



Indian Health Service

**Division of Diabetes
Treatment and Prevention**



IHS Produce Prescription Pilot Program (P4) FY25 Continuation Application Kickoff

March 14, 2025

IHS Division of Diabetes Treatment and Prevention (DDTP) P4 Continuation Application Kickoff Webinar | March 14th, 2025

- This is a required webinar. All grantees should plan to attend the live webinar or watch the recording when it becomes available.
- Recorded webinar will be available on the [P4 Grant Resources website](#) in two weeks.
 - Will also be emailed within 24 hours
- If you are hearing an echo, try hanging up your phone or turning down your computer speakers.
- Feel free to place your questions in the chat, or ask at the end during the Q & A.

Note: This webinar is scheduled to start at 12pm AZ/1pm MT/2pm CT/3pm ET



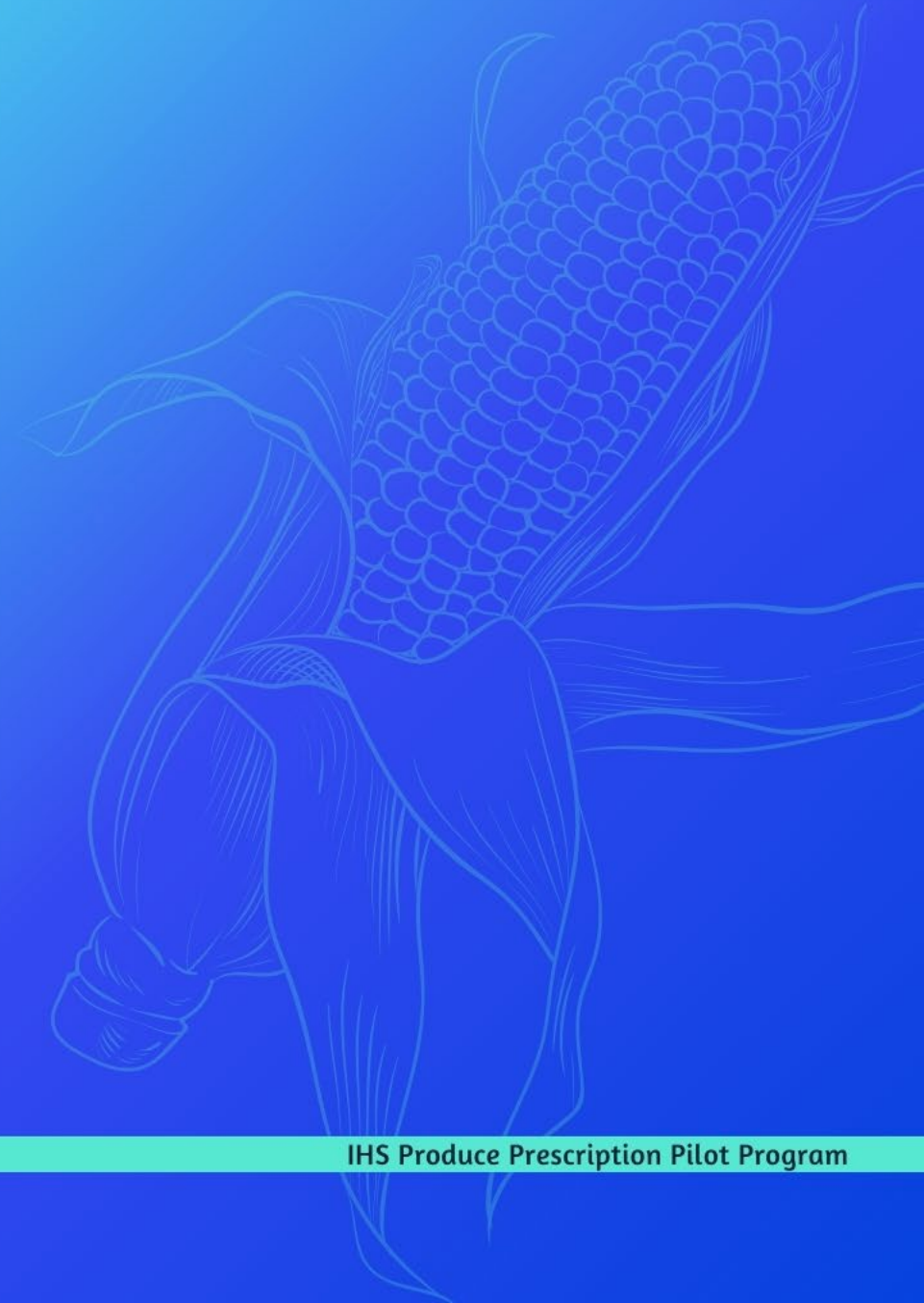
P4 – Commonly Used Abbreviations

- AI/AN = American Indian/Alaska Native
- DDTP = IHS Division of Diabetes Treatment and Prevention
- DGM = IHS Division of Grants Management
- GMS = Grants Management Specialist
- NoA = Notice of Award
- P4 = Produce Prescription Pilot Program
- IHS = Indian Health Service
- I/T/U = IHS/Tribal/Urban



