

## Program Solicitation

### Creative Forces: NEA Military Healing Arts Network (Clinical Component)

#### Application Deadline: December 3, 2019

Applications must be submitted electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on the deadline date above. We strongly recommend that you submit your application no later than November 24, 2019 to give yourself ample time to resolve any problems that you might encounter. Late applications will not be accepted.

#### Background

More than 500,000 members of the United States armed services live with traumatic brain injuries and related psychological health conditions. The **Creative Forces: NEA Military Healing Arts Network** (Creative Forces)—a program of the National Endowment for the Arts (Arts Endowment) in partnership with the U.S. Departments of Defense (DoD) and Veterans Affairs (VA) and state and local arts agencies—places creative arts therapies at the core of patient-centered care for the military patients and veterans who are affected by these conditions, as well as their caregivers and families.

Since it was established in 2012, Creative Forces has reached more than 7,000 service members and currently treats approximately 3,500 new patients annually at 11 military and veterans facilities. Up to six additional facilities, for a new total of 17, are expected to join the Creative Forces network by the end of 2020.

Creative Forces has three primary components:

- **CLINICAL:** Supports creative arts therapies in patient-centered care at military and veterans clinical sites, as well as through a telehealth delivery program for patients in remote areas. In clinical settings, credentialed creative arts therapists (CATs) provide art, music, dance/movement therapies, and therapeutic writing interventions for military patients and veterans. In addition, Creative Forces supports research on the impacts and benefits of these treatment methods.
- **COMMUNITY:** Provides increased access to non-clinical arts engagement opportunities to support the health and wellness of service members, veterans, their families, and caregivers.
- **CAPACITY:** Invests in capacity-building efforts, including the development of toolkits, playbooks, training materials, and other resources to serve target populations in both clinical and community settings. These materials are made available through the online Creative Forces National Resource Center to support efforts for targeted populations in clinical and community settings.

The purpose of the Program Solicitation is to select an organization to manage the *clinical component* of the Creative Forces program. To date, administrative support for the entire program has been provided by Americans for the Arts, who will transition management of the clinical component to a successor organization.

### **Scope of Work**

The purpose of this Program Solicitation is to select an organization (Cooperator) to manage the clinical component of the Creative Forces program (the Clinical Program).

In brief, the Cooperator will:

1. Administer the Clinical Program activities, including any expansion to additional sites and telehealth delivery programs, during the agreement's period of performance.
2. Manage and support the personnel (e.g., CATs, other contractors) necessary to undertake the Clinical Program.
3. Provide subject matter expertise and administrative support to advance the Clinical Program's efforts with regard to research.

This award will be made as a cooperative agreement. The Arts Endowment uses two types of awards to fund project activities: cooperative agreements and grants. A cooperative agreement is different from a grant in that the Arts Endowment is substantially involved with the awardee in the direction and accomplishment of the Clinical Program. Both funding mechanisms are subject to Title 2 of the Code of Federal Regulations, Part 200.

More information can be found under "Detailed Requirements" below.

### **Detailed Requirements**

The Cooperator will work in close consultation with the Arts Endowment Project Director, and through the Arts Endowment Project Director with other Arts Endowment, DoD, and VA staff as appropriate, on all aspects of the Clinical Program. The Arts Endowment Project Director will be the Senior Advisor for Innovation & Director of Creative Forces.

The Cooperator will:

- Work with the Arts Endowment Project Director to refine the details and schedule of all project components, and collaborate with any Cooperator(s) or entity(ies) who are managing other components of the broader initiative, as appropriate.

- Consult with and secure approval from the Arts Endowment Project Director on all aspects of the project described below.

### **Clinical Activities**

- Administer Creative Forces' existing clinical and telehealth delivery programs in compliance with Memoranda of Understanding (MOUs) with the clinical sites as well as other contractual obligations, and support an expansion of the Clinical Program. Currently, treatment is delivered by 21 credentialed CATs to more than 3,000 patients per year through more than 15,000 encounters at 11 sites.

Note: It is anticipated that up to six additional clinical sites being supported by up to four additional Arts Endowment-supported CATs will join the program during the period of performance.

