

Frequently Asked Questions

What is the goal of this grant competition?

- The goal of this grant competition is to provide funds to develop or enhance, implement, and evaluate campus- and/or community-based prevention and early intervention strategies to prevent high-risk drinking or violent behavior among college students.

Who is eligible to apply?

- This grant competition is open to institutions of higher education, consortia thereof, public and private nonprofit organizations, including faith-based organizations, and individuals. If an application is submitted on behalf of a consortium, one entity must serve as the grantee.

Note: This grant competition limits eligibility to applicants that do not currently have an active grant under this program. For the purpose of this eligibility requirement, a grant is considered active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds (71 FR 70369).

What is the deadline date for applications under this grant competition?

- January 30, 2009.

What are the project and budget periods for these grants?

- Up to 24 months. Projects will be funded for one year with an option for an additional year, contingent upon substantial progress by the grantee and the availability of funds. Project periods are expected to begin by July 1, 2009.

How much money is available under this grant competition?

- The Administration has requested \$2,447,000 for new awards under this program for FY 2009. The actual level of funding, if any, depends on final congressional action. This figure is only an estimate and does not bind the Department to any specific level of funding.

How many new awards will be made?

- It is estimated that **18 new awards** will be made.

Should we address both of the funding priorities for this competition?

Under 34 CFR 75.105(c) (3), we consider only applications that meet **either, NOT both**, of the funding absolute priorities. **Applicants that choose to address both of the absolute priorities must submit separate applications for consideration.** In making awards under this grant

program, we may take into consideration the geographic distribution of the projects in addition to the rank order of applicants. Refer to pages 22-24 for a full discussion of the funding priorities.

Budget Information

What is the average amount of each grant?

- Projects will be funded for approximately \$100,000 to \$150,000 per year depending on the scope of work. These figures are only estimates and do not bind the Department of Education to a specific number of grants or amount of any grant.

Is there a matching requirement?

- No.

Is there a restricted indirect cost rate for this program?

- No. For this grant competition, you may charge indirect costs using the rate negotiated with your cognizant federal agency (e.g., Department of Education, Department of Health and Human Services, Department of the Interior). Individuals who apply for any grant competition through the Department of Education are not allowed to budget for an indirect cost rate.

You are encouraged to give priority to direct services to students by limiting the indirect costs charged to the project. You will not be penalized for failure to reduce indirect costs nor will you gain a competitive advantage if you do.

If you claim indirect costs in the budget for your proposed project and do not have a negotiated rate with the federal government, ED will establish a temporary indirect cost rate for your project (i.e., 10 percent of the direct salaries and wages included in the budget for the project). You will be allowed to draw at the temporary rate during the first 90 days after ED made the grant, as determined by the date of the Grant Award Notification. If you do not submit an indirect cost rate proposal to your cognizant agency within that first 90 days, you will not be allowed to draw any more funds for indirect costs until you obtain a federally recognized indirect cost rate from your cognizant agency. For more information about indirect cost rates, please visit www.ed.gov/about/offices/list/ocfo/intro.html.

Can grant funds be used to support professional development activities?

- Yes, as long as the activities directly support the purposes of the grant.

Are there guidelines for how much money can be spent on consultants? What is the daily limit and is there a cap?

- There is no daily limit or cap for consultant fees. Information related to these fees should be included on ED Form 524 under the Contractual budget category. Also, applicants should be sure to fully substantiate all expenditures in the budget narrative.

Does my application have to address both of the absolute priorities?

- No. However, in order for your application to be considered, it must address at least one of the two priorities. Applicants that choose to address both of the absolute priorities must submit a separate application for each. **You should consider the primary behavior (i.e., high-risk drinking or violent behavior) your proposed project is designed to prevent in determining which priority to choose.**

What is the definition of “high-risk drinking” in this grant competition?

- “High-risk drinking” is defined as those situations that may involve but not be limited to: binge drinking (commonly defined as five or more drinks on any one occasion); underage drinking; drinking and driving; situations when one’s condition is already impaired by another cause, such as depression or emotional stress; and combining alcohol and medications, such as tranquilizers, sedatives, and antihistamines.

Under each of the two absolute priorities of this grant competition, applicants are required to identify a specific student population to be served by the grant and provide a justification for its selection. What does “specific student population” mean?

- A “specific student population” may include, but not be limited to, student athletes, members of fraternities and sororities, students attending two-year institutions of higher education, and first-year students.

Can I select high school students as a “specific student population”?

- No. Providing services to high school students is outside the absolute priority of this grant competition, and applicants should not include such services in their proposals.

What forms of violent behavior should applicants address under Absolute Priority #2?

- Absolute Priority #2 does not specify the type of violent behavior among college students that is to be prevented. Forms of violent behavior that are of concern on college campuses include rape and sexual assault; nonsexual physical assault, such as fights, muggings, and hazing; and hate crimes. Applicants can use their own discretion based on the needs of their campus community in determining what specific forms of violent behavior will be addressed in their respective proposals.

Do I need to address all elements of the absolute priority selected to be considered for this grant competition?

Yes. Applications that do not clearly address all six required elements of the absolute

priority addressed will be deemed ineligible.

Application Transmittal Information

Do I have to submit my application electronically?

- No. Applications may be submitted electronically or in paper format by mail or hand delivery. The electronic submission of applications is voluntary. However, if you choose to submit your application electronically you must use the Grants.gov site. **Note: You may not submit your application by e-mail or facsimile**

May I get an extension of the deadline date?

- Waivers for individual applications failing to meet the deadline will not be granted, regardless of the circumstances. Under very extraordinary circumstances ED may change the closing date for a grant competition. When this occurs, ED announces such a change in a notice published in the Federal Register.

