

Documents Checklist for General HRSA Proposal Submission

NOTE: We strongly encourage you to please refer to this checklist for guidelines along with carefully reading the pertinent Notice of Funding Opportunity (NOFO). This checklist does not replace the NOFO, as some NOFOs have special directions that supersede this standard checklist.

Proposal Number:	
Program Solicitation:	
Title:	
HRSA Application Resources:	Apply for a Grant HRSA

Before You Begin

Read the program announcement and pay attention to:

1. Estimated Annual Award
2. Due date/Deadline
3. Performance Period
4. Cost Share

Note: If using KR (rather than Workspace) to apply for your HRSA, KR proposals require specific forms to be uploaded into the User Attached Form section. Please check with your SPA administrator regarding these forms.

	Documents Required	Notes & Limits
	The requirements of the following sections are specific to the HRSA NOFO you are proposing to. It is mandatory to read the announcement to determine the requirements of all sections below.	
1	Project Abstract Summary Form	<ul style="list-style-type: none"> • Enter into form/field in HRSA application portal • Use 4,000 characters or less <ul style="list-style-type: none"> ○ Not counted in the page limit
2	Additional Congressional District	<ul style="list-style-type: none"> • If included, it will be counted in the page limit
3	Mandatory Project Narrative	<ul style="list-style-type: none"> • Must be uploaded in Project Narrative File Attachment Form <ul style="list-style-type: none"> ○ Counted in the page limit
4	Budget	<ul style="list-style-type: none"> • Not counted in the page limit
5	Mandatory Budget Narrative	<ul style="list-style-type: none"> • Must be uploaded in Budget Narrative File(s) Attachment form <ul style="list-style-type: none"> ○ Counted in the page limit
6	Additional Performance Site Location(s)	<ul style="list-style-type: none"> • If included, it will be counted in the page limit
7	Attachments 1-15	<ul style="list-style-type: none"> • Refer to the attachment table provided in the NOFO for specific sequence • Unless the NOFO says otherwise, attachments are counted in the page limit

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HRSA Application Page Limit

- Unless otherwise noted, attachments count toward the application page limit specified in the NOFO. You must clearly label each attachment
- The total of uploaded attachment pages that count against the page limit shall be no more than the page limit specified in Section IV. 2. of the NOFO
- The abstract is no longer an attachment that counts in the page limit. Additionally, indirect Cost Rate Agreement does not count in the limit
- It is important to ensure your application does not exceed the specified page limit. Any application exceeding the page limit will not be read, evaluated, or considered for funding

HRSA Formatting - Paper Size and Font

- **Font Size:** Must not smaller than 12-point font, smaller font may be used for charts/graphs, budget tables and footnotes
- **Font Type:** Times Roman, Arial, Courier, or CG Times
- **Paper Size & Margins:** No larger than standard size (8 ½" x 11") paper, at least one inch margins – in all directions
- **Names/Footer:** Include the name of the applicant on each page as a footer
- **Section Headings:** Place all section headings flush left in bold type
- **Page Numbering:** Do not number the standard OMB-approved forms. Number each attachment page sequentially. Reset the numbering for each attachment