What this webinar will cover

1. Updates and Reminders
2. FY25 Grant Continuation Application Materials
3. Due Date
4. Submitting the Grant Application
5. Screening and Review
6. Questions



Preparing the Grant Application



Application Materials

- On the [P4 Grant Resources website](#)
 - Instructions for how to access P4 Application Kit
 - FY25 Continuation Application Kickoff Webinar Recording
- In [GrantSolutions](#)
 - Application Kit
 - Forms SF-424 and 424A
 - Continuation Application Project Narrative
- Grantee Prepared/Acquired
 - Budget Narrative
 - Indirect Cost Rate Agreement (if applicable)
 - Resume for Key Personnel (optional – recipient would only need to send these if there are new personnel)
 - Key Contacts Form (optional – same situation as the Resumes)
 - Other (optional – in case the recipient has anything else they want considered)



Tips for Using the P4 Project Narrative

- Ensure the Project Narrative is in PDF format.
- Download (Save) a copy of the Project Narrative template to your computer.
- Ensure that all contributors are using Adobe Reader or Pro software to complete.
- Save the completed document – do not print and/or scan.
- Proofread to ensure all fields are completed and to minimize grammatical/spelling errors.

The template is provided for submitting the required information and to prepare a successful (and complete) Project Narrative.

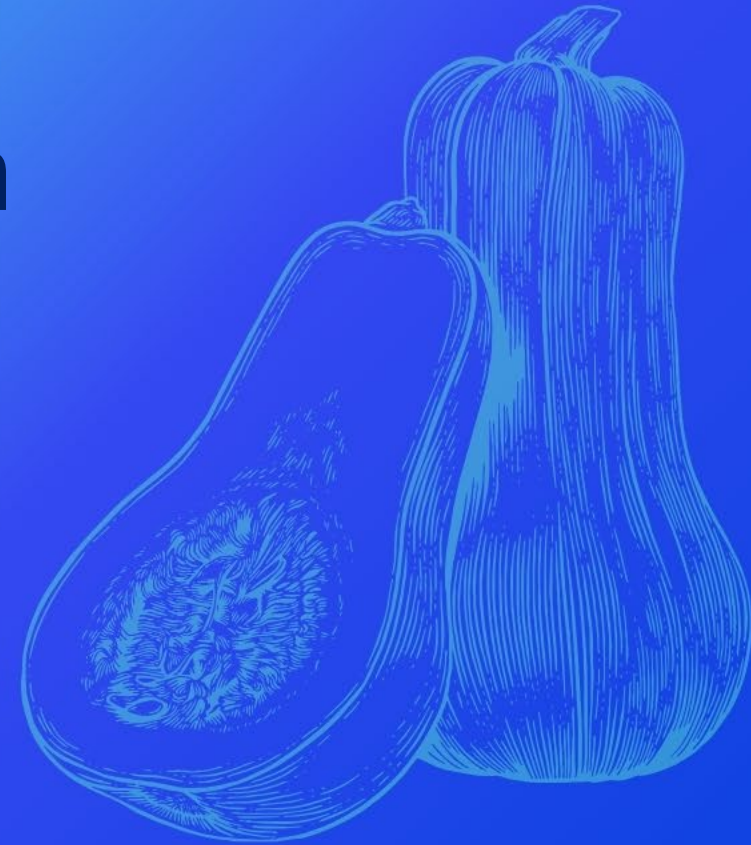


Review the Project Narrative



P4 FY25 Continuation Application

Due Date: **Thursday, May 1, 2025**



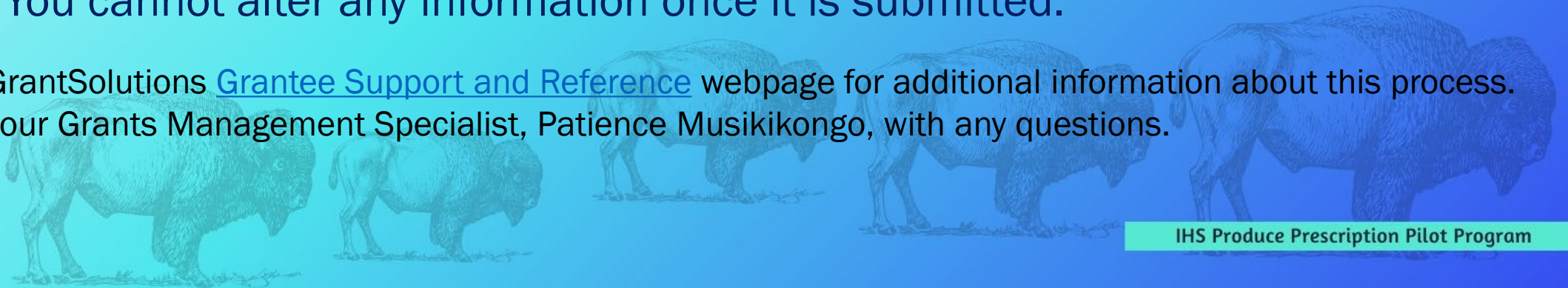
Submitting the Continuation Application



Submitting Your Application in GrantSolutions

1. Log into [GrantSolutions](#).
2. Click on “Apply for Non-Competing Award;” this link will be available under “My Grants List.”
3. Complete online forms and upload file attachments for each enclosure in the application kit.
4. After completing all the forms, click on “Verify Submission” to submit the application to IHS.
5. Click on “Final Submission.”
6. Click on “OK” upon the prompt “Are you sure you want to submit application?”