- Hire, train, and manage the personnel necessary to support the Clinical Program and related activities.
  - Maintain existing Clinical Program support personnel, as appropriate, from the current Cooperator, which includes 21 existing full-time or part-time credentialed CATs, a senior military medical advisor, a research advisor, and an informatics specialist (the Clinical Program Support Personnel). Ensure the seamless transition of services provided by Clinical Program Support Personnel acting in these roles from the current to the successor Cooperator.
  - Coordinate with the senior military medical advisor who will: 1) ensure coordination of the Clinical Program's treatment and research activities across Creative Forces, and 2) assemble, monitor, and report on key performance indicators.
  - Recruit new Clinical Program Support Personnel as needed.
  - Assure that the agreements under which CATs are engaged meet all site-specific requirements set forth in the MOUs between the Arts Endowment and DoD and VA entities.
  - Provide CAT contract-related documentation (e.g., scopes of work, liability insurance, professional certifications) to appropriate DoD, VA, or other entities. Ensure that all Clinical Program Support Personnel have the credentials to work onsite.
- Coordinate schedules between the Clinical Program sites and Clinical Program Support Personnel. Arrange for the availability of appropriate supplies, hardware and software, and other materials necessary to support the Creative Forces'

clinical and telehealth delivery capabilities (including but not limited to audio and technology needs, computers, and art supplies).

- Develop content (including, for example, training materials and playbooks) in consultation with CATs and other Clinical Program Support Personnel. These materials will be disseminated through the online Creative Forces National Resource Center that is managed by a separate entity.
- Provide administrative and logistical support and cover costs, such as travel and housing, for training workshops and related meetings for Clinical Program Support Personnel.
  - Engage with national and international subject matter experts from the military, veterans, and civilian health systems to ensure that advanced elements of healing arts and creative arts therapies are integrated into staff training and the overall Clinical Program.
  - Provide resource support such as travel and subsistence for outreach, site visits, speaking engagements, conference attendance, and professional development activities for Clinical Program Support Personnel.
  - Coordinate meetings such as an annual convening of Creative Forces CATs, the research planning team, and working groups related to clinical research activities, and other related meetings.
- As a secondary responsibility, explore the feasibility of a Clinical Program expansion to: 1) implement the clinical approach within civilian venues that seek to support veteran and military target populations, and 2) to broaden support for the treatment of other military and veteran populations who have been exposed to trauma.
  - Provide the Arts Endowment Project Director with an analysis and recommendations (including, but not limited to, anticipated costs) of the program's short and long-term graduated and strategic growth. This should also consider possible limitations on expansion. Consult with the Arts Endowment Project Director on a regular, mutually agreed upon basis in order to develop content that best fits the Arts Endowment's needs.

### **Research Activities**

- Provide administrative assistance and technical support for the Clinical Program's clinical research activities. These activities may include, but are not limited to:

- Support a clinical research advisor to oversee implementation of projects outlined in the **“Creative Forces Clinical Research: A Strategic Framework and Five-Year Agenda (2018-2022)”** and provide technical assistance and/or resources, as appropriate.
- Seek overall guidance from the Arts Endowment Project Director and designated staff from the Arts Endowment’s Office of Research & Analysis (ORA) on work related to the Clinical Program’s research activities.

## **Communications**

- Through discussions with the Arts Endowment’s Office of Public Affairs (OPA), facilitated by the Arts Endowment Project Director, produce all communications and program materials in a format and style compatible for dissemination through the Arts Endowment’s online platforms. This includes compatibility with the online Creative Forces National Resource Center and compliance with Federal laws and regulations.
- All public communications, materials, presentations, and press releases, as well as speaking engagements, contacts with press, and publications, must be approved by the Arts Endowment Project Director.
- Include Arts Endowment-designated crediting language in all appropriate communications and materials produced for and by the Clinical Program.

## **Intellectual Property and HIPAA Permissions**

- Secure all necessary rights, permissions, licenses, and releases as appropriate to the project (the “Rights”). The Rights may include, but are not limited to, permissions for visual images, video, and other online project components. If relevant, the Arts Endowment Project Director will coordinate discussions or meetings between the Cooperator and the Arts Endowment’s Office of General Counsel (OGC) to ensure that the rights secured meet the Agency’s needs. The Arts Endowment reserves the right, in its sole discretion, to determine whether the Rights provided are satisfactory to it. The Cooperator accepts sole responsibility, and will defend, indemnify and hold harmless the Agency from any liability arising from deficient Rights and/or the Cooperator’s warrants or statements about the Rights. Electronic copies of the permissions/releases must be provided to the Agency in accordance with the requirements provided by OGC.
- Ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA) with regard to patient-specific data by:

- a. Confirming that the handling of any Personally Identifiable Information (PII) or Personal Health Information (PHI) pursuant to any telehealth or other related services agreement entered into by the Cooperator pursuant to this Cooperative Agreement and any amendments thereto is in compliance with HIPAA; and
- b. Confirming that any specific medical or personal data shall be kept confidential in accordance with Federal law.

