

# Health Care Innovation Awards



*Round Two:  
Submitting an Application:  
Technical Assistance*

*July 24, 2013*

# Agenda

- **Health Care Innovation Awards Round Two—Key Dates**
- Office of Acquisition and Grants Management
- Grants.gov
- Next Steps

# Key Dates

Date	Description
<b>June 14, 2013</b>	Application templates and user materials were available at <a href="http://innovation.cms.gov/initiatives/Health-Care-Innovation-Awards/Round-2.html">http://innovation.cms.gov/initiatives/Health-Care-Innovation-Awards/Round-2.html</a>
<b>August 15, 2013</b>	Application due by 3:00 PM EDT
<b>Early 2014</b>	Anticipated award announcements

# Agenda

- Health Care Innovation Awards Round Two—Key Dates
- **Office of Acquisition and Grants Management (OAGM)**
- Grants.gov
- Next Steps

# Office of Acquisition and Grants Management (OAGM)

Collaboration in the Awards Process  
Roles and Responsibilities

# Key Roles

## Defined by the HHS Awarding Agency Grants Administration Manual

- Grants Management Officer (GMO) – OAGM
- Grants Management Specialist (GMS) – OAGM
- Approving Official (AO) – CMS
- Project or Program Officer (PO) – CMS Innovation Center
- Authorized Organizational Representative (AOR) – Grantee Organization
- Project Director (PI/PD) – Grantee Organization

# Reasons for Defining Roles

- To explain the differences between expertise and primary areas of focus (technical versus fiscal management)
- To ensure efficient and effective management of grants
- To monitor program objectives and outcomes

# Grants Management Officer/Specialist Roles:

- Responsible for the fiscal, grants policy, and non-programmatic areas of grant process
- Interprets and ensures compliance with statutory, regulatory, and administrative policies
- Serves as counterpart to the authorized institutional official at the recipient organization
- Only the Grants Management Officer (GMO) - official or delegated may authorize funds on behalf of the Federal government

# Grants Management Officer/Specialist Roles Cont'd...

- Determines appropriate award instrument (grant, cooperative agreement, contract)
- Signs all official Notices of Award (including amendments)
- Establishes appropriate terms and conditions of award
- Establishes deadlines during award process
- Formally reviews and approves program announcements (Grants Management Specialist - GMO)
- Approves materials provided for reviewer training (Grants Management Specialist - GMO)
- Performs budget review/cost analysis of grant applications

# Grants Management Officer/Specialist Roles Cont'd...

- Negotiates any required matching or sharing with applicants with the Innovation Center specialist
- Serves as the official point of contact for receiving and responding to correspondence and all required reports
- Maintains official grant files
- Monitors grantee's expenditures and progress as reported on the Financial Status Report SF-425

# CMS Approving Official

- Designated by CMS Chief Operating Officer (COO) to make decisions on behalf of program offices
- Approves Funding Opportunity Announcements
- Recommends funding based on rank order lists (new, supplemental, non-competing etc.)
- Determines objective review approach
- Oversees review and award process

# CMS Innovation Center Project/Program Officer

- Defines program objectives and develops program announcements based on applicable legislation.
- Establishes review criteria
- Provides guidance to reviewers regarding program policies, goals, and objectives
- Provides guidance to recipients on technical (programmatic) matters
- Identifies potential issues in grantee's progress

- Evaluates changes in project scope
- Reviews progress reports
- Provides programmatic input on prior approval requests (extensions, re-budgeting, changes in scope)
- Conducts site visits as deemed necessary in collaboration with the Grants Management Officer (GMO)

# Budget Information Form SF-424A

## Budget Information - Non Construction Programs

OMB Approval No. 0348-0044

### Section A - Budget Summary

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
			Federal	Non-Federal	Federal	Non-Federal	Total
			(c)	(d)	(e)	(f)	(g)
1.							-
2.							-
3.							-
4.							-
5.	Totals		-	-	-	-	-

### Section B - Budget Categories

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel					-
b. Fringe Benefits					-
c. Travel					-
d. Equipment					-
e. Supplies					-
f. Contractual					-
g. Construction					-
h. Other					-
i. Total Direct Charges (sum of 6a-6h)	-	-	-	-	-
j. Indirect Charges					-
k. Totals (sum of 6i-6j)	-	-	-	-	-

# Budget Information Form SF-424A

Section C - Non-Federal Resources					
	(a) Grant Program	(b) Applicant	(c ) State	(d) Other Sources	(e) Totals
8.					\$0
9.					\$0
10.					\$0
11.					\$0
12.	<b>Total</b> (sum of lines 8 - 11)	\$0	\$0	\$0	\$0
Section D - Forecasted Cash Needs					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter
13.	Federal	\$0			
14.	Non-Federal	\$0			
15.	<b>Total</b> (sum of lines 13 and 14)	\$0	\$0	\$0	\$0
Section E - Budget Estimates of Federal Funds Needed for Balance of the Project					
	(a) Grant Program	Future Funding Periods (Years)			
		(b) First	(c ) Second	(d) Third	(e) Fourth
16.					
17.					
18.					
19.					
20.	<b>Total</b> (sum of lines 16-19)	\$0	\$0	\$0	\$0
Section F - Other Budget Information					
21. Direct Charges		22. Indirect Charges			
23. Remarks					

# Budget Information Form SF-424A

The SF 424A has six sections:

A – Budget Summary

B – Budget Categories

C – Non-Federal Resources

D – Forecasted Cash Needs

E – Budget Estimates of Federal Funds Needed for Balance of the Project

F – Other Budget Information

# Budget Narrative

The budget narrative should explain in detail the costs associated with each budget cost category as it relates to the implementation of the proposed statement of work and the achievement of grant goals and deliverables.

# Agenda

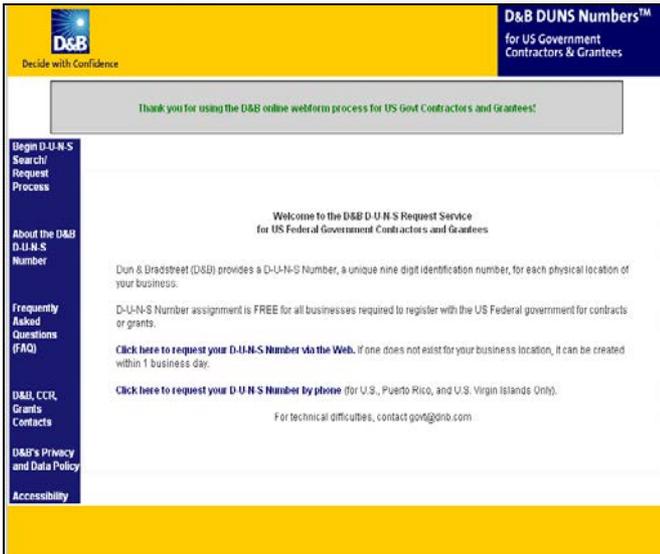
- Health Care Innovation Awards Round Two—Key Dates
- Office of Acquisition and Grants Management
- **Grants.gov**
- Next Steps

# **Grants.gov Overview for CMS-1C1-14-001**

*Wednesday, July 24, 2013*

# Getting Registered

# Get Registered - Dun & Bradstreet (DNB) and the System for Award Management (SAM)



The screenshot shows the Dun & Bradstreet (D&B) DUNS Numbers website. The header includes the D&B logo and the text "D&B DUNS Numbers™ for US Government Contractors & Grantees". A yellow banner at the top says "Decide with Confidence". Below the header, a grey box contains the text: "Thank you for using the D&B online webform process for US Govt Contractors and Grantees!". The main content area is titled "Welcome to the D&B D-U-N-S Request Service for US Federal Government Contractors and Grantees". It explains that D&B provides a D-U-N-S Number, a unique nine-digit identification number, for each physical location of a business. It states that D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. There are two links: "Click here to request your D-U-N-S Number via the Web." and "Click here to request your D-U-N-S Number by phone (for U.S., Puerto Rico, and U.S. Virgin Islands Only)". A footer note says "For technical difficulties, contact gov@dnb.com". A sidebar on the left contains links for "Begin D-U-N-S Search/Request Process", "About the D&B D-U-N-S Number", "Frequently Asked Questions (FAQ)", "D&B, CCR, Grants Contacts", "D&B's Privacy and Data Policy", and "Accessibility".



