

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**



Bureau of Health Workforce  
Division of Nursing and Public Health

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

**Funding Opportunity Number:** HRSA-19-074  
**Funding Opportunity Type:** New, Competing Continuation

**Catalog of Federal Domestic Assistance (CFDA) Number:** 93.124

**NOTICE OF FUNDING OPPORTUNITY**

Fiscal Year 2019

**Application Due Date: April 15, 2019**

*Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!  
HRSA will not approve deadline extensions for lack of registration.  
Registration in all systems, including SAM.gov and Grants.gov,  
may take up to 1 month to complete.*

**Issuance Date: February 04, 2019**

Karen Delia Breeden, MPA  
Michael McCalla, MHSA  
NAT Project Officers  
Telephone Numbers: (301) 443-5787 / 301-443-0856  
Email Addresses: [KBreeden@HRSA.gov](mailto:KBreeden@HRSA.gov) / [MMcCalla@HRSA.gov](mailto:MMcCalla@HRSA.gov)

Authority: Public Health Service Act, Section 811(a)(2) of the Public Health Service Act (42 U.S.C. 296j(a)(2)).

## EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA) is accepting applications for the Nurse Anesthetist Traineeship (NAT) Program. The purpose of this program is to support eligible entities to meet the cost of traineeships for individuals in nurse anesthesia degree programs. Grants are awarded to accredited institutions that educate registered nurses to become nurse anesthetists; recipient institutions, in turn, disburse funds to students in the form of traineeship support. The aim is to increase the number of Certified Registered Nurse Anesthetists nationally who are well-prepared and well-positioned to practice independently and deliver evidence-based, high-quality, and safe anesthesia and services related to management and treatment of acute and chronic pain. NAT students may use traineeship funds during the period for which the traineeship is provided for full or partial costs of the tuition and fees, books/e-books, and reasonable living expenses (stipends). The funds appropriated for the NAT Program are distributed among all eligible applicant institutions based on a formula.

Funding Opportunity Title:	Nurse Anesthetist Traineeship Program
Funding Opportunity Number:	HRSA-19-074
Due Date for Applications:	April 15, 2019
Anticipated Total Annual Available Funding:	\$2,250,000
Estimated Number and Type of Award(s):	Up to 80 grants
Estimated Award Amount:	Award amount determined by formula.
Cost Sharing/Match Required:	No
Period of Performance:	July 1, 2019 – June 30, 2020 (1 year)
Eligible Applicants:	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.  See <a href="#">Section III-1</a> of this Notice of Funding Opportunity (NOFO) for complete eligibility information.

### **Application Guide**

You (the applicant organization/agency) are responsible for reading and complying with the instructions included in HRSA's [SF-424 R&R Application Guide](#), available online at <http://www.hrsa.gov/grants/apply/applicationguide/sf424rrguidev2.pdf>, except where instructed in this NOFO to do otherwise.

## **Technical Assistance**

HRSA will hold a pre-application technical assistance (TA) webinar(s) for applicants seeking funding through this opportunity. 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 at <https://bhw.hrsa.gov/fundingopportunities/> to learn more about the resources available for this funding opportunity.

# Table of Contents

I.	PROGRAM FUNDING OPPORTUNITY DESCRIPTION .....	1
1.	PURPOSE .....	1
2.	BACKGROUND .....	2
II.	AWARD INFORMATION .....	4
1.	TYPE OF APPLICATION AND AWARD.....	4
2.	SUMMARY OF FUNDING .....	4
III.	ELIGIBILITY INFORMATION .....	4
1.	ELIGIBLE APPLICANTS.....	4
2.	COST SHARING/MATCHING .....	5
3.	OTHER .....	5
IV.	APPLICATION AND SUBMISSION INFORMATION .....	6
1.	ADDRESS TO REQUEST APPLICATION PACKAGE .....	6
2.	CONTENT AND FORM OF APPLICATION SUBMISSION .....	7
i.	<i>Project Abstract</i> .....	8
ii.	<i>Project Narrative</i> .....	9
iii.	<i>Budget</i> .....	14
iv.	<i>Budget Justification Narrative</i> .....	14
v.	<i>NAT Program Specific Data Forms (NAT Table 1 and NAT Table 2)</i> .....	14
vi.	<i>Attachments</i> .....	14
<i>Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management</i> .....	16	
4.	SUBMISSION DATES AND TIMES.....	17
5.	INTERGOVERNMENTAL REVIEW .....	17
6.	FUNDING RESTRICTIONS .....	17
V.	APPLICATION REVIEW INFORMATION.....	18
1.	REVIEW CRITERIA .....	18
2.	REVIEW AND SELECTION PROCESS.....	18
3.	ASSESSMENT OF RISK AND OTHER PRE-AWARD ACTIVITIES .....	20
VI.	AWARD ADMINISTRATION INFORMATION .....	20
1.	AWARD NOTICES.....	20
2.	ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS.....	20
3.	REPORTING.....	21
VII.	AGENCY CONTACTS .....	21
VIII.	OTHER INFORMATION.....	23
IX.	TIPS FOR WRITING A STRONG APPLICATION.....	23
	APPENDIX .....	24

# I. Program Funding Opportunity Description

## 1. Purpose

This notice announces the opportunity to apply for funding under the Nurse Anesthetist Traineeship (NAT) Program.

### Program Purpose

The purpose of the Nurse Anesthetist Traineeship Program is to increase the number of Certified Registered Nurse Anesthetists (CRNAs) providing care, especially to rural and underserved populations.

### Program Goals

To achieve this purpose in a timely and effective manner, the Nurse Anesthetist Traineeship Program provides support to full-time nurse anesthetist trainees, through educational institutions, to reduce the financial burden on students.

### Program Objectives

Accredited institutions that educate Registered CRNAs Nurses to become will disburse funds to Student Registered Nurse Anesthetists in the form of traineeship support. The funds for the NAT Program are distributed among all eligible applicant institutions based on a formula. Student Registered Nurse Anesthetists may use traineeship funds during the period for which the traineeship is provided for full or partial costs of the tuition and fees, any required books/e-books and reasonable living expenses (stipends).

