

Pathways to Success – Grants at DHS

S&T Directorate, University Programs

OPO, Grants & Financial Assistance Division



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Who, what, when, why?

Who?

- ❑ At your institution
 - Principal Investigator
 - Office of Sponsored Research (OSR)

- ❑ At DHS
 - S&T University Programs
 - OPO/Grants & Financial Assistance Division (GFAD)



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Who, what, when, why?

Who do you talk to when you have a question?

Prior to Award

- 1st Stop: your OSR
- 2nd Stop: GFAD (the grants officer listed in the FOA)



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Who, what, when, why?

Who do you talk to when you have a question?

- ❑ Post-Award
 - 1st Stop: your OSR
 - 2nd Stop: GFAD (the grants officer listed in the award)

- ❑ University Programs' staff monitor awards and interact with PIs/Institutions; however, MOST interactions should follow the OSR/GFAD path

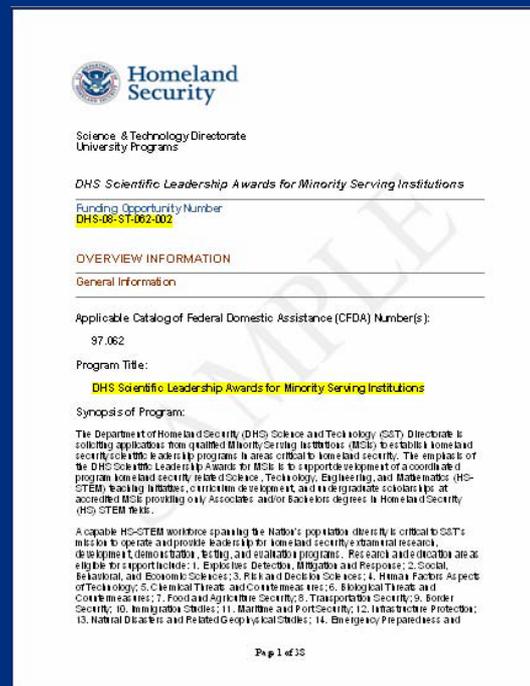
- ❑ **NOTE:** For financial or administrative efforts, we (GFAD) interact with your OSR
 - **What this means** – you should discuss your changes/requests with your OSR first



Who, what, when, why?

What?

- ❑ FOA = “Funding Opportunity Announcement”
 - DHS announces an opportunity to compete for funding
 - Contains **ALL** of the information you need to assemble a complete application
 - No separate guidance document



Published on
www.grants.gov



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Who, what, when, why?

What?

□ Synopsis (at www.grants.gov)

- “Just the facts” – eligibility, deadlines, etc.
 - helps you determine whether you want to know more
- Links to:
 - Full Announcement
 - Application

The screenshot displays the Grants.gov interface for a specific grant opportunity. The page title is "DHS Scientific Leadership Awards for Minority Serving Institutions". The synopsis section provides key details:

- Document Type:** Modification to Previous Grants below
- Funding Opportunity Number:** DHS-08-ST-003-002
- Opportunity Category:** Educational
- Posted Date:** May 21, 2008
- Creation Date:** May 21, 2008
- Original Closing Date for Applications:** Jul 15, 2008
- Current Closing Date for Applications:** Jul 15, 2008
- Agency Code:** 68000000
- Funding Instrument Type:** Grant
- Category of Funding Activity:** Science and Technology and Other Research and Development
- Category Explanation:** Science and Technology and Other Research and Development
- Estimated Number of Awards:** 10
- Estimated Total Program Funding:** \$1,500,000
- Award Ceiling:** \$100,000
- Award Floor:** \$0
- CFDA Number(s):** 67.042 - Scholars and Fellows
- Cost Sharing or Matching Requirement:** 0%

The page also includes sections for "Eligible Applicants" (listing public and private institutions of higher education) and "Additional Information on Eligibility".



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Who, what, when, why?

What?

Application

- The required forms and ALL required narratives, documents, justifications, etc.
- **Consult the full FOA for what's required**



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Who, what, when, why?

What?

□ Award

- The “rules of the road” for your project:
 - Time periods
 - Funding Amount
 - Special Conditions
 - Restrictions
 - Reporting Requirements

U.S. Department of Homeland Security
Washington, DC, 20525

 **Homeland Security**

GRANT

TERMS AND CONDITIONS

RECIPIENT: _____

AGREEMENT NO. 2008-21-043-_____ AMENDMENT NO. NA

TITLE: _____

CFDA NO. 97042

ARTICLE I - AUTHORIZING LEGISLATION

5 U.S.C. 1320b1(c) and 5 U.S.C. 132(10)

ARTICLE II - PROGRAM DESCRIPTION

The Recipient shall perform the work described in the Program Narrative Statement which is included as part of the application package and made part of this Award by reference in Article XV Governing Provisions.

ARTICLE III - PERIOD OF PERFORMANCE

The Period of Performance is the Project Period approved for the supported activity and is composed of one or more Budget Periods:

A. The Project Period/Budget Period shall be for three years from the effective date of this Award, January 1, 2008 through December 31, 2010, unless extensions have been approved.

