

**PPHF-2014 Campus Suicide Prevention Grant Program (PPHF-2014)
RFA No. SM-14-014**

Frequently Asked Questions

ELIGIBILITY QUESTIONS

Question: Are Canadian and international universities eligible applicants?

Answer: No, only American public/private not-for-profit institutions of higher education are eligible to apply for this grant. This includes community colleges, schools with a religious affiliation, minority colleges such as Tribal colleges, Historically Black Colleges and Universities, Hispanic-serving Institutions, graduate and professional schools.

Question: Can a designated non-profit organization apply on behalf of a campus?

Answer: A campus must be the legal entity that applies for this grant.

Question: Our University had previously been awarded a Campus Suicide Prevention grant. Another college within our university system would like to submit a grant proposal this year. Is this permissible?

Answer: Your University would not be eligible to apply for another grant. However, if a campus is in a different location and part of the regional system and identified as a different university, then an application could be submitted. If a campus has received other SAMHSA grants that are not Garrett Lee Smith Campus Suicide Prevention Grants, there are no restrictions on applying. Also, a college may apply even if it is/has received funds from the State Garrett Lee Smith grant program.

Question: Does past collaboration (such as being in a consortium) with a Garrett Lee Smith Campus grantee mean that we are not eligible to apply for the Campus Prevention Suicide Grant?

Answer: If your campus was part of a Garrett Lee Smith-funded consortium but was not identified as the legally and financially responsible entity, you are free to apply for a grant.

BUDGET QUESTIONS

Question: Can you clarify what constitutes a "non-Federal match?"

Answer: Cash and in-kind contributions that meet all of the following criteria are acceptable as your non-Federal cost-share/match:

- (1) Verifiable from the recipient's records.
- (2) Not included as contributions for any other federally-assisted project or program.
- (3) Necessary and reasonable for proper and efficient accomplishment of project or program objectives.
- (4) Allowable under the applicable cost principles.
- (5) Not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.
- (6) Provided for in the approved budget when required by the Federal awarding agency.
- (7) Conform to other provisions of OMB Circular No. A-110-Revised (<http://www.whitehouse.gov/omb/circulars/a110/a110.html#23>), as applicable.

Your match must be used for activities that are clearly related to one of the six "allowable activities" described in the Campus Suicide Prevention RFA. For example, as a match, you could designate a portion of a Counseling Center clinician's salary based on the percentage of time that she/he plans and conducts suicide prevention training programs for campus personnel. An example of an in-kind contribution would be the university's cost for printing a suicide prevention brochure. Free or donated items can be claimed one time as a match during the grant cycle. You have three years to come up with the total match.

Question: Can matching funds support student stipends, tuition reimbursements and waivers, scholarships, fellowships, student aid, and curriculum fees?

Answer: No. Neither the Federal nor the matching funds can be used for student stipends, tuition reimbursement/ waivers, scholarships, fellowships, student aid, and curriculum fees. Please note that this grant program is not a research, fellowship, or training grant program. It is strictly an infrastructure grant program.

Question: Could you explain what you mean by "direct" (vs. "indirect") costs?

Answer: "Direct" costs are those incurred in implementing the grant project. Because direct costs can include both prevention service delivery and program management components, they will include some administrative costs, such as salaries and benefits of program staff and managers, equipment, and training.

"Indirect" costs are often called "overhead." The term refers to administrative costs such as electricity and central administrative services that cannot be assigned to specific projects.

Question: The RFA states that "SAMHSA will not accept a "research" indirect cost rate. How do we determine a non-research indirect cost rate?

Answer: "Non-research" indirect cost rates refer to other sponsored activities funded by Federal agencies which involve performance of work other than research. If your college or university has ever received a federal grant, in most cases it will have negotiated indirect cost rates or Facilities and Administrative (F&A) costs with a federal agency. Ask your sponsored program, business, or grants office for your institution's "non-research" indirect cost rate and include a copy with your application.

If your institution does not have a "non-research" indirect cost rate or an F&A rate, you can contact the U.S. Department of Health and Human Services (DHHS) Division of Cost Allocation <https://rates.psc.gov/> to begin negotiating a rate. In that case, your application must indicate that you are in the negotiations process.

Alternatively, your application can state that you plan to negotiate and establish an indirect cost rate with DHHS. For either of the above scenarios, you may use a 10% provisional indirect rate on salaries (only) in your budget. When you receive your rate, you may modify your budget to reflect the actual negotiated rate, post-award.

Your institution is not required to negotiate an indirect cost rate; it has the option of waiving indirect costs. In that case, your application must indicate that the institution is waiving indirect costs.

