

Office of Populations Affairs
Services, Training and Research Grant and Cooperative Agreement
Non-Competing Application Guidance

Annually, each award recipient, with at least 12 months remaining in its project period, must submit a non-competing, continuation application. This application has three parts:

- 1) The narrative, which includes the progress report (see Annual Progress Report Guidance for more information) and details all of the activity from the beginning of the current budget period through four (4) months prior to the end of the current budget period;
- 2) The upcoming budget period work plan - including updated goals, objectives, targets, etc.; and
- 3) The budget (424, 424a) and budget narrative.

Non-Competing application kits will be available in GrantSolutions.gov approximately 5 months prior to the start of the upcoming budget period and will be due 90 days prior to the beginning of the upcoming budget period.

Format

The application narrative must be limited to no more than 20 double-spaced pages. The font should be no less than 12-point with 1-inch margins on all four sides of 8 1/2 x 11-inch pages. Exceptions: tables and charts may be single-spaced with no less than 10-point font. Pages that do not count toward the application narrative page limit include: data tables as part of the progress report, the work plan, budget, budget narrative and other forms and pages required as part of the online application process (e.g., certifications, cover pages, etc.). Do not include current staff resumes/CVs in the submission, unless there is a request for a change in key staff. Applications that exceed these parameters may not be accepted, possibly jeopardizing upcoming funding.

The application narrative should be concise and clearly identify the project's impact, accomplishments and include information relevant to the project's performance. The work plan for the upcoming budget period should include SMART objectives (specific, measurable, achievable, realistic and time-framed) and highlight any modifications from the most recent approved work plan. If objectives are continued for the preceding budget period, these objectives should still be included, noting any changes from the prior budget period. The work plan should include targets for each identified objective for the upcoming budget period. The application should also be responsive to the current OPA Program Priorities and Key Issues and relevant Legislative Mandates (located on the OPA website).

Submission

The application must be submitted online, via GrantSolutions.gov. Hard-copy submissions will not be accepted and should not be sent to the Office of Grants Management, the Office of Population Affairs or the Office of the Assistant Secretary for Health (OASH) Regional Office.

Funding

This continuation announcement is subject to the appropriation of funds. The actual amount available will not be determined until enactment of the current fiscal year federal budget.

Questions related to the submission of the Title X Family Planning Services, Training or Research – Non-competing Applications should be directed to the OASH – Office of Grants Management (OGM), 240.453.8822. Questions related to programmatic issues should be directed to your project officer.

March 2015