The screenshot shows the SAM (System for Award Management) website. The header includes the SAM logo and the text "SYSTEM FOR AWARD MANAGEMENT". There are login fields for "USERNAME" and "PASSWORD" with "LOG IN" and "Forgot Username?" and "Forgot Password?" links. A "Create an Account" link is also present. Below the header is a navigation menu with "HOME", "SEARCH", "REPORTS", and "SAM HELP". The main content area is divided into three columns: "WHAT IS SAM?", "REGISTER WITH SAM", and "SEARCH SAM". The "WHAT IS SAM?" section explains that SAM is a free web-site which consolidates Federal procurement systems and the Catalog of Federal Domestic Assistance. The "REGISTER WITH SAM" section explains why to register and what is needed, with a "Create an Account" link. The "SEARCH SAM" section has a search box and a "Q" icon. Below the main content area are three sections: "NEWS AND ANNOUNCEMENTS", "USER GUIDES AND HELPFUL HINTS", and "FORMER CCR REGISTRANTS".

- Register with Dun & Bradstreet at <http://www.dnb.com>
- Requires TIN from IRS and organization information
- You will be issued a **DUNS** number
- Takes 3 – 5 business days

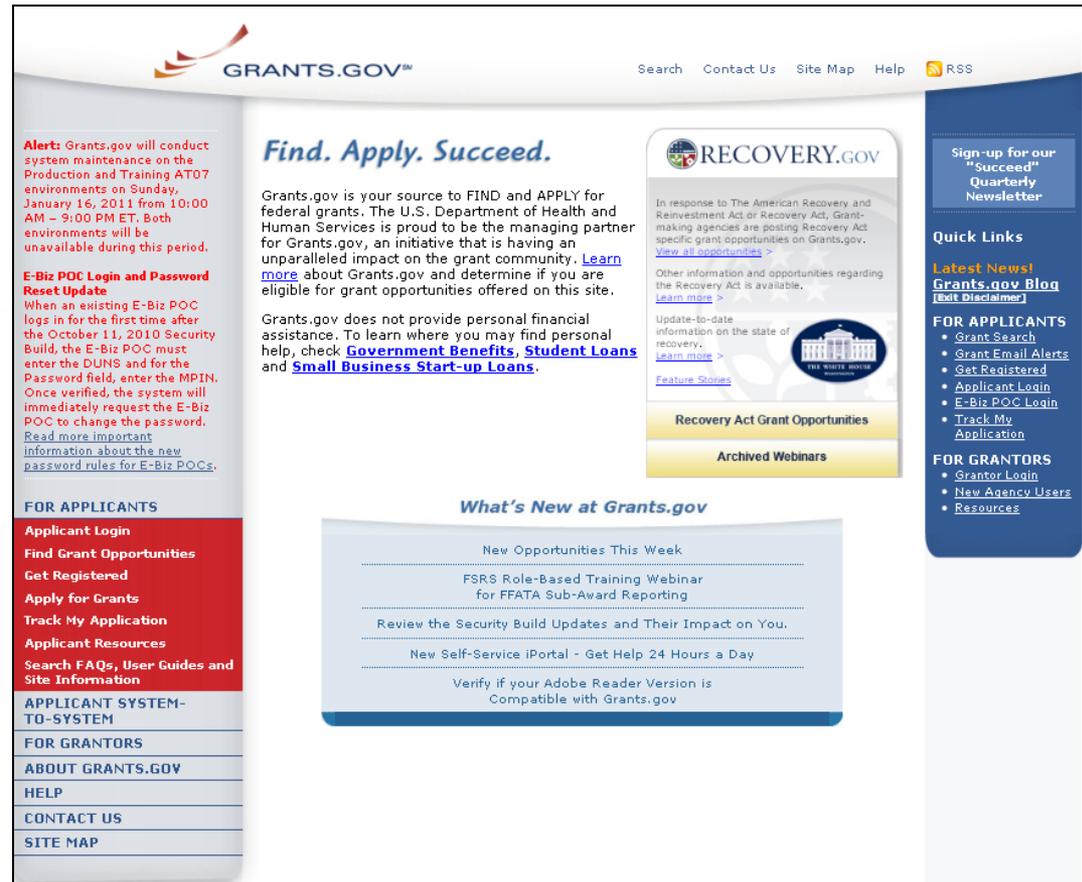
- Upon receipt use the DUNS to register with the System for Award Management (**SAM**) at [www.SAM.gov](http://www.SAM.gov)

- Establish the following:
  - **eBIZ POC** – Individual oversees all activities for organization within Grants.gov and grants permissions to Authorized Organization Representatives
  - **MPIN** – Marketing Partner Identification Number
- Takes 3 – 5 business days

# Get Registered - SAM & Grants.gov



- Organization data, eBIZ POC information, and MPIN are electronically transferred from SAM to Grants.gov.
- The organization is set up in Grants.gov and individuals within the organization are now able to register with Grants.gov
- **NOTE: EBiz POC must renew SAM registration annually**



**Alert:** Grants.gov will conduct system maintenance on the Production and Training AT07 environments on Sunday, January 16, 2011 from 10:00 AM – 9:00 PM ET. Both environments will be unavailable during this period.

**E-Biz POC Login and Password Reset Update**  
When an existing E-Biz POC logs in for the first time after the October 11, 2010 Security Build, the E-Biz POC must enter the DUNS and for the Password field, enter the MPIN. Once verified, the system will immediately request the E-Biz POC to change the password. [Read more important information about the new password rules for E-Biz POCs.](#)

**FOR APPLICANTS**

- Applicant Login
- Find Grant Opportunities
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

**FOR GRANTORS**

- ABOUT GRANTS.GOV
- HELP
- CONTACT US
- SITE MAP

**What's New at Grants.gov**

- New Opportunities This Week
- FSRS Role-Based Training Webinar for FPATA Sub-Award Reporting
- Review the Security Build Updates and Their Impact on You.
- New Self-Service iPortal - Get Help 24 Hours a Day
- Verify if your Adobe Reader Version is Compatible with Grants.gov

**RECOVERY.GOV**  
Recovery Act Grant Opportunities  
Archived Webinars

**Sign-up for our "Succeed" Quarterly Newsletter**

**Quick Links**

**Latest News!**  
[Grants.gov Blog](#)  
[\[Exit Disclaimer\]](#)

**FOR APPLICANTS**

- Grant Search
- Grant Email Alerts
- Get Registered
- Applicant Login
- E-Biz POC Login
- Track My Application

**FOR GRANTORS**

- Grantor Login
- New Agency Users
- Resources

# Get Registered - Enter your Registration Information

## FOR APPLICANTS

[Applicant Login](#)  
[Find Grant Opportunities](#)  
[Get Registered](#)  
[Apply for Grants](#)  
[Track My Application](#)  
[Applicant Resources](#)  
[Search FAQs, User Guides and Site Information](#)

## APPLICANT SYSTEM-TO-SYSTEM

## FOR GRANTORS

## ABOUT GRANTS.GOV

## HELP

## CONTACT US

## SITE MAP

[Home](#) > Applicant Registration

### APPLICANT REGISTRATION

Please enter your information below. Required fields are denoted with an asterisk (\*).

\* **First Name:**  **MI:**  \* **Last Name:**

\* **DOB:**  (MM/DD/YYYY)

