

**FY 2017 Campus Suicide Prevention Grant Program  
FOA No. SM-17-003**

***Frequently Asked Questions***

**ELIGIBILITY QUESTIONS**

**Question:** Are Canadian and/or International Universities eligible applicants?

**Answer:** No. Eligibility for SAMHSA's Campus Suicide Prevention Grant program is statutorily limited to U.S. Institutions of Higher Education.

**Question:** Can a designated organization apply on behalf of an institution of higher education?

**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 department within our University 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 separate University, then an applicant is eligible to apply. For example, the University of California, Berkeley and the University of California Irvine were grant recipients of the GLS Campus Suicide Prevention Grant. Subsequently, the University of California, Davis was a grant recipient in cohort VI.

Another example of eligibility would be the University of Wisconsin schools in Madison, Oshkosh, Milwaukee and Eau Claire, which were all grant recipients, since the University of Wisconsin has campuses located in a different geographic location and are part of a regional system.

If a University has received other SAMHSA grants that are not a GLS Campus Suicide Prevention Grant, there are no restrictions to apply.

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

**Answer:** If your University was part of a GLS-funded consortium but was not identified as the legally and financially responsible entity, you are eligible to apply for a grant.

**Question:** As a Post-graduate University, do we meet the eligibility criteria of the GLS Campus Suicide Prevention Grant Program?

**Answer:** Yes. Eligibility for SAMHSA's Campus Suicide Prevention Grant program is statutorily limited to institutions of higher education. Applicants from both public and private institutions may apply, including state universities, private four-year colleges and universities (including those with religious affiliations), Minority Serving Institutions of higher learning (i.e. Tribal colleges and universities, Historically Black Colleges and Universities, Hispanic-serving institutions and Asian American Native American Pacific Islander Serving Institutions), and community colleges.

### **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 "required activities" described in the Section 2.1 of the GLS Campus Suicide Prevention Grant FOA. 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. Match must be met on a yearly basis.

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

**Answer:** No. Federal funds or the matching funds cannot 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. 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 FOA 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 a 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 percent 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, you do not need to include a match in your budget. Below is additional guidance to assist in preparing a Match Waiver Request:

Applicants are reminded to carefully consider the wide variety of ways to successfully meet the match:

- **Cash Match:** Cash from college or third parties, private sources or program income. Federal funding may not be used.
- **In-Kind Match:** In-Kind match may include monetary value of time (rate of pay) contributed by personnel employees (faculty, staff, and administrative), contractors, and the value of donated services (i.e. screening), meeting space, travel, office supplies, printing, and equipment (computer, printers, fax machines, etc.).

To be eligible for a waiver of the non-Federal matching requirement, applicants must meet specific criteria to show that *extraordinary need at the institution justifies the waiver*. The request letter must include a written, detailed justification explaining why the institution is not able to meet the match.

Please submit a letter with your application to the Office of Financial Resources, Division of Grants Management, Substance Abuse and Mental Health Services Administration, addressing each of the identified points below for consideration of a waiver to the match requirement.

**Programmatic:**

- Severe economic distress of institution and the community which has led to low or decreasing revenues for the college and for local partners that would normally be expected to contribute to the match
- Whether the campus is located in a community affected by a Presidentially-declared disaster
- Impact of the cost on institution if it were to carry out the grant program without the waiver
- Impact upon the campus and community that would result if the grant is not awarded
- Specific, concise explanation of what steps applicant has taken to try to provide a match

**Financial:**

- Applicant lacks the available resources to meet non-federal matching requirement. This must be documented by an institutional audit if available, or a full disclosure of applicant's total assets and liabilities.
- Applicant can document that reasonable efforts to obtain cash or in-kind contributions for the purposes of the project from other resources, local community, and third parties have been unsuccessful. Evidence of such efforts can include letters from possible sources of funding indicating that the requested resources are not available for the grant project.
- Amount of current State and local funds specifically allocated to support campus suicide prevention activities and trainings.

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

**Answer:** If an unpaid intern is hired to work on the grant, you may use the value of the intern's salary as an in-kind match on the grant. The assumed salary would be determined based on the rate that the institution would typically compensate a paid intern.

**Question:** Can we include as in-kind contributions, activities that are allowable costs for the grant but that we have already implemented and will continue to do so during the grant project period. For example, if we purchased after hour crisis services, can this cost be included for this service during the grant period as in-kind?

**Answer:** Yes, if the crisis services are to be used for the GLS Suicide Prevention Grant program. The applicant can use the cost of the services as in-kind contributions.

**Question:** Can we include the cost of space for conducting training as an in-kind cost for the match, or is this cost accounted for in the indirect cost rate?

**Answer:** Please check with your sponsored programs office, grants office, or business office to determine if the space is included in the indirect cost rate agreement. If so, you will not be able to charge as direct costs. If not, you may charge as direct cost. Please be sure to provide a breakdown of the cost for the space (total square feet x cost per square feet) or rental cost (if applicable).

**Question:** Can matching funds support direct clinical treatment services?

**Answer:** No. Federal funds or matching funds cannot be used for direct client level treatment and or clinical services. The grant can support screening, assessment, and referral but not direct services.

