



# Preventive Controls Alliance Training Grant Program

<http://afdo.org/pcgrants>

## GRANT GUIDANCE

### CALENDAR YEAR 2017

APPLICATION PERIOD: DECEMBER 6, 2016 – JANUARY 5, 2017

*Providing funds for state, local, tribal, and territorial food safety officials to attend the FSPCA Animal Food and Human Food Alliance training courses.*

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## Grant Program Overview

The U.S. Food and Drug Administration (FDA) and the Association of Food and Drug Officials (AFDO) are proud to announce the 2017 Preventive Controls (PC) Alliance Training Grant Program. The program provides funds for food safety officials to attend the PC Animal Food and PC Human Food Alliance training courses. Grant funding is open to state, local, tribal, and territorial agencies that regulate the safety of manufactured food (animal or human food). Applicants to this program can expect an easy application process, up-front funding when required by the project, and simple reporting requirements.

### CONTACT INFORMATION

For more information or technical support, please contact the PC Alliance Training Grants Management Team at 850-583-4593 or [pcgrants@afdo.org](mailto:pcgrants@afdo.org)

### PC ALLIANCE TRAINING GRANT PROGRAM GOALS

The following are the PC Alliance Training Grant Program's funding goals:

1. Establish a program to fairly award funds to animal and human food regulatory programs for attendance and delivery of courses related to the Preventive Controls Rules (animal and human food); and
2. Reimburse attendees for registration fees, course materials, and travel expenses, including transportation, hotel, meals, and other reasonable expenses.

### ELIGIBILITY

Funding is available to state, local, tribal, or territorial regulatory agencies that regulate the safety of manufactured food (animal and/or human food), and who have one or more employees who must complete one of the following courses:

- FSPCA Preventive Controls for Animal Food
- FSPCA Preventive Controls for Human Food

### MAXIMUM NUMBER OF GRANT APPLICATIONS PER AGENCY

A single agency that regulates manufactured food for both animals and humans may apply for funding for up to two (2) projects:

- One (1) that provides funds for completion and/or delivery of FSPCA Preventive Controls for Animal Food courses.
- One (1) that provides funds for completion and/or delivery of FSPCA Preventive Controls for Human Food courses.

#### SUBMISSION DEADLINE

All applications must be made through the online portal, <https://preventivecontrols.fluxx.io>, which will open the morning of Tuesday, December 6, 2016. All applications must be completed and successfully submitted through the portal by Thursday, January 5, 2017, at 7:59 PM Eastern Standard Time.

#### AMOUNT OF FUNDING AVAILABLE

Approximately \$1,875,000 in funding is available for calendar year 2017, and we expect to provide funding for approximately 1,000 personnel to complete the FSPCA Animal Food and Human Food training courses through this round of project funding.

## Funding Categories

Funds may be used to assist regulatory programs in completing projects that meet the goals and objectives of the PC Alliance Training Grant Program in two categories:

### FSPCA ANIMAL FOOD TRAINING – 2017 CALENDAR YEAR NEEDS

Funding for projects that allow state, local, tribal, and territorial regulatory staff to attend the FSPCA Preventive Controls for Animal Food Course or the Lead Trainer Course.

### FSPCA HUMAN FOOD TRAINING – 2017 CALENDAR YEAR NEEDS

Funding for projects that allow state, local, tribal, and territorial regulatory staff to attend the FSPCA Preventive Controls for Human Food Course or the Lead Trainer Course.

## Project Ideas

The PC Alliance Training Grant Program is designed to fund projects that allow state, local, tribal, or territorial regulatory agencies that regulate the safety of manufactured food (human and/or animal food), to deliver and/or send their staff members to FSPCA Preventive Controls training courses and lead the trainer courses.

### FSPCA ANIMAL FOOD TRAINING IDEAS

Projects that meet your agency's 2017 Calendar Year PC for Animal Food training needs, including:

- Projects that send an agency's staff members to attend FSPCA for Animal Food Courses, covering registration fees and travel costs as needed.
- Projects that fund the delivery of FSPCA for Animal Food Courses within an agency, allowing the agency to provide local and/or regional training for their staff members, including reimbursement of registration fees and travel costs as needed.
- Projects that fund an agency staff person to attend the FSPCA for Animal Food Lead Trainer Course, and then deliver the FSPCA for Animal Food Training Course to agency staff members, including reimbursement of registration fees and travel costs as needed.
- Projects that combine aspects of two or more of the project ideas listed above.