If your University has only one rate for "all programs" then you may use that rate, and please be sure to include a copy of the federally negotiated Indirect Cost Rate Agreement with your application. You may place it with the supporting documentation.

Question: We are undergoing severe budget cuts (state-wide higher education cuts) and as such are having significant difficulty with identifying a 1:1 match. I noticed that we could apply for a waiver.

Answer: If you are requesting a full waiver for all three years, then you do not need to include a match in your budget. Address your request to SAMHSA and include it in supporting documentation.

Question: How do we budget for the Grantee Meetings?

Answer: Plan on sending up to three individuals, (Project Director and person responsible for evaluation, Project Coordinator, Graduate Assistant, for example) to a meeting for each of three years. Use the rate for travel to Washington, DC to determine expenses.

Question: If we hire an unpaid intern then can we use that intern's time as a financial match? If so, are there any guidelines as to what rate we would use?

Answer: If you are going to hire this unpaid intern to work on this grant, you may use the value of that intern's salary as in-kind match on the grant. The assumed salary would be determined based on the rate that the institution would typically pay to a paid intern.

Question: May we include equipment costs in the budget? For example, protective rails around roofs of campus buildings, etc. Are these items allowable?

Answer: Protective rails around the roofs of the buildings would be considered as construction cost or facilities improvement. Unfortunately, the SAMHSA grant programs do not support construction or improvements to the buildings.

Question: My question is can we include as in-kind contributions activities that are allowable costs for the grant but that we have already been implementing but will continue to do so during the grant time period. For example, we purchase after hour crisis services, can I include the cost for this service during the grant period as in-kind?

Answer: If the crisis services are going to be used on this grant and are allowable (you will have to answer that from a programmatic standpoint), the applicant can use the cost of the services as in-kind contributions

CLINICAL SERVICES

Question: Can matching funds support direct clinical treatment services?

Answer: No. Neither the Federal nor the matching funds can be used for direct client level treatment/clinical services.

Question: It isn't clear as to whether or not we can hire or create a position to assist with this endeavor. I know the RFA indicates that the funds cannot be used for clinical services; however, I was thinking about a Student Assistance and Advocacy Specialist. This person would be a case manager without clinical responsibilities; the person would advocate for students with regard to social services/insurance coverage, connect students to needed services as they relate directly to their concern and indirectly to their concern, keep account of students who request and/or who are referred for services, keep account of high risk students and the effectiveness of referral sources in addressing student concerns ...etc.

Answer: Please note the six allowable activities of the grant. You would have to make a very strong case for how the position you are considering supports the spirit of the grant; using the public health model to prevent suicide and promote mental health. We have had grantees hire staff to serve as project coordinators but not as case managers, working with individual students.

CONTENT QUESTIONS

Question: Must we use the grant funds to pay for all of the "allowable activities" listed on pages 7 through 9 of the RFA?

Answer: No, you may select one, some or all of the allowable activities as determined by the needs of your campus and plans for the grant.

Question: Does a college need to develop its own educational or training materials to meet the intent of this grant?

Answer: A college or university does not need to develop its own training or educational materials. Grant funds can be used to develop such materials, but can also be used to purchase materials or programs, or to partner with organizations that provide these materials or resources. We encourage the use of evidence-based or best practices materials.

Question: Can you go over the requirements for evaluation so that we can properly plan our time and our budgets? We understand that only 20 % of our budget can be used for evaluation.

Answer: There are two different expectations for evaluation. One is the cross-site evaluation which is legislatively mandated. The cross-site evaluation has been designed to address core questions about the products and services being developed; the trainings being conducted; the knowledge, awareness, and utilization of suicide prevention activities; and the at-risk students being referred for campus service. The Cross-site Evaluation Contractor will be responsible for collecting and obtaining data—primarily through a Web-enabled interface. Grantees will be required to support and facilitate this process (e.g., complete reports, serve as respondents, identify appropriate respondents, enter/submit data, distribute materials, etc.). To support implementation of the cross-site evaluation, grantees will receive training and technical assistance from the Contractor.

For the purpose of your application, it is sufficient to state your commitment to cooperate with the Cross-site Evaluation Contractor.

The second is the Transformation Accountability (TRAC) that is required by SAMHSA. This is web-based and involves collecting both infrastructure

development and mental health promotion and prevention indicators. Training and Technical Assistance will be made available to the grantees. There is some overlap with the cross-site and the TRAC data. **We urge you to build personnel time into the grant proposal to meet the evaluation requirements as it is time-intensive, especially initially.**

Question: Please define Infrastructure and Grants Administration for the RFA question that asks for a break-down of these areas along with mental health promotion and data collection (pg. 20, third paragraph of RFA)

Infrastructure refers to time/money spent on:

- policy development;
- trainings;
- specific mental health-related practices/activities that are consistent with the goals;
- engaging in partnerships/collaborations with other agencies; and
- building a solid foundation for delivering and sustaining effective mental health and substance abuse prevention and treatment services.