\* **Job Title:**  **DUNS:**

\* **Address 1:**

**Address 2:**

\* **City:**

**State:**  \* **Zip Code:**  (Numeric Only) **Country:**

\* **Telephone:**  (xxx-xxx-xxxx) \* **Email:**

\* **Secret Question:**

\* **Secret Answer:**

\* **User Name:**

\* **Password:**  \* **Confirm Password:**

Enter your DUNS

#### Warning Notice

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

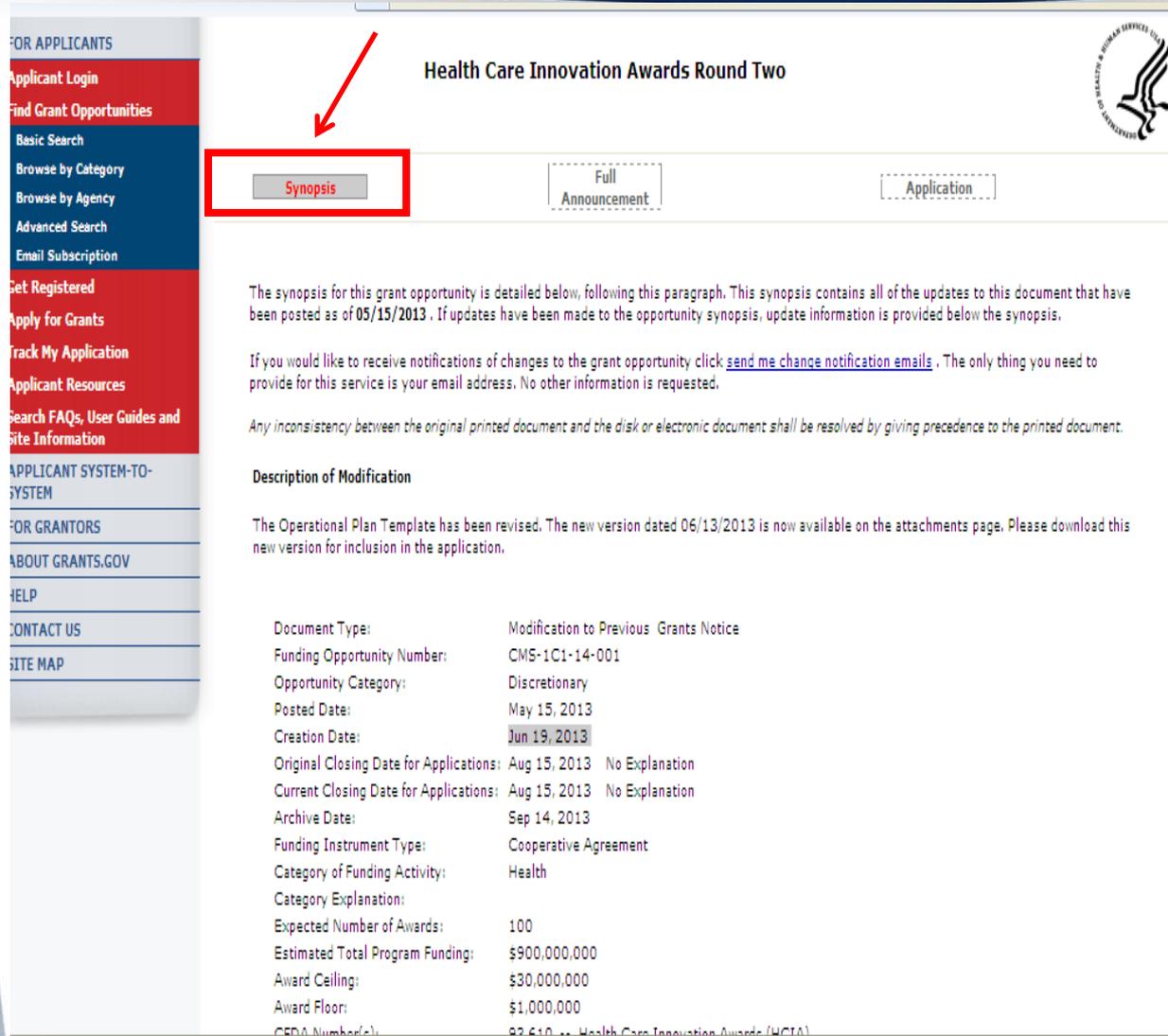
All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

# Get Registered – Completing Your Registration

- **AOR Authorization by your eBIZ POC**
  - The eBiz POC at your organization will receive an email notifying him/her of your registration.
  - The eBiz POC must login to Grants.gov to confirm you as an AOR.
  - You will be unable to submit a grant application unless you are confirmed as an AOR by your eBiz POC.
- **Track AOR Status**
  - At any time, you can track your AOR status by logging in with your username and password.
  - You will receive a confirmation email notifying you that you've been authorized as an AOR for your organization.

# Download Application Package & Instructions

# Synopsis



**Health Care Innovation Awards Round Two**

**Synopsis**      Full Announcement      Application

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of 05/15/2013. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

*Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.*

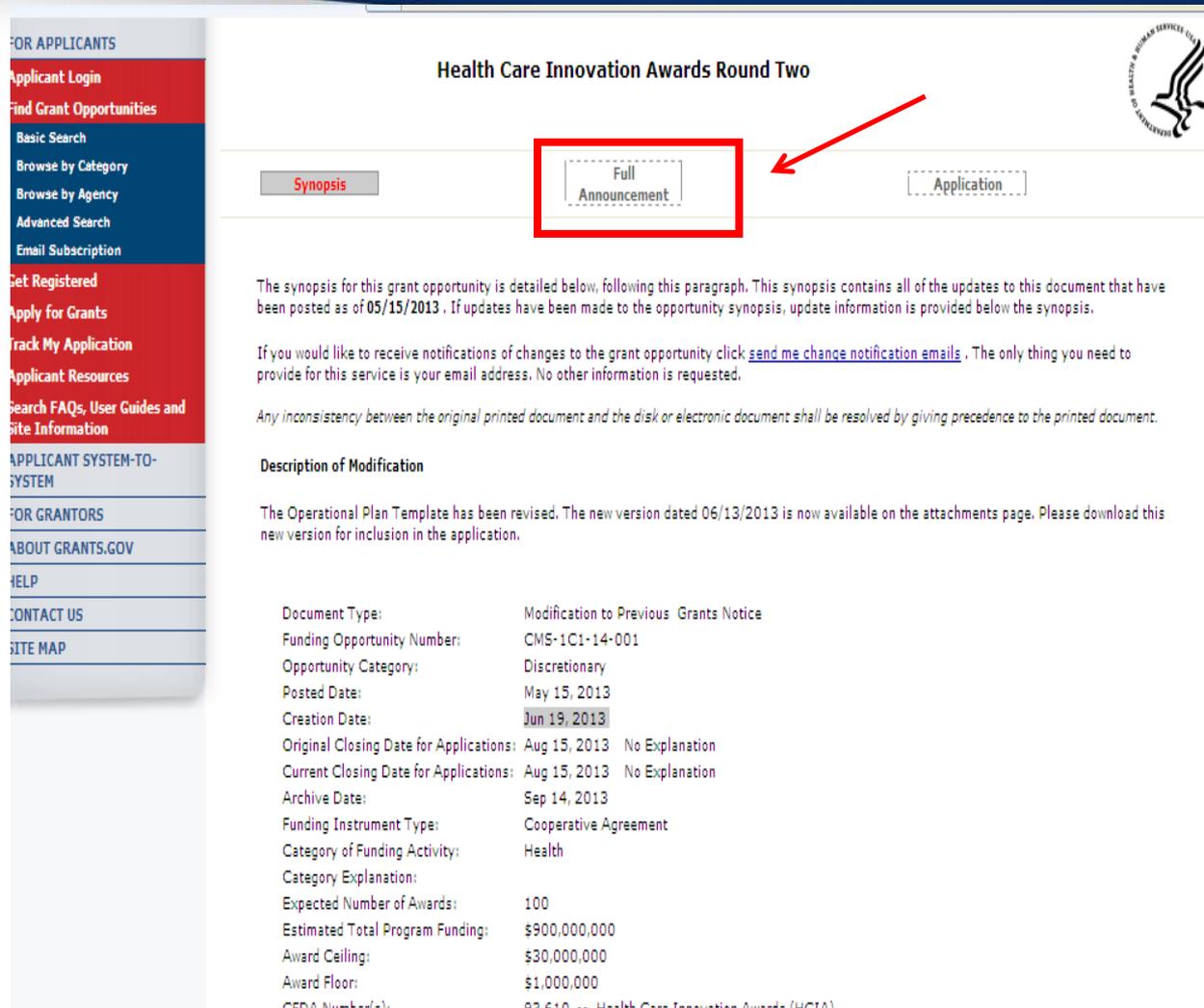
**Description of Modification**

The Operational Plan Template has been revised. The new version dated 06/13/2013 is now available on the attachments page. Please download this new version for inclusion in the application.

Document Type:	Modification to Previous Grants Notice
Funding Opportunity Number:	CMS-1C1-14-001
Opportunity Category:	Discretionary
Posted Date:	May 15, 2013
Creation Date:	Jun 19, 2013
Original Closing Date for Applications:	Aug 15, 2013 No Explanation
Current Closing Date for Applications:	Aug 15, 2013 No Explanation
Archive Date:	Sep 14, 2013
Funding Instrument Type:	Cooperative Agreement
Category of Funding Activity:	Health
Category Explanation:	
Expected Number of Awards:	100
Estimated Total Program Funding:	\$900,000,000
Award Ceiling:	\$30,000,000
Award Floor:	\$1,000,000
CFDA Number(s):	83.610 -- Health Care Innovation Awards (HCIA)

- The Synopsis contains high level information about the funding opportunity such as:
  - Funding Opportunity Number
  - Open/Close date
  - Program Funding Amount
  - Number of Awards
  - Program Contact Information

# Full Announcement Tab = Other Supporting Documents/Attachments



**FOR APPLICANTS**

- Applicant Login
- Find Grant Opportunities
- Basic Search
- Browse by Category
- Browse by Agency
- Advanced Search
- Email Subscription
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

**APPLICANT SYSTEM-TO-SYSTEM**

**FOR GRANTORS**

**ABOUT GRANTS.GOV**

**HELP**

**CONTACT US**

**SITE MAP**

## Health Care Innovation Awards Round Two

Synopsis **Full Announcement** Application

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of 05/15/2013. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

*Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.*

### Description of Modification

The Operational Plan Template has been revised. The new version dated 06/13/2013 is now available on the attachments page. Please download this new version for inclusion in the application.

