

SAMHSA Grant Application Process

Division of Grant Review/Office of Financial Resources
Substance Abuse and Mental Health Services Administration
U.S. Department of Health and Human Services



SAMHSA
Substance Abuse and Mental Health
Services Administration

Key Activities in the Grant Application Process

1. **Prepare** to apply
2. **Develop** your application
3. **Submit** your application, await results & feedback

Preparing to Apply

Register and set-up your account in all three systems:

- System for Award Management (SAM) SAM.gov
- Grants.gov
- eRA Commons registration



Basic Application Requirements

- Complete three registration processes
- Respond to the evaluation criteria
- Complete budget and budget narrative
- Complete specific forms (SF-424, SF-424A, HHS 690, etc)
- Submit required attachments (job descriptions, resumes, Letters of Commitment, data collection instruments, consent forms, documentation of non-profit status)

Developing Application

- Respond to all components of each criterion
- Address **ALL** Required Activities in the project narrative or application will receive a low score
- Note 10-page limit and formatting requirements
 - Before the response to each criterion, you must indicate the section letter and number, i.e., “A.1”, “A.2”, etc.
- Pay attention to point totals and recommended page limits for each section
 - e.g. Section A (10 points – approximately 1 page)

Developing Application (continued)

- Do not combine two or more criteria or refer to another section of the Project Narrative in your response, such as indicating that the response for B.2 is in C.1.numbered criterion.
- Note Evaluative Criteria Screen Out Information
- Utilize **SAMHSA Application Guide** when developing:
 - goals and measurable objectives
 - plan for data collection plan and performance measurement
 - participant protection/human subject's section

Submit the Application/Await Results & Feedback

- Submit Application Early
 - ...60-day Application Window
- Check E-mail for Notifications
 - Warnings vs Errors
- Await Application Review and Feedback



Developing a Competitive SAMHSA Grant Application



Developing a Competitive SAMHSA Grant Application

September 2023



Substance Abuse and Mental Health Services Administration
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
www.samhsa.gov

Developing a Competitive SAMHSA Grant Application is a valuable resource available on the SAMHSA website at:

- (Application Forms and Resources webpage)
<https://www.samhsa.gov/grants/grants-training-materials>

Other Resources for Submitting Applications

1. System of Award Management (SAM) - www.SAM.gov
2. Grants.gov - www.grants.gov
3. eRA Commons Registration - www.era.nih.gov/register-accounts/register-in-era-commons.htm
4. eRA Help Desk - www.era.nih.gov/need-help
5. How to Apply for a SAMHSA Grant - www.samhsa.gov/grants/how-to-apply
6. Notice of Funding Opportunity Application [Guide-
https://www.samhsa.gov/grants/how-to-apply/nofo-application-guide](http://www.samhsa.gov/grants/how-to-apply/nofo-application-guide)
7. Developing a Competitive SAMHSA Grant Application - www.samhsa.gov/sites/default/files/developing-competitive-samhsa-grant-application-manual.pdf
9. Writing Goals - <https://www.samhsa.gov/grants/how-to-apply/writing-completing-application/goals-measurable-objectives>
10. Data Collection <https://www.samhsa.gov/grants/how-to-apply/writing-completing-application/data-collection-performance-measurement>
12. Evidence-Based Practices Resource Center www.samhsa.gov/resource-search/ebp
13. SAMHSA Data - www.samhsa.gov/data