Grant Administration refers to general activities required for the overall management and administration of the project and includes time/money spent on:

- resources to prepare quarterly and annual reports;
- attending grantee meetings;
- preparing continuation applications, reconciling grant budgets, review and managing timelines, etc.; and
- indirect costs

Question: Are applicants required to complete the Survey of Ensuring Equal Opportunity?

Answer: No, universities and colleges are not required to complete this form.

Question: Are applicants required to complete the Survey on Ensuring Equal Opportunity for Assurance of Compliance (HHS Form 690)?

Answer: Yes, all applicants must complete this one-page form.

Question: Do I have to respond to the Confidentiality and SAMHSA Participant Protection/Human Subject Guidelines in Appendix G even if we aren't doing research on human subjects.

Answer: You **must** write a response to each of the seven elements identified regardless. There are no exceptions.

Question: I am concerned about how to respond to Appendix H about health disparities and appendix I about electronic records.

Answer: It was suggested that either answers to the health disparities issue be included in the content or to feel free to submit Appendix H if the applicant wishes. Appendix I is there as a reference document in case there is mention of electronic records in the RFA, which in the Campus RFA, there is no such reference.

SUBMISSION QUESTIONS

Question: I cannot download the application from Grants.gov

Answer: Please contact the Grants.gov Help Center with any questions related to grant download or submission. 1-800-518-4726 support@grants.gov
Help available 24 hrs/day 7 days per week

Question: How do I correct an error in my submitted application or submit additional letters of support?

Answer: As long as the final date for submission has not passed, you may submit another completed application that includes your corrections. Your final grant submission is the document that will be reviewed. Grants.gov will send notification each time a grant is submitted.

Question: Can you please review requirements of the submission of the grant application such as whether the application should be single-spaced. See Appendix B of the RFA.

Answer: Please carefully review Appendix A and B of the RFA. Job descriptions should only be one page in length and two pages for bios or resumes.

Question: What are the Federal Entity Identifier (5a) and the Competition Identification Number (13) on the SF-424?

Answer: These are numbers that are assigned once your grant is received so leave these two boxes blank.

Question: Please explain the requirement to contact the SPOC, State Single Points of Contact.

Answer: Click on the link http://www.whitehouse.gov/omb/grants_spoc. If your state is listed, then you need to let this office know that you are applying for this grant, unless you are an American Indian/Alaska Native Tribe or tribal organization. (See further information in Appendix C-Intergovernmental Review Requirements)

Question: Do I have to submit a PHSIS, Public Health System Impact Statement to my local SSA, Single State Authority.

Answer: Yes, as long as there is a contact listed for your state at this link: <http://www.samhsa.gov/grants/SSAdirectory-MH.pdf>. Again, follow instructions provided in Appendix C-Intergovernmental Review Requirements..

Question: Is there any flexibility on the deadline?

Answer: No

MISCELLANEOUS:

Question: How long does it generally take for awards to be announced and funds to be released after the submission deadline? I am asking so that we can estimate a start date for the proposed project.

Answer: We do not know. However, the awards have to be announced by September 29, 2013. So for the purposes of the time line and work plan, just consider October 1, 2013 as the start date. If the award is made sooner, then you can readjust the time line.

Question: Will there be another call for grant applications or is this just a one-time event.

Answer: This program has been in existence since 2005. If you'd like more information about the program, please check the Suicide Prevention Resource Center website at sprc.org and click on SAMHSA Youth Suicide Prevention Grantees. We are delighted to have a call for grant proposals this year. We do not know whether there will be such a call next year. You just have to keep checking the SAMHSA website at <http://www.samhsa.gov/>, click on the Grants tab and scroll down to Center for Mental Health Services to see if a Campus RFA is listed. In addition, you can subscribe to the weekly e-newsletter, The Spark disseminated by the Suicide Prevention Resource Center. There, any kind of grant announcements relevant to campuses would be listed.

Question: I am considering submitting a campus suicide prevention grant and was wondering if you have copies of previously successful proposals I may look at. Whenever I write grants I find it helpful to review previous proposals.

Answer: I am unable to provide you with previously successful proposals. You might want to consider going to the Suicide Prevention Resource Center www.sprc.org website. If you click on the section on SAMHSA youth suicide prevention and then look at the list of grantees, possibly you can be in touch with someone on that list who may be able to be of assistance.