

Informational Call:

Talking Points for Informational Conference Call for CDC-RFA-DP20-2008

Thursday, May 7th @ 1:30 p.m. – 2:30 p.m. EST.

Agenda:

Introductions	Margaret Kaniewski
Welcoming Remarks	Janet Croft
General Overview of the NOFO	Margaret Kaniewski
Budget Narrative	Monica Walker
Questions and Answers	All (moderated by Erica Odom)
Closing Reminders	Erica Odom

Introductions [Margaret Kaniewski]

Good afternoon. You are joining the Information Conference Call for the *Developing and Disseminating Strategies to Build Sustainable Lupus Awareness, Knowledge, Skills, and Partnerships* Notice of Funding Opportunity, which I will refer to from now on as NOFO. Please know this call is being recorded. If you do not wish to be recorded you can leave the call now. Thank you.

Before we get started, I ask that you please mute your phones. Do not place your phone on hold at any time during the call. If necessary, hang up and call back in, so that we can avoid any interruptions to the phone lines. Thank you.

My name is Margaret Kaniewski, I serve as a project officer for the CDC Arthritis and Lupus Programs and will be your main contact for questions you may have regarding this NOFO and its application process. Please submit all questions to the NOFO mailbox at fy20lupusnofo@cdc.gov. This mailbox address is also listed in the NOFO. The website for NOFO-specific information and Questions and Answers is provided in the NOFO under the Conference Call information section on page **1 of 47**. (<https://www.cdc.gov/lupus/funded/nofo/cdc-rfa-dp20-2008.html>) The call's script will be posted there soon after this call. I will also post questions and answers on this website under the Questions and Answers or Q&A section. The Q&A section will be routinely updated throughout the application process.

Today's call will cover the general overview of the NOFO, application content highlights, including applicant's capacity to apply, description of each Component, its activities and performance measures, budget submission information, and an opportunity for questions and answers.

You will hear from the following individuals:

Myself and then Dr. Janet Croft, Chief of the Arthritis, Epilepsy, and Well-Being Branch in the Division of Population Health, then Dr. Erica Odom, Team Lead for Arthritis and Lupus Program Visibility,

Partnerships, and Policy Team in the Arthritis, Epilepsy, and Well-Being Branch, and Monica Walker, Grants Management Specialist within CDC's Office of Financial Resources.

Again, we will end today's call with time for questions and answers moderated by Dr. Erica Odom. Please hold your questions until that time. I am now going to turn it over to Dr. Janet Croft, our Branch Chief, to say a few welcoming remarks.

Welcoming Remarks [Janet Croft]:

Thank you, Margaret. Welcome to the informational call about the new funding opportunity *DP20-2008: Developing and Disseminating Strategies to Build Sustainable Lupus Awareness, Knowledge, Skills, and Partnerships*.

The Arthritis, Epilepsy and Well Being Branch is pleased to present this NOFO. The NOFO's purpose is to support organizations implementing national efforts to help increase the number of healthcare providers recognizing the signs and symptoms of lupus and what to do if lupus is suspected, and to increase the number of people with lupus referred to, and engaged in, the use of self-management tools and services, and showing improvements in self-management behaviors.

We expect each Component's activities to target people with lupus and/or populations that have the greatest risk for lupus, especially women ages 15 to 44 who are African-American, Hispanic, Asian, Native American or Alaskan Native. Component A's activities also target healthcare providers who have access to people with lupus.

As stated in the NOFO, CDC intends to fund two awards, one award will be issued for Component A and one award for Component B. Applicants can apply for one or both Components but must submit a separate application for each Component.

Next, Margaret will go through each Component and its activities, and highlight other information about the NOFO. Again, you will have an opportunity to ask questions at the end of the call. Welcome and thank you for your interest.

General Overview of NOFO [Margaret Kaniewski]

Thank you, Dr. Croft.

Again, I will provide a general overview of the NOFO, including specific highlights of the application content, performance measures, and other important information about the NOFO.

This 5-year open competition funding opportunity is intended to reduce time to lupus diagnoses; increase the number of people with lupus getting needed care and ongoing treatment; improve lupus

care, care transition, and care coordination; and improve self-management behaviors, quality of life, and health outcomes among people with lupus.

