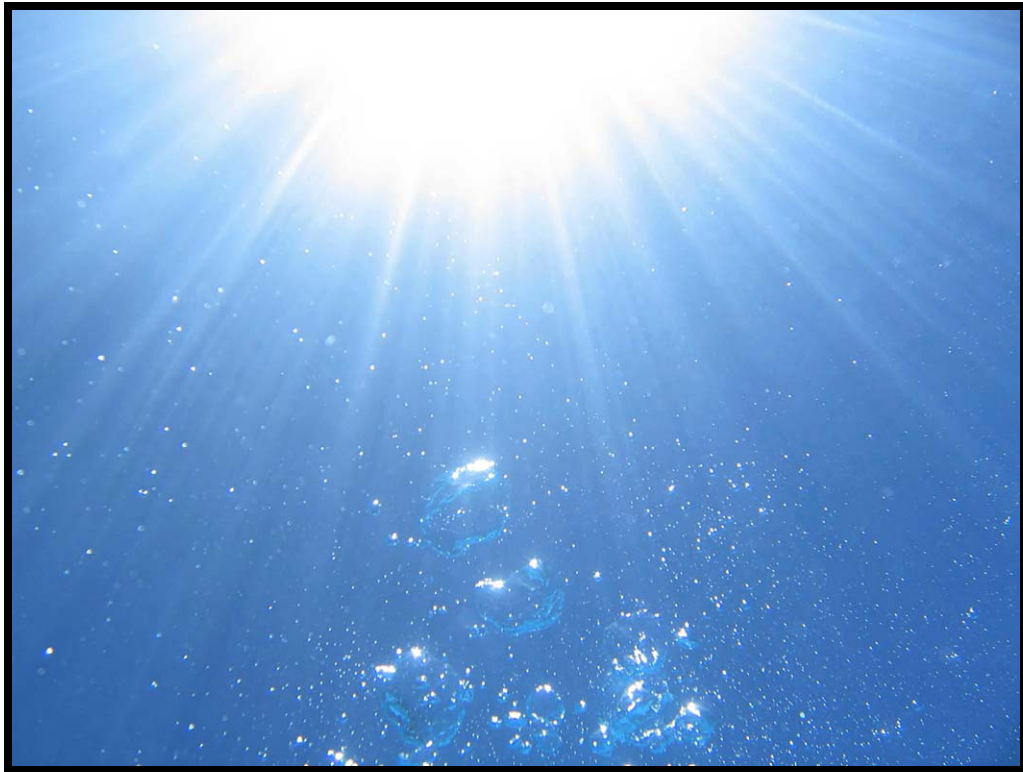


Swimming through the 2009 Guidance

FAQ's about the 2009 EMSC SP Non-Competing Grant Guidance



Q1: Do we continue to reference the 1996 ACEP Guidelines in our grant proposal or do we reference the “national guidelines?”

- The 1996 ACEP Guidelines for equipment and supplies on ambulances still references Performance Measure (PM) 66b in the grant guidance. However, please use the revised terminology “national Guidelines” in lieu of “1996 ACEP Guidelines.” This revision may be found in the Draft 2009 PM Implementation Manual on pages 4 and 28. The Program anticipates a release of the national guidelines in 2009.
- Note: for those who are currently completing data collection, the Program will continue to use the 1996 ACEP Guidelines until the national guidelines have been released.



Who should be listed as Key Personnel?

- Applicants must present a staffing plan and provide a justification for the plan that includes education and experience qualifications and rationale for the amount of time being requested for each staff position. Position descriptions that include the roles, responsibilities, and qualifications of proposed project staff must be included.
- Include all personnel that will be paid through the grant.

Which personnel should I include and provide Biographical Sketches for?

- Include the Project Director (formerly referred to as the Principal Investigator), the Program Manager, and any other key personnel occupying key positions. Do not exceed two pages in length for each individual. In the event that a biographical sketch is included for an identified individual who is not yet hired, please include a letter of commitment from that person with the biographical sketch.
- A sample format of a biographical sketch can be found on the NRC website at <http://www.childrensnational.org/EMSC/ForGrantees/Grant-Writing-Resources.aspx>

How should I report any unspent funds in this grant proposal?