7. You cannot alter any information once it is submitted.

See the GrantSolutions [Grantee Support and Reference](#) webpage for additional information about this process. Contact your Grants Management Specialist, Patience Musikikongo, with any questions.



Review of Applications



Application Screening

- All applications will be screened for adherence to the instructions from the DGM and DDTP, including submission of all required documents.
- Applicants who do not submit all required documents in the correct format may be contacted to provide the proper documentation before their application can be reviewed.
 - This may result in a delayed NoA and/or Special Grant Conditions on their NoA issuing funds for 2025.



Application Review

Grant applications that pass screening will be reviewed by the Program Officer, or their designee, based on the following:

- Compliance with the Terms and Conditions outlined in the FY24 NoA
- Satisfactory business (fiscal) review of the FY25 application
- Satisfactory programmatic review of the FY25 application, including:
 - Completeness of information from the Project Narrative template
 - Documented plan for continued work and evaluation in FY25



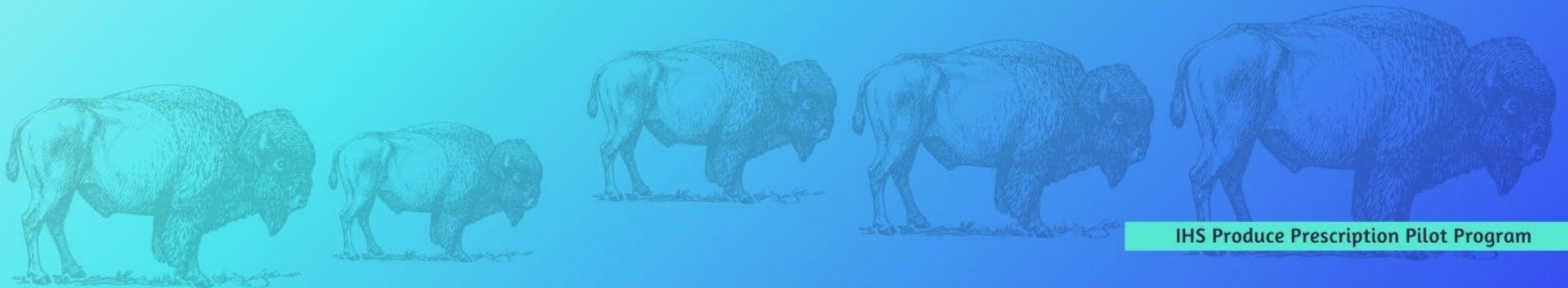
Application Review (cont'd)

- Grantees with applications that are approved with restrictions will have Special Grant Condition(s) placed on their FY25 Notice of Award.
- Special Grant Conditions are notes added onto the NoA that describe missing documentation or revisions needed.
- Some Special Grant Conditions may also place funding restrictions until specified documents or revisions are submitted and approved.



Recap: Application Resources

- [P4 Grant Resources website](#): Due dates, Continuation Application webinar slides and recording
- [GrantSolutions.gov](#): Web-based system where application will be submitted
- [DGM website](#): Funding opportunities, policies, forms & resources.
- Connect with a human
 - DDTP – P4 Team ihsproduceprescriptionpilotprogram@ihs.gov
 - DGM – Grants Management Specialist patience.musikikongo@ihs.gov (for budget narrative, forms, GrantSolutions)



QUESTIONS