### FSPCA HUMAN FOOD TRAINING IDEAS

Projects that meet your agency's 2017 Calendar Year PC for Human Food training needs, including:

- Projects that send an agency's staff members to attend FSPCA for Human Food Courses, covering registration fees and travel costs as needed.
- Projects that fund the delivery of FSPCA for Human Food Courses within an agency, allowing the agency to provide local and/or regional training for their staff members, including reimbursement of registration fees and travel costs as needed.
- Projects that fund an agency staff person to attend the FSPCA for Human Food Lead Trainer Course, and then deliver the FSPCA for Human Food Training Course to agency staff members, including reimbursement of registration fees and travel costs as needed.
- Projects that combine aspects of two or more of the project ideas listed above.

**Note:** A single agency should not request both FSPCA Animal Food and FSPCA Human Food training in a single application, since animal food and human food training will be funded and scored separately. If a single agency has manufactured food responsibilities for both animal food and human food, they may apply for funding for up to two (2) projects, one (1) for animal food and one (1) for human food.

### PROJECT IDEAS ONLINE

For online access to project ideas, visit our Project Ideas page at <http://afdo.org/pcgrants/ideas>.

## Program Rules, Terms, and Conditions

### ALLOWABLE COSTS

Allowable costs include training costs, travel costs, registration/certificate/speaker/contractual fees, audiovisual materials, and purchase/rental/maintenance/shipping of supplies and/or training equipment.

### NON-ALLOWABLE COSTS

Non-allowable expenses include:

- Costs associated with the procurement of vehicles, construction, and/or remodeling of physical structures.
- Expenses for food, snacks, meals, and catering (other than per diem for travelers).
- Personnel costs associated with training are not permitted. This includes employee salaries, fringe benefits, overtime, travel time, and time spent taking online courses.

Any expenses reimbursed under other cooperative agreements, grants, contracts, and/or other funding mechanisms must remain distinct and separate from any award of the PC Alliance Training Grant Program.

### PROGRAM RULES AND REQUIREMENTS

1. Funding is available for state, local, tribal, or territorial regulatory agencies that regulate the safety of manufactured food (animal and/or human food), and can be used for 2017 calendar year FSPCA Alliance course training needs.
2. Any travel costs associated with this grant program should adhere to the following general guidelines (feel free to contact the PC Alliance Training Grants Management Team with specific travel-related questions not covered below):
  - a. Receipts are required for all travel expenses except meals, which will be reimbursed on a federal per diem basis.
  - b. Hotels will be reimbursed at actual room cost plus any applicable tax during dates of travel, and should be booked at the most economical rate practical. Incidental lodging expenses (internet, etc.) beyond room, parking and tax will not be reimbursed.
  - c. The prevailing federal per diem rate for the destination will be allowed for meals and incidentals. On travel days (first and last days), in most cases 75% of the federal per diem rate will be reimbursed. AFDO reserves the right to disallow per diem for meals that are provided at no cost to the participant as part of the program. The General Services Agency (GSA) Meals and Incidental Expenses (M&IE) breakdown may be accessed at <http://www.gsa.gov/portal/content/101518>
  - d. Air travel is to be taken by the most economical fare available. Advance purchase is required. First or business class, "economy plus"-type, or any other upgraded air travel is not authorized. Baggage fees may be reimbursed with a receipt.



- e. Reimbursement for use of a private automobile shall be at the prevailing federal rate, reimbursed for mapped mileage to and from the venue, and shall not exceed the cost of advance purchase air travel to the destination.
3. A single agency that regulates manufactured food for both animals and humans may apply for funding for up to two (2) projects, one (1) that provides funds for animal food courses, and one (1) that provides funds for human food courses, for a maximum of two (2) applications per agency for the 2017 calendar year funding cycle (Application Period of December 6, 2017 – January 5, 2017). If more than two (2) applications are made by a single agency, only the first application in each project category will be evaluated.
4. Each agency should coordinate internally to ensure they do not exceed the maximum number of applications of two (2) per grant cycle. Applications from a single agency may be made by a single Point of Contact (POC), or multiple POCs.
5. For reasons of security and functionality, programs are required to complete all grant applications online using a modern, up-to-date browser. Users may access links to download these browsers from <http://afdo.org/pcgrants/browsers>.
6. When completing the online application, any character count restrictions include spaces.
7. All applications must be made through the online portal, <https://preventivecontrols.fluxx.io>, by January 5, 2017, at 7:59 PM Eastern Standard Time. All required fields in each application (including POC, organization, and proposal information) must be clear and complete.

