

CDC-RFA-TP-13-001 FAQ's

Executive Summary

Question: What are the eligibility requirements for the Principal Investigator?

Answer: Please reference the FOA under the following sections:

Part 1. Overview Information, Executive Summary, Eligible Project Directors/Principal Investigators (PDs/PIs) and Number of PDs/PIs

•**Eligible Project Directors/Principal Investigators (PDs/PIs).** Individuals with the skills, knowledge, and resources necessary to carry out the proposed research are invited to work with their institution/organization to develop an application for support. NOTE: CDC does not make awards to individuals directly. Individuals from underrepresented racial and ethnic groups as well as individuals with disabilities are always encouraged to apply.

•**Number of PDs/PIs.** Eligible individuals must be or have a co-PD/PI that is from a State, Tribal, or Local public health agency located in the Federal Emergency Management Agency (FEMA) declared major disaster states, which are: Connecticut, Delaware, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Virginia, West Virginia, and the District of Columbia. PD/PIs may create a consortium with organizations from other eligible institutions listed in Section III, 1. of this announcement.

• **Section III. Eligibility Information, 7. Eligible Individuals (Project Director/Principal Investigator) in Organizations/**

•Any individual(s) with the skills, knowledge, and resources necessary to carry out the proposed research as the Project Director/Principal Investigator (PD/PI) is invited to work with his/her organization to develop an application for support. Individuals from underrepresented racial and ethnic groups as well as individuals with disabilities are always encouraged to apply for HHS/CDC support. Eligible individuals must be or have a co-PD/PI that is from a State, Tribal, or Local public health agency from Federal Emergency Management Agency (FEMA) declared major disaster states, which are: Connecticut, Delaware, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Virginia, West Virginia, and the District of Columbia. The proposed budget for collaborating State, Tribal, and/or Local public health agency partners should reflect allowable costs for all collaborative research activities which may include salaries/benefits for agency staff. PD/PIs may create a consortium with organizations from other eligible institutions listed in Section III, 1. of this announcement.

Number of Applications

Question: Can an institution submit multiple applications which are scientifically distinct under the same priority area?

Answer: You can submit multiple applications, even if for the same priority area as long as they are scientifically distinct.

Question: Can an applicant support another entity's application if the applicant is also applying?

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Answer: An applicant is allowed to support another entity's application if the applicant is also applying.

Question: Does an applicant have a limit on the number of applications they can be supported?

Answer: There is no limit to the number of applications an applicant can support.

Question: An applicant will likely be submitting 3 applications (1 for each priority area) and would like to use of a fiscal agent (who will receive the award on our behalf) if awarded.

Answer: If an applicant submits 3 application (1 for each priority area) and more than 1 is accepted the CDC will award separate awards for each priority area.

Question: If the applicant submits 3 applications and more than one is accepted can the award be issued to different fiscal agents?

Answer: Yes, because each award is a stand-alone document. If one organization has multiple fiscal agents and this particular applicant is selected for funding, the applicant would be asked to submit the approval documents that support the organization's use of multiple fiscal agents during the budget discussions. The CDC would have to confirm the use of multiple fiscal agents prior to making the award(s).

Question: Can we receive funding via an unlimited number of applications?

Answer: Per the FAQs posted on the OPHPR internet, an organization can submit research in multiple applications and/or can participate in research in multiple applications which are scientifically distinct. Public health agencies that form partnerships to conduct research under the FOA can receive shared costs from multiple applications. For any individual the total percent effort supported across multiple applications (plus other federal support) cannot exceed 100%.

If an organization participates in and/or supports research for multiple applications, the specific role of staff involved in the research should be described in each application. The letter of commitment from a partner organization should specify the role of staff involved in each application.

Eligible Applicants

Question: Does the National Association of County and City Health Officials (NACCHO) qualify under the Eligibility Requirements outlined on Pages 15 and 16 of the Funding Opportunity Announcement?