### **Other**

- No later than 90 days after the completion or termination of the Cooperative Agreement, the Cooperator shall submit required Final Reports and any specific reports identified in the award's Report Schedule, which is accessed through the Cooperator's eGMS REACH account.
- No later than 90 days after the completion or termination of the Cooperative Agreement, submit, through the Cooperator's Arts Endowment eGMS REACH account, a Final Descriptive Report (FDR) and a Federal Financial Report (FFR-Standard Form 425), and any specific reports identified in the award's Report Schedule).

### **Responsibilities of the Arts Endowment Project Director**

The Arts Endowment Project Director will work with the Cooperator to design and implement all aspects of the program. Tasks include:

- Provide overall direction and work with the Cooperator to refine the project plans and schedule.
- Serve as a liaison between the Cooperator, military and veteran clinical sites, key partners of the initiative, Arts Endowment staff, and any Cooperator(s) associated with other aspects of the broader initiative.
- Provide the Cooperator with all necessary background materials on the program's clinical component, including military and veteran clinical sites, partners participating in the program, and Memoranda of Understanding.
- Approve plans for recruiting, hiring, and training program Clinical Program Support Personnel; all agreements related to CAT providers; any full-time staff, other contractors, and partners involved in the program; and any associated research and data collection activities.
- Review and approve all public communications and project materials. Facilitate discussions between the Cooperator and OPA to ensure these materials are in a

format and style ready for public dissemination on the Arts Endowment’s communications platforms where appropriate.

- Support efforts to engage subject matter experts to advance the program. Assist in planning and implementing clinically-related convenings hosted or supported by the initiative.
- Review and approve the program’s clinical research and evaluation-related activities in consultation with ORA, DoD, and VA.

**Estimated Schedule**

The Cooperative Agreement resulting from this Program Solicitation can start no earlier than June 1, 2020. The Arts Endowment will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized.

No earlier than June 2020	Cooperator refines project plans and schedule with Arts Endowment Project Director and current Cooperator. Explore and secure dates and formats for project components.  Cooperator assumes administrative and management support for existing sites and expanded sites as they become operational.
July 1, 2020	Activities laid out in the Scope of Work and Detailed Requirements become operational.
24 months following the Period of Performance Start Date (no earlier than June 1, 2020).	Period of Performance ends.

**Cooperative Agreement Amount**

We expect to award one Cooperative Agreement of up to \$4,400,000, contingent upon the availability of funds.

This Cooperative Agreement does not require cost share/matching funds.

## Period of Performance

This Cooperative Agreement will begin no earlier than June 1, 2020, and may extend for up to 24 months.

## Applicant Eligibility

Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally recognized tribal communities or tribes may apply.

To be eligible, the applicant organization must:

- Meet the Arts Endowment's "**Legal Requirements**" at the time of application.
- Have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment award(s) previously received.

NOTE: Priority will be given to applicants with previous experience supporting the treatment and research associated with military and veteran medicine (such as, but not limited to, experience with military and/or veteran research and medicine collaborations supported by associated legal/research and data sharing agreements).

An organization may submit only one proposal under this program solicitation.

An organization may not receive more than one Arts Endowment award for the same costs during the same or an overlapping period of performance.

You may apply to other Arts Endowment funding opportunities in addition to this program solicitation. In each case, the request must be for a **distinctly different project**.

## How to Prepare and Submit an Application

Applications must be submitted electronically through Grants.gov, the federal government's online application system. **The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on December 3, 2019.** We strongly recommend that you submit by November 24, 2019 to give yourself ample time to resolve any problems that you might encounter. Late applications will not be accepted.

Submitting an application is a two-step process:

1. Before you submit through Grants.gov for the first time, you must be registered. This is a multi-step process for which you should allow at least two weeks. Registration must be completed before you can apply. See "**Organization**



**Registration** for details. If you have already registered with Grants.gov, renew/verify your registration with Grants.gov and make sure that all of your information is current before you apply. Before you submit through Grants.gov for the first time, see "Apply Electronically Through Grants.gov" beginning on page 12 for further instructions.