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

**Answer:** No. SAMHSA's grant programs do not support construction or improvements to buildings.

**Question:** How do we budget for Grantee Meetings?

**Answer:** Grantees must plan to send a minimum of two people (including the Project Director) to at least one joint grantee meeting in every other year of the grant. For this grant cohort, grantee meetings will likely be held in years one and three of the grant. You must include a detailed budget and narrative for this travel in your budget. At these meetings, grantees will present the results of their projects and federal staff will provide technical assistance. Each meeting will be up to three days. These meetings are usually held in the Washington, D.C., area and attendance is mandatory.

**Question:** I am a grant writer working on a grant proposal. On a previous grant, this campus had used the services of a grant writer and was able to include that expense in the requested grant budget. Would this be an allowable expense for this program?

**Answer:** The grant writer may be reimbursed (one time cost) for writing the grant, but only if the application is approved for funding. The grant writer's name and the amount should be reflected in the "Other" cost category. Please be aware, a grant writer cannot serve in any other role or position on the grant.

## **CLINICAL SERVICES**

**Question:** Can grant funds be used to hire or create a position(s) to assist with this grant program. For example, can we hire or create a position(s) such as a

Student Assistance and Advocacy Specialist. This position would be a case manager who will not have 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 required activities of the grant. Applicants would need to provide a strong justification for how the position(s) would support the spirit and intent of the grant; using the public health model to prevent suicide and promote mental health.

### **CONTENT QUESTIONS**

**Question:** Are applicants required to implement all six of the "required activities" listed on pages 7 and 8 of the FOA?

**Answer:** No. GLS Campus Suicide Prevention grant funds must be used for one or more of the six "required activities" on pages 7 and 8 of the FOA. There is no requirement that applicants implement all six "required activities".

**Question:** Does a College or University 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 educational or training materials. Grant funds can be used to develop educational or training materials. Additionally, grant funds can be used to purchase educational or training materials or programs, or partner with organizations that provide these materials or resources. SAMHSA encourages the use of evidence-based or best practices educational or training materials.

**Question:** Can you provide an overview of the evaluation requirements? We understand only 20 percent of our budget can be used for evaluation.

**Answer:** There are three (3) evaluation components for this program. They are:

- 1) Cross-site evaluation, also called National Outcomes 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 as well as impact of the grant. The National Outcomes 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 National Outcomes 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 fulfil the requirements of the National Outcomes Evaluation.

- 2) Transformation Accountability System (TRAC) is required by CMHS/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. **We strongly urge you to build personnel time into the grant proposal to meet the evaluation requirements as it is time-intensive, especially initially.**
- 3) Annual Reporting – Grantees are required to submit an annual report that on the evaluation of the grant program.

**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 Assurance of Compliance (HHS Form 690)?

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

**Question:** Do I have to respond to Appendix A - Confidentiality and SAMHSA Participant Protection/Human Subject Guidelines even if we are not doing research on human subjects.

**Answer:** You must write a response to **each of the seven (7) elements**. There are no exceptions.

### **SUBMISSION QUESTIONS**

**Question:** Where can I go for help with issues related to the download of applications or resubmission due to an error?

**Answer:** Applicants who encounter problems when submitting their applications in Grants.gov must attempt to resolve them by contacting the Grants.gov Help Desk at:

- By e-mail: [support@grants.gov](mailto:support@grants.gov)

- By phone: (toll-free) 1-800-518-4726 (1-800-518-GRANTS). The Grants.gov Contact Center is available 24 hours a day, 7 days a week, excluding federal holidays.

**Make sure you receive a case/ticket/reference number that documents the issues/problems with Grants.gov.**

**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. Please 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](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. For more information see FOA Part II, Appendix B- Intergovernmental Review Requirements.

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

**Answer:** If your state does not have a SPOC, then you need to submit a PHSIS to your SSA. For a listing of the SSAs go to: <http://www.samhsa.gov/grants/applying/forms-resources> Scroll down to the Directory of Single State Mental Health Agencies to check the list. If your state has a SPOC, then you do not need to submit a PHSIS. Follow the instructions provided in Part II Appendix B-Intergovernmental Review Requirements.

**Question:** Is there any flexibility on the deadline?

**Answer:** No. Applications are due by 11:59 PM (Eastern Time) on December 7, 2016.

#### **OTHER:**

**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:** Awards will be announced no later than September 29, 2017. For the purposes of the time line and work plan, consider September 30, 2017 as the

project start date. If the award is made sooner, you can adjust the time line. Similarly, use the date of September 30, 2017 for budgeting purposes, as well.

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

**Answer:** The GLS Campus Suicide Prevention Grant program has been in existence since 2005. If you would like additional information about the program go to <http://www.sprc.org>. Click on SAMHSA GLS & NSSP Suicide Prevention Grantees. We are delighted to have an FOA for FY2017. Please be sure to check the SAMHSA website periodically for any updates on this or other grant programs. The SAMHSA website is <http://www.samhsa.gov>. Click on the Grants Tab and Click on FY 2017 Grant Announcements. In addition, you can subscribe to the weekly e-newsletter, *The Spark* disseminated by the Suicide Prevention Resource Center.

**Question:** I am considering submitting a campus suicide prevention grant and was wondering if you have copies of successful proposals that can be used as a guide.

**Answer:** No. SAMHSA cannot provide copies of grant applications. You can go to Suicide Prevention Resource Center <http://www.sprc.org> for a list of grantees to contact and may be able to assist you.