The NOFO consists of two Components. An applicant can apply for one or both components, each component will have a funding range of \$1.1 to \$1.5 million. Component A's focus is on healthcare providers who have access to the target population defined in the NOFO on page 10. The target population is described as having the greatest risk for lupus, especially women ages 15 to 44 who are African-American, Hispanic, Asian, and Native American and Alaskan Native women. Component A's purpose is to increase awareness, knowledge and skills among healthcare providers to appropriately recognize the signs and symptoms of lupus, what to do if lupus is suspected, and provide quality, well-coordinated lupus care that is culturally and linguistically appropriate. To accomplish this, the applicant is required to address four key activities: 1) develop and promote healthcare provider lupus training and education, 2) increase the role of technology to assist with earlier diagnoses and lupus care, 3) increase sustainable educational opportunities, and 4) develop and promote practice procedures for transition of lupus care from pediatric to adult care.

Component B is focused on activities addressing people with lupus or at greatest risk for lupus. Its purpose is to raise awareness about lupus signs and symptoms and what to do if you have lupus, and to promote the use of effective lupus self-management tools and/or services. The applicant is to collaborate with key stakeholders, including, but not limited to, healthcare organizations, professional organizations, national health organizations, and electronic medical technology organizations. The applicant is expected to address five key activities: 1) raise awareness about lupus signs and symptoms and what to do if you have lupus, 2) support the evaluation and implementation of existing lupus-specific self-management tools and/or services, 3) nationally promote existing lupus self-management tools and/or services, 4) promote or encourage use of medical information technology to support activities, and 5) leverage collaborations to address barriers to access effective self-management tools and/or services.

Applicants applying for Component A are expected to have a **national presence** and **impact** among healthcare providers with access to people with lupus, and applicants applying for Component B are expected to demonstrate **ability to nationally** reach people with lupus or people at greatest risk for lupus. Page 15 of the NOFO under the Organizational Capacity of Recipients to Implement the Approach specifically describes expectations of applicants' capacity to apply for this NOFO. Pay attention to the required documentation for this section as it will be taken under consideration in the Review and Selection process starting on page 33.

Applicants are expected to include **promising or evidence-based approaches** for each activity, demonstrate having a **national reach**, and address target populations as described on page 10 of the NOFO for each Component. And lastly, applicants are expected to demonstrate **past experience** working with the target populations as described on page 10.

Additionally, CDC would like to stress that applicants for both components are expected to **promote or apply medical information technology** such as electronic health records, telehealth, personal health records and/or other technologies to help improve lupus care and/or increase referrals of patients to self-management tools and/or services.

Performance Measures

CDC requires that applicants develop and submit a performance monitoring plan to track progress towards the strategies and activities identified in an applicant's work plan. CDC's strategy for evaluation and performance measurement is based on the logic model included in the NOFO. Carefully review pages 11-14 of the NOFO to understand how you are to prepare your performance measurement plan. Each Component has its own unique short and intermediate outcomes, period of performance outcome measures, and process measures.

Recipients will be expected to submit a more detailed Evaluation and Performance Measurement plan within the first 6 months of award. The sample work plan on page 16 illustrates how the outcome measures, targets, and activities come together to set milestones and track progress. Awardees will have an opportunity to make work plan modifications in the first 6 months of the award in collaboration with their assigned project officer.

Please make note this is a full and open competition NOFO. Eligible applicants include any organization type that can achieve national impact and has the organizational capacity to implement the strategies. Applicants should carefully review the NOFO requirements and expectations for this funding opportunity. In particular, applicants should review the organizational capacity when making a decision about whether to apply. CDC has expectations for applicants to have a **national** presence, reach and experience to accomplish intended outcomes of the NOFO. Each application will be competitively scored by an objective review panel against criteria specified in the NOFO. Within these criteria, applicants are expected to achieve national impact and have direct national access to the target population to implement each Component and its activities, and achieve the required period of performance outcome measures at the end of the 5-year project period. The criteria that objective reviewers will use to review and score applications are described on pages 33-37.

Finally, let me address the Letter of Intent, or LOI. A LOI is strongly encouraged as part of the application for this NOFO. Letters of Intent help us determine the number of reviewers needed for the objective review panel and plan accordingly. All LOIs are requested by end of day on May 12, 2020. In the LOI, please include the suggested items described in the NOFO on page 24, including stating which organization the applicant is representing, contact information, and which Component the applicant is applying for.

Now I will turn it over to Monica Walker, our grants management specialist, to talk about award and budget information.

Grants Management Specialist, Budget Narrative [Monica Walker]:

Thank you, Margaret.

The Budget Period refers to the duration of each individual funding period within the five-year project period. For this NOFO, there are 5 budget periods, each 12 months long.

