

## Post-Submission Interview Script + Questions

The following script is for applicants who applied for the awards that had NOFO prototypes after they submit their applications.

Estimated time to complete: 60 minutes

### Project Overview + Introduction

- Thank you for taking the time to speak with us today. We are part of an initiative that aims to simplify grant announcements, so they are easier to understand and so that you have a better chance to submit a successful application.
- We would like to speak to you today about your experience with the application process. Your feedback will be valuable in informing the redesign of the grant announcement and help ensure it is accessible for future applicants.
- Your candid feedback is important and anything you share with us is anonymous and will not be tied to your name or organization. You don't have to answer any questions you don't feel comfortable answering, and you can end this conversation at any point. Nothing you share with us will impact the outcome of any current or future application that you submit.
- We also want to compensate you for your time today and would like to pay you \$40.

### Background

- We are going to ask you a few questions about your overall experience with the grant application process but would first like to learn a bit about you. Can you start by telling us about your role in your organization and about your organization?

### Application Process

- Can you walk me through your typical grant application process, starting with your awareness of the grant announcement to you submitting an application?
  - o Who typically manages the process? Is there a team? Do you hire consultants? How long does your grant application process typically take?
  - o Do you remember roughly how much time you spent on completing the entire application process?
  - o Which sections of the grant application took the longest time to complete? What were the reasons they took longer?

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0990-0379. The time required to complete this information collection is estimated to average 60 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, to review and complete the information collection. If you have comments concerning the accuracy of the time estimate(s)

or suggestions for improving this form, please write to: U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 336-E, Washington D.C. 20201, Attention: PRA Reports Clearance Officer

- We now have a few questions about our prototype grant announcement that we are testing. Was this your first time applying for a federal grant?
  - o If not, what about this grant announcement was different than previous grant announcements?
  - o How was your application process different than previous experiences?
- How would you describe your overall experience with completing the application?
- Were there sections that were easier to complete than others? If so, which ones and why?
- Were there any sections of the application that were frustrating or challenging? If so, can you tell me about your experience?
- Were there any sections that were difficult to understand?
- Were there any sections that you needed to read more than once? If so, which ones and why?

### **Wrap-Up**

- Is there anything else you would like to share about your experience with the grant application process?
- Is there anything that we didn't ask you that you believe is important for us to know?

Thank you again for your time. If you have any questions you can email [equityingrants@hhs.gov](mailto:equityingrants@hhs.gov).