### Program Priorities

Applicants are encouraged to select and address one of the Health Resources and Services Administration (HRSA) priorities below which include the Department of Health and Human Services' (HHS) priorities of combatting the opioid crisis and transforming our healthcare system from one that pays for procedures and sickness to one that pays for outcomes and health through value-based care.

- *Combatting the opioid crisis\*/Mental Health*
- *Value-based care delivery and quality improvement initiatives*
- *Transforming the workforce –targeting the need*
- *Telehealth\*\**
- *Childhood obesity*
- *Maternal Mortality*

\* If your application discusses opioids as a priority, please consider that HRSA has a number of investments targeting opioid use disorder and substance use disorder across its Bureaus and Offices that applicants may be able to leverage. For information on HRSA-supported resources, technical assistance, and training, visit <https://www.hrsa.gov/opioids>.

*\*\*Telehealth can be an important tool for delivering services and resources to HRSA's target populations. HRSA encourages applicants to include support for telehealth as a mechanism to meet programmatic goals in this Notice of Funding Opportunity, as appropriate. Refer to <https://www.hrsa.gov/rural-health/telehealth/index.html> for specific information and resources.*

## **2. Background**

The Nurse Anesthetist Traineeship (NAT) Program is authorized by Title VIII, Section 811(a)(2) of the Public Health Service Act, 42 U.S.C. § 296j(a)(2).

The NAT program aims to increase the number of Certified Registered Nurse Anesthetists (CRNAs) who are well-prepared and well-positioned to practice independently and collaboratively within interprofessional teams delivering evidence-based, high-quality, and safe anesthesia and pain management services. Anesthesia and pain management services encompass the continuum of anesthesia care for surgical procedures as well as the management and treatment of acute and chronic pain. CRNAs, like anesthesiologists, practice in a variety of settings providing anesthesia care and pain management services to an older and increasingly diversified population.

### **Role of CRNAs in addressing opioid abuse in rural areas**

According to the National Center for Health Statistics, Centers for Disease Control and Prevention, in 2017 more than 70,200 Americans died from drug overdoses. Drug overdose deaths increased from 16,849 in 1999 to 70,237 in 2017. <sup>[1]</sup> Opioid prescribing rates in rural areas are significantly higher than those in urban areas. Drug overdose death rates in rural areas have also exceeded the drug overdose rates in urban areas. For example, the opioid death rates in rural areas, tripled for females and quadrupled among 18-25 year olds from 1999 to 2015.<sup>2</sup>

Through their holistic, interdisciplinary and multi-modal approach, CRNAs play an integral role in appropriate use of opioids for patients receiving anesthesia, sedation, and pain management services for acute and chronic pain. CRNAs are the primary providers of anesthesia care in rural America and, in some instances, may be the sole provider of anesthesia services. Because they are more likely to practice in rural areas where the opioid crisis is most acute, CRNAs are at the frontline of the opioid crisis. Furthermore, as people across multiple sectors (e.g., first responders, health professionals and law enforcement) work to address the opioid crisis in America, appropriate utilization of anesthesia and pain management services is of utmost importance.<sup>3</sup>

---

<sup>[1]</sup> Source: <https://www.drugabuse.gov/related-topics/trends-statistics/overdose-death-rates>

<sup>[2]</sup> García MC, Heilig CM, Lee SH, et al. Opioid Prescribing Rates in Nonmetropolitan and Metropolitan Counties Among Primary Care Providers Using an Electronic Health Record System — United States, 2014–2017. *MMWR Morb Mortal Wkly Rep* 2019;68:25–30. DOI: <http://dx.doi.org/10.15585/mmwr.mm6802a1>

<sup>[3]</sup> Source: [https://www.aana.com/docs/default-source/pr-aana-com-web-documents-\(all\)/crna-fact-sheet.pdf?sfvrsn=c5f641b1\\_4](https://www.aana.com/docs/default-source/pr-aana-com-web-documents-(all)/crna-fact-sheet.pdf?sfvrsn=c5f641b1_4)

By providing didactic and clinical teaching/training for NAT students in opioid addiction management and treatment and options for non-opioid pain management and anesthesia, the NAT award recipients will be supporting HHS's and HRSA's priority to combat the opioid abuse epidemic, especially among rural and underserved populations.

Resources:

- HHS  
<https://www.hhs.gov/opioids/about-the-epidemic/index.html>
- Health Resources and Services Administration <https://www.hrsa.gov/opioids>
- Centers for Disease Control and Prevention (CDC)  
<https://www.cdc.gov/drugoverdose/index.html>  
  
CDC Guideline for Prescribing Opioids for Chronic Pain  
<https://www.cdc.gov/drugoverdose/prescribing/guideline.html>
- Substance Abuse and Mental Health Services Administration  
<https://store.samhsa.gov/product/TIP-63-Medications-for-Opioid-Use-Disorder-Full-Documents-Including-Executive-Summary-and-Parts-1-5-/SMA18-5063FULLDOC>  
  
<https://www.samhsa.gov/programs-campaigns/medication-assisted-treatment/training-materials-resources>

### 3. Program Definitions

A glossary containing general definitions for terms used throughout the Bureau of Health Workforce NOFOs can be located at the [Health Workforce Glossary](#). In addition, the following definitions apply to the NAT Program for Fiscal Year 2019.

- **New Funding Opportunity Type** is an application that is being submitted to HRSA for the first time and has not previously received an NAT award.
- **Competing Continuation Funding Opportunity Type** is an application or an award made for additional funding/budget period for a project with a projected completion date, through a competing process.
- **New Appointment** means the appointment of a student to receive NAT funds during the current budget/project year who has not received NAT support during any previous budget period/period of performance.
- **Reappointment** means any appointment of a student to receive NAT funds during the current budget/project year who has received NAT support during any previous budget period/period of performance.

## **II. Award Information**

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

Types of applications sought: New and Competing Continuation

HRSA will provide funding in the form of a grant.

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

HRSA expects approximately \$2,250,000 to be available in to fund approximately eighty (80) recipients annually. Awards will be distributed among all eligible institutions based on a formula calculation using data supplied by applicants in the NAT Program Specific Data Forms (see appendix). Applicants that fail to submit this information will not be considered for funding. The period of performance is July 1, 2019 through June 30, 2020 (1 year).