2. Follow the detailed instructions for submitting items such as the application narrative, bios, project budget, and supporting information in the "How to Use the Attachments Form" section beginning on page 15.

## **Application Review**

Proposals will be reviewed on the basis of the following criteria:

The **artistic excellence** of the project, which includes the:

- Degree to which the proposal demonstrates an understanding of the subject matter expertise necessary to undertake the project.
- Quality of the services that the project will involve.
- Quality of similar or related programs managed by the applicant organization.

The **artistic merit** of the project, which includes the:

- Applicant's experience managing similar or related programs.
- Ability to identify best practices in the field of military and veteran medicine and apply them to the creative arts therapies focus of this project.
- Ability to carry out the project based upon factors such as the budget, the qualifications of the project personnel, administrative capacity, and a realistic timeline.

NOTE: Priority will be given to applicants with previous experience supporting the treatment and research associated with military and veteran medicine (such as, but not limited to, experience with military and/or veteran research and medicine collaborations supported by associated legal/research and data sharing agreements).

All applications are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chairman of the National Endowment for the Arts. The Chairman reviews the Council's recommendations and makes the final decision on all federal financial assistance awards. It is anticipated that applicants will be notified of award or rejection in April 2020.

NOTE: All recommended Arts Endowment applications undergo a review prior to the agency making an award to evaluate risk posed by the applicant. This may include past performance on grants, meeting reporting deadlines, compliance with terms and conditions, audit findings, etc.

## **Travel Policy**

Travel costs – including lodging, meals, and incidental expenses – must be reasonable and allowable in accordance with 2 CFR Part 200.474 as applicable. These costs must not exceed:

- Travel charges normally allowed by the applicant’s institutional policy. (The selected organization must submit a copy of this policy, if it exists, to our Office of Grants Management before a Cooperative Agreement can be finalized.)
- In the absence of an institutional policy on travel costs, costs established in the government-wide Federal Travel Regulation.

No federal or matching funds can be used to support federal staff or National Council on the Arts Members’ travel.

## **Award Administration**

### **Crediting Requirement**

The Cooperator must clearly acknowledge support from the National Endowment for the Arts in all material related to this project, regardless of the medium of the material. We will provide the Cooperator with specific requirements for this acknowledgment.

### **Subsequent Cooperative Agreements**

The Arts Endowment may enter into up to four subsequent awards with the recipient of this Cooperative Agreement. Any such future Cooperative Agreements, however, would be subject to agency priorities, the availability of funds, Cooperator performance, and the agency’s regular review process.

### **Ownership and Use of Materials**

The Arts Endowment reserves a perpetual, royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use the products created by the Cooperator under the terms of any resulting Cooperative Agreement for federal purposes and to authorize others to do so (2 CFR 200.315).

### **General Terms and Conditions**

National Endowment for the Arts Cooperative Agreements are subject to the [General Terms and Conditions for Grants and Cooperative Agreements to Organizations](#).

## Project Reporting and Evaluation

Through this program, we intend to achieve the following objective: *Engagement: Public engagement with, and access to, various forms of excellent art across the nation.* If an award is received, the Cooperator also will be asked to provide evidence of those results. Before applying, review the [reporting requirements](#).

## Agency Contacts

If you have questions about programmatic requirements, contact the Arts Endowment:

Bill O'Brien  
Senior Advisor for Innovation and Director of Creative Forces  
[obrienb@arts.gov](mailto:obrienb@arts.gov)

If you have questions about administrative requirements, contact:

Nicki Jacobs  
Director, Office of Grants Management  
202-682-5403  
[jacobsn@arts.gov](mailto:jacobsn@arts.gov)

REMINDER: If you have questions about your Grants.gov registration or the mechanics of getting your application through the Grants.gov system, you should contact Grants.gov, not the Arts Endowment. Call the Grants.gov help desk at 800-518-4726, email [support@grants.gov](mailto:support@grants.gov), or consult the information posted on the Grants.gov website at **Support**. The Grants.gov Contact Center is available 24 hours per day, seven days a week.

