Health Care Innovation Awards Round Two – Submitting An Application & Technical Assistance

ANDREW RUSHTON: Good afternoon or good morning, everyone, depending on where you're located. This is Andrew Rushton from the CMS Innovation Center, and I'll be serving as the moderator for this eighth and final webinar in a series on the Health Care Innovation Awards, round two. Today's webinar will focus on the application submission process and technical assistance.

Before we proceed, there are a few important housekeeping items to address. This webinar is being recorded and the slides and transcript of the webinar will be posted to the Innovation Center's website. If you are a member of the press, this webinar is off the record, and if you have a question, please email press@cms.hhs.gov or call 202-690-6145.

Furthermore, it should be noted that the comments made on this call are offered only for general informational and educational purposes. The CMS Innovation Center's comments are not offered as and do not constitute legal advice or legal opinions, and no statement made on this call will preclude the agency and/or its law enforcement partners from enforcing any and all applicable laws, rules, and regulations. Applicants are responsible for ensuring that their actions fully comply with applicable laws, rules and regulations, and we encourage you to consult with your own legal counsel to ensure such compliance.

Finally, to the extent that we may seek to gather further facts and information from you during this call, we intend to gather your individual input. The Innovation Center is not seeking group advice.

The main purpose of today's webinar is to focus on the submission of applications and related technical aspects. Additionally, subject matter experts will make themselves available to answer questions. I will provide a very brief overview now for our attendees of today's webinar agenda. After I conclude my remarks, Holly Blake from the Office of Acquisitions and Grants Management at CMS will review application forms.

Following her will be Judy Ceresa from Grants.gov, who will provide details on the application submission process. Aparna Saha from the CMS Innovation Center will present closing remarks

before transitioning to the question and answer segment of the webinar. We ask that attendees please fill out the participant survey that will appear through the webinar portal immediately following the question and answer segment. It is a short survey that should only take one minute to complete. We value participant feedback throughout this webinar series.

On a technical note, if you experience any difficulty viewing the presentation today, please use the enlarge slides button on the webinar portal screen. Also, if at any time during today's webinar you believe there is a delay in the slide appearing on your screen, please press the F5 button on your computer keyboard to refresh the webinar portal screen. This should ensure you're viewing the slide being discussed. If you do have questions that we are not able to answer on this webinar, you can always email us at innovationawards@cms.hhs.gov.

To start the webinar, we wanted to highlight some key upcoming dates. June 14, 2013 is when application templates and other materials are posted online. They are currently available and we encourage you to access them when completing your application package. August 15 is a key date. We really cannot emphasize this enough. Applications are due by 3:00 PM on August 15, Eastern Time. No exceptions or extensions will be granted.

And then in early 2014, anticipated award announcements will be made. So I just want to reiterate one more time, everyone, that August 15, 3:00 PM is the application deadline, and there will not be any extensions. So with that, I'm now going to transition and hand things over to my colleague, Holly. Holly?

HOLLY BLAKE: Thank you very much. Good afternoon. My name is Holly Blake. I am with the Office of Acquisition and Grants Management. Today, I will discuss the collaboration and the awards process roles and responsibilities.

Key roles-- the following are the key roles of those individuals who are primarily responsible for initiating tasks in the awards process as defined by the US Department of Health and Human Services Awarding Agency Grants Administration Manual. The first role is the Grants Management Officer in the Office of Acquisition and Grants Management, also known as OAGM. Secondly, the Grants Management Specialist in OAGM.

Third, the approving official, located at the CMS Innovation Center. The Project or Program Officers are in the CMS Innovation Center, the Authorized Organizational Representative, also known as the AOR, and the grantee organization or entity. As well as the project director, who is also identified as the PI or the PD in the grantee organization. Reasons for defining roles. First, the reason why it's most important for defining roles is to explain the differences between expertise and primary areas of focus, which are technical versus fiscal management. Secondly, to ensure efficient and effective management of grants. And lastly, to monitor program objectives and outcomes.