Document Type:	Modification to Previous Grants Notice
Funding Opportunity Number:	CMS-1C1-14-001
Opportunity Category:	Discretionary
Posted Date:	May 15, 2013
Creation Date:	Jun 19, 2013
Original Closing Date for Applications:	Aug 15, 2013 No Explanation
Current Closing Date for Applications:	Aug 15, 2013 No Explanation
Archive Date:	Sep 14, 2013
Funding Instrument Type:	Cooperative Agreement
Category of Funding Activity:	Health
Category Explanation:	
Expected Number of Awards:	100
Estimated Total Program Funding:	\$900,000,000
Award Ceiling:	\$30,000,000
Award Floor:	\$1,000,000
CFDA Number(s):	83.610 - Health Care Innovation Awards (HCIA)

- Click on the Full Announcement to access/download Other Supporting Documents

# Full Announcement Tab = Other Supporting Documents/Attachments

Applicant Login

Find Grant Opportunities

Basic Search

Browse by Category

Browse by Agency

Advanced Search

Email Subscription

Get Registered

Apply for Grants

Track My Application

Applicant Resources

Search FAQs, User Guides and Site Information

---

APPLICANT SYSTEM-TO-SYSTEM

---

FOR GRANTORS

---

ABOUT GRANTS.GOV

---

HELP

---

CONTACT US

---

SITE MAP

## Health Care Innovation Awards Round Two

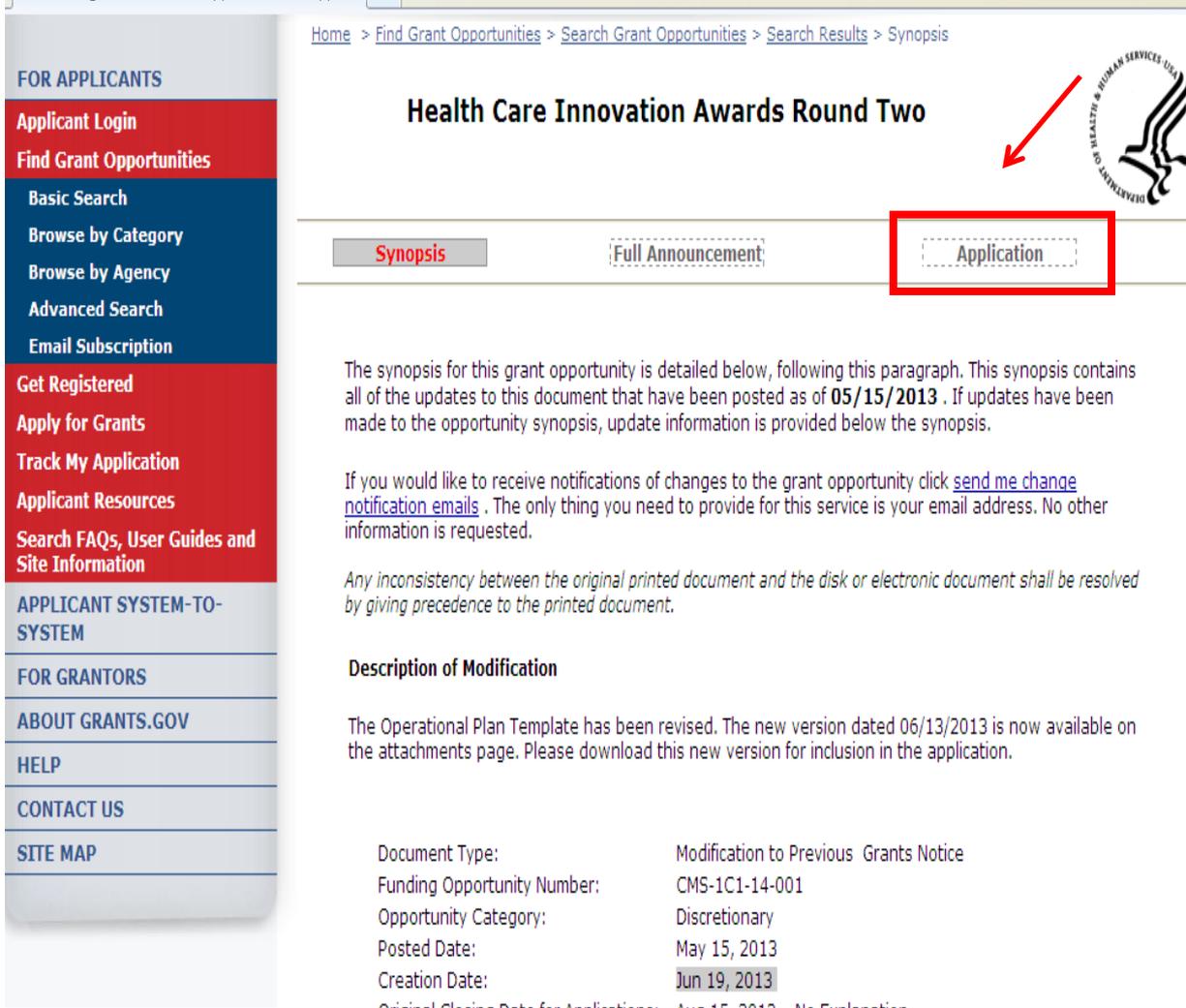
Synopsis
Full Announcement
Application

Click on the following file to download the full announcement.

Announcement Group	Description	File Type
<a href="#">Full Announcement</a>	HCIA II FOA	PDF
<a href="#">Full Announcement</a>	Zip of All Attachments	ZIP
<a href="#">Other Supporting Documents - Actuarial Review Template</a>	Actuarial Review Template (version 06/13/2013)	PDF
<a href="#">Other Supporting Documents - Actuarial Review Template</a>	Zip of All Attachments	ZIP
<a href="#">Other Supporting Documents - Executive Overview Template</a>	Executive Overview Template (version 06/13/2013)	DOCX
<a href="#">Other Supporting Documents - Executive Overview Template</a>	Zip of All Attachments	ZIP
<a href="#">Other Supporting Documents - Financial Plan Template</a>	Financial Plan Template (version 06/13/2013)	XLSX
<a href="#">Other Supporting Documents - Financial Plan Template</a>	Zip of All Attachments	ZIP

- Other Supporting Documents

# Download Application Package/ Instructions



Home > Find Grant Opportunities > Search Grant Opportunities > Search Results > Synopsis

## Health Care Innovation Awards Round Two

[Synopsis](#) [Full Announcement](#) [Application](#)

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **05/15/2013**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

*Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.*

### Description of Modification

The Operational Plan Template has been revised. The new version dated 06/13/2013 is now available on the attachments page. Please download this new version for inclusion in the application.

Document Type:	Modification to Previous Grants Notice
Funding Opportunity Number:	CMS-1C1-14-001
Opportunity Category:	Discretionary
Posted Date:	May 15, 2013
Creation Date:	Jun 19, 2013
Original Closing Date for Applications:	Aug 15, 2013 - No Extension

- Click on the Application Tab to download the Application (forms) Package and Application Instructions

# Download Application Package/ Instructions

- FOR APPLICANTS
  - Applicant Login
  - Find Grant Opportunities
    - Search Opportunities
    - Basic Search
    - Browse by Category
    - Browse by Agency
    - Advanced Search
    - Email Subscription
  - Get Registered
  - Apply for Grants
  - Track My Application
  - Applicant Resources
  - Search FAQs, User Guides and Site Information
- ABOUT GRANTS.GOV
- FOR GRANTORS
- RESOURCES
- ABOUT GRANTS.GOV
- HELP
- CONTACT US
- SITE MAP

## SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

### READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.

**If more than one person is working on the application package, ALL applicants must be using the same software version.**

Click [here](#) to download the required Adobe Reader if you do not have it installed already.