## Paperwork Reduction Act Statement

The public reporting burden for this collection of information is estimated at an average of 20 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving our Program Solicitations and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: [webmgr@arts.gov](mailto:webmgr@arts.gov), attention: Reporting Burden. Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

## Apply Electronically Through Grants.gov

Applications must be submitted electronically through Grants.gov, the federal government's online application system.

You will need to refer to the instructions below as you fill out the Grants.gov forms as well as complete the attachments described below.

### Register or Renew/Verify Registration with Grants.gov and SAM.gov:

- It is your organization's responsibility to create and maintain a regularly updated registration with both Grants.gov and the System for Award Management (SAM). Grants.gov and SAM.gov registration and maintenance is always free.
- **Grants.gov Contact Center:** Call 800-518-4726, email [support@grants.gov](mailto:support@grants.gov), or consult the information posted on the Grants.gov website at [Support](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.
- **SAM Federal Service Desk:** Call 866-606-8220 or see the information posted on the SAM website at [SAM User Help](#).

### Go to the Grant Opportunity Package:

- Access the Grant Opportunity Package on Grants.gov by clicking on the link below:

**[CLICK HERE TO GO TO THE GRANT OPPORTUNITY PACKAGE](#)**

### Funding Opportunity Number: NEAPS1904

- When you go to Grants.gov through the link above, the Grants.gov "View Grant Opportunity" screen will open. Choose "Apply" in the "Action" area. On the next screen, chose "Apply" again. You will be prompted to enter your Grants.gov Username and Password.
- You will apply using a Grants.gov Workspace. To create a Workspace, look for the "Application Filing Name" field above the "Create Workspace" button. Enter your organization's legal name in this field. If you want to learn more about using Grants.gov's Workspace, see [here](#).
- After creating a Workspace, you will see two forms:
  1. Application for Federal Domestic Assistance/Short Organizational Form: This form asks for basic information about your organization and project.

2. Attachments Form: This is not a form in the conventional sense, but rather a place to attach additional required items that must be included for your Grants.gov application package to be considered complete.

### **Instructions for the Application for Federal Domestic Assistance/Short Organizational Form:**

**NOTE:** All asterisked (\*) items and **yellow** fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

1. Name of Federal Agency: Pre-populated.
2. Catalog of Federal Domestic Assistance Number: Pre-populated.
3. Date Received: This will be filled automatically with the date that you submit your application; leave blank.
4. Funding Opportunity Number: Pre-populated.
5. Applicant Information:

**a. Legal Name:** Enter the legal name of your organization as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe.

**b. Address:** Use Street 1 for your organization's physical street address. This address should agree with the address that you used with the SAM (System for Award Management). In addition, use Street 2 for your organization's mailing address if it differs from the physical street address.

**c.** In the Zip/Postal Code box, enter your **full 9-digit zip code**. (You may look it up at [www.usps.com/zip4/](http://www.usps.com/zip4/)).

**d. Type of Applicant:** Select the item that best characterizes your **organization** from the menu in the first drop-down box. Additional choices are optional.

**e. Employer/Taxpayer Identification Number (EIN/TIN):** Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

**f. Organizational DUNS:** All organizational applicants for federal funds must have a DUNS number, which is recognized as the universal standard for identifying organizations worldwide. **The number that you enter here must agree with the number (either 9 or 13 digits) that you used with the SAM (System for Award Management) as part of the Grants.gov registration or your application will not be validated by Grants.gov and will be rejected.**

**g. Congressional District:** Enter the number of the Congressional District where the applicant organization is physically located. Use the following format: 2 letter State Postal Abbreviation-3 digit District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If you need help determining your current district, go to [www.house.gov](http://www.house.gov) and use the "Find Your Representative" tool.

## 6. Project Information:

**a. Project Title:** Enter Creative Forces Clinical Component.

**b. Project Description:** Provide a two- or three-sentence summary that briefly describes the specific activities that will be included in the project budget.

**NOTE:** This field on the form has a character limit of 1,000. Even if you have fewer than 1,000 characters, Grants.gov may translate special characters (e.g., apostrophes) in a way that will cause your application to be rejected. This can happen if you copy from an old application package or another document and paste into the form. We strongly encourage you to write a succinct description and double-check the number of characters.

**c. Proposed Project Start Date/End Date:** Enter a start date on or after June 1, 2020. The start date should be the first day of a month, and the end date should be the last day of a month. This is the period of performance for your proposed project, which should not exceed 24 months. Project activities must occur, and the costs you include in your Project Budget must be incurred, within your period of performance.