All HRSA awards are subject to the Uniform Administrative Requirements, Cost Principles and Audit Requirements at [45 CFR part 75](#).

## **III. Eligibility Information**

### **1. Eligible Applicants**

Eligible applicants are accredited schools of nursing, nursing centers, academic health centers, state or local governments, and other public or private nonprofit entities determined appropriate by the Secretary.

Foreign entities are not eligible for this HRSA award.

Individuals are not eligible to apply to this NAT Program NOFO. Individuals must consult directly with the academic institution (not HRSA) regarding this program.

Any school(s) of nursing affiliated with this application must be accredited to provide graduate nurse anesthesia education at the time of application – and for the duration of the award – by the Council on Accreditation of Nurse Anesthesia Educational Programs.

In addition to the 50 states, eligible applicants from 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 may apply. Tribes and Tribal organizations may apply for these funds, if otherwise eligible.

### **Beneficiary (Student-Trainee) Eligibility Requirements**

To receive NAT traineeship support from a recipient institution, an individual must be

- Enrolled full-time in an accredited course of study leading to a graduate degree in nurse anesthesia;



- A citizen of the United States, a non-citizen national, or a foreign national having in his/her possession a visa permitting permanent residence in the United States;
- 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; and
- Able to provide the institution with the necessary information to complete the required **Statement of Appointment Form** <https://grants.nih.gov/training/phs2271.pdf>. Beneficiaries (Students-Trainees) must receive a copy of the form which is maintained at the entity for a period of at least three years primarily for accountability, program integrity, and auditing and data collection purposes. Please do not submit the form to HRSA.

NOTE: Individuals on temporary student visas are **not eligible** to receive NAT traineeship support.

## 2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

## 3. Other

### Due Date

HRSA will consider any application that fails to satisfy the due date requirements referenced *Section IV.4* to be non-responsive, and will not consider it for funding under this notice.

### Maintenance of Effort (MoE)

The recipient must agree to maintain non-federal funding for award activities at a level that is not less than expenditures for such activities during the Fiscal Year prior to receiving the award, as required by Section 803(b) of the Public Health Service Act. Complete the MOE document and submit as **Attachment 1**.

### Multiple Applications

Multiple applications from an organization are not allowable; however, applicants can submit one application per campus (must have unique DUNS numbers). 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 Homestate at Smalltown and the University of Homestate at Anytown can each submit an application for this program. Multiple applications from an organization with the same DUNS number are allowable if the applications propose separate and distinct projects.

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 your **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.

Failure to include all required documents as part of the application may result in an application being considered incomplete or non-responsive.

### **NAT Program Specific Forms**

Applications received without the appropriate OMB-approved NAT Program Specific Data Forms (NAT Tables) will be deemed non-responsive to the NOFO and will not be considered for funding under this notice. All required NAT Program Specific Data Forms must be submitted electronically with the application in Grants.gov.

### **Length of Support**

- 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).
- Any **new appointment** (*see program definitions in Section I.3*) must be made for a period of not fewer than nine months and not to exceed a period of 12 months. The only exception to the minimum appointment is to allow a student to complete the program.
- Trainees may receive a **reappointment** (*see program definitions in Section I.3*).
- The cumulative traineeship support may not exceed 36 months and must be continuous from the start of the initial appointment.
- The traineeship is not transferable from the recipient institution that 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.
- Trainees must agree to provide the recipient institution with the necessary information to complete the required **Statement of Appointment** Form.

### **Termination of Trainees**

The recipient institution is responsible for monitoring the academic success of each trainee and shall ensure the termination of traineeship support under the NAT program in cases where the trainee:

- Is unable to complete the program of study for which the traineeship was awarded;
- Withdraws from the institution prior to the scheduled completion of the program;
- Fails to meet the predetermined academic standards of the institution; or
- Requests to terminate NAT Program support.

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

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

HRSA **requires** you to apply electronically. HRSA encourages you to apply through [Grants.gov](https://www.grants.gov) using the SF-424 Research and Related (R&R) workspace application package associated with this NOFO following the directions provided at <https://www.grants.gov/applicants/apply-for-grants.html>.

If you're reading this Notice of Funding Opportunity (NOFO) (also known as "Instructions" on Grants.gov) and reviewing or preparing the workspace application package, you will automatically be notified in the event HRSA changes and/or republishes the NOFO on Grants.gov before its closing date. Responding to an earlier version of a modified notice may result in a less competitive or ineligible application. *Please note, you are ultimately responsible for reviewing the [For Applicants](#) page for all information relevant to desired opportunities.*

## 2. Content and Form of Application Submission

Section 4 of HRSA's [SF-424 R&R Application Guide](#) provides instructions for the personnel requirements, assurances, certifications, project abstract, and project narrative. For the NAT Program, budgets and staffing plans are not required. You must submit the information outlined in the [SF-424 R&R Application Guide](#) in addition to the program specific information below. You are responsible for reading and complying with the instructions included in HRSA's [SF-424 R&R Application Guide](#) except where instructed in the NOFO to do otherwise. You must submit the application in the English language and in terms of U.S. dollars (45 CFR § 75.111(a)).

Current recipients of a NAT award must submit a New/Competing Continuation application (see *program definitions in Section VIII*) for each annual open competition to be considered for funding beyond the previous period of performance.

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 abstract, project narrative, and attachments including Biographical Sketches (biosketches) required in HRSA's [SF-424 R&R Application Guide](#) and this NOFO. Standard OMB-approved forms that are included in the workspace application package do NOT count in the page limitation. Biographical Sketches **do** count in the page limit. **We strongly urge you to take appropriate measures to ensure your 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 to be considered under this notice.**

### Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification

- 1) The prospective recipient certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in 45 CFR § 75.371, including suspension or debarment. (See also 2 CFR parts 180 and 376, and 31 U.S.C. § 3321).

- 3) Where the prospective recipient is unable to attest to any of the statements in this certification, an explanation shall be included in **Attachment 3: Other Relevant Documents**.

See Section 4.1 viii of HRSA's [SF-424 R&R Application Guide](#) for additional information on all certifications.