### TERMS AND CONDITIONS

By applying, your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Awards will be based upon the submitted and approved project applications, and are subject to the following conditions:

- The grantee must complete the full scope of work and all tasks outlined in the approved grant application by the project end date entered on the grant application, unless a written exception is granted by the AFDO Programmatic POC for the grant award (the AFDO POC assigned to your award will be named in the grant award letter).
- Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after the project end date. As part of the Final Report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the *Reporting Requirements* section of this document.

## Proposal Scoring

1. Applicants will receive an automated email notification upon the successful submittal of their application.
2. Applications received by the deadline will undergo an administrative review.
  - i. Applications that pass the review will move to the proposal-scoring phase.
  - ii. Applications out-of-compliance with the Program Rules and Requirements will not move forward.
  - iii. For applications requiring minor administrative clarification, applicants will be notified and given the opportunity to provide clarifying information within five (5) business days after the notification.
3. **The goal of this program for 2017 is to fund all agency training needs for the FSPCA Animal Foods and Human Food Courses. If total requested funds exceed total available funds (\$1,875,000), however, a contingency plan will be used as needed to allocate funds as fairly as possible.**
4. The contingency plan will be to award at least some funds to each applicant agency, with the overall goal of funding training for as many total personnel as possible, meeting a majority of both the FSPCA Animal Food and Human Food training needs, using the following scoring methods:
  - a. For the first level of competitive review, the following **Automated Review Scores** will be generated for each agency, using the application information that was submitted:
    - i. **Agency Training Efficiency:** The “Total Number of PC Inspections for Your Agency” entry will be divided by the “Total Number of Staff Trained as the Result of a Fully Funded Project.” Agencies that allocate staff wisely to cover their required number of PC inspections will receive a higher score for this metric.
    - ii. **Cost Efficiency of Project Proposal:** The “Total Requested Funding” entry will be divided by the “Total Number of Staff Trained as a Result of a Fully Funded Project” entry. Cost effective proposals (For example: Those using a Lead Trainer model, and/or keeping travel costs low) will receive a higher score for this metric.
  - b. If necessary, as a second level of competitive review, two peer reviewers will review each application, one from FDA and one approved by the PC Alliance Training Grants Joint Advisory Group and/or the Manufactured Food Regulatory Program Alliance. Each of the two reviewers will review and score each application based on the following Peer Reviewer Guidance):
    - Scoring Section 1: Review the Training Participants entry, and provide a score of 0-5 regarding the appropriateness of the listed participants to attend the training.
    - Scoring Section 2: Review the Additional Information entry, and provide 0-2 bonus points for any applications that provide justification for a higher priority.

- Scoring Section 3: Review all Budget entries and the Budget Narrative entry, and provide a score of 0-5 regarding the cost effectiveness of this project request.
  - Scoring above provides a Total Peer Review Score of 0-12.
5. Finally, the PC Alliance Training Grants Joint Advisory Group has discretion when making final award decisions, and can approve changes to funding amount, priority, project period, and other aspects of awards to ensure that funding program goals are met.

## Reporting Requirements

As with the application process, an online system is used for project reporting, aimed at keeping the reporting burden low. Grantees must submit their reports through the online grants management portal at <https://preventivecontrols.fluxx.io>. Funds are generally awarded on a reimbursement basis after a Final Report is submitted and approved, but exceptions may be made based on the nature and duration of the project or the needs of the agency (determined on a case-by-case basis). Please visit <http://afdo.org/pcgrants> for complete Reimbursement Instructions once they become available.

## How to Apply for Funding

1. Carefully review the details of this Grant Guidance document.
2. Gather the required information necessary to answer the questions listed in the *Step-by-Step Application Guidance* (below).
3. Ensure your computer meets the minimum browser requirements to ensure security and functionality with the system. We recommend Google Chrome or any of the other most current browsers listed at <http://afdo.org/msgrants/browsers>.
4. Complete an online application using the grants management portal at <https://preventivecontrols.fluxx.io> for each project for which your program chooses to apply. A single program can apply for a maximum of two (2) applications, with not more than one (1) application in each of the two project categories (Animal Food and Human Food).
5. Submit up to two (2) applications per program by the January 5, 2017 7:59 PM ET deadline, and wait for funding determination (approximately 6 weeks after the grant program deadline).