Answer: The type of organization eligible to apply is specified in the FOA under **Section III. Eligibility Information, 1.Eligible Applicants**. It is suggested that you reach to your point of contact in the partner organization for information about the designation of their organization to

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meet eligibility under the FOA. Please note all stipulations in this section of the FOA, for example:

3.Special Eligibility Requirements: Non-state applicants must partner with 1 or more State, Tribal, or Local public health agency from Federal Emergency Management Agency (FEMA) declared major disaster states, which are: Connecticut, Delaware, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Virginia, West Virginia, and the District of Columbia.

Question: As a non-State applicant, does the non-State applicant need to partner with a separate public health agency beyond the university.

Answer: FOA states that non-state applicants must partner with any 1 or more State, Tribal, or Local public health agency in Connecticut, Delaware, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Virginia, West Virginia, and the District of Columbia. *See Below from page 16 *

“Special Eligibility Requirements: Non-state applicants must partner with 1 or more State, Tribal, or Local public health agency from Federal Emergency Management Agency (FEMA) declared major disaster states, which are: Connecticut, Delaware, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Virginia, West Virginia, and the District of Columbia”.

Question: How many States in the FEMA Declared Major Disaster Area must non-state applicants partner with in conducting research under this FOA?

Answer: Non-state applicants must partner with at least 1 State, Tribal or Local Public Health Agency within the FEMA Declared Major Disaster Area.

Question: Regarding CDC RFA TP13-001: How will the CDC and ASPER are working together in light of the FOAs that both organizations have out now for Hurricane Sandy research? Some prioritized issues overlap between the two. Investigators will respond to both. And how should investigators who is considering submitting a similar proposal to both, because the priority area overlaps, be thinking about this?

Answer: The CDC and ASPR are framing the secondary programmatic review final selection process to be consistent with the requirements of the two FOAs, CDC policy, and HHS grant regulations. Investigators should prepare a competitive application based on the research requirements and criteria that will be used to review their submission.

Responsiveness

Question: As part of our proposal the intention is to partner with local health departments, community groups and facilities affected by public health capacity and response to Sandy. Not all proposed partnerships can be established by the application due date. Can the proposed partnerships be described in the application or is confirmation of those partnerships necessary?

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Answer: Letters of commitment from all partnering organizations must accompany the application. The letter(s) should identify organizational staff and state the level of participation staff from the partnering organization will provide in the conduct of the study. The involvement of all partnering organizations should be reflected in the budget of the proposed research. Applicants that are not State, Tribal, or Local public health agencies should ensure that the total proposed budget adequately reflects shared costs with state and/or local public health agency partners. The intent is to assure adequate support for the active participation of state/local public health agencies in informing the proposed project(s), project planning and implementation.

Letter of Intent

Question: If a Letter of Intent cannot be sent in by May 16, 2013 what is the latest date the letter can be sent in?

Answer: If submission of the Letter of Intent cannot be sent in by May 16th the latest date CDC will accept the letter is by close of business on Monday, May 20th, 2013.

Question: Beside mailing or sending the Letter of Intent via overnight service is it permitted to send the letter electronically to the CDC?

Answer: You can send the Letter of Intent to tmgraham@cdc.gov via email no later than close of business on Monday, May 20, 2013.

Application and Submission Information

Question: Will the deadline for the submissions of applicants be extended?

Answer: The application deadline reflects the critical period required for the initial scientific merit review and the second level review of applications submitted under this CDC FOA (TP13-001) and a similar ASPR FOA (EP-HIT-13-001). Any amendments to the requirements for submitting an application under this CDC FOA TP13-001 will be posted on www.grants.gov.

Question: What will be the line spacing and font requirements for the FOA applications?

Answer: Please reference Section IV. Application and Submission Information, 2. Content and Form of Application Submission in RFA-TP13-001, which states in part: "It is critical that applicants follow the instructions in the SF424 (R&R) Application Guide (http://grants.nih.gov/grants/guide/url_redirect.htm?id=12000), except where instructed in this Funding Opportunity Announcement to do otherwise. Conformance to the requirements in the Application Guide is required and strictly enforced. Applications that are out of compliance with these instructions may be delayed or not accepted for review.

Instructions from the SF424 (R&R) Application Guide:

Font: Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special

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characters; the font size requirement still applies.) Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch.