## **Program-Specific Instructions**

### Accreditation

Applicants must submit official documentation of accreditation in **Attachment 2** for all affiliated nursing programs. Applicants who fail to submit accreditation documentation **will be considered nonresponsive and deemed ineligible under this funding announcement**.

### Program Requirements

Successful applicants will be required to conduct the following activities:

1. **Identify eligible students** enrolled in accredited, graduate-level nurse anesthesia degree programs;
2. **Provide traineeship awards** to those students (minimum \$1,000 and maximum \$22,000 per student per year) consistent with terms outlined in Section II.2 (Summary of Funding); and
3. **Collect and report student and graduate-level data** to allow for accurate and timely reporting of required Performance Measures.

Successful applicants are encouraged to connect program graduates with the [HRSA Health Workforce Connector](#), a resource to search for healthcare jobs in underserved communities across the nation.

Successful applicants are also encouraged to request beneficiaries (trainees-students) to apply for a **National Provider Identifier (NPI) number** and then collect the NPI numbers of those who receive funds as a result of this award for the purpose of collecting post-graduation employment demographics for at least one year, as applicable.

In addition to application requirements and instructions in Section 4 of HRSA's [SF-424 R&R Application Guide](#) (including the 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. Which of the clinical priorities will be addressed by the project (reference Section I.1 Program Funding Opportunity Description - Purpose), as applicable; and

4. 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, self-explanatory, consistent with forms and attachments, and well organized so that internal HRSA Reviewers can understand the proposed project.

Successful applications will contain the information below. Please use the following section headers for the narrative:

- **PURPOSE AND NEED**

Successful applications must describe the **Purpose and Need** for the proposed project, including:

- Discuss why, in both qualitative and quantitative terms, the applicant institution needs these funds and how the proposed new project activities that would be supported by this funding would strengthen the applicant's ability to increase the number of CRNAs in the nation, and/or improve the distribution of the national CRNA workforce to help mitigate CRNA workforce shortages in rural and/or underserved settings;
- Describe the need for CRNAs in the benefiting community;
- Describe how the community (communities) of focus will benefit from an increased magnitude/improved distribution of CRNAs - and include information on the demographics of the population served, the health status and unmet needs of the community, and other important factors (such as health literacy rates, social determinants of health, barriers to care, rural and/or underserved status, and other elements) in support of your proposal;
- Document how the project will use training models and/or address one of the HRSA priorities which may include telehealth activities (reference Section 1.1 Program Funding Opportunity Description – Purpose – Program Priorities);
- Discuss the NAT Program's strategy to prepare HRSA-supported students in experiential training or didactic and clinical experiences in proper pain management and in mitigating the opioid crisis (for example, training in proper opioid prescription, treatment for Substance Use Disorders (SUDs) including Opioid Use Disorders (OUDs), and the administration of Medication Assisted Treatment (MAT)); and
- Describe characteristics of your particular nurse anesthesia program, student population, and relevant graduate outcomes – to include 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 – and discuss the projected impact that this award would have on these.

- *RESPONSE TO PROGRAM PURPOSE -- This section includes three sub-sections — (a) Methodology/Approach; (b) Work Plan; and (c) Resolution of Challenges*

*(a) METHODOLOGY/APPROACH*

In this section, you must describe your objectives and proposed activities, and provide evidence for how they link to the project purpose and stated needs.

Specifically, you must

- Propose methods that you will use to address the stated needs and meet each of the previously described Program Requirements and expectations in this NOFO;
- As appropriate, include development of effective tools and strategies for ongoing staff training, outreach, collaborations, clear communication, and information sharing/dissemination with efforts to involve patients, families, and communities;
- Include a plan to disseminate reports, products, and/or project outputs so project information is provided to key target audiences, if applicable;
- Explain why your project is innovative and provide the context of why it is innovative, if applicable;
- Identify clear strategies and/or activities to address the community and system needs identified above;
- Explain the rationale and evidence base behind proposed activities;
- Present a clear connection between the identified needs, the proposed activities, the projected outcome measures relative to NAT Program purpose, and the expected impact on the community;
- Describe the approach to making awards to trainees, e.g., timing/frequency of award(s), amount;
- Describe how trainees will be selected and where they will train, particularly those clinical training sites affiliated with the proposed project that are located in HPSAs, or that benefit rural or underserved populations;<sup>4</sup> and
- Describe how you use award beneficiaries' **National Provider Identifier (NPI) number** to collect post-graduation employment demographics including where they are working in rural/underserved communities.

You must submit a Logic Model for designing and managing the project. A Logic Model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements to achieve the relevant outcomes. While there are many versions of Logic Models, for the purposes of this notice the Logic Model should summarize the connections between the:

- Goals of the project (e.g., objectives);
- Assumptions (e.g., beliefs about how the program will work and support resources. Base assumptions on research, best practices, and experience);
- Inputs (e.g., organizational profile, key staff, other resources);
- Target population (e.g., the individuals to be served; the students to be trained);
- Activities (e.g., approach, listing key intervention, if applicable);

---

<sup>4</sup> See HRSA's HPSA Finder Tool at <https://datawarehouse.hrsa.gov/tools/analyzers/geo/ShortageArea.aspx>

- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems, the number of future Certified Registered Nurse Anesthetists trained each project/budget year).

*(b) WORK PLAN*

You must provide a detailed Work Plan that demonstrates your experience implementing a project of the proposed scope. A sample work plan can be found here:

<http://bhwhrsa.gov/grants/technicalassistance/workplantemplate.docx>.

You must:

- Describe the activities or steps you will use to achieve each of the objectives proposed during the entire period of performance identified in the Methodology section;
- Describe the timeframes, deliverables, and key partners required during the grant period of performance to address each of the needs described in the Purpose and Need Section;
- Explain how the Work Plan is appropriate for the program design and how the targets fit into the overall timeline of grant implementation;
- Identify meaningful support and collaboration with key stakeholders in planning, designing and implementing all activities, including development of the application and, further, the extent to which these contributors reflect the populations and communities served; and
- If funds will be sub-awarded or expended on contracts, describe how your organization will ensure the funds are properly documented.