## Step-by-Step Application Guidance

This section contains best practices and a step-by-step guide for completing online applications through the PC Alliance Training Grant Portal.

### BEST PRACTICES

The following are a few best practices:

- Many applicants find it helpful to gather the required information into a single word processing document, and then later cut and paste that information into the grant portal. This can prevent the loss of work-time caused by Internet connection issues.
- Once you begin to type (or copy and paste) information into the portal, be sure to periodically hit the green **“Save”** button at the top of the screen. After clicking the **“Save”** button, you can log in and out of the system as often as needed without losing your information. Saved applications may be viewed by clicking **“Draft Applications”** under the **“Applications”** heading in the menu on the left panel of your dashboard.
- Your application cannot be submitted until you complete all required fields. Once you have completed all required fields, a **“Submit”** button will appear at the bottom of the screen. Do not click the **“Submit”** button until your application is complete. If you inadvertently hit **“Submit”** before your application is complete, contact the PC Alliance Training Grants Management Team before the application submittal deadline (January 5, 2017) and your application can be moved back to the **“Draft”** state.

### STEP 1 – ELIGIBILITY QUESTIONNAIRE

From <https://preventivecontrols.fluxx.io/> select the button **“New User Registration”** on the right-hand side and take the Eligibility Questionnaire. The Eligibility Questionnaire consists of the following questions:

- A. Do you represent a State, local, tribal, or territorial regulatory agency that regulates the safety of manufactured food (animal and/or human food)? (Enter Y or N, Required)
- B. Does your agency intend to use requested funding to have one or more employees complete, or otherwise support delivery to State, local, tribal, or territorial regulators, one of the following courses? (Enter Y or N, Required)
  - FSPCA Preventive Controls for Animal Food
  - FSPCA Preventive Controls for Human Food
- C. Click **“Submit.”**

### STEP 2 – ACCOUNT REGISTRATION

Register as a Point of Contact for your agency through the PC Alliance Training grant portal. This step only appears if all answers to the Eligibility Questionnaire in Step 1 are answered as **“Yes.”** Information required to complete this step consists of:

- A. **PRIMARY CONTACT** (List the name and information for the person who will serve as the primary Point of Contact [POC] for the grant application process.)

- i. First Name (Required)
  - ii. Last Name (Required)
  - iii. User Title
  - iv. Email Address (Required. Login and password credentials will be sent here.)
  - v. Phone Number (Be sure to include the area code and any extension.)
- B. ORGANIZATION (Complete all the requested information for your food safety agency.)
- i. Legal Name of Organization (Required)
  - ii. Address (Required)
  - iii. City (Required)
  - iv. Country (Required. Select from the drop-down menu – Must select “United States” from the Country drop-down menu first, which will then populate the State/Territory drop-down)
  - v. State/Territory (Required. Select from the drop-down menu.)
  - vi. Postal Code (Required)
- C. ADDITIONAL INFORMATION (Complete this information relating to the PC Alliance Training.)
- i. How did you hear about this funding program? (Use the > and < buttons to move all fields that apply from the box on the left to the box on the right.)
- D. Once you have entered and reviewed all the required information listed above, click the **“Submit Request”** button at the bottom of the screen.

### STEP 3 – RECEIVE YOUR USERNAME AND PASSWORD

Within 2 business days of registration (but normally sooner, often within 30 minutes) you will receive an email with your username and a password. This email will come to the POC email address you entered during registration. Once you receive these credentials, you may log into the PC Alliance Training grants management portal, and begin working on your application(s). Be sure to save your username and password, as these credentials may be used after you submit to check the status of your application(s). IN RARE CASES, SOME EMAILS ARE FILTERED OUT OR SENT TO SPAM FOLDERS. IF YOU DO NOT RECEIVE AN EMAIL WITH YOUR USERNAME AND PASSWORD WITHIN TWO (2) DAYS OF REGISTRATION, PLEASE CONTACT THE PC ALLIANCE TRAINING GRANTS MANAGEMENT TEAM.

### STEP 4 – APPLY FOR A GRANT

Complete your grant application(s) by using your username and password to log into the PC Alliance Training Grant Portal at <https://preventivecontrols.fluxx.io>. A single POC from an agency may apply for up to two (2) grants (one in each category). Multiple POCs from a single agency may register and apply for grants through this program, but they should coordinate to ensure they do not apply for more than one (1) grant in each category, and no more than two (2) grants in total for the current grant cycle. If more than two (2) applications are made by a single agency, only the first application in each of the project categories will be evaluated.