### Additional Resources:

- Sign-up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader](#) for free.
- Visit [Help](#) for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

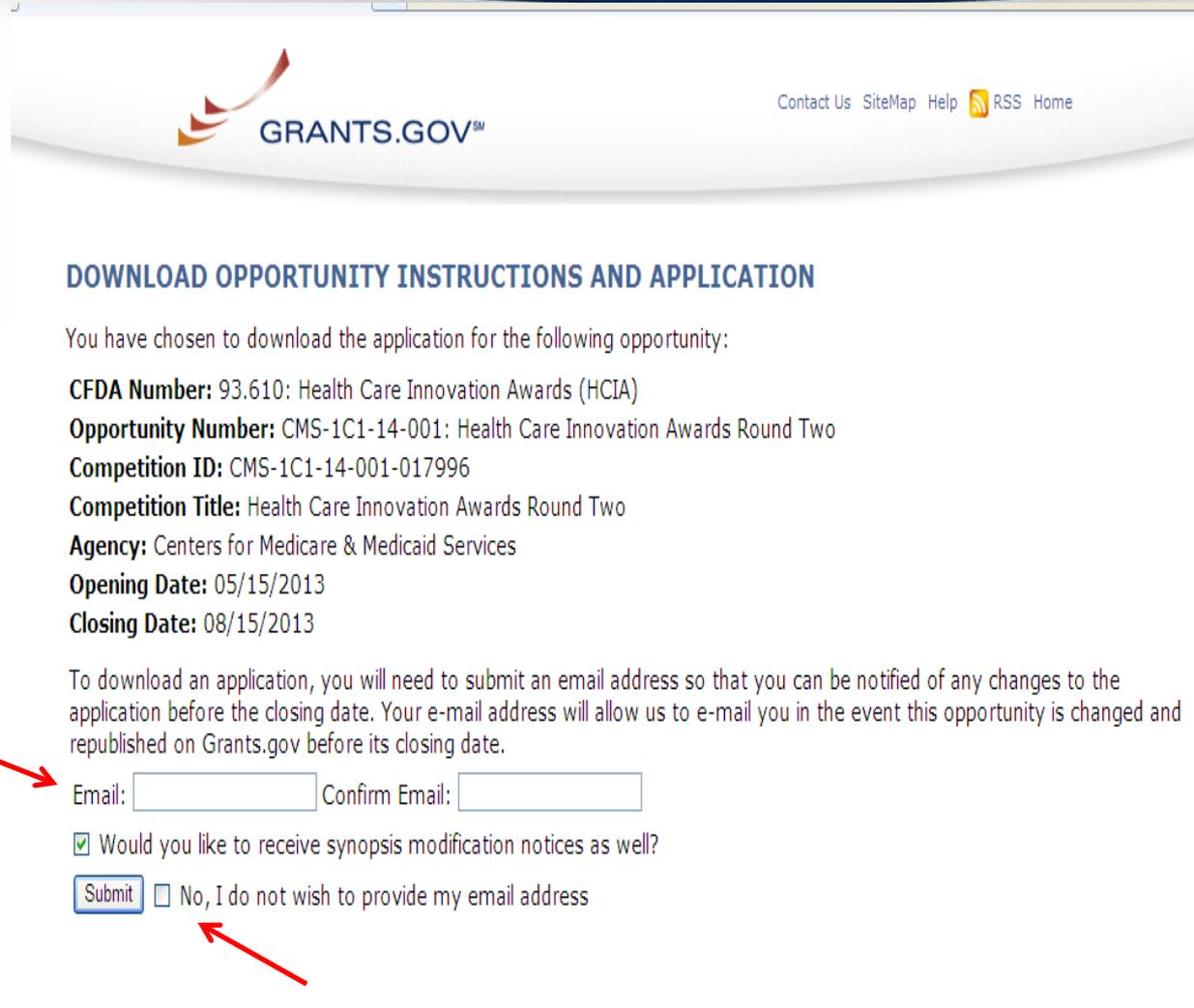
To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
93.610	CMS-1C1-14-001	CMS-1C1-14-001-017996	Health Care Innovation Awards Round Two	Centers for Medicare & Medicaid Services	<a href="#">download</a>

- Read the instructions to insure that you have the correct Adobe Reader
- Click on download link in order to access the Application Package and the Application Instructions



# Download Application Package/ Instructions



The screenshot shows the Grants.gov website interface. At the top left is the Grants.gov logo. At the top right are links for 'Contact Us', 'SiteMap', 'Help', 'RSS', and 'Home'. The main heading is 'DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION'. Below this, a message states: 'You have chosen to download the application for the following opportunity:'. The details listed are: 'CFDA Number: 93.610: Health Care Innovation Awards (HCIA)', 'Opportunity Number: CMS-1C1-14-001: Health Care Innovation Awards Round Two', 'Competition ID: CMS-1C1-14-001-017996', 'Competition Title: Health Care Innovation Awards Round Two', 'Agency: Centers for Medicare & Medicaid Services', 'Opening Date: 05/15/2013', and 'Closing Date: 08/15/2013'. A paragraph explains that an email address is required for notifications. Below this are two input fields for 'Email:' and 'Confirm Email:'. A checked checkbox asks 'Would you like to receive synopsis modification notices as well?'. At the bottom, there is a 'Submit' button and a radio button option 'No, I do not wish to provide my email address'. Two red arrows point to the 'Email:' field and the 'Submit' button.

**GRANTS.GOV<sup>SM</sup>**

Contact Us SiteMap Help RSS Home

## DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the application for the following opportunity:

**CFDA Number:** 93.610: Health Care Innovation Awards (HCIA)  
**Opportunity Number:** CMS-1C1-14-001: Health Care Innovation Awards Round Two  
**Competition ID:** CMS-1C1-14-001-017996  
**Competition Title:** Health Care Innovation Awards Round Two  
**Agency:** Centers for Medicare & Medicaid Services  
**Opening Date:** 05/15/2013  
**Closing Date:** 08/15/2013

To download an application, you will need to submit an email address so that you can be notified of any changes to the application before the closing date. Your e-mail address will allow us to e-mail you in the event this opportunity is changed and republished on Grants.gov before its closing date.

Email:  Confirm Email:

Would you like to receive synopsis modification notices as well?

No, I do not wish to provide my email address

- Enter your email address and click submit here if you wish to be notified of any changes to the funding opportunity (highly recommended)
- If you do not wish to provide your email address click the box at the bottom of this page to the right of the submit button.

# Download Application Package/ Instructions



## DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the application for the following opportunity:

**CFDA Number:** 93.610: Health Care Innovation Awards (HCIA)

**Opportunity Number:** CMS-1C1-14-001: Health Care Innovation Awards Round Two

**Competition ID:** CMS-1C1-14-001-017996

**Competition Title:** Health Care Innovation Awards Round Two

**Agency:** Centers for Medicare & Medicaid Services

**Opening Date:** 05/15/2013

**Closing Date:** 08/15/2013

Since you did not subscribe, you will not be notified of any future changes to this opportunity. If you would like to receive notifications, [please click here](#).