- If you anticipate that there will be an unobligated balance (UOB) of funds at the completion of the current budget period, include the high estimate of the amount in this continuation application.
- The amount should be reported in SF424A, Section A – Budget Summary in Line 1, Columns C and D.
- Please go to page 9 for additional instructions in the grant guidance.

Can I budget for food for meetings?

- Meals are generally unallowable except for the following:
 - Where specifically approved as part of the project activity, providing children's services, daycare, etc.
 - When an organization provides meals to employees working beyond the normal workday as part of a formal compensation agreement

The grant guidance does not list goals and objectives as a category. How do I include them?

- The sub-headings provided are the minimum headings required by the grant guidance to make it easier for the reviewers to find the requested information. Goals and objectives should be included as with all federal grants. The NRC suggests incorporating the goals and objectives within the Performance Measure section.

The forms found in "Appendix C: Program Specific Forms: Performance Measures" do not appear to be the revised forms found in the Performance Measures revised manual. Which forms should we reference?

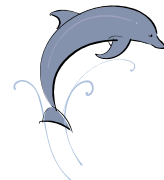
- Please use the detail sheets in the 2009 Draft PM Implementation Manual.

What software program is recommended to upload and submit attachments through Grants.gov?

- You may use MS Word or Adobe pdf. However, the NRC recommends converting documents and uploading them as ".pdf" files so that formatting remains the same when documents are submitted electronically.
- Note that documents should be printable in black and white.
- Do not include any brochures or items that cannot be printed on 8.5x11 inch paper.

Where do I find the layout and format requirements?

- Formatting requirements are on page 41 of the grant guidance.



Do forms count toward the "80" page limit?

- The table on page 6 clearly explains whether a specific form or attachment will count toward the page limit.

Does the fact sheet found on the EMSC NRC website reflect the changes made to the Implementation Manual?

- Yes. The fact sheet can be found online at http://childrensnational.org/EMSC/ForGrantees/Performance_Measures.aspx

Should we be writing our grant proposal using the Draft 2009 PM Implementation Manual?

- Yes. The grant proposal you are currently developing will begin on March 1, 2009. The EMSC NRC released the Draft 2009 PM Implementation Manual, which is effective on March 1, 2009, to help applicants develop their grant proposal.

On page 11 of the grant guidance, item D Proposed Activities does not include PM 68d. Is this an error?

- Yes this is a typo. The statement should read as follows: All applicants should detail activities related to PMs 66a, 66b, 66c (for trauma only), 67, 68a, 68b, 68c, ~~66d~~ **68d**

How many letters of support should I include?

- As per the grant guidance, include only letters of support which specifically indicate a commitment to the project/program (in-kind services, dollars, staff, space, equipment, etc.) List all other support letters on one page.

Do I have to register with Grants.gov if I already have an AOR?

- No. It is not necessary to register as the only individual authorized to submit your grant proposal is the AOR for your institution.
- You will need to download the application package from grants.gov and complete it offline to submit to your AOR.
- Grantees should contact their institution's AOR and plan the preparation of their applications to assure timely review and submission of their applications.

In previous EMSC grant guidances a Key Personnel form was included but I cannot find this form in the guidance?

- A template Key Personnel form is now available on the EMSC NRC website under "Grant Writing Resources."
- Remember the budget narrative submitted should match the dollar amounts on all required forms. Explain the budget calculations in the budget narrative.

Where do I get more help?

- Grant writing resources are on the NRC website at <http://childrensnational.org/EMSC/ForGrantees/Grant-Writing-Resources.aspx>
- Please direct all questions and concerns related to the FAQ to your NRC Representative or contact Tasmeen Singh-Weik directly at tsingh@cnmc.org.

GOOD LUCK WRITING!

