Frequently Asked Questions (FAQ) for NOT-ES-20-017, NIEHS Worker Training Program Coronavirus and Infectious Disease Response Training (Admin Supp Clinical Trial Not Allowed)

As of April 23, 2020

Question: Do we use the Federal identifier as on the main Cooperative Agreement?
NIEHS Response: Yes, use the same federal identifier as on your grant. Here is the grant guidance on the federal identifier field: https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.200-sf-424-(r&r)-form.htm#4a .

Question: Can grantees who have closed out under the Ebola Biosafety & Infectious Disease Response grant apply?
NIEHS Response: No, not directly. They can partner with an eligible organization for a grant application.

Question: Can grantees under Ebola funding that are currently under a No Cost Extension (NCE) apply?
NIEHS Response: No, in accordance with Department of Health and Human Services policy, organizations in an NCE will not be eligible.

Question: What is the "standard process" referred to in this sentence: "A standard process is required by all applicants in collaboration with NIEHS to ensure that the quality and content of information is consistent and takes into consideration organization's administrative, engineering, and personal protection policies, procedures, and supplies"
NIEHS Response: The standard process refers to the administrative requests that govern all of our grants, such as adherence to the minimum criteria, the terms and conditions of award, and quality control and evaluation.

Question: What is included in the six-page research strategy?
NIEHS Response: The six pages includes your narrative and training plan. The narrative can describe the opportunities and challenges that need to be addressed through the proposed activities and a justification of special circumstances that necessitate the supplement, including COVID-19 needs such as virtual safety training, health and safety advising, and a focus on essential workers. Include the proposed aims of the training activity as well as a detailed summary of target populations and the proposed training program. The description should be scientifically defensible, should clearly convey the potential impact of the activity, and should be relevant to the Worker Training Program goals and objectives. Keep in mind that supplements need to be in the scope of the original application and program component as applicable (i.e. HWWTP, HDPTP, and ECWTP), so the proposal should not request to do something that is significantly different than the original proposal. Abbreviations should be spelled out and highly technical language/terms that may not be known to the broader scientific community should be avoided unless clearly defined.

Question: Are the budget pages included in the six-page research plan?
NIEHS Response: No, the budget pages are separate and should not be included in the six-page research plan.

Question: How broad can the target population be?

NIEHS Response: Think about who your state/region calls essential workers, who are on the job and at work facing potential exposure. An applicant could align with that. NIEHS is working on building out essential workers database and launching an essential worker training tool.

Question: Can we do 4-hour modules in 30-60 minute segments? Is that an acceptable approach?
NIEHS Response: Yes, training populations need flexible approaches now. Delivering content in small modules is appropriate if that is what's best for your audience.

Question: Does NIEHS provide an LMS for grantees?
NIEHS Response: The COVID-19 online training is in a SCORM compliant package and it has been deployed successfully to other LMSs. If you don't have an LMS, or need technical assistance, reach out to HSI/Vivid, to discuss arrangements for them to host your organization's learning on their system. Your data could be segregated into a separate container and they will administer your LMS. NIEHS will not have a uniform LMS for all grantees.

Question: How much money can we apply for?
NIEHS Response: This is a supplemental grant to the current year's award. You should apply for an amount that you would be able to spend down by the end of the budget year. Budget requests should be within the ceiling of the parent grant. Requests should be for the conduct of activities that can be completed by the end of the current grant period or no-cost extension. A maximum request of $200,000 has been set.

Question: Reading the FOA, it is unclear whether the supplemental is to be submitted by email or via commons. Do you know how I should do it?
NIEHS Response: Apply under your parent grant. Grantees should apply through the ASSIST system. For multi-component projects, there are two options:
- Submit as a single project application, with a sub for each component
- Submit a separate single project application for each component

Alternatively, a system-to-system platform is an acceptable alternative option to ASSIST for application submission.

Question: If we adjust the scope of our proposal to align with the end date of our current award (July 31), what is a reasonable amount of funds to request for 2- to 3-month project period?
NIEHS Response: You will have to decide based on your consortium's capacity what you can reasonably accomplish in a training plan and what the budget will be for that short period. The NOSI does have a maximum amount you can request.

Question: Will this opportunity be followed by another funding opportunity announcement with the option for a longer project period? If so, will we jeopardize our chances for funding, if we *don't* respond to the short-term project?
NIEHS Response: There are plans for another NOSI release for supplements after the new grant period has begun. The timing for release has not been decided yet. Whether you apply for or receive this first supplement will not affect your chance of future supplements as each is based on your program training plan and budget.