Let me go over some of the responsibilities of the Grants Management Officer and Specialists roles. First, they are responsible for the fiscal grants policy and non-programmatic areas of the

grant process. They interpret and ensure compliance with statutory, regulatory, and administrative policies, as well as, serve as a counterpart to the authorized institutional official at the recipient organization. Only the Grants Management Officer--who also is identified as a GMO, may authorize funds on behalf of the US federal government.

Grants Management Officers and Specialists roles--In addition, they also determine appropriate award instruments of awards, which are grants, cooperative agreements, and contracts. They can also sign all official notices of awards, including amendments or any changes to the award, which are amendments.

Also, they establish appropriate terms and conditions of the award. They establish deadlines during the award process, as well as, formally review and approve program announcements. And that's usually the role of the Grants Management Specialist, as well as, the GMO, which is the Grants Management Officer.

They approve materials provided for review or training. That role is the Grants Management Specialist, as well as, the Grants Management Officer; and they perform budget review, as well as, the cost analysis of budgets for all incoming grant applications.

I'd like to continue with defining their role in this process--the Grants Management Officer and the Grants Management Specialist. They negotiate with applicants within the Innovation Center, as well as, with the Innovation Center Specialists. They serve as the official point of contact for receiving and responding to correspondence, and all required reports. They maintain the official grant files, as well as, monitor grantee expenditures and progress reports, as reported on a financial status report, which is the standard form SF 425. The CMS approving official, that individual is designated by CMS-- who is the Chief Operating Officer--to make decisions on behalf of program offices. They approve funding opportunity announcements, which are FOAs. They recommend funding based on rank order list, such as new funding, supplemental funding, as well as, non-competing funding, or non-competing continuation of funding. They determine objective review approach, as well oversee review and the award process.

CMS Innovation Center. Let me define the roles of the project, as well as, the Program Officer. That individual will define programmatic objectives and develop program announcements based on applicable legislation. They establish review criteria and provide guidance to reviewers regarding program policies, goals, and objectives.

They provide guidance to recipients on technical, programmatic-related matters, as well as, identify potential issues in grantees' progress. In addition, they evaluate changes in the project scope. They review progress reports, as well as, provide programmatic input on prior approval requests, such as extensions, re-budgeting, as well as, changes in the scope of work. They also conduct site visits as deemed necessary, in collaboration with the Grants Management Officer. Next, I will go over briefly with you information on the budget information form, which is the Standard Form SF-424A. The first section, as you noted at the top, is Section A, which is the

budget summary. In Section A of the SF 424A, you would need to please complete columns a, b, e, and g. In column a, of Section A, please identify the name of your grant program.

In the next column, b, identify the catalog of federal domestic assistance number, which is also known as the CFDA number. Please leave columns c and d blank because you do not have any existing award. This is a new award and you're not carrying over any estimated unobligated funds. In Section A, in column e and please indicate the total amount of funds you are requesting for all three years for the grant that you're requesting.

In Section B of the SF 424 A, under budget categories-- in accordance with this funding opportunity announcement, please indicate the total amount for each budget class category-- in columns one for the first budget year-- and continue to indicate the amounts you plan to allocate for years two and three in columns two and three. Therefore, you should please indicate the total amounts for each year across columns for years one, two, and three, and provide the total of all three years in column five. Therefore, the total in Section A and B should balance for the total amount you plan to request for funding for the total three years of the grant. OK? In Section C, please indicate the total amount of non-federal funds you plan to receive for your project. In Section D, you can indicate the total federal and non-federal forecasted cash needs, if any, for the first year and four quarters. In Section E, please provide and identify the grant program in column a, and provide the budget estimate of federal funds needed for the balance of the project for future funding periods.

In Section F, line 21 and 22, please indicate the total amount of direct and indirect charges. And on line 23, please provide any additional remarks, if any-- such as if you do not currently have an indirect cost agreement; in order to charge indirect costs to the grant, you can just indicate in the remarks that you plan-- if you do not already have an existing indirect cost agreement, you can just indicate it in the remarks that you plan to apply for an ICR-- indirect cost agreement—in order to charge indirect costs to the grant. [Please note that in this Funding Opportunity Announcement, the indirect cost is capped at 20% in situations where the applicant does not have an existing indirect cost agreement]

And again, I'd like to reiterate what I just discussed. The SF-424A is comprised of six sections, which are--Again, Section A is the budget summary. Section B is the budget category section. Section C is non-federal resources. Section D, you're supposed to indicate the forecasted cash needs. And section E is the budget estimate of federal funds needed for the balance of the project. And Section F is other budget information.