B. The Recipient shall incur costs or obligations funds within the Project Period/Budget Period for approved activities.

C. Unless the Recipient has received DHS' prior written approval, the Recipient shall incur no cost or obligations funds (for which it intends to seek reimbursement from DHS) for any



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Who, what, when, why?

When?

Application Deadline (generally, this is a hard deadline)

If your OSR/AOR has trouble submitting to grants.gov –
NOTIFY:

1. Grants.gov (get an incident number)
2. GFAD



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Who, what, when, why?

Why?

- DHS' mission – **READ** the FOA to find out why DHS is advertising a particular competition
- Institution and PI interests in curriculum development and research
- How does your idea serve DHS' mission?**



Grants Business Process



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Grants Business Process

Science and Technology Directorate, University Programs

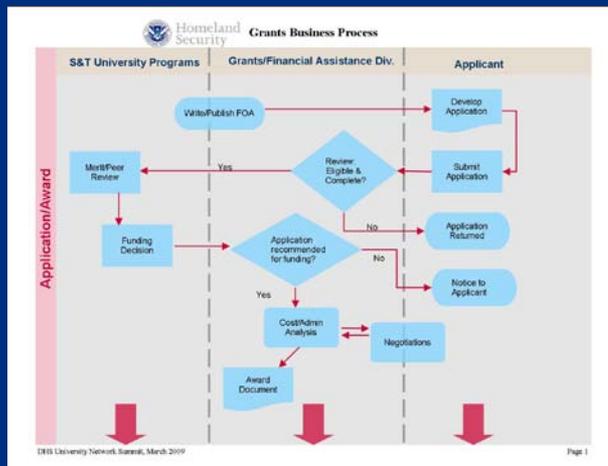
Office of Procurement Operations, Grants and Financial Assistance Division

Discuss the process document:

□ Application/Award

□ Post-Award

□ Closeout



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READ...

The whole document



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Science & Technology Directorate
University Programs

DHS Scientific Leadership Awards for Minority Serving Institutions

Funding Opportunity Number
DHS-08-ST-062-002

OVERVIEW INFORMATION

General Information

Applicable Catalog of Federal Domestic Assistance (CFDA) Number(s):

97.062

Program Title:

DHS Scientific Leadership Awards for Minority Serving Institutions

Synopsis of Program:

The Department of Homeland Security (DHS) Science and Technology (S&T) Directorate is soliciting applications from qualified Minority Serving Institutions (MSIs) to establish homeland security scientific leadership programs. It is critical to homeland security. The emphasis of the DHS Scientific Leadership Awards for MSIs is to support development of a coordinated program homeland security related Science, Technology, Engineering, and Mathematics (HS-STEM), teaching initiatives, curriculum development, and undergraduate scholarships at accredited MSIs providing only Associates and/or Bachelors degrees in Homeland Security (HS) STEM fields.

A capable HS-STEM workforce spanning the Nation's population diversity is critical to S&T's mission to operate and provide leadership for homeland security operational research, development, demonstration, testing, and evaluation programs. Research and education are eligible for support include: 1. Explosives Detection, Mitigation and Response; 2. Social, Behavioral, and Economic Sciences; 3. Risk and Decision Sciences; 4. Human Factors Aspects of Technology; 5. Chemical Threats and Countermeasures; 6. Biological Threats and Countermeasures; 7. Food and Agriculture Security; 8. Transportation Security; 9. Border Security; 10. Immigration Studies; 11. Maritime and Port Security; 12. Infrastructure Protection; 13. Natural Disasters and Related Geophysical Studies; 14. Emergency Preparedness and

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Suggested Areas of Focus – FOA

Section I - FUNDING OPPORTUNITY DESCRIPTION

- This section contains a full description of the program, and ALL of the aspects that you should cover in your application (generally in the project narrative)

- How to use:
 - Make sure your application addresses all aspects of the program clearly and succinctly



Suggested Areas of Focus – FOA

Section II - AWARD INFORMATION

- Type of Award
- Estimated number of awards/estimated funding available
- Period of Performance



Suggested Areas of Focus – FOA

Section III ELIGIBILITY INFORMATION

- Is my institution eligible?
- Other eligibility criteria have a bearing on whether my project is eligible



Suggested Areas of Focus – FOA

Section IV APPLICATION AND SUBMISSION INFORMATION

- ❑ Pay attention to the **JUSTIFICATIONS** for EACH of the object class categories for the budget

- ❑ The forms listed here are provided to you when you download the “application” from grants.gov
 - Grants.gov won’t accept an application if it doesn’t contain all of the mandatory forms, and required attachments

- ❑ This section tells you where to attach your documents within the grants.gov forms package



Suggested Areas of Focus – FOA

Section IV APPLICATION AND SUBMISSION INFORMATION

- Pay attention to the description of the project narrative requirements for:
 - Page limits
 - Any additional detail not covered in Section I

- Funding Restrictions – if a type of cost is restricted, don't include it in your budget proposal



Suggested Areas of Focus – FOA

Section V APPLICATION REVIEW INFORMATION

- Review Criteria – your project narrative and supporting documents should answer all review criteria
- Use the review criteria to develop your project narrative
These are the criteria against which your application will be judged
- Pay attention to the “weighting” of criteria (where should you devote most of your effort?)



