

## 325 Frequently Asked Questions (2023 Competitions)

### General:

**Q: Where can I find the application package?**

[New OSEP Grant Competitions \(ed.gov\)](#)

The full application package instructions can be found by selecting the “Package” tab. Under “Actions”, select the preview link which provide the application forms. In the header section for “Package Forms”, you will see a box that says “Download Instructions” which is the full application package.

**Q: I will be revising and resubmitting our grant application from last year. Do we need to note on the narrative that this is a resubmission?**

A: No

**Q: Will there a pre-application webinar scheduled?**

A: This year there is a pre-recorded webinar. The recording is posted at: [New OSEP Grant Competitions \(ed.gov\)](#) and <https://osepideasthatwork.org/resources-grantees/informational-webinars-osep-funding-opportunities>

**Q: What is the proper location in the application for the Proposed Staff Availability to Project and Person Loading Chart?**

A: You can include the Person Loading Chart in Appendix A. **Appendix A** is read by the review panel and should include charts, tables, figures, graphs, screen shots, and visuals that provide **information directly relating to the application requirements for the narrative**. Please read the Applicant Letter and the application package thoroughly for additional information regarding the application narrative and appendices.

**Q: What is the proper location in the grant application for the Project Assurances? The notice inviting applications (NIA) references a section of the narrative that should address them, but in the narrative outline there is not an actual Project Assurances section. Should they just be spread as appropriate throughout the application? Should they be referenced in the 'List of Priority Requirements' or something similar elsewhere in the application?**

A: The NIA specifies which sections certain assurances should be addressed (e.g., Appendix A, Appendix B, Budget). For assurances that do not reference a specific section, you may include them in the narrative of the application where you feel they are most appropriate. We recommend including where each of the assurances can be found in the table of contents.

**Q: The application does not provide any details under 'SUPPLEMENTARY INFORMATION.' Should any additional supplementary information be included (apart from what is specifically listed in the NIA -- the Reference List, Appendix A (Charts, tables, figures, graphs, screenshots, and logic models that provide information directly relating to the application requirements), Appendix B (Syllabi), Resumes/Vitae, Letters, and Other Appendices)?**

A: Supplementary information can be uploaded into other appendices but there is no guarantee that supplementary information will get reviewed. Reviewers will be instructed to review the content of Appendix A as they do the application narrative. Appendix A should only include information directly relating to the application requirements for the narrative. Reviewers are not required to review any other appendices.

**Q: Where can I find the information regarding the formatting of the application?**

A: Additional information regarding formatting applications has been included on Pages D-3 and D-4 of the “General Information on Completing an Application” section of this package. Please note that charts, tables, figures, graphs, screen shots, and logic models can be single-spaced when placed in an Appendix A.

**Q: Project start date**

A: We cannot provide a date for when the funding will be available for new grantees. Our intent is to release the funds to new grantees as soon as possible. The funds will be awarded by September 30<sup>th</sup> at the latest. You should put a start date that would make the most sense for the project you are proposing.

#### Priority Requirements

**Q: I understand that scholars supported in the project will have a service obligation requirement. Can you tell me where to find more information on the service obligation so that I can make sure the program I am proposing will allow them to meet the service obligation requirements?**

A: Scholars are required to complete two years of service for each “academic year” of funding support. For additional information regarding service obligation, please read the [Personnel Development Program Regulations](#)

**Q: If our project has a planning year, is there a specific location the details of the planning year are expected to be included in the application narrative?**

A: The details of the planning year should be included in the Quality of project services section of the application narrative.

**Q: We are considering building in a planning year in the project. What are some budgeting considerations that we need to be aware of if our project opts to have a planning year?**

A: Applicants may use up to the first 12 months of the performance period and up to \$100,000 of the first budget period for planning without enrolling scholars. If an applicant chooses to use the first year for program planning, then the applicant must provide sufficient justification for requesting program planning time and include the goals, objectives, and intended outcomes of program planning in year one, a description of the proposed strategies and activities to be supported, and a timeline for the work. Additional Federal funds may be requested for scholar support and other grant activities occurring in year one of the project, provided that the total request for year one does not exceed the maximum award available for one budget period of 12 months (i.e., \$250,000).

**Q: Can you provide any guidance on how to budget scholar support?**

A: Ensure that *at least* 65 percent of the total award over the project period (i.e., up to 5 years) will be used for scholar support. Applicants proposing to use year one for program planning may budget for less than 65 percent of the total requested budget over the 5 years for scholar support; such applicants must ensure that 65 percent of the total award minus funds allocated for program planning will be used for scholar support. Scholar support can include support for cost of attendance (i.e., tuition and fees; university student health insurance; an allowance for books, materials, and supplies; an allowance for miscellaneous personal expenses; an allowance for dependent care, such as child care; and/or an allowance for room and board), travel in conjunction with training assignments including conference registration, and stipends to support scholars' completion of the program. Projections for scholar support should consider tuition increases and cost of living increases over the project period. Scholar support does not need to be uniform for all scholars and should be customized for individual scholars based on scholars' financial needs, including consideration of all costs associated with the cost of attendance, even if that means enrolling fewer scholars.