*(c) RESOLUTION OF CHALLENGES*

Discuss challenges that you are likely to encounter in designing and implementing the activities described in the Work Plan, and approaches that you will use to resolve such challenges.

- *IMPACT -- This section includes two sub-sections— (a) Evaluation and Technical Support Capacity; and (b) Project Sustainability*

*(a) Evaluation and Technical Support Capacity*

You must describe the plan for Program Performance Evaluation that will contribute to work in continuous quality improvement. The Program Performance Evaluation must monitor ongoing processes and progress toward meeting goals and objectives of the project. Include descriptions of the inputs (e.g., key evaluation staff and organizational support, collaborative partners, and other resources); key processes; variables to be measured; expected outcomes of the funded activities; and a description of how all key evaluative measures will be reported. The Program Performance Evaluation should include use of beneficiaries NPI numbers to determine the number of students who complete the program

and are working in rural/underserved areas for at least one year post graduation. You 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. You must also describe the systems and processes that will support your organization's collection of HRSA's Performance Measurement requirements for this program. At the following link, you will find the required data forms for this program: <http://bhw.hrsa.gov/grants/reporting/index.html>.

Describe the data collection strategy to collect, manage, analyze and track data (e.g., assigned skilled staff, data management software) to measure process and impact/outcomes, and explain how the data will be used to inform program development and service delivery in a way that allows for accurate and timely reporting of performance outcomes. Describe current experience, skills, and knowledge, including individuals on staff, materials published, and previous work of a similar nature. You must describe any potential obstacles for implementing the Program Performance Evaluation and meeting HRSA's Performance Measurement requirements and your plan to address those obstacles. The Evaluation and Reporting Plan also should indicate the feasibility and effectiveness of plans for dissemination of project results, the extent to which project results may be national in scope, and the degree to which the project activities are replicable.

You must include a plan for **Rapid Cycle Quality Improvement (RCQI)** for the continuous monitoring of ongoing project processes, outcomes of implemented activities, and progress toward meeting grant goals and objectives and the implementation of necessary adjustment to planned activities to effect course corrections. Additional information on RCQI is available at the following website: <http://www.healthworkforceta.org/resources/rapid-cycle-quality-improvement-resource-guide/>.

#### *(b) Project Sustainability*

You must provide a clear plan for project sustainability after the period of Federal funding ends, including a description of specific actions you will take to:

- Highlight key elements of your grant projects, e.g., training methods or strategies, which have been effective in improving practices;
- Obtain future sources of potential funding; as well as provide a timetable for becoming self-sufficient;
- Sustain key elements of the project, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for the target population;
- Discuss challenges that are likely to be encountered in sustaining the program and approaches that will be used to resolve such challenges;
- Support all program requirements beyond the federal investment; and
- Leverage past program participants for future training and partnership opportunities.



- **ORGANIZATIONAL INFORMATION, RESOURCES AND CAPABILITIES**

Succinctly describe your capacity to effectively manage the programmatic, fiscal, and administrative aspects of the proposed project, including:

- Your organization's current mission and structure, including an organizational chart of the School of Nursing or Department that houses the Nurse Anesthesia Program, relevant experience, and scope of current activities;
- Describe how these elements all contribute to the organization's ability to conduct the program requirements and meet program expectations;
- Discuss how the organization will follow the approved plan, as outlined in the application, properly account for the federal funds, and document all costs so as to avoid audit findings; and
- Describe how the unique needs of target populations of the communities served are routinely assessed and improved.

A Biographical Sketch for the Project Director (PD) and any other key faculty/staff (See Section IV.2.vi for full list of required attachments) must be uploaded as Attachment 3. Include Biographical Sketches for persons occupying key positions, not to exceed TWO pages in length each. When applicable, biographical sketches should include training, language fluency, and experience working with diverse populations that are served by their programs.

Biographical Sketches should include the following:

- Senior/key personnel name
- Position Title
- Education/Training - beginning with baccalaureate or other initial professional education, such as nursing, including postdoctoral training and residency training if applicable:
  - Institution and location
  - Degree (if applicable)
  - Date of degree (MM/YY)
  - Field of study
- **Section A (required) Personal Statement.** Briefly describe why the individual's experience and qualifications make him/her particularly well-suited for his/her role (e.g., PD/PI) in the project that is the subject of the award.
- **Section B (required) Positions and Honors.** List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government advisory committee.
- **Section C (optional) Peer-reviewed publications or manuscripts in press (in chronological order).** You are encouraged to limit the list of selected peer-reviewed publications or manuscripts in press to no more than 15. Do not include manuscripts submitted or in preparation. The individual may choose to include selected publications based on date, importance to the field, and/or relevance to the proposed research. Citations that are publicly available in a free, online format may include

URLs along with the full reference (note that copies of publicly available publications are not acceptable as appendix material).

- Section D (*optional*) **Other Support**. List both selected ongoing and completed (during the last three years) projects (Federal or non-Federal support). Begin with any projects relevant to the project proposed in this application. Briefly indicate the overall goals of the projects and responsibilities of the Senior/Key Person identified on the Biographical Sketch.

### ***iii. Budget***

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

### ***iv. Budget Justification Narrative***

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

### ***v. NAT Program Specific Data Forms (NAT Table 1 and NAT Table 2)***

As part of the application submitted through Grants.gov, applicants must also complete and electronically submit the NAT Program Specific Data Forms by the established and published application due date. **The NAT Program Specific Data Forms are essential to determining the award calculation.** These NAT Program Specific Data Forms are part of the electronic Grants.gov application package. Copies of the NAT Program Specific Data Forms (NAT Tables) are included for reference as an appendix to this NOFO; however, the tables must be completed online as a part of the Grants.gov application package.