Suggested Areas of Focus – FOA

Section VI - AWARD ADMINISTRATION INFORMATION

- Describes Terms and Conditions (T&Cs) that will govern your award

- OMB Circulars will govern your award

- Be sure you know which T&Cs apply
 - For example:
 - animal welfare
 - human subjects



Suggested Areas of Focus – FOA

Section VI - AWARD ADMINISTRATION INFORMATION

- Reporting Requirements
 - Quarterly? Semiannually?
 - Inventory reports?
 - Contents of Performance Report

- If DHS plans cooperative agreements, DHS' involvement is delineated here, too



Suggested Areas of Focus – FOA

Section VII - DEPARTMENT OF HOMELAND SECURITY CONTACTS

Section VIII - OTHER INFORMATION

- ❑ Section VII – Who to call
 - First stop should be the Grants contact

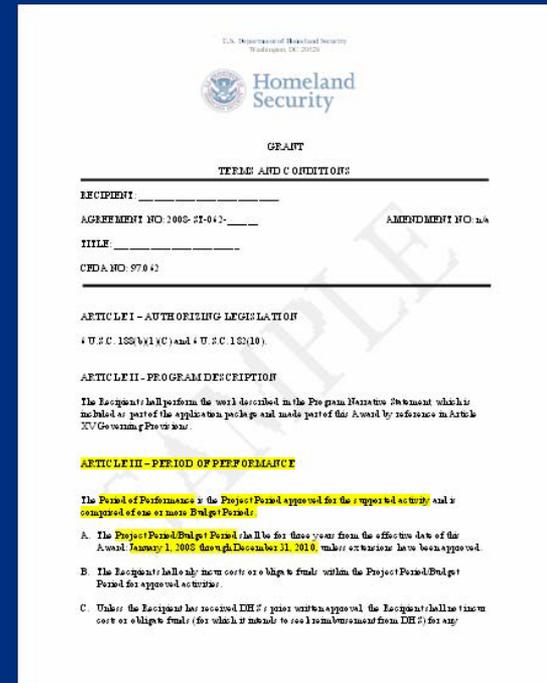
- ❑ Section VIII
 - If there's other important information helpful to you or applies to the program, it's here



Award

READ...

The whole document



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FAQs – Award

- How much can I spend?
- What kind of things can I spend money on?
- Where do I send reports?
- Who do I call with a question?
- What topics should I cover in a performance report?
- I need more time, what do I do?



Suggested Areas of Focus – Award

ARTICLE III – PERIOD OF PERFORMANCE

- Performance Period
- Budget Period
- What's the Difference?



Suggested Areas of Focus – Award

ARTICLE IV – AMOUNT OF AWARD

- Approved Budget
- Restrictions?



Suggested Areas of Focus – Award

ARTICLE V – PROJECT/PROGRAM SPECIFIC TERMS AND CONDITIONS (T&Cs)

- Details on restrictions
- If award is a cooperative agreement, there will be project-specific T&Cs
- This article usually contains provisions on equipment, if equipment is authorized under the program



Suggested Areas of Focus – Award

ARTICLE VII – PAYMENT

- How do you receive your funds?
- Check with your OSR
- Drawdowns
- If the award is a cooperative agreement, Article VII details DHS’ “substantial involvement,” and all subsequent Articles are renumbered



Suggested Areas of Focus – Award

ARTICLE VIII – FINANCIAL REPORTS

ARTICLE IX – PERFORMANCE REPORTS

- How often (both)?
- Where to submit (both)? DHS-GrantReports@dhs.gov
- For performance reports: what's covered?



Suggested Areas of Focus – Award

ARTICLE X – AMENDMENTS AND REVISIONS

ARTICLE XI – DEPARTMENT OF HOMELAND SECURITY OFFICIALS

ARTICLE X – AMENDMENTS AND REVISIONS

- May you transfer funds between categories?
- Do you need more time?

ARTICLE XI – DHS OFFICIALS



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Suggested Areas of Focus – Award

ARTICLE XII – GENERAL TERMS AND CONDITIONS

- These T&Cs apply to all awards under the program
- READ** them
- You are **responsible for compliance** with them



Suggested Areas of Focus – Award

ARTICLE XV – GOVERNING PROVISIONS

- Application – you are bound by the final negotiated project narrative and the final negotiated budget

- If you want to discuss changes to either:
 - Contact your OSR
 - Contact GFAD



Suggested Areas of Focus – Award

ARTICLE XVI – ORDER OF PRECEDENCE

- ❑ Note the inclusion of:
 - The FOA
 - Your application

- ❑ During the administration of the award, your institution and DHS are bound by this order of precedence



Contact Information

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