Frequently Asked Questions (FAQ)

1. **What should the biographical sketch look like?**
   Please refer to page 44 of the SF-424 guide linked to from the FOA. The url for that guide is: https://www.hrsa.gov/grants/apply/applicationguide/sf424guide.pdf There is no prescribed format noted in the guidance document, but the FOA (page 24) states to keep the length to no more than two pages.

2. **What is the current Salary Cap?**
   The Consolidated Appropriations Act, 2016, Division H, § 202, (P.L.114-113) enacted December 18, 2015, limits the salary amount that may be awarded and charged to HRSA grants and cooperative agreements to the Federal Executive Pay Scale Level II rate set at $187,000, effective January 2017. This amount reflects an individual’s base salary exclusive of fringe benefits. An individual's institutional base salary is the annual compensation that the recipient organization pays an individual and excludes any income an individual may be permitted to earn outside the applicant organization duties. HRSA funds may not be used to pay a salary in excess of this rate. This salary limitation also applies to subrecipients under a HRSA grant or cooperative agreement. The salary limitation does not apply to payments made to consultants under this award although, as with all costs, those payments must meet the test of reasonableness and be consistent with recipient’s institutional policy. None of the awarded funds may be used to pay an individual’s salary at a rate in excess of the salary limitation. Note: an individual's base salary, per se, is NOT constrained by the legislative provision for a limitation of salary. The rate limitation simply limits the amount that may be awarded and charged to HRSA grants and cooperative agreements.”

3. **Can the required evaluation plan be in the form of a table?**
   The evaluation plan should be included as Attachment 6 (FOA page 24). There is no prescribed format for that. The applicant can determine what format they want to use.