Next, I will briefly expand on the budget narrative, which should explain in detail the costs that are associated with each budget cost category, as it relates to the implementation of the proposed statement of work and the achievement of the goals and deliverables. And also, I'd like to point out that it's important that you state very specifically how you plan to charge specific costs to the grant. All the different budget cost categories that are listed on the SF 424-- personnel, fringes, travel, equipment must be explained in detail to describe how you plan to charge those expenditures to this grant.

Next, the agenda will be grants management, Grants.gov, and next steps. Next, I'd like to pass it over to Judy Ceresa with Grants.gov, who will provide you with an overview of the Grants.gov process. Judy?

JUDY CERESA: Thanks so much. And thanks to CMS for inviting me to speak to you today about submitting your application in Grants.gov for this CMS funding opportunity. There are a few key points that I want to just go over so that you are prepared to submit a successful application in a timely manner.

So the first thing I want to stress is the registration process itself, and hopefully most of you have completed that process or are very close to completing it. The second item I want to go over is how you go about downloading the application package, which is basically the forms and the instructions for completing the application. The next thing is how you would actually navigate and submit your application package.

I'll go over or remind you of some important tips. And lastly, I'll provide some contact information where you can go to receive help, if needed. As a reminder, the deadline for this opportunity is August 15 at 3:00 PM, Eastern time. Again, that's 3:00 PM, Eastern Time. Next slide.

So first off, let's get started on the registration process, and I cannot stress enough how important it is for applicants to register and submit their applications early. Once you actually submit an application, the validation process can take up to 48 hours to complete. So if your validation fails and your application is rejected, you won't be able to resubmit your application after the deadline date and time--August 15, 3:00 PM Eastern Time.

There are actually two roles that are necessary to have in Grants.gov in order to successfully submit an application. The first role I'd like to explain is the role of the E-Business point of contact, or E-Biz POC. And the second role is what we call the authorized organization representative, or AOR. The AOR is actually the person that submits the application on behalf of the organization. Next.

So if you haven't already done so, you'll need to get a Dun & Bradstreet number, or DUNS number. To request a DUNS visit their website at www.dnb.com. This is going to require that you already have your tax ID number that you would get from the IRS. You'll be issued a DUNS number. This is for folks who don't already have one-- new applicants, first-time applicants. You'll be issued a DUNS number within three to five business days. The second step in the process for the E-Business point of contact, once they receive their DUNS number, is to register in the System for Award Management or SAM. This used to be called Central Contractor Registration or CCR. CCR has been replaced by SAM.

Once the E-Biz POC completes the registration process in SAM, they will receive what we call

an MPIN number, which will be used as the E-Biz POC's password when he/she logs into Grants.gov for the first time. This process also takes at least between three to five business days and it can actually take longer.

Once you receive your SAM registration, the AOR of your organization needs to go in and create an applicant login. Once the AOR creates the applicant login, an email will be sent to the E-Biz point of contact at that organization, telling them that they must login to Grants.gov and authorize their AOR in order to submit. Next slide.

This slide displays the applicant registration page. This is where applicants register to obtain AOR authorization. Applicants need to use their organizations DUNS number to create an applicant account, and set up their user name and your password. Next Slide

Be sure that if you are going to be an AOR, and you've never submitted an application, and you're just now registering to do so on Grants.gov, make sure that you know who your E-Biz point of contact is at your organization. You want to make sure you know who they are and notify them that you are waiting for them to authorize you. You can also track the status of your authorization request on Grants.gov directly, or you can call our contact center, which I'll talk about later during the presentation. Next slide.

In the next section, we'll talk about how one would go about downloading an application package (or forms) and instructions. Next. Briefly, this is what the opportunity will look like once you pull it up on Grants.gov. You're actually taken directly into the Synopsis of the opportunity, which gives you information about the open and close date, the amount of program funding, the estimated number of awards the program plans to make, and other contact information. Next slide.