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

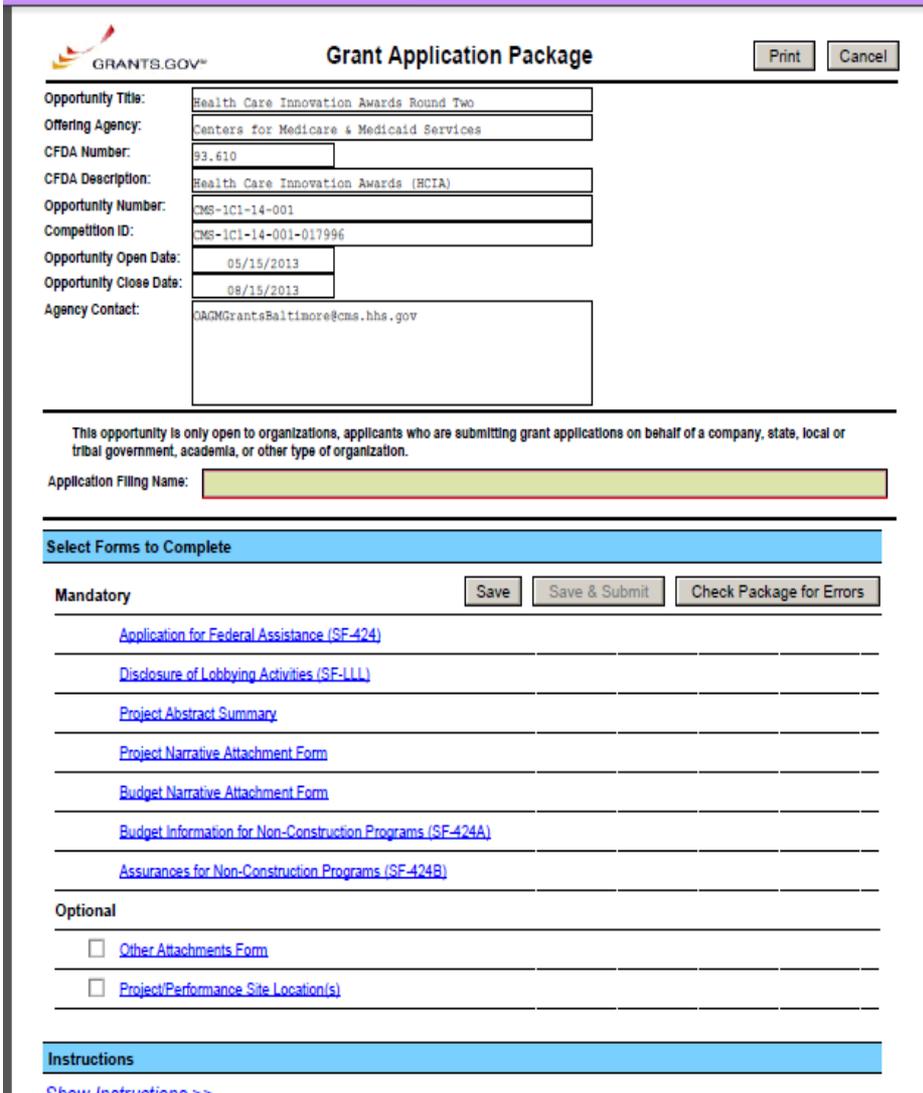
1. [Download Application Instructions](#)

2. [Download Application Package](#)

- Right-click on “Download Application Instructions” and then “Save As” to your computer
- Repeat the same action with “Download Application Package”

# Navigating the Application Package

# Application Package Cover Page



The screenshot shows the 'Grant Application Package' cover page on the GRANTS.GOV website. The page includes a header with the logo and title, and two buttons: 'Print' and 'Cancel'. Below the header is a form with the following fields:

Opportunity Title:	Health Care Innovation Awards Round Two
Offering Agency:	Centers for Medicare & Medicaid Services
CFDA Number:	93.610
CFDA Description:	Health Care Innovation Awards (HCIA)
Opportunity Number:	CMS-1C1-14-001
Competition ID:	CMS-1C1-14-001-017996
Opportunity Open Date:	05/15/2013
Opportunity Close Date:	08/15/2013
Agency Contact:	DAGMGrantsBaltimore@cms.hhs.gov

Below the form is a note: "This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization." Below the note is a field for "Application Filing Name:" with a green background.

The page is divided into sections: "Select Forms to Complete" (blue header), "Mandatory" (with buttons: Save, Save & Submit, Check Package for Errors), and "Optional".

**Mandatory Forms:**

- [Application for Federal Assistance \(SF-424\)](#)
- [Disclosure of Lobbying Activities \(SF-LLL\)](#)
- [Project Abstract Summary](#)
- [Project Narrative Attachment Form](#)
- [Budget Narrative Attachment Form](#)
- [Budget Information for Non-Construction Programs \(SF-424A\)](#)
- [Assurances for Non-Construction Programs \(SF-424B\)](#)

**Optional Forms:**

- [Other Attachments Form](#)
- [Project/Performance Site Location\(s\)](#)

At the bottom, there is an "Instructions" section with a blue header and a link: [Show Instructions >>](#)

- The grant application is a PDF file composed of forms
  - Requires Adobe Reader which is a free download from Adobe.com
  - Can be saved to your computer
- The application cover page has many components
  - Information on the funding opportunity
  - Closing date
  - Agency contact information
  - Forms to be filled out

**Application for Federal Assistance SF-424**

<b>* 1. Type of Submission:</b>		<b>* 2. Type of Application:</b>		<b>* If Revision, select appropriate letter(s):</b>	
<input type="checkbox"/> Preapplication	<input type="checkbox"/> Application	<input type="checkbox"/> New	<input type="checkbox"/> Continuation	<input type="checkbox"/> Revision	<input type="text"/>
<input type="checkbox"/> Changed/Corrected Application					<b>* Other (Specify):</b> <input type="text"/>
<b>* 3. Date Received:</b> Completed by Grants.gov upon submission		<b>4. Applicant Identifier:</b> <input type="text"/>			
<b>5a. Federal Entity Identifier:</b> <input type="text"/>			<b>5b. Federal Award Identifier:</b> <input type="text"/>		
<b>State Use Only:</b>					
<b>6. Date Received by State:</b> <input type="text"/>		<b>7. State Application Identifier:</b> <input type="text"/>			
<b>8. APPLICANT INFORMATION:</b>					
<b>* a. Legal Name:</b> <input type="text"/>					
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <input type="text"/>			<b>* c. Organizational DUNS:</b> <input type="text"/>		
<b>d. Address:</b>					
<b>* Street1:</b> <input type="text"/>					
<b>Street2:</b> <input type="text"/>					
<b>* City:</b> <input type="text"/>					
<b>County/Parish:</b> <input type="text"/>					
<b>* State:</b> <input type="text"/>					
<b>Province:</b> <input type="text"/>					
<b>* Country:</b> USA: UNITED STATES <input type="text"/>					
<b>* Zip / Postal Code:</b> <input type="text"/>					
<b>e. Organizational Unit:</b>					
<b>Department Name:</b> <input type="text"/>			<b>Division Name:</b> <input type="text"/>		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>					
<b>Prefix:</b> <input type="text"/>		<b>* First Name:</b> <input type="text"/>			
<b>Middle Name:</b> <input type="text"/>					
<b>* Last Name:</b> <input type="text"/>					
<b>Suffix:</b> <input type="text"/>					
<b>Title:</b> <input type="text"/>					
<b>Organizational Affiliation:</b> <input type="text"/>					
<b>* Telephone Number:</b> <input type="text"/>			<b>Fax Number:</b> <input type="text"/>		
<b>* Email:</b> <input type="text"/>					

### SF-424

- Fields in yellow are mandatory and must be filled in.
- Error messages will pop-up if a mandatory field is not filled in.
- If a mandatory field is not filled in, then you will be unable to submit the application.

# Application Package Cover Page

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name:

## Select Forms to Complete

### Mandatory

[Application for Federal Assistance \(SF-424\)](#)

[Disclosure of Lobbying Activities \(SF-LLL\)](#)

[Project Abstract Summary](#)

[Project Narrative Attachment Form](#)

[Budget Narrative Attachment Form](#)

[Budget Information for Non-Construction Programs \(SF-424A\)](#)

[Assurances for Non-Construction Programs \(SF-424B\)](#)

### Optional

[Other Attachments Form](#)

[Project/Performance Site Location\(s\)](#)

## Instructions

[Show Instructions >>](#)

- Use this form to submit the required supporting document templates (Executive Overview, Operational Plan, Financial Plan, Actuarial Review) found under the “Full Announcement” Section
- Please note, even though the Other Attachments form is identified as optional, you must use this form to upload the required supporting document templates
- For step-by-step instructions, please refer to the Applicant User Guide (<http://innovation.cms.gov/initiatives/Health-Care-Innovation-Awards/Round-2.html>)

**Other Attachment File(s)**

---

\* Mandatory Other Attachment Filename:

---

To add more "Other Attachment" attachments, please use the attachment buttons below.

