

# HRSA General Guidelines

## About

Health Resources & Services Administration (HRSA) programs provide equitable health care to people who are geographically isolated and economically or medically vulnerable. This includes programs that deliver health services to people with HIV, pregnant people, mothers, and their families, those with low incomes, residents of rural areas, American Indians, and Alaska Natives, and those otherwise unable to access high-quality health care. HRSA programs also support health infrastructure, including through training of health professionals and distributing them to areas where they are needed most, providing financial support to health care providers, and advancing telehealth.

Learn more: [HRSA Grants Overview](#)

## Helpful Links

- [Find Grant Funding](#)
- [How to Prepare Your Application](#)
- [The Application Process](#)
- [SF-424 Application Guide](#)
- [SF-424 Research & Related \(R&R\) Application Guide](#)
- [Grants.gov](#)

## General Information

*\*If general/project information, required documents, and page limits are different from the Notice of Funding Opportunity (NOFO), the NOFO wins.*

<i>Application Characteristics</i>	
<i>Project Period</i>	Refer to the NOFO for the period of performance.
<i>Budget</i>	Refer to the NOFO for budgetary limits.

<i>Due Dates</i>	
<i>LOI Due Date</i>	As applicable
<i>New Grant Applications</i>	All applications must be received by 11:59 p.m. ET on the date listed in the NOFO. HRSA strongly suggests that you apply at least 3 calendar days before the deadline to allow for any unforeseen circumstances.

<i>Submission Information</i>	HRSA requires applications to apply electronically using Grants.gov.
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## Required Documents

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<b>SF-424 Application for Federal Assistance</b>			
<b>Application Section</b>	<b>Form Type</b>	<b>Instructions</b>	<b>Guidelines</b>
<i>SF-424 Application for Federal Assistance</i>	Form	Pages 1, 2 & 3 of the SF-424 face page.	Required. Not counted in the page limit.
<i>Project Abstract Summary Form</i>	Form	Ensure the Project Abstract field succinctly describes the project in plain language that the public can understand and use without the full proposal. Use 4,000 characters or less.	Required. Not counted in the page limit.
<i>Additional Congressional District</i>	Attachment	Can be uploaded on the third page of SF-424 – Box 16	If this attachment is included, it will be counted in the page limit.
<i>Project Narrative File(s) Attachment Form</i>	Form	Supports the upload of Mandatory Project Narrative Document	Required. Not counted in the page limit.
<i>Mandatory Project Narrative</i>	Attachment	Must be uploaded in Project Narrative File Attachment form. Click the “Add Mandatory Project File” button.	Required attachment. Counted in the page limit. Refer to the NOFO for detailed instructions. Provide table of contents specific to this document only as the first page.
<i>SF-424 Budget Information – Non-Construction Programs</i>	Form	Pages 1–2 to support structured budget for the request of non-construction related funds	Required. Not counted in the page limit.
<i>Budget Narrative File(s) Attachment Form</i>	Form	Supports the upload of Mandatory Budget Narrative	Required. Not counted in the page limit.

<i>Mandatory Budget Narrative</i>	Attachment	Must be uploaded in Budget Narrative File(s) Attachment form.	Required attachment. Counted in the page limit. Refer to the NOFO for detailed instructions.
<i>Project/Performance Site Location(s)</i>	Form	Supports primary and 299 additional sites in structured form.	Required. Not counted in the page limit
<i>Additional Performance Site Location(s)</i>	Attachment	Can be uploaded in the SF-424 Performance Site Location(s) form. Single document with all additional site location(s).	If this attachment is included, it will be counted in the page limit.
<i>Grants.gov Lobbying Form</i>	Form	Supports required lobbying assurances.	Required. Not counted in the page limit.
<i>SF-LLL Disclosure of Lobbying Activities</i>	Form	Supports structured data for lobbying activities.	Optional, as applicable. Not counted in the page limit.
<i>Key Contacts Form</i>	Form	Submit direct contact information for all principals and key personnel.	Required. Not counted in the page limit. Note: HRSA requires the "Middle Name" for each principal and key personnel submitted on the Key Contacts Form. If the principal, key personnel has no middle name, insert "N/A" on the Key Contacts Form.
<i>Standardized Work Plan Form</i>	Form	The SWP form is organized by budget period and must include all activities and deliverables for each objective and program goal. The program goals for the NOFO must be entered in the Program Goals section of the SWP form.	Required. Not counted in the page limit.
<i>Attachments Form</i>	Form	Supports up to 15 numbered attachments. This form	Not counted in the page limit.

		only contains the attachment list.	
<i>Attachments 1-15</i>	<b>Attachment</b>	Can be uploaded in Attachments Form 1-15.	Refer to the attachment table provided in the NOFO for specific sequence. Unless the NOFO says otherwise, attachments are counted in the page limit.

### Senior/Key Personnel Profile

<i>Biographical Sketch</i>	2 pages each	<a href="#">Required to use SciENCv Template</a>
<i>Current &amp; Pending Support</i>	No page restriction	<a href="#">If required, use SciENCv Template</a>

### Additional Attachments

<i>Accreditation/Approval</i>	<p>If required, each applicant must submit their own appropriate accreditation or approval documentation to be deemed eligible.</p> <p>Applicants must also include accreditation/approval document(s) for at least one key partner.</p>	As applicable
<i>Staffing Plan</i>	Keep each job description to one page in length as much as is possible. Include the role, responsibilities, and qualifications of proposed project staff. Also include a description of your organization's timekeeping process to ensure that you will comply with the federal standards related to documenting personnel costs.	As applicable
<i>Organizational Chart</i>	Provide a one-page figure that depicts the organizational structure of	As applicable

	the project (not the applicant organization).	
<i>Letters of Agreement, Memoranda of Understanding, and/or Description(s) of Proposed/Existing Contracts</i>	Provide any documents that describe working relationships between your organization and other entities and programs cited in the proposal. Documents that confirm actual or pending contractual or other agreements should clearly describe the roles of the contractors and any deliverable.	As applicable
<i>Maintenance of Effort Documentation</i>	You must provide a baseline aggregate expenditure for the prior fiscal year and an estimate for the next fiscal year using a chart provided by HRSA	As applicable
<i>Request for Funding Preference or Special Consideration</i>	To receive a funding preference or special consideration, include a statement that you are eligible for a funding preference or special consideration and identify the preference. Include documentation of this qualification.	As applicable
<i>Letters of Support</i>	Provide a letter of support for each organization or department involved in your proposed project. Letters of support must be from someone who holds the authority to speak for the organization or department (CEO, Chair, etc.), must be signed and dated, and must specifically indicate understanding of the project and a commitment to the project, including any resource commitments (in-kind services, dollars, staff, space, equipment, etc.).	Required

<i>Program Specific Data Form</i>	This form does not count against the page limit. Use the recommended form found in the Related Documents tab on Grants.gov.	As applicable
<i>Other Relevant Documents</i>	Include here any other documents that are relevant to the application, including letters of support. Also include here any other document that is relevant to the application and that provides further details about the proposal (e.g., Tables, Charts - Gantt or PERT charts, flow charts). For applications that include subawards or funds expenditures on contracts, include an attachment with a description of how your organization will ensure proper documentation of funds.	As applicable
<i>Indirect Cost Rate Agreement</i>	Attach your institutions federally negotiated indirect cost rate agreement.	Required. Not counted in the page limit.