding Preference. NAT Table 2A will also be used to determine if the applicant has met the Special Consideration.**
  - Do not make any changes to this table.
  - Data on this table should reflect only the **number of nurse anesthetist graduates** who completed degree requirements between 07/01/2014 and 06/30/2015.
  - Although a graduate's practice site may qualify under more than one category, each individual graduate should be reported only once.
- 
- Enter the total number of "**Nurse Anesthetist**" graduates employed in each of the "**Practice Settings**" listed.
  - Enter the "**Total Number of Graduates Employed in these Settings**" in the identified settings from 07/01/2014 – 06/30/2015 in Row 1.
  - Enter the "**Total Number of Graduates**" completing degree requirements between 07/01/2014 and 06/30/2015 in Row 2.
  - Statutory Funding Preference (SFP). Enter the "**Percentage of Graduates Employed in these Settings**" in Row 3 ("Total Number of Graduates employed in these Settings" divided by the "Total Number of Graduates from 07/01/14-06/30/15"). Note: The system will automatically compute.
  - Special Consideration (SPC). Enter the "**Percentage of Graduates employed in HPSAs**" in Row 4 ("Number of Graduates from the Health Professional Shortage Areas" [HPSAs] row divided by "Total Number of Graduates from 07/01/14-06/30/15"). Note: The system will automatically compute.

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**Table 2B - NAT: Graduates Supported by Traineeship Data - Rural, Underserved, or Public Health (7/01/14-6/30/15)**

Complete Table 2B, as appropriate, providing data on the number of Nurse Anesthesia graduates supported by traineeships that completed degree requirements between 7/1/14-6/30/15 and are employed at clinical practice sites substantially benefiting rural or underserved populations, or in State or local health departments. Instructions for completing Table 2B are below.

<b>Practice Settings</b>	<b>Number of Graduates Supported</b>
Community Health Centers	
Migrant Health Centers	
Health Care for the Homeless Recipients	
National Health Service Corps Sites	
Indian Health Service Sites/Tribal Health Sites	
Federally Qualified Health Centers	
State or Local Health Departments	
Ambulatory Practice Sites Designated by State Governors	
Health Professional Shortage Areas (HPSAs)	
Rural Populations / Settings	
Underserved Populations / Settings	
<b>1. Total Number of Graduates Supported By Traineeships Employed in these Settings (from 07/01/14 – 06/30/15)</b>	
<b>2. Total Number of Graduates (from 07/01/14 – 06/30/15)</b>	
<b>3. Percentage of Graduates Supported by Traineeships Employed in these Settings (Number 1 divided by Number 2)</b>	
<b>4. Percentage of Graduates Supported by Traineeships Employed in HPSAs (Total Number of HPSAs divided by Total Number of Graduates from 07/01/14-06/30/15)</b>	

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## Instructions for completing Table 2B - NAT:

- **IMPORTANT NOTES:**
  - **All applicant institutions requesting the Statutory Funding Preference must complete this table for data analysis purposes only.**
  - Do not make any changes to this table.
  - Data on this table should reflect only the **number of nurse anesthetist graduates who received traineeship support** who completed degree requirements between 07/01/2014 and 06/30/2015.
  - **Although a graduate's practice site may qualify under more than one category, each individual graduate should be reported only once.**
- 
- Enter the total number of “**Nurse Anesthetist**” graduates who received traineeship support employed in each of the “**Practice Settings**” listed.
  - Enter the “**Total Number of Graduates Supported by Traineeships Employed in these Settings**” in the identified settings from 07/01/2014 – 06/30/2015 in Row 1.
  - Enter the “**Total Number of Graduates**” completing degree requirements between 07/01/2014 and 06/30/2015 in Row 2.
  - Enter the “Percentage of Graduates Supported by Traineeships Employed in these Settings” employed in the identified settings in Row 3 (“Total Number of Graduates in these Settings” divided by the “Total Number of Graduates”). **Note: The system will automatically compute.**
  - Enter the “Percentage of Graduates Supported by Traineeships Employed in HPSAs” (Total Number of HPSAs from row above divided by Total Number of Graduates from 07/01/14-06/30/15). **Note: The system will automatically compute.**

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