This NOFO is for non-research activities. The total period of performance will be five years. It is estimated that up to \$2.67 million will be awarded annually for a total of 2 awards during the 2020 – 2025 project period. CDC will issue awards with a ceiling of \$1.5 million and an award floor of \$1.1 million per awardee. Funding is subject to availability. And as Margaret stated, only one award will be issued per Component. CDC will consider any application requesting an award higher than \$1.5 million as non-responsive and it will receive no further review. Throughout the project period, CDC will continue to award based on the availability of funds, the evidence of satisfactory progress by the awardee, as documented in required reports, and the determination that continued funding is in the best interest of the federal government. The total number of years for which federal support has been approved, the project period, will be shown in the “Notice of Award” for successful applicants.

Applicants must submit an itemized budget narrative and justification as part of their NOFO application. When developing the budget narrative, applicants must consider whether the proposed budget is reasonable and consistent with the NOFO and the purpose, outcomes, and activities outlined in the projective narrative. The budget must include: salaries, fringe benefits, consultant costs, supplies, travel, other categories, contractual costs, total direct costs, and total indirect costs.

For guidance on completing a detailed budget, see CDC Budget Preparation Guidelines at: <https://www.cdc.gov/grants/applying/application-resources.html>, which is also provided in the NOFO on page 27. This website also gives you other useful information for applying for a NOFO. I strongly encourage you to visit this website. Should you have questions about the grant or budget process please direct them to email address provided in the NOFO on page 2 (fy20lupusnofo@cdc.gov).

Please remember that an organization must obtain three registrations before an application for funding can be submitted at www.grants.gov.

The first is the Data Universal Numbering System, or DUNS: All applicant organizations must obtain a DUNS number. A DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). It will be used as the Universal Identifier for an organization when applying for

federal awards or cooperative agreements. The applicant organization may request a DUNS number by telephone at 1-866-705-5711 or on the Internet at <http://fedgov.dnb.com/webform> .

The DUNS number will be provided at no charge. If funds are awarded to an applicant organization that includes sub-awardees, those sub-awardees must provide their DUNS numbers before accepting any funds.

The second is the System for Award Management, or SAM: The SAM is the primary registrant database for the federal government and the repository into which an entity must submit information required to conduct business as an awardee. All applicant organizations must register with SAM and will be assigned a SAM number. All information relevant to the SAM number must be current during the time period which the applicant has an application under consideration for funding by CDC. If an award is made, the SAM information must be maintained until a final financial report is submitted or the final payment is received, whichever is later. The SAM registration process usually requires 10 or more business days and registration must be renewed annually. Additional information about registration procedures may be found at www.SAM.gov.

The last is Grants.gov: Once you have a DUNS number and an active SAM account, you are ready to register your organization at www.grants.gov, the official HHS E-grant website. The first step in submitting an application online is having access to Grants.gov. Registration information is located at the "Get Registered" option at www.grants.gov . All applicant organizations must register at www.grants.gov. The one-time registration process usually takes not more than five days to complete. Applicants should start the registration process as early as possible.

The websites I mentioned can be found on pages 27-31 of the NOFO. You will want to register soon to ensure you have everything in place to submit an application by the June 26, 2020, deadline. If the application is not submitted by the deadline published in the NOFO, it will not be processed.

Unsuccessful applicants will receive notification by mail. Successful applicants will receive a notice of award by September 30, 2020, the anticipated project start date.

I will now turn it over to Erica Odom, the Team Lead for the Arthritis and Lupus Program Visibility, Partnerships, and Policy Team.

Questions and Answers [Erica Odom]:

Now, we would like to open it up to questions that you may have. Before we open the line for questions, please be sure that your phones are on mute unless you are asking a question. To unmute your line, please press the unmute button or *6. Also, I'd like to remind you to not place your phone on

hold during the call. If necessary, hang up and call back in so that we can avoid any interruptions to the phone lines.

We do not have a moderated line, so please state your first name as there is no need for you to identify yourself, and indicate that you have a question. Again, questions and answers from this call will be posted publicly on the NOFO webpage (<https://www.cdc.gov/lupus/funded/nofo/cdc-rfa-dp20-2008.html>) indicated in the NOFO.

If you have questions after this call, please e-mail them to us at: fy20lupusnofo@cdc.gov.

Closing Remarks and Reminders [Erica Odom]:

On behalf of CDC's Arthritis, Epilepsy, and Well-being Branch, and the Arthritis and Lupus Program, we are looking forward to supporting this important NOFO.

Reminders

- Letter of Intent Due Date: May 12, 2020
- Application Due Date: June 26, 2020
- Award Start Date: September 30, 2020

We thank you for your participation on today's call.