**Q: I read the guidelines with care and understand that at least 65% of the award must be dedicated to the scholar support requirement. I am trying to ascertain if there is a traditional amount awarded or traditional range of amount awarded, per scholar. As a new applicant, we have no guidance on this issue, such as comments from previous reviewers.**

A: The amount that each scholar receives (and the number of scholars supported) by a project varies based on factors such as—

- Costs at a public v. private IHEs,
- Credits required by degree programs with varying requirements (e.g., bachelor's, 1-2 year master's in sped v. 3-4 year programs in school psychology, clinical doctoral degree in audiology),
- Non-federal funding contributed by an applicant due to a large endowment at that IHE, other grants, etc.).

- Individual scholars' varying financial needs

As such, selection criteria do not consider either the average amount of funding awarded per scholar, or the number of scholars being prepared in awarding a grant.

We do track the average "Federal cost per fully qualified scholar who completed the preparation program" as a program performance measure and that average cost was \$31,000/year for a 325K scholar in FY 2021. The average ranged from \$25K to \$33K in the five years prior.

**Q: Does a graduate assistantship count toward the 65% scholar support**

A: Grantees must ensure that scholar support costs (e.g., tuition, stipends) are scholarship assistance and not financial assistance based on the condition that the scholar works for the grantee (e.g., as graduate assistants). A scholar can work as a graduate assistant as well as be supported by the 325K grant. However, 325K grant funds cannot be used to fund the scholar's graduate assistant position.

**Q: My institution is willing to provide a voluntary cost-share to fund one graduate assistant's tuition for 5 years. Would this be allowed? We would still budget proposed OSEP funds to cover scholar tuition/stipends. If allowed, would the cost-match be included as part of the "total award" as we want to ensure 65% of funds will be used for scholars?**

A; Grantees must ensure that scholar support costs (e.g., tuition, stipends) are scholarship assistance and not financial assistance based on the condition that the scholar works for the grantee. The minimum 65% scholar support requirement does not include a cost-match. The "total award" only includes the federal award.

**Q: Is it allowable to include scholars that are already highly-qualified in terms of their credential status or is the funding limited to scholars who are working to achieve the credential? We are hoping to create a shortened program of study that leads to a degree and recruit early intervention providers who may already be appropriately credentialed but lack the knowledge and skills needed to work with community-based childcare programs.**

A: Scholars must be enrolled in a program that leads to certification/licensure/endorsement needed to serve IDEA-eligible children with disabilities. However, it is allowable to enroll scholars that are already highly qualified in terms of their credential status.

**Q: Must scholars complete an entire program of study that leads to a degree?**

A: Yes, scholars must complete an entire program of study that leads to a degree at bachelor's, certification, master's, educational specialist, or clinical doctorate degree levels.

FY23 325K Competition

**Q: I noticed that “related services personnel” are no longer included in 325K? Are you no longer funding related services preparation?**

A: Applications that propose to prepare only related services personnel are no longer eligible under 84.325K but are eligible under Preparation of Related Services Personnel Serving Children with Disabilities who have High-Intensity Needs priority (ALN 84.325R).

**Q: I noticed that there is no interdisciplinary requirement in this year’s NIA. We have an established interdisciplinary program, are we eligible to apply?**

A: While there is no requirement for applicants to propose an interdisciplinary project for FY23 325K grant, projects that partner with related services programs to prepare early intervention or special education personnel *are eligible to apply* under this priority. Additionally, personnel preparation degree programs that prepare all scholars to be dually certified, including dually certified in special education and a related service, can qualify under this priority. Applications that propose to prepare only related services personnel are not eligible under this priority but can qualify under Preparation of Related Services Personnel Serving Children with Disabilities who have High-Intensity Needs priority (ALN 84.325R).

**Q: Our program is a bachelor’s program in special education, can I apply?**

A; The FY23 325K grant program will fund high-quality bachelor’s, certification, master’s, or educational specialist, degree programs in early intervention or special education that will prepare scholars to be eligible for a license, endorsement, or certification from a State or national credentialing authority following completion of the degree program identified in the application.

**Q: To be fully accredited and prepared to be an early intervention provider or special educator in our State/territory, one can receive a bachelor’s degree in a related field (e.g., early childhood education, general education) with additional coursework in early intervention or special education. Can we still apply for the grant?**

A: As the program is designed to prepare scholars to become State credentialed or State certified special educators/early interventionists the project is considered eligible to apply for the grant.

**Q: Our program prepares scholars to receive national credential/certification to work with children who have significant sensory disabilities. There is no State- level certification/licensure for this specific type of personnel. Is our program eligible to apply for the grant?**

A: Yes, programs that prepare scholars who will be eligible for a license, endorsement, or certification from a State or *national* credentialing authority following completion of the degree program are eligible to apply.

**Q: Can an applicant propose a project that admits and prepares scholars across different degree programs. For example, can our project prepare some scholars to graduate with a State certification and some scholars to graduate with a master's degree.**

A: Yes. An applicant can propose to prepare and graduate scholars across different certification and degree programs within one project.

**Q: Can an Adaptive Physical Education (APE) apply under 325K?**

A: Yes, all students need to take physical education so it is a federally mandated requirement of education. Therefore, APE is not considered a related service and APE programs should apply under 325K or 325M if the program is within a minority-serving institution.

**Q: We have an Applied Behavior Analysis Program within our Special Education Department. Can we apply under 325K?**

A: We determine eligibility based on the type of employment the scholar would be able to obtain or be certified for after graduation. If the scholar is being prepared to be certified as a special education teacher, with a focus/add-on in ABA, then the program may apply under 325K. If scholars are being prepared as Board Certified Behavior Analysts, then the program would be eligible to apply under 325R.