**7. Project Director:** Provide the requested information for the Project Director. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field.

Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

## 8. Primary Contact/Grant Administrator:

Provide the requested information for the individual who should be contacted on all matters involving this application. Select a Prefix.

If this individual is the same as the Project Director, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. (If the Primary Contact/Grant Administrator is the same as the Authorizing Official, complete all items under both 8 and 9 even though there will be some repetition.)

Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

#### 9. Authorized Representative:

Enter the requested information for the AOR (Authorized Organization Representative) who will be submitting this application to Grants.gov. Select a Prefix even though this is not a required field. **The AOR must have the legal authority to obligate your organization.** By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. (These requirements can be found in the "**Assurance of Compliance**" section.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

#### How to Use the Attachments Form:

The "Attachments Form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved as portable document format (PDF) files elsewhere on your computer.

Several important points:

1. Attachment 3, the Project Budget Form, is a National Endowment for the Arts fillable form; you will find a link below. This form can be filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

Be sure you are using Adobe Reader (version 9 or higher) when filling out our PDF forms.

Note to Mac users: Your computer may be set to open PDF files using Preview (you can tell which program is being used to view a PDF file by looking at the left-most item in the menu bar). Verify that you are using Adobe Reader and not Preview. If you don't have Adobe Reader installed, you can download it here:

<http://get.adobe.com/reader/>

2. All other attachments are non-form documents that you will compose in accordance with the instructions provided. **These items must be submitted as PDF files.**

**Do not create PDFs of your electronic documents by scanning.** In the past, some applicants have printed their electronic documents and then scanned them, saving the scan in PDF format. PDFs created this way are much larger, and of lower quality, than PDFs created by the methods we recommend. Do not enable any document security settings or password-protect any PDF file you submit to us.

No attachment should be more than 2 MB.

When you open the Grants.gov Attachments Form, you will find 15 attachment buttons. By clicking on a button, you will be able to choose the PDF file from your computer that you wish to attach. Attach the proper file to the proper button as listed below.

## The Attachments

**ATTACHMENT 1:** To this button attach a **narrative** (no more than 5 pages in length) that addresses the points below. The file name should indicate the name of your organization or a recognizable acronym followed by "Narrative" (e.g., "ABCOrgNarrative").

The information that you provide will be reviewed in accordance with the "Review Criteria" for this initiative. Please organize your response a), b), c), etc., and use the boldfaced language below as a heading for each item.

- a) Your organization's **mission and principal activities**.
- b) Your organization's **experience** in managing similar or related programs for military and/or veteran communities.

NOTE: Priority will be given to applicants with previous experience supporting the treatment and research associated with military and veteran medicine (such as, but not limited to, experience with military and/or veteran research and medicine collaborations supported by associated legal/research and data sharing agreements). As appropriate, describe your organization's experience in these areas.

- c) **Proposed project activities**. Be as specific as possible. Describe your plans for accomplishing all aspects of the project as detailed in the Scope of Work/Detailed Requirements section of this Program Solicitation. Describe your proposed staffing solutions for the project, including any full-time staff, contractors, partners, or special resources that might be needed. Also discuss how you will address issues such as any legal/medical authorities or data sharing practices that are relevant to this project.



d) **Schedule** of key project planning and implementation dates.

**ATTACHMENT 2:** To this button, attach **brief bios** (at least three per page) for the key personnel to be involved in the project. The file name should indicate the name of your organization or a recognizable acronym followed by "Bios" (e.g., "ABCOrgBios").

**ATTACHMENT 3:** To this button, attach the completed **Project Budget Form** [Form I Instructions]. The file name should indicate the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

You may request an award amount of up to \$4,400,000. (See "Cooperative Agreement Amount" for more information.)

**ATTACHMENT 4:** To this button, attach any additional supporting information that you think necessary. (Optional)

You may attach a PDF with web links to relevant materials. In this case, list the URL for the page to be shown and include any necessary navigation paths and any information on required plug-ins. Do not submit a website that requires a password. Do not submit a link to a site that requires material to be downloaded (e.g., Dropbox). The file name should indicate the name of your organization or a recognizable acronym followed by "SupportInfo" (e.g., "ABCOrgSupportInfo").

Leave all remaining Attachment buttons blank.