

EMSC State Partnership New & Competitive Grant Cycle

Program Activity	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1. NRC Town Hall Conference Calls		21st			21st		29th				5th	
2. "SP PM: Share & Learn" Conference Calls		6th	18th	TBA		TBA						
3. Respond to HRSA grant conditions on NGA		See NGA										
4. Submit Final Status Report for previous EMSC Grant to HRSA							March 1 st to May 31st					
5. Access HRSA EHB to complete and submit Final Progress Report for previous 06-09 EMSC SP Grant							March 1 st to June 30 th					
6. Complete HRSA EHB post award requirements for New 2009 Grant							March 1 st to June 30 th					
7. Attend a NEDARC workshop	3/31 to 4/2		5 th -7 th		14 th - 16 th	26 th - 28 th		14 th -16 th				
8. Celebrate EMSC Day			20th									
9. Attend the EMSC Program Meeting				9 th - 12 th								
10. Release of non-competitive continuation guidance							TBA					
11. Submit required forms to Grants.gov									TBA			
12. Complete HRSA EHB & submit grant proposal									TBA			



EMSC State Partnership New & Competitive Grant Cycle 2009-2010 Calendar

1. **NRC Town Hall Conference Calls.** Each quarter the EMSC NRC will host a conference call. During this time, grantees will have the opportunity to share ideas, ask questions, voice concerns, etc.
2. **“SP PM: Share & Learn” Conference Calls.** Come learn from other EMSC Program Managers across the country how they are moving forward to achieve the PM.
3. **Respond to HRSA grant conditions on NGA (Notice of Grant Award).** Once you receive your Notice of Grant Award, respond to the grant conditions within the deadlines requested. Specific conditions are usually found on page 2 of your NGA. Please read all terms and conditions of your grant.
4. **Submit Final Report for previous EMSC Grant to HRSA.** You must close out your previous 3-year grant (2006-2009) by submitting close-out documents to the HRSA Grants Management Specialist (Ms. Mickey Reynolds). Include your FSR 269, list of equipment purchased, and a final report on progress. Additional documentation may be requested by HRSA.
5. **Access HRSA EHB to complete and submit your Final Progress Report for the previous 2006-2009 EMSC Grant. Please complete all required fields to close-out your grant. Attachments may be requested similar to the documents that must be submitted to the HRSA Grants Management Specialist (see item number 4 above.)**
6. **Complete HRSA EHB post award requirements for New 2009 Grant.** You must go into HRSA EHB to add your new 2009-2010 EMSC State Partnership grant to your grant profile. Please access the HRSA EHB and contact HRSA EHB technical assistance support for guidance.
7. **Attend at least one of the NEDARC workshops** scheduled. Go to the NEDARC website <http://www.nedarc.org/nedarc/index.html> to view details about upcoming workshops.
8. **Celebrate EMSC Day.** Go to the EMSC website at www.childrensnational.org/emsc and <http://www.acep.org/practres.aspx?id=21566> for creative ideas on how to celebrate EMSC Day through educational and promotional activities.
9. **Attend the 2009 EMSC Program Meeting in Virginia.** Two program staff and one state family representative are required to attend the EMSC Annual Grantee meeting each year. For details about the Program Meeting, visit the EMSC NRC website for announcements at www.childrensnational.org/emsc or contact your NRC representative.
10. **Release of the 2010 non-competitive continuation guidance.** On or about this time the NRC anticipates the release of the SP grant guidance by HRSA.
11. **Submit required forms to Grants.gov.** Submission of grant application forms for non-competitive continuation grants are due on or around this time. Please download the application and instructions to view the specific forms to be completed and refer to the grant guidance for due date requirements.
12. **Complete HRSA EHB & submit grant proposal.** Submitting the EMSC State Partnership non-competitive continuation grant application is a two-part process. Additional documents must be submitted through HRSA EHB. Contact your NRC representatives for guidance.