HEALTH CENTER CONTROLLED NETWORKS:
EXAMPLE STAFFING PLAN

Important Reminders

- Use this document as a reference only. This example does not provide a complete Staffing Plan.
- Refer to the Staffing Plan instructions found in section IV.2.vi of the FY 2016 Health Center Controlled Networks Funding Opportunity Announcement (HRSA-16-010).
- The Staffing Plan identifies and justifies all staff required to implement the HCCN project.
- The plan must include the following elements:
  - Position Title (e.g., Chief Executive Officer)
  - Staff Name (If the individual has not been identified to occupy this position, please indicate "To Be Determined" or "TBD".)
  - Education/Experience Qualifications
  - General HCCN Project Responsibilities
  - Annual Salary
  - Percentage of Full Time Equivalent (FTE) Dedicated to HCCN Project
  - Amount of HCCN Grant Funds Requested
- Additional information must be submitted for Key Project Staff, as instructed.

Example

Position Title	Staff Name	Education / Experience Qualifications	General HCCN Project Responsibilities	Annual Salary	Percent FTE	Amount Requested