Question: Is the Biosketch only for PI's or for every person in an applicant's proposal?

Answer: Biosketches must be included in the application for all Senior/Key personnel who will be actively involved in the conduct of the research. Senior/Key personnel are defined in the Application Guide http://grants.nih.gov/grants/guide/url_redirect.htm?id=12000 as "all individuals who contribute in a substantive, meaningful way to the scientific development or execution of the project, whether or not salaries are requested". Consultants should be included if they are significant contributors.

Question: Is the Biosketch placed in the appendix?

Answer: The profile component for Senior/Key Person(s) should not be placed in the appendix.

Question: On page 19 the FOA TP13-001 states that "PHS398 should include assurances and certifications, additional data required by the agency for a complete application." Are the Standard Form 424B and Certification Form documents sufficient to meet this requirement?



SF424B-V1.1.pdf



CertificationsForm.pdf

Answer: Yes, these are the correct forms.

Question: FOA TP13-001 states on page 20 that "Applicants must submit a statement attesting that funds requested will not be used for costs that are reimbursed by FEMA, under a contract for insurance or by self-insurance." Should this statement be submitted as an attachment?

Answer: Yes. Submit the document as an attachment.

Question: If a non-state organization intends to partner with two county public health agencies, does each county need to be handled as a subcontract with a detailed budget, budget justification, and scope of work, or can each agency be listed as a consultant?

Answer: The application should include the proposed role and activities of staff from partnering organizations in conducting the research as stipulated in the FOA under:

- Section I. Funding Opportunity Announcement Description, 2. Approach and
- Section IV. Application and Submission Information, 5.PHS 398 Research Plan Component

The letter of commitment from each partnering organization should also include the proposed role and activities of staff involved in conducting the research.

Per requirements in the FOA: "Non-state agency applicants are required to form partnerships with State, Tribal, or Local public health agencies located in the Federal Emergency Management Agency (FEMA) declared major disaster states."

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A consultant on the application does not seem comparable to the level of involvement for a partnership. Therefore, a mechanism, such as a sub award, and an associated budget supporting the participation of each partnering agency is suggested to “ensure that the total proposed budget adequately reflects shared costs with state and/or local public health agency partners” as described in the FOA under these sections:

- Section I. Funding Opportunity Announcement Description, 2. Approach, Collaboration/Partnerships
- Section III. Eligibility Information, 4. Responsiveness and 7. Eligible Individuals (Project Director/Principal Investigator) in Organizations/Institutions
- Section V. Application Review Information, 3 Additional Review Considerations

Universal Identifier Requirements and Central Contractor Registration

Question: An applicant will be the Project Director/Principal Investigator for this FOA and another institution will be a CO-PD/PI. The FOA states that the applicant "organizations" must complete registration for the System for Award Management (SAM...though not our SAMS) and eRA Commons. Are these registrations only required for the PD/PI since they will be the "submitter" through grants.gov? Or do all involved organizations need to register for these systems?

Answer: On Page 18 of FOA TP13-001 states the organization's AOR is responsible for registering with all the appropriate systems to submit an application through grants.gov. Registration for co-applicants and sub-recipients is not a requirement.

Application Review Information

Question: Under priority recovery area C there are 7 questions listed. To be eligible for a maximum rating, do all 7 questions need to be addressed? Can an applicant just focus on certain ones?

Answer: The questions under a Priority Research Recovery Area are those areas of priority research interest to the CDC. Applicants may direct their proposed research application to address any 1 or more of these questions. Please review Section V. Application Review Information in the FOA which describes the criteria that will be used to review the applications for scientific and technical merit.

Question: Can an applicant focus just on the public health system or also consider the impact on the health care system?

Answer: The CDC RFA TP13-001 calls for the submission of research applications on the “Evaluation of the public health system response.” Please refer to Funding Opportunity Announcement EP-HIT-13-001, Assistant Secretary for Preparedness and Response Grants to Support Scientific Research Related to Recovery from Hurricane Sandy for information about research applications to “Evaluate the health system response and health care access discontinuity to assist recovery.”

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Approach

Question: For community engagement, are state and county agencies viewed as community input?