At the top of that same screen, in the middle, is a tab we call "Full Announcement". This is where you'll actually go to obtain other supporting documentation that you will submit with this opportunity. Next slide.

The other supporting documents will include the Executive Overview, Operational Plan, Financial Plan, and Actuarial Review Templates that this specific program is requiring that you fill out and submit with your application. Next slide.

And then the last tab on the far right at the top of the page is what we call the Application tab. Click on the Application tab to actually download the forms and the instructions. Next slide.

This is the first download screen you come to. This is where you'll see instructions on how to download Adobe Reader. This will also provide the first download link. Next slide.

Here you will be offered the opportunity to provide to the program, in this case CMS, your email address, if you choose to, so that the program can reach out to you in case they make any modifications at all to the application package and instructions. This way, they will know who is

interested in the program, and if there's any changes whatsoever made to the opportunity, they can contact you and let you know specifically what those changes are. You can also elect not to provide your email address. If you don't want to provide your email address, then you just click on the little box next to "No, I don't wish to provide my email," and then click Submit. Next slide.

At this point, you'll see two links in front of you-- the application instructions and the package. You want to right-click on Download Application Instructions and then Save As to your computer. You want to repeat this same action with Download Application Package. Next slide.

In this section, we'll go over navigating the application package itself. Specifically for this opportunity, there is a list of mandatory forms that you will be required to fill out. The mandatory forms must be completely filled out in order to submit your application. Below, you'll see a list of optional forms. Next slide.

This is a brief picture of an SF 424 form--what it actually looks like in Grants.gov. The fields in yellow are mandatory and they must be filled out. If you don't fill out those mandatory fields, a pop-up will appear and the form won't allow you beyond that particular form. Next slide.

This is what we refer to as the Cover Page of the application package (forms). You see the Mandatory Forms listed at the top, and then you see the Optional Form that we've highlighted in red here. We've checked the box next to the "Other Attachments Form".

You're going to need to use this form. That's why you want to make sure you place an 'X' in the box, so it's included in the application package with all the Mandatory Forms. You will use this form to upload all your other Supporting Document Templates-- Executive Overview, Operational Plan, Financial Plan, and Actuarial Review that you find under the "Full Announcements" section we went over previously.

Please note that even though the "Other Attachments" form is identified as optional, you must use this form in this particular application package submission. CMS is requiring supporting documents and they must be included in your submission. So even though it says "optional", check off the box. You will actually upload the Supporting Document Templates by using the "Other Attachments" form listed here. This form can hold up to 15 separate attachments. For step-by-step instructions, please refer to the "Applicant User Guide" that's found in the application guidance. And it's noted there on the slide, which I'm sure the program will make available for you. Next slide.

This is a quick look at what the actual "Other Attachments" form looks like. Again, it can hold up to 15 separate attachments. This form must be used to submit the other supporting documents found under the "Full Announcements" tab. Next slide.

One point I need to make--particularly for people that have never submitted a grant application in Grants.gov--to make sure when you upload your file, any attachment file that you plan to

upload, that you do not use a special character when you name that file. The program would prefer that you actually retain the original final name of the form when you download it and save it on your computer to be filled out. Again, make sure that there are no special characters within that file name, or your application will be rejected.

It's very unfortunate. People spend lots and lots of time preparing their applications, but if they include a special character in their attachment file name, their application will be rejected. If you have any questions about this, please reach out to the Grants.gov Contact Center. Next slide.

The next couple of slides I want to go over are actually how you would submit the application. This is assuming you have filled out the application and you're ready to go. You're ready to hit the "Submit" button. The buttons at the center of the application cover page will allow you to save your application and check it for errors. Once your application is free of any errors, the "Save and Submit" button will become activated. Next slide.

When you click on the "Save and Submit" button, you'll be prompted to enter your Grants.gov username and password. If you are not authorized as an AOR for your organization, you will receive an error message and will be unable to submit your application. Next slide.

On the next page you'll receive during the submission process in Grants.gov, you'll be prompted to, again, sign and submit your application. The "Sign and Submit" button will serve as your electronic signature for your submission. Next slide.