Once you log into your user dashboard click “Apply Now” and then select either “Apply For Animal Food Training” or “Apply For Human Food Training” to begin your application. Then enter all required information, including:

A. ORGANIZATION INFORMATION

- i. Organization (This is what you entered when applying for an account. Verify this is correct. If there is an error, please contact the grant support team.)
- ii. Location (Required. Make sure the entry “Your Organizational Name – headquarters” remains selected from the dropdown.)
- iii. Primary Contact (Select your name from the dropdown.)
- iv. Confirm Primary Contact (Select your name from the dropdown.)

B. AUTHORIZING OFFICIAL INFORMATION (List the name and information for the person in your agency who is authorized to approve this grant contract if awarded.)

- i. Authorizing Official Title (Required)
- ii. Authorizing Official First Name (Required)
- iii. Authorizing Official Last Name (Required)
- iv. Authorizing Official Email Address (Required)
- v. Authorizing Official Phone (Required. Be sure to include the area code.)

C. AGENCY INFORMATION

- i. Please enter the total number of Animal/Human Food Manufacturing Facilities in your state. (Required. If this does not apply to your state, enter “0”.)
- ii. How many FDA Manufactured Food Inspections (Animal Food Only or Human Food Only, for an individual application) were conducted under contract with FDA during your last complete FDA contract year? (Required. If this does not apply, enter “0”.)
- iii. How many Manufactured Food Inspections (Animal Food Only or Human Food Only, for an individual application) were conducted outside your contact with FDA during your last complete contract FDA year? (Required. If this does not apply to your state, enter “0”.)
- iv. Total Annual Animal or Human Food Inspections. Note: This is a system calculated field, which will auto-populate when you enter information in response to the questions above. The number should be the annual number of Manufactured Food inspections (contract and non-contract) for your agency.
- v. Is your agency enrolled in the Animal Feed/ Manufactured Food Regulatory Program Standards (AFRPS/ MFRPS)? (Enter Y or N. Required)

D. REQUEST INFORMATION- FSPCA PREVENTATIVE CONTROLS FOR ANIMAL/HUMAN FOOD TRAINING

- i. Please enter a name for your project, but note that the Project Title has a limit of 255 characters. *The system will automatically truncate text that exceeds this limit. (Example Project Title: 2017 PC for Animal/Human Food Training Needs – Vermont.)* (Required.)
- ii. Project Description: Please provide a brief description of your project. (Required. Maximum of 1,500 characters)



- iii. Anticipated Course Locations: Please enter ALL course locations and dates you plan to have staff attend using the requested funds. (*Example: Battle Creek, MI, February 1-3, 2017; San Diego, CA March 4-5, 2017; Portland, OR June 15-17, 2017*) (Required. Maximum of 1,500 characters)
- iv. Enter the Start Date of your first requested training date, which must be on or after 02/01/2017. (Required. Use either calendar drop-down or keypad to type in the month, date, and year.)
- v. Enter the Project End Date, which should be no more than 30 days after the date of your last training, but must be no later than 12/31/2017. (Required. Use either calendar drop-down or keypad to type in the month, date, and year.)
- vi. Training Participants: Please list the name, title and agency for each person who will receive direct training using funds from this grant, and a very brief (ideally a sentence) position description for each to explain why each is an appropriate choice to attend the training. (*Example: Chris Smith, Manufactured Food Inspector, VT Agency of Agriculture, Food and Markets; Will be performing FSMA PC for Animal/Human Food Inspections under FDA Commissioning.*) (Required. Maximum of 1,500 characters)
- vii. Additional Training Information: Is there any additional information regarding your project proposal, that you would like FDA to consider in their award decision regarding this application? (Maximum of 1,500 characters)
- viii. Please enter the total number of staff from your agency that need to complete either the FSPCA Preventive Controls for Animal/Human Food Training Course or the Lead Trainer Course. *Note: In this box, enter the total number of staff from your agency that need to be trained, not just the personnel that will be trained with the proposed project funds.* (Required. Enter the total number into the blank field.)
- ix. Using the proposed project funds, how many total staff do you intend to support to attend the FSPCA Preventive Controls for Animal/Human Food Training Course? (Required. Enter the total number into the blank field.)
- x. Using the proposed project funds, how many total staff do you intend to support to attend the FSPCA Preventive Controls for Animal/Human Animal Food Lead Trainer Course? (Required. Enter the total number of staff into the blank field.)
- xi. How many staff do you anticipate will be trained during the proposed project period by the staff who will complete the Lead Trainer Course with the requested grant funds? (Required. Estimate and enter the total number into the blank field.)
- xii. Do you intend to use the train-the-trainer course to develop someone who can provide low cost/no cost training to local industry in your state? (Required. Using the drop-down, select yes or no.)
- xiii. Total Animal or Human Food Staff Directly Trained. *Note: This is a system-calculated field, which will auto-populate when you enter information in response to the questions above. The number should be the total of total annual number of staff directly trained using proposed project funds.*
- xiv. Total Animal or Human Staff Trained. *Note: This is a system-calculated field, which will auto-populate when you enter information in response to the questions above.*