If you experience problems submitting your application electronically through Grants.gov, please contact the Grants.gov Support Desk at 800-518-4726. You must obtain a Grants.gov Support Desk Case Number and keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m. (Washington, DC time) the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this application package.

If you electronically submit an application after 4:30:00 p.m. (Washington, DC time) on the application deadline date, please contact: Amalia Cuervo (at 202-245-7881) of the Office of Safe and Drug-Free Schools and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to electronically submit your application by 4:30:00 p.m. (Washington, DC time) on the application deadline date. ED will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Do I need to provide the Funding Opportunity Number (Item #12) and the Competition Identification Number (Item #13) on the SF-424?

- If you submit your application electronically via Grants.gov, then you need to provide these numbers. They are located on the Grants.gov Web site on the application download page and also on the application package page once it is downloaded. If you submit your application in paper format by mail or hand delivery, then you do not need to provide these numbers as they are used strictly for the electronic package submitted via Grants.gov.

Does Grants.gov support the new Microsoft Vista Operating System?

- Grants.gov uses two viewer products – Adobe Acrobat Reader and PureEdge – that predate the release of Windows Vista. Adobe Reader 7.0.9 **may** work with Vista, but Adobe does not fully support this configuration. PureEdge Viewer v.6.0.2 is only compatible with Vista when using a Citrix server connection. Grants.gov is anticipating the release of Adobe Reader 8.1.1 shortly, which will be compatible with Microsoft Vista. Until Adobe Reader 8.1.1 is released, you have two choices: Use an operating system other than Vista or use Citrix, which has been identified as an option for any applicant that is using Vista. The Grants.gov Web site (www.grants.gov/help/general_faqs.jsp#18) has been updated to provide applicants with instructions on how to utilize the Citrix solution.

Does Grants.gov support Word 2007?

- The new version of Microsoft Word saves documents with the extension .docx. The Grants.gov system does not process Microsoft Word documents with the extension .docx. When submitting Microsoft Word attachments to Grants.gov, please use the version of Microsoft Word that ends in .doc. If any of the documents included in the application are saved with the .docx extension, **the entire application will be rejected by Grants.gov**. If you have any questions regarding this matter, please e-mail the Grants.gov Contact Center at support@grants.gov or call 800/518-4726.

I submitted my application by the deadline via Grants.gov. Am I finished?

- No, do not assume that you are finished. If you submit your application via Grants.gov, there is a two-step validation process. Within two days of submitting your grant application, you will receive two e-mail messages. The first e-mail will confirm receipt of your application by the Grants.gov system. The second e-mail will indicate whether your application was successfully validated by the system or if it was rejected due to errors. You should track your application via the Grants.gov system to determine the progress of your application until the system shows a “Validated” or “Rejected” status, or until you receive the e-mail indicating that it was successfully validated or rejected.

What if I have not received a validation by the closing date?

- If you submit your application within two days prior to the application transmittal deadline, you may not receive your validation or rejection notification until after the closing date. We recommend that if you have not received the two e-mail notifications indicating receipt and validation by 4:30:00 p.m. (Washington, DC time) on the application deadline date, then

print your application and mail a hard copy of it, adhering to the hard copy application submission procedures and requirements written in this application. For example, cover pages with signatures must be included in hard copy applications and cannot be faxed later.

What are some of the reasons I won't receive a validation from Grants.gov?

- You submitted your application after the application transmittal deadline date and time.
- The E-Business Point of Contact at your organization did not respond to the registration e-mail from Grants.gov and authorize you as an Authorized Organization Representative (AOR).
- You did not provide the D-U-N-S Number on your application (SF-424 form) that was used when you registered as an AOR.
- You uploaded a file type that is not compatible with Grants.gov.
- You did not fill out all of the mandatory fields in the application package.

Additional reasons that Grants.gov may reject an application can be found on the Grants.gov Web site: www.grants.gov/applicants/applicant_faqs.jsp#54. We also suggest reading all of the FAQs on Grants.gov (www.grants.gov/help/submit_application_faqs.jsp#10) to provide you with additional information to assist with your submission.

General Information

Whom do I contact for more information about this grant competition?

Amalia Cuervo, LPC
U.S. Department of Education
550 12th Street SW
Washington DC, 20202-6450
Telephone: (202) 245-7881
Fax: (202) 485-0041
E-mail: PreventHVB@ed.gov

Do I need to notify my State Single Point of Contact about my application?

- Yes. You must contact the appropriate State Single Point of Contact to find out about, and to comply with, your state's process under Executive Order 12372, and include a copy of your letter to the State Single Point of Contact with your application. For more information about this requirement, see the Intergovernmental Review of Federal Programs section in this application package. **To view a list of states (and the State Single Point of Contact), which participate in the intergovernmental review process, visit:** www.whitehouse.gov/omb/grants/spoc.html.

On the Application for Federal Assistance (Standard Form 424), you also must check the appropriate box in Item 19. Specifically, check box (a) and provide the date on which you made your application available to the State Single Point of Contact for review **or** check box

(b) if the State Single Point of Contact indicated that they will not review the application.
Note: Do not check box (c) since this grant program is covered by Executive Order 12372.

How does the Freedom of Information Act affect my application?

- The Freedom of Information Act (FOIA) provides that any person has the right to request access to federal agency records or information. All U.S. Government agencies are required to disclose records upon receiving a written request for them, except for those records that are protected from disclosure by the nine exemptions listed in the FOIA. All applications submitted for funding consideration under this grant competition are subject to the FOIA. To read the text of the Freedom of Information Act, visit www.usdoj.gov/04foia/foiastat.htm.