Once you hit the "Submit" button, you will receive what we call the receipt confirmation page. This will appear on your screen. If you do not receive this page with this information filled out, something went wrong with your submission. Please reach out to the Grants.gov Contact Center if you do not receive a Confirmation page immediately after clicking on the "Sign and Submit" tab. On this page, there are two key data elements that you want to make sure you keep. One is the Grants.gov Tracking Number, and the other is the official date and timestamp of your application. That date and timestamp must be on or before August 15 at 3:00 PM Eastern Time. Next slide

You will receive up to three email confirmations, the AOR that is. Because the AOR is Submitting the application, they, and not the EBiz POC, will receive all the emails communications from Grants.gov. The first one will contain all the information that's on the Confirmation screen that you have seen with your Grants.gov Tracking Number when you first submit. But remember, even though it says Grants.gov has received your application, you application still must go through the entire validation process. And as I said earlier, when we began this presentation, that validation process can take up 48 hours. So make sure you submit well in advance of the deadline date and time.

So the second email that you'll receive is either an email saying your application has been validated or your application has been rejected. Again, you may not receive that validation or

rejection email for up to 48 hours after you hit Submit, so submit early. And the third email, if your application is successfully validated, will be a note to tell you that the agency in which you have applied for funding--in this case, CMS--has picked up your application from Grants.gov. Next slide

You can track the status of your application through the various status stages on Grants.gov directly. Next slide.

The common reasons for rejection include, number one, waiting until the deadline, or thereafter, to submit an application, incomplete registration, E-Biz neglecting to authorize the AOR, your SAM account has expired-- this is for applicants that have submitted applications before and have already registered with SAM and Grants.gov. By the way, SAM registration renewal is annual, and it will expire. The EBiz POC must renew the organization's SAM registration annually or they will not be able to submit their application in Grants.gov. You used an incorrect DUNS number on the Face Page of SF 424. You didn't include all the Mandatory Forms within the submission, or you used special characters in the attachment file Name(s). Next slide.

We have a few tips. Again, I can't stress this enough, register and submit early. Provide enough program and budget details, and fill out the optional forms in the application package. In this case, you must fill out the form, the optional form, Other Attachments Form. Limit your file attachment name to 50 characters or less. Avoid all special characters in naming your file. Use the correct DUNS on the SF424 page. And make sure that you use a compatible version of Adobe Reader. Adobe Reader is free. Please DO NOT use a different reader other than Adobe. You run the risk of your application being rejected if you use a different reader other than Adobe. And there's a lot of other free readers out there. Next slide

The Grants.gov Contact Center is available to applicants 24 hours a day, seven days a week. You can call them toll-free, there's a number for international callers as well, or you can send them an email at support@grants.gov. For SAM help, if you need assistance, if you have technical issues with any of the registration process during this time, with either Grants.gov or SAM, reach out to their respective help desks for assistance.

When you do so, make sure that you get a ticket number referencing your technical issue. Again, on this slide, you can see how to reach the Grants.gov contact Center. And if you need to reach the SAM help desk, you can go to F, as in financial, S as in service, D as in desk, .gov-- fsd.gov. They're open Monday through Friday, from 8:00 AM to 8:00 PM.

Please keep in mind, in order to be considered for a waiver by CMS due to technical problems with either system--Grants.gov or SAM-- you must provide a ticket number that you will get that will be generated from that system's help desk. So reach out to the help desk early if you experience technical difficulties with either SAM or Grants.gov. Register and submit early. And now, I'd like to turn the presentation over to Aparna Saha at CMS. Thank you.

APARNA SAHA: Thank you, Judy and thank you, Holly, both for joining us today and for providing this important information. And I wanted to thank you all on the call today for your participation and engagement in the webinar series for the Health Care Innovation Awards, round two. We really do appreciate your time.

Over the past few weeks, we have reviewed the specific goals of this funding opportunity announcement, and addressed the various components of the application, including the innovation categories and priority areas, performance measures, explaining the total cost of care, and keys to developing payment models. We want to thank our partners across HHS and CMS for their collaboration and support in this effort.