Question: What notice number do I search for to apply on-line? I cannot find ES-20-017 on either ASSIST or grants.gov.

NIEHS Response: Look up [PA-20-135 Emergency Competitive Revision to Existing NIH Awards (Emergency Supplement - Clinical Trial Optional)](#).

Question: Is there a Catalog of Federal Domestic Assistance Number associated with the NOSI?
NIEHS Response: The NIEHS WTP current CFDA number is the appropriate answer - Catalog of Federal Domestic Assistance (CFDA) Number(s) 93.142

Question: Regarding the emergency supplemental grant funding, can we apply for "infrastructure funding" (software, LMS fees, consultant support to pivot to online training that will support COVID 19 and Infectious Disease training conducted under the parent grant, where metrics will be reported)?
NIEHS Response: Yes, costs for "infrastructure funding" as defined above are allowable in accordance with the terms and conditions of the award (described in the parent NOA and the [NIH Grants Policy Statement](#)), provided the expenses are necessary for the programmatic implementation of the project.

Question: The announcement seemed to focus on HWWT/ DOE, but would it be possible to earmark an ECWTP request for funds to perform community awareness or awareness for prior or existing ECWTP Trainees?
NIEHS Response: The request for supplement can be used for any component of the HWWT program to include HDPTP and ECWTP

Question: Do we write new specific aims for the supplement or do we use the specific aims from the existing grant?
NIEHS Response: Please provide specific aims tailored to this supplemental request.

Question: On the first screen of ASSIST, it asks for a "Unique Label". Should I create a unique label for our application or use the title from NOSI?
NIEHS Response: Per [NIH ERA](#), the Unique Supplement Label field has been provided so users can enter a title or description that will allow them to readily identify the administrative supplement after it has been initiated. You should create a unique label that allows you to recognize your application in the system.

QUESTIONS AND RESPONSES ADDED APRIL 23, 2020

Question: The application guide says a progress report is required for revisions and needs to be included within the Research Strategy. Is the progress report needed in the supplemental narrative?
NIEHS Response: The Emergency NOSI requires this. A summary of past performance in this area of infectious diseases would be appropriate.

Question: According to PA-20-135, a Resource Sharing Plan is required. Will you please confirm that NIEHS WTP does want applicants to include a Resource Sharing Plan with this funding opportunity?
NIEHS Response: The product of the program is to provide health and safety training to target populations which is resource sharing. To comply with PA-20-135, applicants may discuss how, under the terms of the U45 and UH4 cooperative agreements, grantees are required to submit curricula to the curricula catalog which is available for public search.

Question: I understand there may be an extended deadline. What is the policy for this?
NIEHS Response: As indicated in the NIH Guide Notice [NOT-OD-20-091](#), some flexibilities have been provided for applications submitted late due to the Coronavirus outbreak: "all grant applications

submitted late for due dates between March 9, 2020, and May 1, 2020, will be accepted through May 1, 2020."

Question: The parent award is an R43 SBIR funding. If awarded an administrative supplement, would this also be considered SBIR funding?
NIEHS Response: A supplement to an SBIR grant is subject to the requirements of the SBIR program, regardless of where the funding comes from.

Question: Would a fee be acceptable as part of the supplement request?
NIEHS Response: A fee will not be accepted as a part of the supplement request.

Question: Do the six pages for the research strategy include the specific aims?
NIEHS Response: Specific Aims and Research plan are separate attachments.

Question: Like most grantees, our COVID training numbers will probably be instead of, not in addition to, some of the training we projected for 2019-2020. The new funding will pay for transition to online training rather than the delivery of each class. Should I put the training numbers in the supplement application or only a narrative description of the transition?
NIEHS Response: A training plan with intended training numbers is always helpful for NIEHS when reviewing supplement applications. You may clarify your specific situation in the research plan, for example that virtual training will be substitute planned in-person training, how the supplemental funding will be used, and how existing and new funds will complement each other to achieve your training goals.

Question: Is the type of application a "revision" in ASSIST? If yes, then do you check "increase award"?
NIEHS Response: Yes, it is a revision with the increase award option.

Question: As an SBIR grantee applying for the NOSI supplement, I wanted to confirm that the SBIR/STTR information form is not needed for this type of submission. It is not listed in the FOA for the topic or a form in the ASSIST application but is listed in the general SBIR instructions.

NIEHS Response: The SBIR information form that covers your small business eligibility and commercialization plan is part of your parent grant. This supplement will be attached to the parent grant, and it is not required to be submitted again for the supplement.