## Other Attachments Form

- Must use this form to submit Other Supporting Documents found under "Full Announcement" Section

## **Supplemental Forms should retain their original file name when uploading.**

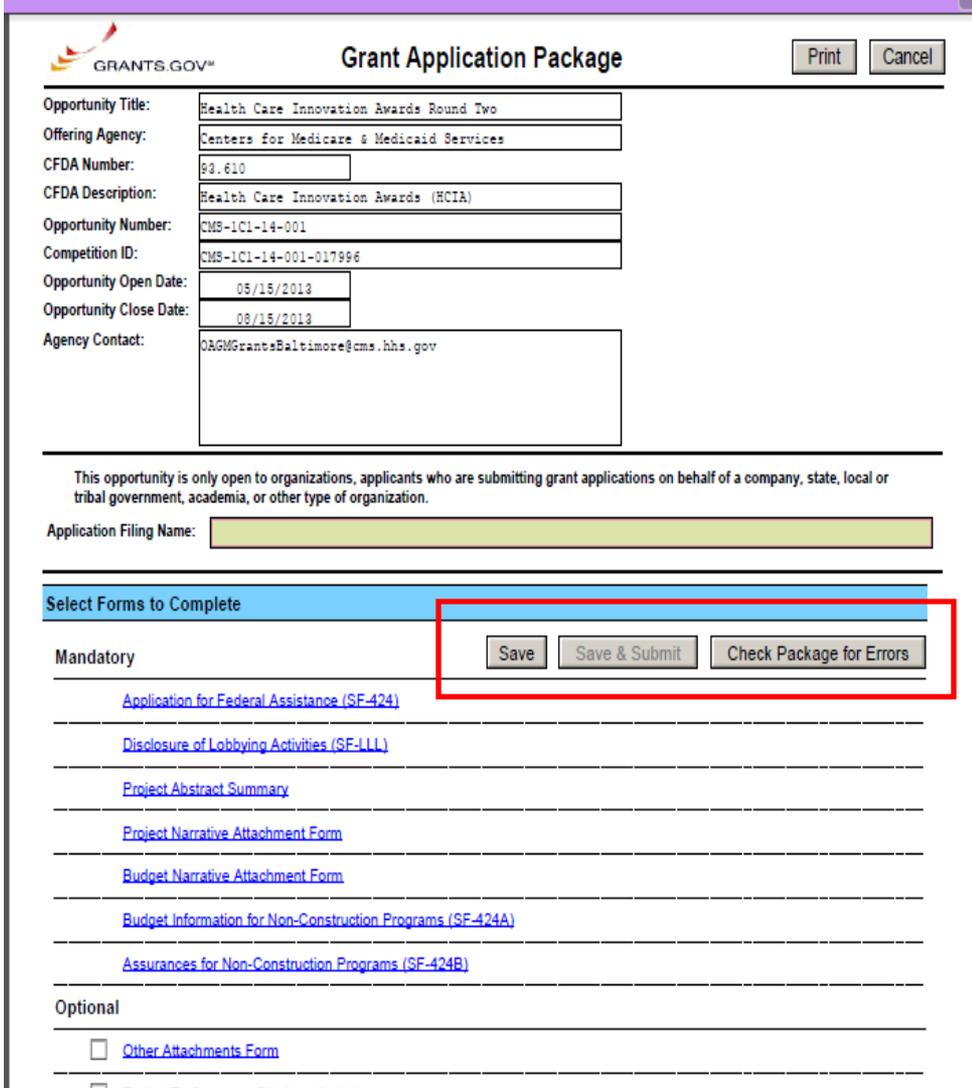
### **Allowable Attachment File Name Characters:**

- **A-Z, a-z, 0-9, underscore ( \_ ), hyphen (-), space, period (.)**
- Attachment filenames containing any characters other than the ones listed above will result in application rejections.

**Do not use copy and paste feature when creating file names.**

# Submitting Your Application Package

# Save, Check, and Submit Your Application



**Grant Application Package** Print Cancel

Opportunity Title: Health Care Innovation Awards Round Two  
Offering Agency: Centers for Medicare & Medicaid Services  
CFDA Number: 93.610  
CFDA Description: Health Care Innovation Awards (HCIA)  
Opportunity Number: CMS-101-14-001  
Competition ID: CMS-101-14-001-017996  
Opportunity Open Date: 05/15/2013  
Opportunity Close Date: 08/15/2013  
Agency Contact: OIGMGrantsBaltimore@cms.hhs.gov

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name:

**Select Forms to Complete**

Mandatory

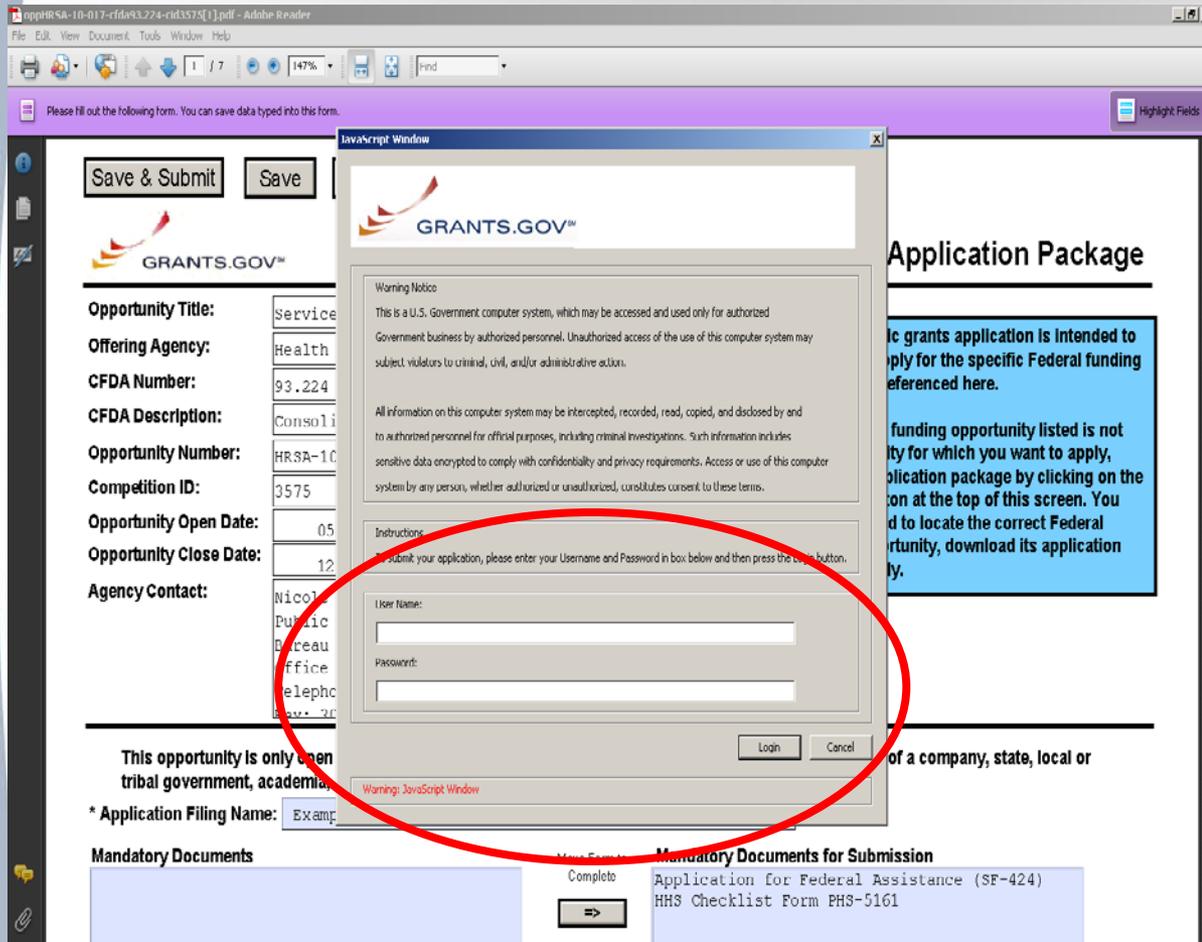
[Application for Federal Assistance \(SF-424\)](#)  
[Disclosure of Lobbying Activities \(SF-LLL\)](#)  
[Project Abstract Summary](#)  
[Project Narrative Attachment Form](#)  
[Budget Narrative Attachment Form](#)  
[Budget Information for Non-Construction Programs \(SF-424A\)](#)  
[Assurances for Non-Construction Programs \(SF-424B\)](#)

Optional

[Other Attachments Form](#)

- Buttons at the center of the Application Cover Page allow you to:
  - Save
  - Check Package for Errors
- Once your application is free of any of errors, the “Save & Submit” button will become activated.
- Make sure you are connected to the Internet when ready to submit.

# Adobe Submission Screen



The screenshot shows a web browser window displaying the Adobe Submission Screen. A JavaScript window is open, prompting for a Username and Password. A red circle highlights the login fields. A warning notice is also visible, stating: "Warning Notice: This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms." The main form includes fields for Opportunity Title, Offering Agency, CFDA Number, Opportunity Number, Competition ID, Opportunity Open Date, Opportunity Close Date, Agency Contact, and Application Filing Name. A "Save & Submit" button is visible at the top left.