### ***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.** You must clearly **label each attachment.**

#### ***Attachment 1: Maintenance of Effort Documentation (Required)***

You 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	
FY 2018 (Actual)  Actual FY 2018 non-federal funds, including in-kind, expended for activities proposed in this application.  Amount: \$ _____	FY 2019 (Estimated)  Estimated FY2019 non-federal funds, including in-kind, designated for activities proposed in this application.  Amount: \$ _____

**Attachment 2: Accreditation Documentation (Required)**  
*Approval Documentation (If Applicable)*

The applicant organization must provide **evidence of accreditation** for all affiliated nursing programs: **(1)** a statement that they hold continuing accreditation from the relevant accrediting body and are not on probation, **(2)** the name of the accrediting body, **(3)** the date of initial accreditation, **(4)** the date of the next expected accrediting body review (or expiration date of current accreditation), and **(5)** a web link to the accreditation information on the accrediting body website (if available). The full Letter of Accreditation is not required. Applicants on provisional accreditation status must provide proof of this status. Information that cannot be verified at the accrediting body website and applications that do not include the required accreditation documentation as specified in this NOFO will be **considered nonresponsive and deemed ineligible under this funding announcement.**

- **Substantive Change Notification**

Accredited nursing programs that modify (for example, a change from an MSN to a DNP Program) or add a nursing specialty that require substantive change notification to the national nursing accrediting body must include documentation of such approval of the change from the accrediting agency.

- **Newly Established Programs of Nursing Accreditation**

A new program of nursing (in operation) that, by reason of an insufficient period of operation, is not, at the time of the submission of an application, eligible for accreditation by such a recognized body or bodies or state agency, shall be deemed accredited for the purposes of this title if the Secretary of Education finds, after consultation with the appropriate recognized state approval or accrediting 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. **The Letter of Reasonable Assurance** from the U.S. Department of Education must be submitted with the application.

The applicant organization must provide full documentation of all **approvals** (if applicable) **needed to enroll students into a new graduate program** (i.e., Doctor of Nursing Practice (DNP/DrNP), Doctor of Nurse Anesthesia Practice (DNAP), Doctor of Philosophy (PhD)).

This includes approval from the school, the college/university and the State Board of Nursing, as appropriate. The documentation should be, for example, in the form of meeting minutes, a letter from the State Board of Nursing, or a letter from the Faculty Senate or State Finance Board as appropriate for the school. Applications that do not include the approval documentation and cannot be verified on the website (if applicable) as specified in this NOFO will be **considered nonresponsive and deemed ineligible under this funding announcement.**

***Attachment 3: Biographical Sketch of Project Director (Required)***

Include a Biographical Sketch for the Project Director, not to exceed two pages in length. If applicable, include other relevant key staff.

***Attachment 4: Other Relevant Documents (If applicable)***

Include any other document that is relevant to the application.

**Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management**

You must obtain a valid DUNS number, also known as the Unique Entity Identifier for your organization/agency and provide that number in your application. You 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 you have 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 you have 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://www.dnb.com/duns-number.html>)
- 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](#).

**UPDATED SAM.GOV ALERT:** For your SAM.gov registration, you must submit a notarized letter appointing the authorized Entity Administrator. The review process changed for the Federal Assistance community on June 11, 2018. Read the [updated FAQs](#) to learn more about this and the current login process for SAM.gov.

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

#### **4. Submission Dates and Times**

##### **Application Due Dates**

The due date for applications under this NOFO is *April 15, 2019 at 11:59 p.m. ET*. HRSA suggests submitting applications to Grants.gov at least **3 days before the due date** to allow for any unforeseen circumstances. See Section 8.2.5 – Summary of emails from Grants.gov in 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**

You may request funding for a period of performance of 1 year in direct costs only.

The General Provisions in Division B of the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019 (P.L. 115-245) apply to this program. Please see Section 4.1 of HRSA's [SF-424 R&R Application Guide](#) for additional information.

You **can** use funds under this notice for the following purposes:

1. To provide traineeships (minimum \$1,000 and maximum \$22,000 per eligible student per year) to eligible students enrolled in accredited, graduate-level nurse anesthesia degree programs
2. Full or partial costs of the tuition and fees
3. Required books/e-books
4. Reasonable living expenses (stipends)

You **cannot** use funds under this notice for the following purposes:

1. Trainee travel
2. Trainee daily commuting costs
3. Non-trainees' expenses, e.g. personnel costs-staff salaries, consultant costs, equipment, research supplies, travel expenses for the faculty, etc.
4. Indirect Facilities and Administration (F&A) Costs

You are required to have the necessary policies, procedures and financial controls in place to ensure that your organization complies with all legal requirements and restrictions applicable to the receipt of federal funding including statutory restrictions on use of funds for lobbying, executive salaries, gun control, abortion, etc. Like those for all other applicable

grants requirements, the effectiveness of these policies, procedures, and controls is subject to audit.

## V. Application Review Information

### 1. Review Criteria

The NAT Program is a formula-based grant program. HRSA has procedures for assessing the technical merit of applications and to assist you in understanding the standards against which your 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 Data Forms and all required documents), and compliance with the requirements outlined in this NOFO.

NAT Program funds are distributed among eligible entities as formula-payment based grants according to data supplied in the application. HRSA will calculate FY 2019 award amounts to schools based on the steps below.

- 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 for all eligible applicants.
- Step 3.** The award given to each applicant is calculated by multiplying the cost (dollar) per eligible trainee by the total number of full-time students (Master's - Doctoral) plus the amount for each funding factor (Statutory Funding Preference \$1,000 + Special Consideration \$1,000) that is met.
- Step 4.** Recipients (schools) will then disburse traineeship awards that are no less than \$1,000 and no greater than \$22,000 to eligible full-time NAT students.

### 2. Review and Selection Process

HRSA will distribute the funds appropriated for the NAT Program among eligible participating institutions. Applicants are required to provide program data (reported in the NAT Program Specific Data Forms) which includes student enrollment, previous traineeship support (as applicable), and graduate employment status. Program data is used to determine funding amounts.

HRSA may also consider assessment of risk and the other pre-award activities described in Section 3 below.

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

Funding Factors:

The NAT Program has two funding factors, the Statutory Funding Preference and Special Consideration that are described below.

