Tips for HRSA grant submissions

Part 1 – Planning ahead of RFP release - Important considerations

- Get on the HRSA grant announcement list.
- Review the 2023 funding opportunity – HRSA – 23-009 (which was not intended to support new programs).
- Will your organization be able to enhance or expand over 4 years. The last grant only funded NPs (Primary Care and Psychiatric) and Nurse Midwives' Residencies in primary care settings.
- Begin leadership discussions about the organizational work to meet the grant submission and requirements.
- Can your organization meet the programmatic, fiscal and administrative aspects of the grant. There is a minimum number of residents required. If you do not have space for this, can you partner with another agency to meet this requirement.
- Do you have a relationship with an academic partner and how will they participate. If not is there a potential local or national partner which could enhance your program curriculum.
- Evaluate if you have/need partners what the model will be for the budget of the grant. Have preliminary discussions about the funding and roles from each partner.
- Do you have a DEI plan in your organization and if not, can you begin the discussions now.
- Are you or do you plan to accredit your program?
  Accreditation was a requirement of eligibility and for FQHCs a funding preference in the last funding cycle. If you are accredited is this current this accreditation must be maintained for the life of the grant.
- Do you admit residents who have completed their certification and license to practice no longer than 18 months before the start of the residency program.
- Do you fit the required criteria. Do you have SAM.gov #, if a non-profit there is a Unique Entity Identifier (UEI) get this on SAM.gov
- Update your organizational chart if needed.
- Update your knowledge of community statistics and resident statistics. You will need this data to make the case for "why" your program is needed.

*** If the grant is released in 2025 the turnaround will be 6-8 weeks doing this pre-work will allow you to have a much stronger proposal.

Part 2 – RFP is released, and your program has decided to proceed, and your pre-work has allowed for a much smoother process.

- Download and read the RFP.
- Assemble your team- make sure you have clinical, leadership, finance, QI [1] and data on the team and make assignments and schedule regular meetings.
- Review the upload process and determine who will upload the grant.
- Create a schedule of grant work and stick to it. Plan to submit at least 2 days before the deadline. If you have system level requirements for uploading a grant the time frame may differ.
- Join the Technical Assistance call with the HRSA team and bring questions from your program as needed.
- Begin the writing process by developing the objectives for each of the primary goals and the budget plan. Each Program Requirement and Expectation must be included under each goal.
- It is important to read all of the citations in the NOFO.
- Review the Standardized Work Plan (SWP) and required Attachments. Be sure to leave sufficient time to complete the SWP; it can take several hours to days to complete this document.
- Count and set the page numbers for the attachments to ensure that you know up front the page limitations for the project narrative.
- Determine if you qualify for any of the funding preferences. Thes add additional points to your final score.
- Review the staffing plan as HRSA encourages specific personnel.
- If possible, divide the grant writing sections by expertise or type of work performed at the organization (e.g. budget staff prepare the budget, assistants collect letters of support, etc.).
- Meet weekly with the writing group. If you hve a team, identify a single person to review and edit the grant in total so it reads in one voice.
- Crosswalk your submission to the Review Criteria which outlines the points for each section of the submission. The methodology and workplan comprised 45 % of the points in the 2023 grant offering.

---

[1] 7.11.24
Ramona Benkert
Pat Dennehy DNP NP FAAN