



IPHA Appeals Process for Funding Opportunities: SFY27 HIV Prevention RIG

IPHA Appeals Philosophy

IPHA's grant appeals process is designed to promote accountability and preserve and underscore an equitable and fair review process. The appeals process provides a system for feedback regarding alleged procedural flaws. The appeals process is not a means by which to protest an application outcome. The appeals process does not result in the delay or retraction of funding awards.

SFY27 HIV Prevention RIG Appeals Process Overview

Basis for Appeal

- For competitive grants, only an alleged deviation from a stated procedure in the selection criteria section or scoring criteria rubric section of the RFA is subject to appeal (e.g. lack of evaluation panel or lack of scoring rubric).
- Funding determinations/outcomes may **not** be appealed and will not be considered by IPHA.

Notification of Appeal Procedure

- Within 10 business days of all letters of award and letters of declination being sent, IPHA posts the appeals process on its website.

How to submit an appeal

- Completion of an appeals request form within 10 business days of publishing of the appeals process.
- Before submitting an appeal, applicants are encouraged to talk about their concerns with IPHA by submitting an email to rigprevention@ipha.com with the title Appeal Discussion.

Review of Appeal

- IPHA will consider grant-related appeals submitted through the Appeal Request Form and make a recommendation as quickly as possible after receiving all relevant information.
- The following steps will be taken once submission has been received:
 - IPHA will review the Appeal Request Form for completeness and acknowledge receipt of the appeal within 30 calendar days from the date the appeal was received.
 - IPHA will review relevant documentation and processes to consider the integrity of the competitive grant process.
- Documentation of the appeal determination shall be sent to the appealing party and may include:
 - Appeal determination
 - Rationale for the determination
- In addition to the written determination, IPHA may complete the following:
 - Document internal improvements to the review process given the findings and implement improvements into the next grant review process.
 - Provide written notice to the appealing party as to how the identified actions will be remedied.