**Statutory Funding Preference**

This program provides a funding preference as authorized by Section 805 of the Public Health Service Act (42 U.S.C. § 296d) where a qualified applicant demonstrates that they “will substantially benefit rural or underserved populations, or help meet public health nursing needs in State or local health departments.” Qualified applicants will demonstrate a high rate of graduates from the preceding academic year (AY) currently employed in clinical practice sites designated a rural or underserved setting, including State or local health departments, **as calculated based on data supplied in the NAT Program Specific Data Forms.**

For the purpose of this funding announcement, “high rate” is defined as a **minimum of 60 percent of graduates** in Academic Year (AY) July 1, 2017 thru 30 June 2018, employed in rural or underserved clinical practice sites.

**To be considered for the Statutory Funding Preference, you must supply all supporting data in the NAT Program Specific Data Forms (Table 2).**

Applicants that qualify for the preference will receive a favorable financial adjustment of the NAT formula used to ultimately determine the amount of the NAT award. Applications that do not receive a funding preference will receive full and equitable consideration during the review process.

**Special Consideration**

This program includes Special Consideration as authorized by Section 811(g)(2) of the Public Health Service Act (42 U.S.C. § 296j(g)(2)) for an eligible entity that agrees to expend the award to train CRNAs who will practice in Health Professional Shortage Areas (HPSAs), as designated under PHS Act Section 332. Qualified applicants will demonstrate a high rate of graduates from the preceding academic year (AY) 2017-18 currently employed in HPSAs, as calculated based on data supplied in the NAT Program Specific Data Forms. For more information, see HRSA’s HPSA Finder Tool at <https://datawarehouse.hrsa.gov/tools/analyzers/geo/ShortageArea.aspx>.

For the purpose of this funding announcement, “high rate” is defined as a **minimum of 60 percent of graduates** in AY July 1, 2017 thru June 30, 2018 employed in HRSA-designated HPSAs.

**To be considered for the Special Consideration, you must supply all supporting data in the NAT Program Specific Data Forms (Table 2).**

Applicants that qualify for the Special Consideration will receive a favorable financial adjustment of the NAT formula used to ultimately determine the amount of the NAT award.

Applications that do not qualify for the Special Consideration will receive full and equitable consideration during the review process.

### **3. Assessment of Risk and Other Pre-Award Activities**

HRSA 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](#)).

HRSA reviews applications receiving a favorable review for other considerations that include past performance, as applicable, cost analysis of the project/program budget, assessment of your management systems, ensuring continued applicant eligibility, and compliance with any public policy requirements, including those requiring just-in-time submissions. HRSA may ask you to submit additional programmatic or administrative information (such as an updated budget or "other support" information) or to undertake certain activities (such as negotiation of an indirect cost rate) in anticipation of an award. However, even at this point in the process, such requests do not guarantee that HRSA will make an award. Following review of all applicable information, HRSA's approving and business management officials will determine whether HRSA can make an award, if special conditions are required, and what level of funding is appropriate.

Award decisions are discretionary and are not subject to appeal to any HRSA or HHS official or board.

Effective January 1, 2016, HRSA is required to review and consider any information about your organization that is in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#). You may review and comment on any information about your organization that a federal awarding agency previously entered. HRSA will consider any of your comments, in addition to other information in [FAPIIS](#) in making a judgment about your organization's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in [45 CFR § 75.205 HHS Awarding Agency Review of Risk Posed by Applicants](#).

HRSA will report to FAPIIS a determination that an applicant is not qualified ([45 CFR § 75.212](#)).

## **VI. Award Administration Information**

### **1. Award Notices**

HRSA will issue the Notice of Award prior to the start date of July 1, 2019. See Section 5.4 of HRSA's [SF-424 R&R Application Guide](#) for additional information.

### **2. Administrative and National Policy Requirements**

See Section 2.1 of HRSA's [SF-424 R&R Application Guide](#).



### 3. Reporting

Award recipients 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 recipient must submit a Performance Report to HRSA via the EHBs on an annual basis. All HRSA recipients are required to collect and report performance data so that HRSA can meet its obligations under the Government Performance and Results Modernization Act of 2010 (GPRA). 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 award notice.

The Annual Performance Report will address all academic year activities from July 1 to June 30, and will be due to HRSA on July 31 each year.

Award recipients will be asked to report training data such as trainee demographic and other individual-level data, as well as one-year post-graduation employment information, and information on the clinical training sites and the individuals trained at those sites. NAT performance measures can be viewed at <https://bhw.hrsa.gov/sites/default/files/bhw/grants/performanceasures/nat.pdf>.

- 2) **Final Program Report.** The NAT award recipient is required to submit a Final Program Report. However, for recipients who submit applications for funding in the subsequent year, that application serves as the Final Program Report for the preceding award.
- 3) **Federal Financial Report.** For the NAT program, the quarterly Federal Cash Transaction Report submitted to the Payment Management System (PMS) will be used to fulfill the financial reporting requirement.
- 4) **Integrity and Performance Reporting.** The Notice of Award will contain a provision for Integrity and Performance Reporting in [FAPIS](#), as required in [45 CFR part 75](#) Appendix XII.

## VII. Agency Contacts

You may request additional information and/or technical assistance regarding business, administrative, or fiscal issues related to this NOFO by contacting:

John Gazdik  
Grants Management Specialist  
HRSA Division of Grants Management Operations, OFAM  
5600 Fishers Lane, Mailstop 10SWH03  
Rockville, MD 20857  
Telephone: (301) 443-6962  
Email: JGazdik@HRSA.gov

You may request additional information regarding overall program issues and/or technical assistance related to this NOFO by contacting:

Karen Delia Breeden, MPA  
Michael McCalla, MHSA  
NAT Project Officers  
Division of Nursing and Public Health  
Attn: Nurse Anesthetist Traineeship Program  
Bureau of Health Workforce, HRSA  
5600 Fishers Lane, 11N74B  
Rockville, MD 20857  
Telephone Numbers: (301) 443-5787 / (301) 443-0856  
Email Addresses: [KBreeden@HRSA.gov](mailto:KBreeden@HRSA.gov)  
[MMcCalla@HRSA.gov](mailto:MMcCalla@HRSA.gov)

You may need assistance when working online to submit your application forms electronically. 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, 7 days a week, excluding federal holidays at:

Grants.gov Contact Center  
Telephone: 1-800-518-4726 (International Callers, please dial 606-545-5035)  
Email: [support@grants.gov](mailto:support@grants.gov)  
Self-Service Knowledge Base: <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 Contact Center, Monday-Friday, 8:00 a.m. to 8:00 p.m. ET, excluding Federal holidays, at:

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

## VIII. Other Information

### Logic Models and Work Plan

Additional information on developing Logic Models can be found at the following website: [https://www.cdc.gov/oralhealth/state\\_programs/pdf/logic\\_models.pdf](https://www.cdc.gov/oralhealth/state_programs/pdf/logic_models.pdf) .