We also want to thank each of you for the work you do each day to make care better and more affordable. We've seen great interest in round two through your enthusiastic response to the letter of intent submission, engagement on these webinars, and your questions to the mailbox. The CMS team is working diligently to respond to your questions, and to pose frequently asked questions and other resources to our website. Please visit the Innovation Center website regularly for ongoing updates at innovation.cms.gov.

And as a friendly reminder, we encourage you to submit your application early, through the Grants.gov portal, to allow for ample time to process and accept your application, as both Judy and Holly mentioned earlier. Please note, we will not be extending this deadline.

Now, the last few years have seen us make large strides in improving health care through your innovations in the field. Your partnership has helped us make care delivery smarter and more efficient. Thank you again for joining us this afternoon, and we look forward to working with you and to announcing our round two awardees in early 2014.

If there are any questions we're unable to answer on this webinar, please email us at innovationawards@cms.hhs.gov. And with that, I'll hand it over to Andrew.

ANDREW RUSHTON: Thank you, Aparna. We will now begin the question and answer section of the webinar. Before we get to our first question, there's another important bit of information that we'd like to emphasize. Questions will only be accepted through the webinar portal. Please note that no questions will be accepted by phone.

Also, we are unable to provide you or your organization with feedback regarding proposals or ideas during this procurement sensitive time period. We are also unable to meet with any applicants during this time period. This is to ensure the integrity and equity of this competitive funding opportunity. If you meet with CMS Innovation Center staff during this time period, you may be deemed ineligible for funding in Health Care Innovation Awards Round Two. Now we are ready to begin with our first question. The abstract, as shown, is having to be typed directly into the 424 form. Is this accurate? Does it count towards the page limit? Aparna?

APARNA SAHA: Great. Thank you, Andrew. No, the abstract does not go into the 424 form.

The Project Abstract Summary Form is a separate standard form that does not count towards the page limit.

ANDREW RUSHTON: Great. OK, moving along. Our next question reads, can you clarify whether the letters of support count against the application narrative's 50 pages. Do they instead count against the supplemental 50 page limit? Going to turn to my colleague, Joe Marci for this one. Joe?

JOE MARCI: Thanks Andrew. Letters of support go into the supplemental materials and are bound by the 50 page limit.

ANDREW RUSHTON: OK. And Joe, another one for you. This one reads, which category do the standard forms fall under--the application or supplementary materials?

JOE MARCI: Standard forms are considered separately from the application and supplemental materials. The standard forms do not count against the 50 page limit for the application narrative, nor the 50 page limit for the supplemental materials.

ANDREW RUSHTON: OK. All right, next question. Do I need to submit the driver diagram for the operational plan as a Word document? And do the font and spacing requirements apply? Aparna?

APARNA SAHA: Thanks, Andrew Yes, a driver diagram should be inserted into Section A of the operational plan.

ANDREW RUSHTON: Next question. Does the LOI--letter of intent--confirmation number go in Box 4 of the SF 424 form? Joe?

JOE MARCI: Thanks Andrew. There are actually two locations to enter your LOI confirmation number. First, it should be, in fact, inserted into Box 4 of the SF 424 form. The second location is on the executive overview form.

ANDREW RUSHTON: Thank you, Joe. Our next question-- What is the difference between the project abstract and the project abstract summary in the application package? Aparna, want to take this one?

APARNA SAHA: Sure. So there's a standard form called "Project Abstract Summary" within the system. In addition, a separate abstract can be placed in the narrative section, although it's not required.

ANDREW RUSHTON: OK. Our next question, I'm going to hand to my colleague Holly and it reads, are the instructions for the six sections of the SF 424A provided in writing somewhere? The speaker apparently went over them quickly, so I just wanted to see. Holly, are these in writing?

HOLLY BLAKE: Thank you, Andrew. Yes, these instructions are provided on pages three and four of the SF 424A. However, I recommend for the purposes of this initiative, that you refer to the instructions in the Funding Opportunity Announcement because it may deviate slightly from the instructions provided in the form. However, Section B is a little different because Section B requires you to complete columns one, two, and three. And refer to the FOA, because you should state specifically the total amount for each budget class category of how much you plan to allocate for each budget category for years one, two, three in Section B, columns one, two, and three.

