

Non-Competing Continuation Application Instructions

The following document will provide you with the instructions and guidance for submission of the project narrative for the **Methamphetamine & Suicide Prevention Initiative (MSPI)** funding cycle.

General Instructions for Application Templates

1. *Please keep the narrative section titles on each page (in bold). They will serve as your section titles in the documents.*
2. *Type in the requested information in each section.*
3. *Other formatting guidelines:*
 - *Use single spacing between lines (unless otherwise specified).*
 - *Consecutively number pages.*
 - *Use black type font not smaller than 12 point font.*
 - *Tables may be done in 10 point fonts.*

ADDITIONAL TEMPLATES

For Federal Awardees, you are required to use all the templates provided to you on the MSPI webpage at: <https://www.ihs.gov/mspi/techassistance/continuationap>.

PROJECT NARRATIVE TEMPLATE

The Project Narrative Template serves as both a guide and a framework for your Project Narrative. Please follow the instructions in the template, and enter all information where requested. Please keep the narrative to **10 pages or less**.

BUDGET & BUDGET NARRATIVE

For Federal Awardees, please use the budget/budget narrative template provided on the MSPI webpage at: <https://www.ihs.gov/mspi/techassistance/continuationap>.

Please follow all instructions in the budget template, and keep the narrative to 4 pages or less, single spaced.

TIMELINE CHART

The Timeline Chart should depict a realistic time frame for the **full project year/period**, showing key activities, milestones, and responsible staff. Please keep the timeline chart to 2 pages or less. Keep the following items in mind when creating your timeline chart:

- Understand that this timeline is meant to be used for the development of the project narrative and may be revised over time. For example, some activities will be dependent upon the completion of prior activities (i.e., one cannot train staff members until the staff is hired; if the hiring process takes four months versus

- two, the training timeline will also need to be adjusted).
- It is fine to show multiple items with the same completion date.
 - Remember that all activities in the timeline will shape your budget request.

Changes to Key Personnel

Please fill out and submit a Biosketch Template for each **new** key personnel serving on the project and follow the instructions in the template. If you do not have any new staff/key personnel, you are not required to submit a biosketches.