Although there are similarities, a Logic Model is not a Work Plan. A Work Plan is an “action” guide with a timeline used during program implementation; the Work Plan provides the “how to” steps. A Logic Model is a visual diagram that demonstrates an overview of the relationships between the 1) resources and inputs, 2) implementation strategies and activities, and 3) desired outputs and outcomes in a project. Information on how to distinguish between a Logic Model and Work Plan can be found at the following website: <http://www.cdc.gov/healthyouth/evaluation/pdf/brief5.pdf>.

### **Technical Assistance**

HRSA will hold a pre-application technical assistance (TA) webinar(s) for applicants seeking funding through this opportunity. The webinar(s) 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 at <https://bhw.hrsa.gov/fundingopportunities/> to learn more about the resources available for this funding opportunity.

## IX. Tips for Writing a Strong Application

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

Frequently Asked Questions (FAQs) can be found on the program website, and are often updated during the application process.

In addition, a number of recorded webcasts have been developed with information that may assist you in preparing a competitive application. These webcasts can be accessed at <http://www.hrsa.gov/grants/apply/write-strong/index.html>.

## APPENDIX

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

The following NAT Program Specific Data Forms are to be completed electronically via Grants.gov annually. The paper versions of the forms are presented in this NOFO for reference.

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

#### **NAT Program Specific Data Forms and Instructions**

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

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

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

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 (2019) 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 10/15/18)	Total # of Students Supported (07/01/17 - 06/30/18)	Total # of Graduates (07/01/17 - 06/30/18)	Total # of Graduates Supported (07/01/17 - 06/30/18)	Projected Students by 10/15/19
# Master's Students					
# Doctoral Students					
GRAND TOTAL					

OMB Number 0915-0374 - Expiration date 03/31/2020

## 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 10/15/19.
- **Students Supported** - Students who received traineeship support from 07/01/17-06/30/18 and did not graduate, under "STUDENTS SUPPORTED BY TRAINEESHIPS."
- **Graduates** – Students who have successfully completed all educational requirements for the Nurse Anesthetist Program between 07/01/17-06/30/18.
- **Graduates Supported** - Students who received traineeship support from 07/01/17- 06/30/18 and graduated, under "TOTAL # OF GRADUATES".

- For **“Total # of Full-time Students Enrolled”**, enter the total number of NAT full-time students enrolled as of 10/15/2018.
- For **“Total # of Students Supported”**, enter the total number of NAT students who were enrolled as of 10/15/2017 and of those enrollees who received Nurse Anesthetist Traineeship support from 07/01/17-06/30/18. 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 who completed degree requirements between 07/01/17-06/30/18. 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 who received NAT support and completed degree requirements between 07/01/17-06/20/18. 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, 2019.
- For “Grand Total”, the Grand Totals for each column will be automatically calculated by the electronic system.

OMB Number 0915-0374 - Expiration date 03/31/2020

**Table 2 - NAT: Graduate Data - Rural, Underserved, or Public Health (7/01/17-6/30/18)**

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 2, as appropriate, providing data on the number of Nurse Anesthesia graduates (whether supported with NAT funds or not) who completed degree requirements between 7/1/17-6/30/18 and are employed at clinical practice sites substantially benefiting rural or underserved populations, or in State or local health departments. Instructions for completing Table 2 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	
1. Total Number of Graduates employed in these Settings (from 07/01/17 – 06/30/18)	
2. Total Number of Graduates (from 07/01/17 – 06/30/18)	
3. Percentage of Graduates Employed in these Settings (SFP) (Number 1 divided by Number 2)	
4. Percentage of Graduates Employed in HPSAs (SPC) (Total Number of HPSAs divided by Total Number of Graduates from 07/01/17-06/30/18)	

OMB Number 0915-0374 - Expiration date 03/31/2020

## Instructions for completing Table 2 - NAT:

### IMPORTANT NOTES:

- All applicant institutions requesting the **Statutory Funding Preference (SFP)** must complete this table which will be used to determine if the applicant has met the **SFP**.
- All applicant institutions requesting the **Special Consideration (SPC)** must complete this table which will be used to determine if the applicant has met the **SPC**.
- Do not make any changes to this table.
- Although a graduate's practice site may qualify under more than one category, each individual graduate should be reported only once.
- Data on this table should reflect only the number of Nurse Anesthetist graduates who completed degree requirements between 07/01/2017 and 06/30/2018.

- **Number of Graduates.** Enter the total number of "**Nurse Anesthetist**" graduates (whether supported with NAT funds or not) employed in each of the "**Practice Settings**" for each applicable row.
- **Item 1.** Enter the cumulative "**Total Number of Graduates Employed in these Settings**" from 07/01/2017 – 06/30/2018.
- **Item 2.** Enter the "**Total Number of Graduates**" completing degree requirements between 07/01/2017 and 06/30/2018.
- **Item 3. Statutory Funding Preference (SFP).** The "**Percentage of Graduates Employed in these Settings**" is calculated by dividing the Item 1 "Total Number of Graduates employed in these Settings from 07/01/17-06/30/18" by Item 2 "Total Number of Graduates from 07/01/17-06/30/18". This percentage will be used to determine if the applicant has met the SFP and it is automatically computed by the electronic system.
- **Item 4. Special Consideration (SPC).** The "**Percentage of Graduates employed in HPSAs**" is calculated by dividing the "Number of Graduates from the Health Professional Shortage Areas" [HPSAs] row under the Practice Settings by Item 2 "Total Number of Graduates from 07/01/17-06/30/18". This percentage will be used to determine if the applicant has met the SPC and it is automatically calculated by the electronic system.

OMB Number 0915-0374 - Expiration date 03/31/2020