ANDREW RUSHTON: OK. Thank you, Holly. OK, moving along. Our next question reads, how will the financial plan be counted in terms of page numbers if we are keeping it in Excel format? Joe?

JOE MARCI: The financial plan is designed to print to three pages within that format. To retain that limit, please refrain from changing column widths or making other modifications that would change the print parameters.

ANDREW RUSHTON: OK. Joe, this one is also for you. It reads, how should I name the file before uploading it to Grants.gov?

JOE MARCI: Please save and submit using the existing file name as downloaded from the various locations.

ANDREW RUSHTON: OK, our next question reads, the announcement states that foreign and international organizations are ineligible to apply. Can the lead applicants pay international consultants or partners? Aparna?

APARNA SAHA: So the regulations for each set of federal cost principles flow down and apply to recipients. So foreign and international organizations cannot be recipients.

ANDREW RUSHTON: A good clarification. OK, next question reads-- does the organizational capacity section of the narrative include the experience in management structure of all of the partners in the application, or just the primary applicant? Aparna?

APARNA SAHA: The organizational capacity section should focus both on the primary applicant and also show how the various key partners will be supervised, and provide their experience in management structure to the overall proposal.

ANDREW RUSHTON: This next one I'm going to turn to my colleague Joe. It reads, our proposal would need to go through the IRB process, but it is unlikely to be completed before August 15. Does this make us ineligible to apply?

JOE MARCI: If you are pursuing an IRB, please include that information in your application. If

your application is considered for a final reward, CMS will require an update on the status at a later date, if awarded. CMS, at this time, does not require IRB approval for the Innovation Award Cooperative Agreements. However, awardees must follow the IRB requirements of their institution or may seek independent IRB review.

ANDREW RUSHTON: Next question reads, I was not able to provide all the letters of support I wanted and still meet the page limits. Can I send the letters of support separately? Joe, I hand this over to you.

JOE MARCI: No. We request that you not send letters of support separately. Please prioritize your letters of support and incorporate only the letters you feel are most likely to convey the successful implementation of your project. To save space, but still convey the breadth of support you can deliver, you might consider just listing, but not including the actual letters, any additional partners and pairs who have indicated their support.

ANDREW RUSHTON: Very good, thank you Joe. OK, moving along. Our next question reads, do you need to provide a non-federal amount. I'm going to turn to colleague Holly for this one. Holly?

HOLLY BLAKE: OK, thank you Andrew. Yes, you do have to provide any non-federal funds that you plan to receive for your project. For this grant, please provide any non-federal funds in your written budget narrative only   If you are planning to receive additional resources such as in-kind funds or any additional non-federal funds for your partners, please indicate this information in the budget narrative only; do not include it on the SF-424 Budget Information Form.

ANDREW RUSHTON: Thank you, Holly. OK, I have a few here I'm going to turn to my colleague Judy to answer. This first one reads, if an application is rejected because of an incorrect file name, will we get notice of this error and a chance to correct and resubmit? Judy, do you want to take this one?

JUDY CERESA: Yes, I can answer that. You'll get a rejection email and you'll get a notification explaining to you why your application was rejected. And it will also point out the name of the file that you used that was wrong or that it contained a special character. However, if you don't get that rejection email until after the deadline date and time has passed, you won't have an opportunity to resubmit the application.

ANDREW RUSHTON: OK, thank you. Our next question reads-- Judy, this is also one for you-- and it reads, can you download the application, start filling it out, save it, and return to it at a later time? Will the information be saved?

JUDY CERESA: When you download the application package and the instructions, you

download them to your personal computer. There, you save it and you complete the application at your leisure, basically. When you upload the application-- you make sure it's complete—you upload it all at once. It's uploaded as one PDF file.

ANDREW RUSHTON: OK, great. Thank you. Moving along, our next question reads, on the SF 424 form, what goes in column four under Section B? Aparna?

APARNA SAHA: Sure. Actually, nothing goes in the fourth column. Only three columns are to be completed--one column for each year of the project.