The number should include both the total number of staff directly trained using proposed project funds, and any additional staff trained by project-funded Lead Trainers.)

#### E. BUDGET INFORMATION

- i. Please enter an estimate for Total Registration Fees required to complete your proposed project. There is a maximum of \$900 per person, unless justification is provided in the Budget Narrative. (Required. Enter the estimated total amount for all Registration Fees that will be paid using project funds.)
- ii. Please enter the total estimated for other travel costs including transportation, lodging, per diem, etc. For all costs estimated here, please provide a detailed description and cost information in the Budget Narrative below. Do not include registration fees. (Required. Enter an estimated total for all travel costs [except registration fees] that will be paid using project funds.)
- iii. What additional costs will you have associated with this project? Please provide a detailed description and cost information for all additional costs in the Budget Narrative. (Enter any Additional Costs.)
- iv. Total Project Request Amount. Note: This is a system-calculated field, which will auto-populate when you enter information in response to the questions above. It should represent the total amount requested for your project: Total Registration Fees + Total Estimated Travel Costs + Additional Costs.
- v. Please enter the total Amount Requested for this project as a verification, which must equal the calculated amount for the Total Project Request Amount listed above. (Required. Enter Amount Requested.)
- vi. Average Cost Per Person. This is a system-calculated field, which will auto-populate when you enter information in response to the questions above. It should represent the Total Project Request Amount divided by the number of Total Staff Trained using project funds.
- vii. Please enter a justification for any registration fees in excess of \$900 per person, a detailed description and cost information for estimated travel costs, and a justification if total project funding averages more than \$1,900 per person. (Required. Maximum of 1,500 characters)

#### STEP 5 – SAVE AND SUBMIT

Once you have entered all the required information in Steps 3 and 4, carefully review the information you have entered. Click the blue **“Save”** button at the bottom right corner of your screen (we recommend that you save often during the application process to ensure your work is captured). Note: Saved applications may be viewed by clicking “Draft Applications” under the “Applications” heading in the menu on the left panel of your dashboard.

Your application cannot be submitted until you complete all required fields. To make changes to a saved application, click the **“Edit”** button at the top right corner of your screen. Before the grant program deadline, once you have reviewed your application and are confident the information

entered into all fields is correct, clear, and complete, click the green **“Submit”** button in the bottom right corner of your screen to submit your application. A “Note for Submit” box will appear, but it is not required to enter any notes. Click **“OK.”**

## Important Web Links

PC ALLIANCE TRAINING GRANT PROGRAM HOMEPAGE – <http://afdo.org/pcgrants>

All the information for this grant program, including the latest information and program updates, and access to the grant portal, can be found at this site.

PC ALLIANCE TRAINING GRANT PORTAL – <https://preventivecontrols.fluxx.io/>

This link leads directly to the grant portal where you can register and apply for grants for this FDA-funded opportunity. The portal will be open for new applications from December 6, 2016, through January 5, 2017, until 7:59 PM EST. This portal can also be reached through the FDA & AFDO PC Alliance Training Grant Program homepage.

DOWNLOAD A MODERN BROWSER – <http://afdo.org/pcgrants/browsers>

The grants management portal has minimum requirements for security and functionality reasons. Utilize this link to access and download a modern browser that is compatible with the system. Contact your agency's information technology office for assistance.

PROJECT IDEAS – <http://afdo.org/pcgrants/ideas>

This page provides additional project ideas.