

**Tobacco Disparities Grant**  
**Technical Assistance Call – Submitted Questions**  
**Tuesday, February 9, 2016 – 1:30 pm CT**  
**Wednesday, February 17, 2016 – 9:30 am CT**

**Q: Explain the format of the application**

A: There are three goal areas: Prevention, Cessation and Secondhand Smoke. Within each goal area there are three categories—Policy, Education and Interventions. You are only required to complete activities in one category, within one goal area, though you may complete activities in more than one. You can opt out of the goal areas and categories that you do not want to work on.

**Q: If we have trouble uploading application documents, opting out of goals or categories, or if we cannot see the application, who do we contact for assistance?**

A: Contact Catalyst Support by accessing their Help Center (<http://help.catalystserver.com/hc/en-us>), by calling (770) 935-0958, or emailing [support@catalystserver.com](mailto:support@catalystserver.com).

**Q: Do we have to have our FEIN number before we can work in Catalyst?**

A: You are able to go through the application process without the number. However, we would ask that this number is added to your profile before you submit your application.

**Q: Can grant funds be used for indirect costs? (In regards to the third bullet on page 10.)**

A: Yes. The South Dakota Department of Health has a policy on indirect costs associated with grants. They are to be used for administrative costs only. Examples include executive oversight, accounting and grants management. This does not include salary for individuals to complete the strategies and activities proposed in the work plan. The allowable indirect cost rate may not exceed the federally approved indirect cost rate for the DOH, which is 3% of the total grant funding request.

The third bullet on page 10 of the Grant Guidance refers to supplanting funds. Applicants must maintain current levels of effort supported by other or pre-existing funding sources. Grant funds are to be used for efforts which are new and/or a clear expansion of tobacco prevention and control efforts.

**Q: I just submitted a request for catalyst login, when can expect login information?**

A: You should get your login information by the end of the day. Please email [DOH.info@state.sd.us](mailto:DOH.info@state.sd.us) if there is a delay in receiving your login information.

**Q: Do other contacts added within catalyst have access as well?**

A: Entering their contact information into the system does not create an account. If you would like additional people to have access to your account, you need to send their name and other pertinent information to [DOH.info@state.sd.us](mailto:DOH.info@state.sd.us) or [support@catalystserver.com](mailto:support@catalystserver.com) and they would create an account for them. Please include their job role so that Catalyst can give them the appropriate access. For example, they need to be identified as the fiscal administrator if they want access to the budget information (there is only one fiscal administrator). The vendor administrator oversees the entire grant.

**Q: Is there a way to see the complete application in the system?**

A: All of the required components for the application can be found in the [Grant Guidance](#). If you wish to see the Catalyst application with the information you have input into the system, the print icon at the top of the screen within Catalyst shows the entire plan including the information you have added.

**Q: Can we list more than one activity per category? If so, how would that look in the budget?**

A: We did not want to limit the potential number of activities that an applicant would choose to perform under one category, which is why we only have one text box for activity narrative under each category.

If you wish to number the activities that you plan within the activity narrative of one category for reporting purposes, we would be fully supportive. You would then be able to use the additional numbering when creating line items for your budget. For example, if you choose to have two activities under category A.1.3, you could label them activity A.1.3.1 and activity A.1.3.2. The A.1.3.1 and A.1.3.2 labels could then be carried over to the budget line items for additional budget organization.