FY 2018 GLS Campus Suicide Prevention
FOA No. SM-18-003

Frequently Asked Questions

ELIGIBILITY QUESTIONS

Question: Are Canadian or international institutions of higher education eligible applicants?

Answer: No. Eligibility for SAMHSA's GLS Campus Suicide Prevention grant program is statutorily limited to institutions of higher education in the United States.

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

Answer: No. Only institutions of higher education (i.e., a college or university) can be the legal entity that applies for this grant. Please refer to the eligibility requirements in Section III.1 "Eligible Applicants" of the FOA.

Question: Our university had previously been awarded a GLS Campus Suicide Prevention grant. Can we apply for this new funding opportunity?

Answer: You can apply if you are not a current GLS Campus Suicide Prevention grantee who received funding under either the SM-15-08 FOA or the SM-17-003 FOA.

Question: As a post-graduate university, would we meet the eligibility criteria for the GLS Campus Suicide Prevention program?

Answer: Yes - since you are an institution of higher education.

BUDGET QUESTIONS

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

Answer: Please refer to Section III.2 "Cost Sharing and Match Requirements" of the FOA. Non-federal contributions may be cash or in-kind. Amounts provided by the federal government, or services assisted or subsidized to any significant extent by the federal government, may not be included in determining the amount of non-federal contributions or match

Your match must be used for activities that are clearly related to the required and allowable activities described in the Section I.2 of the FOA. For example, you could designate a portion of the salary of a Wellness Center employee, based on the percentage of time that she/he plans and conducts educational programs related to prevention, identification and intervention of students at risk for depression, serious mental illness, and/or suicide. An example of an in-kind

contribution would be the university's cost for printing a suicide prevention brochure. The cost sharing/ match must be met on an annual basis.

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. Direct costs may include some administrative costs, such as salaries and benefits of program staff and managers, equipment, and training.

"Indirect" costs are often called "overhead" and are costs incurred for common or joint purposes which cannot be readily associated with an individual project or program but are necessary to the operations of an organization. Examples would include administrative costs such as electricity and central administrative services.

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 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 these two scenarios, you may use a 10 percent provisional indirect rate on modified total direct costs which includes all direct salaries, benefits, materials and supplies, services, travel, and the first $25 thousand of each contract.

When you receive approval of an indirect cost rate, you may modify your budget post award to reflect the actual negotiated rate.

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", you may use that rate.

Please be sure to include a copy of the federally negotiated Indirect Cost Rate Agreement with your application. It should be included with the supporting documentation.

Question: If we hire an unpaid intern, can we use the intern's time for cost sharing/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 to satisfy the cost sharing/match requirement. The assumed salary would be the rate that the institution would typically compensate for this position.

Question: Can we include as a cost sharing/match contribution an activity that would be considered an allowable cost for the grant but we have already implemented and will continue to do so as part of the grant? For example, if we purchased after-hours crisis services, can this cost be included for this service during the grant period for cost sharing/match?

Answer: Yes, but only if the activity (e.g., crisis services) is an integral part of the GLS Campus Suicide Program

Question: Can we include the cost of space for conducting training as cost sharing/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 for conducting training is included in the indirect cost rate agreement. If it is included, you would not be able to use it for cost sharing/match. If it is not part of the indirect cost rate calculation, you can include it as part of the cost sharing/match. If so, 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: May we include construction costs in the budget? For example, protective rails around roofs of campus buildings. Would these items be allowable costs?

Answer: No. SAMHSA's grant programs do not allow construction or major alteration and renovation costs. However, if you are requesting consideration of minor alteration and renovation, these costs could be included under the "Other" cost category (line 6h of the SF-424A and Section H of the budget narrative/justification).

Question: How do we budget for Grantee Meetings?

Answer: Please refer to Section I.2.3 "Grantee Meetings" of the FOA. 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. Under this FOA, a grantee meeting will likely be held in Year 2 of the grant. You must include a

detailed budget and narrative for this travel in your budget. 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: No – grant writing costs cannot be included in a proposed budget. Also, please refer to Appendix H "Standard Funding Restrictions" of the FOA which states that outside individuals or companies that prepare or participate in the preparation of grant applications may not be contractors on those grants per 45 CFR 75.328 which addresses full and open competition.

CONTENT QUESTIONS

Question: Are applicants required to implement all four of the required activities in Section I.2. of the FOA.

Answer: Yes. All applicants must propose to implement, at a minimum, the four required activities. The applicant's response to how these four activities will be conducted/implemented must be addressed in Section B.2. of the application narrative. Applicants can also propose to implement allowable activities. If so, you would also need to describe in Section B.2. of the application narrative the allowable activities that would be implemented.

We encourage you to be thoughtful when selecting from the list of allowable activities to make sure you do not take on more than can be handled. It is not a requirement to select any activities from the allowable list.

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 have to develop its own educational or training materials. But, if they do decide to develop materials, grant funds could be used for this purpose. Grant funds can also be used to purchase educational or training materials or programs, or partner with organizations that provide these materials or resources.

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

Answer: Please refer to Sections I.2.1 and I.2.2 of the FOA. Section I.2.1 identifies the data collection and performance measurement requirements for this program, including information about required participation in a National Outcomes Evaluation. Section I.2.2 identifies how recipients are required to review their performance data, assess their progress, and use this information to improve management of the project. Section I.2.2 also includes the requirements that recipients submit an annual performance progress report. No more than 20

percent of the annual award may be used for activities related to Sections I.2.1 and I.2.2 of the FOA.

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

Answer: No – an institution of higher education is 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 C - 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.

APPLICATION 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

- 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.

For questions about the eRA system:

- Web site: https://public.era.nih.gov/commonshelp

- Hours: Mon-Fri, 7 a.m. to 8 p.m. Eastern Time, except for Federal holidays

- Toll-free: 1-866-504-9552

- Phone: 301-402-7469

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

Answer: These numbers are assigned once your application is received. Please leave these two boxes blank.

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

Answer: Click on the link http://www.whitehouse.gov/omb/grants_spoc. If your state is listed, 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, refer to Part II, Appendix B-Intergovernmental Review Requirements of the FOA.

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 mental health. 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.

Question: Is there any flexibility on the deadline?

Answer: No. Applications must be submitted no later than 11:59 PM (Eastern Time) on February 20, 2018

OTHER:

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

Answer: Awards will be announced no later than September 30, 2018. For the purposes of the time line and work plan, consider September 30, 2018 as the project start date. If the award is made sooner, you can adjust the time line. Similarly, use the date of September 30, 2018 for budgeting purposes, as well.

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

Answer: This will be the only opportunity to submit applications for the GLS Campus Suicide Prevention program in FY 2018.

Please be sure to check the SAMHSA website periodically for any updates on this or other future grant opportunities - http://www.samhsa.gov. Click on the Grants Tab and Click on FY 2018 Grant Announcements. In addition, you can subscribe to the weekly e-newsletter, *The Spark* disseminated by the Suicide Prevention Resource Center where grant announcements and updates are also posted.