Answer: Community” is defined in the FOA as “the population living and/or working in the geographic catchment area of the state and/or local health departments(s) partners for the proposal.” State and county agencies represent only a narrow sector of the community, and are not in a position in and of themselves to provide input on behalf of the community that would reflect the diversity and balance of community viewpoints. Inclusion of input from various community-based organizations and other local institutions (particularly those organizations that serve at-risk and/or disadvantaged populations) improves the quality of community input, which strengthens the relevance of the research and later on, the effective use of research outcomes. An application for this FOA will be stronger to the extent it incorporates elements from CDC’s/ATSDR’s Principles of Community Engagement, referenced in the FOA (http://www.atsdr.cdc.gov/communityengagement/pdf/PCE_Report_508_FINAL.pdf).

Ceiling and Floor of Individual Award Range

Question: What is the maximum dollar amount per award for the Evaluation of the Public Health System Response RFP?

Answer: As stated in the FOA, the “maximum dollar amount per award” is \$400,000 for applications addressing Priority Recovery Research Area for “Evaluation of the Public Health System Response.” The FOA also states that “Awards issued under this FOA are contingent on the availability of funds and submission of a sufficient number of meritorious applications.”

Question: Can the award be split as necessary to enable states to easily receive their budgeted amount?

Answer: It is not within grant policy to award separate funding to two organizations under the same grant award. The CDC funding relationship is with the applicant organization which may have sub awardees.

Collaboration/Partnerships

Question: Can a State, Tribal or Local public health agency serve as a CO-PI without a line item in the budget?

Answer: Section I. in the Funding Opportunity Announcement Description, 1. Background and Purpose, 2.Approach, Collaboration/Partnerships stipulates that “Applicants that are not State, Tribal, or Local public health agencies should ensure that the total proposed budget adequately reflects shared costs with state and/or local public health agency partners.”

If the State, Tribal, or Local public health agency partner cannot receive federal funding from a private entity but still wants to partner in the research, it is suggested that the institution or

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agency show the budget page for the partner organization with 'in-kind' staff support for the CO-PI and all of the state staff who will be involved in the research. The letter of commitment from the partner should specify the role of staff as called for in the FOA and state that the partner involvement in the research will be funded with in-kind support with no funds received from the CDC grant award.

Question: Can a State, Tribal or Local public health agency serve only as "consultant" at no cost and provide a letter of support?

Answer: Section I. in the Funding Opportunity Announcement Description, 1. Background and Purpose, 2. Approach, Collaboration/Partnerships stipulates that: "Non-state agency applicants are required to form partnerships with State, Tribal, or Local public health agencies located in the Federal Emergency Management Agency (FEMA) declared major disaster states." A consultant on the application does not seem comparable to the level of involvement for a partnership.

The application should include the specific role of the staff in conducting the research as called for in the FOA. The letter of commitment from a partner should also specify the role of staff as called for in the FOA. If the partner so determines that their involvement in the research will be funded in-kind support with no funds received from the CDC grant award this should also be stated in the letter of commitment.

Question: A potential applicant is working with their partner to complete a sub award budget and sub award budget justification that reflects the shared costs. Can they still submit an application under FOA TP13-001 even though the sub award contract might not yet be in place by the application deadline?

Answer: The applicant must have the letter of commitment from their health department partner. They applicant can still submit under the FOA as long as they have the following:

- Name of partner
- Period of Performance
- Scope of Work
- Method of accountability
- Justification/budget

If the above information is unknown for any contractor/sub-award at the time the application is submitted, the information may be submitted at a later date as a revision to the budget. If the applicant can give some form of numbers or an estimate as to what the details of the budget will include (salaries, fringe, equipment without the numbers), this will be acceptable. If the applicant is selected to receive an award, this item may be restricted until they can submit more information.

Question: If the proposed work plan can be carried out in 21 months, rather than the full 24-month project period, is it permissible to have an end date for our performance that is less than the 24 months?

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Answer: The budget period/project period will have to be for 24 months. If an awarded applicant completes all planned research activities and sends in their final reports within 21 months that is acceptable but the Notice of Award will reflect the 24 month span.