ANDREW RUSHTON: OK, our next question. When the cover letter is submitted with the project narrative, should it be double-spaced as well? Joe, turn this to you?

JOE MARCI: Sure. Thanks, Andrew. The cover letter, a required document, does not have to be double-spaced. However, it is a requirement to double space the proposal project narrative.

ANDREW RUSHTON: Next question reads, do budget and financial plan narratives have to comply with the double-spacing requirement for the proposal narrative? Joe?

JOE MARCI: Sure. So again, as per the FOA, all narrative portions of the application must be double-spaced.

ANDREW RUSHTON: Very good. OK, our next question-- going to turn to my colleague Judy for this one. And it reads, where do applicants enter the LOI confirmation number in the Grants.gov application package? Is it only indicated in the operational plan template, or is there another location or field that should be used in addition to this? Judy?

I think we temporarily lost Judy there, so we're going to move on to our next question. Next question reads, are references included in the 50 page limit of the narrative? Joe, going to hand this to you.

JOE MARCI: Sure. Yes, references are included in the 50 page limit of the narrative.

ANDREW RUSHTON: OK, Aparna, I'm going to hand this one to you. And it reads, for budget form SF 424A, is a CFDA number required? How do we get one? Aparna?

APARNA SAHA: Thanks, Andrew. Yes, the CFDA number must be entered on the 424A where required. The CFDA number for this program is 93.610. Again, the CFDA number for this program is 93.610.

ANDREW RUSHTON: OK, our next question. Is the project director resume included in the narrative page limits? If so, does it also need to be double-spaced? Joe?

JOE MARCI: Sure. Thanks. The resume of the project director is to be included in the budget

narrative. Because the entire contents of the narrative are to be double-spaced, the resume should also be double-spaced.

ANDREW RUSHTON: Thank you, Joe. OK, our next question reads, where can I find definitions for each of the SF 424A, Section B, object class categories? Is there guidance for what costs fit into each category? Holly, I'm going to turn to you for this one.

HOLLY BLAKE: OK, thank you Andrew. The SF-424A form does not define what each budget category should contain. However, as you know, and what I went over earlier, the object class categories are personnel, fringe benefits, travel, equipment, supplies, contractual, other, and indirect costs, as well as construction. But construction costs cannot be added for this.

So what you have to do is just--and I don't want to elaborate too much in detail on this. This takes some time. However, the personnel--just to give you an example-- the personnel budget category should identify salaries for each key staff whose salary is being funded from the grant, as well as the fringe benefits, and travel, and providing per diem costs for travel, any equipment costs. Any equipment is defined as any tangible item over $5,000, supplies, and so forth. So I don't want to go too much on that, but you should definitely look at the cost principles, the uniform administrative requirements that apply to your specific agency, whether you are an educational institution, if you're a state. So it does vary and it does depend on that as well. So please refer to those reference manuals for additional guidance on what costs are allowable or what costs are unallowable.

ANDREW RUSHTON: Thank you, Holly. OK, our next question reads, where do you upload the project abstract? Aparna?

APARNA SAHA: Sure. They should include their one page narrative in the Grants.gov form called the "Project Abstract Summary". If you include it in your supplemental narrative, it will not be counted against the page count limit. You can include it either in the supplemental attachments or the form. However, the form is preferred.

ANDREW RUSHTON: Thank you, Aparna. OK, we are running short on time, so it looks like we're going to have to start wrapping things up. And that basically will conclude the question and answer section of this final webinar in Health Care Innovation Awards Round Two.

We ask attendees to please fill out the participant survey, which is accessible now through the webinar portal. We really do value participant feedback throughout this entire webinar series.

Furthermore, we encourage everyone to check the Innovation Center website at innovation.cms.gov for updates to the Health Care Innovation Awards Round Two, particularly the frequently asked questions, which we have posted currently. We will continue to update in the near future to address any questions that we might not have been able to get to on this webinar.

We really do appreciate everyone's participation in these webinars and we really hope that everyone's applications are submitted in time, before August 15, 3:00 PM Eastern Time. And we really do thank you for your attendance and have a good rest of the day. Goodbye.