- Upon clicking Save & Submit, you will be prompted to enter your Grants.gov user name and password.
- If you are not authorized as an AOR for your organization, you will receive an error message and will be unable to submit your application.

# Sign and Submit Screen

JavaScript Window



Application Submission Verification and Signature

Opportunity Title:  
Offering Agency:  
CFDA Number:  
CFDA Description:  
Opportunity Number:  
Competition ID:  
Opportunity Open:  
Opportunity Close Date:  
Application Filing Name:

Do you wish to sign and submit this Application?

Please review the summary provided to ensure that the information listed is correct and that you are submitting an application to the opportunity for which you want to apply.

If you want to submit the application package for the listed funding opportunity, click on the 'Sign and Submit Application' button below to complete the process.

If you do not want to submit the application at this time, click the 'Exit' button. You will then be returned to the previous page where you can make changes to the required forms and documents or exit the process.

If this is not the application for the funding opportunity for which you wish to apply, you must exit this application package and then download and complete the correct application package.

Warning: JavaScript Window

- You'll be prompted again to "Sign and Submit".
- This serves as the electronic signature for your application.

# Receipt Confirmation

 GRANTS.GOV<sup>SM</sup>

[Home](#) > [Apply for Grants](#) > Confirmation

**Confirmation**

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by using the following step:

1. Click on the "Track Your Application:" link on end of this form

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

**IMPORTANT NOTICE:** If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at [support@grants.gov](mailto:support@grants.gov), or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXX.

Contact Center hours of operation are Monday-Friday from 7:00 A.M. to 9:00 P.M. Eastern Time.

The following application tracking information was generated by the system:

<b>Grants.gov Tracking Number :</b>	<input type="text"/>
<b>Applicant DUNS:</b>	<input type="text"/>
<b>Submitter's Name:</b>	<input type="text"/>
<b>CFDA Number:</b>	<input type="text"/>
<b>CFDA Description:</b>	<input type="text"/>
<b>Funding Opportunity Number :</b>	<input type="text"/>
<b>Funding Opportunity Description :</b>	<input type="text"/>
<b>Agency Name :</b>	<input type="text"/>
<b>Application Name of this Submission :</b>	<input type="text"/>
<b>Date/Time of Receipt :</b>	<input type="text"/>

To check the status of your application please click below.

It is suggested you Save and/or Print this response for your records.

- A confirmation screen will have your Grants.gov Tracking Number
  - Use this number to track your application
- The date/time stamp serves as the official time of submission
- You will also receive emails indicating the status of your application

# Email Confirmations

## 1. Receipt Email

- Grants.gov E-mail Verifying Receipt (*with Track My Application URL*)
- Your application has been received by Grants.gov (**NOTE: Application must still go through validation process**)

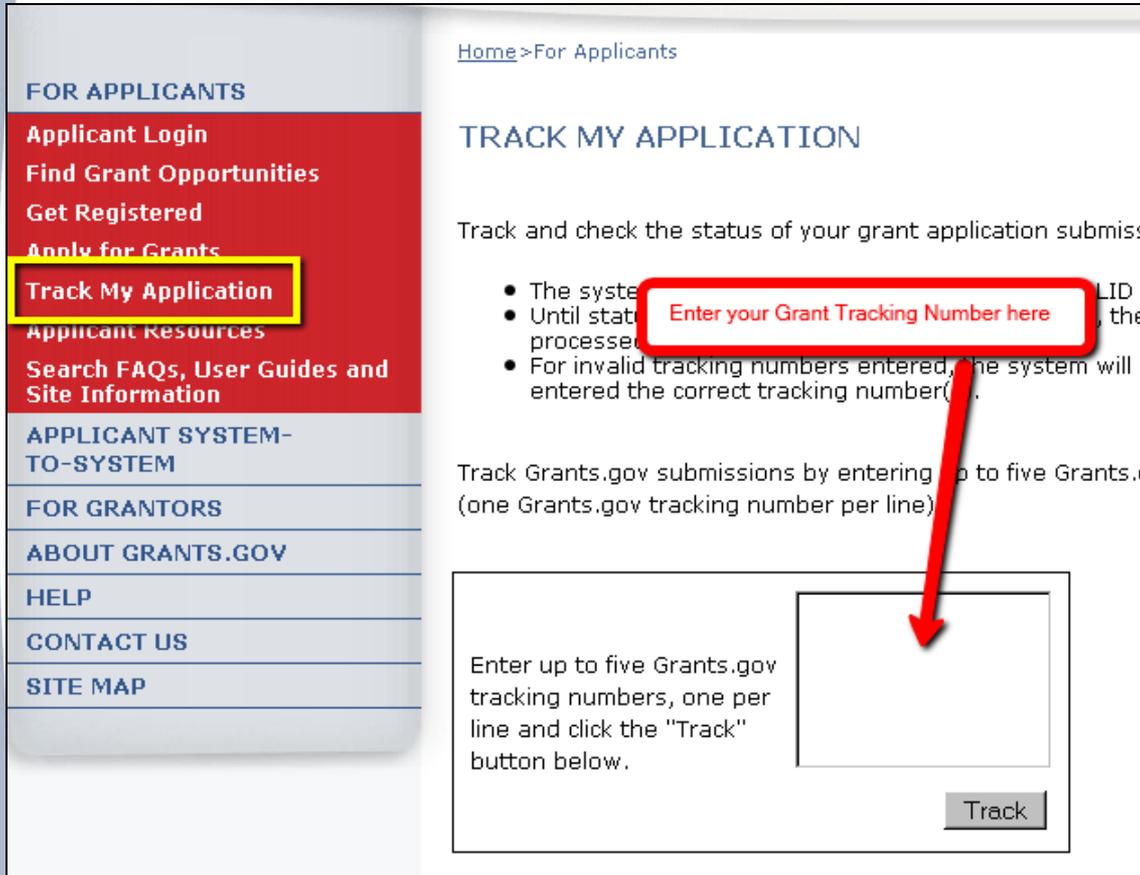
## 2. Validation or Rejection Email

- Grants.gov E-mail Verifying Successful Submission
- **OR** Rejection Due to Errors with a description of issue

## 3. Transmission to Agency

- The Agency has picked up your application from Grants.gov

# Track My Application



FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities
- Get Registered
- Apply for Grants
- Track My Application**
- Applicant Resources
- Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

[Home](#) > For Applicants

## TRACK MY APPLICATION

Track and check the status of your grant application submission.

- The system will not allow you to track an application until it has been processed by the agency.
- For invalid tracking numbers entered, the system will not allow you to track the application until you have entered the correct tracking number(s).

Track Grants.gov submissions by entering up to five Grants.gov tracking numbers (one Grants.gov tracking number per line).

Enter up to five Grants.gov tracking numbers, one per line and click the "Track" button below.

- Track your application status by entering the Grant Tracking Number
- Status information:
  - Received
  - Validated or Rejected
  - Retrieved by Agency

## Common Reasons for Rejections

- Waited until deadline date or thereafter to submit
- Incomplete registration
- AOR not authorized by EBiz POC to submit
- SAM Account Expired
- Incorrect DUNS entered on SF424 Face Page
- Applicant did not include ALL mandatory forms in submission
- Applicant used special characters in attachment file name(s)

# Tips for Applicants

## Grant Proposal Tips

- **Register and Submit Early**
- Thoroughly read and follow all of the instructions provided by the agency
- Include Sufficient Program and Budget Details
- Strongly recommend filling out optional forms in the app package

## Grants.gov Application Tips

- Limit Application File Size/ File Name Characters (50 or less)
- Avoid Special Characters in File Names (\$, %, &, \*, etc.)
- Use Correct DUNS Number in the SF-424 Cover Page
- Make sure you have Grants.gov compatible software (Adobe Reader)

## Contact Center

- Support available 24/7
- Email: [support@grants.gov](mailto:support@grants.gov)
- Toll-Free Phone Number: 1-800-518-4726
- International Callers 1-606-545-503
- Self-help iPortal: (<http://grants.gov/iportal>)

## Additional Resources

- [http://www07.grants.gov/applicants/app\\_help\\_reso.jsp](http://www07.grants.gov/applicants/app_help_reso.jsp)
- FAQs
- User Guides

# Next Steps

- Additional information regarding the Innovation Awards will be posted on <http://innovation.cms.gov>
- More Questions? Please Email [InnovationAwards@cms.hhs.gov](mailto:InnovationAwards@cms.hhs.gov)

# Thank You!

Please use the webinar chat feature to submit questions