

**Department of Health & Human Services  
Administration for Children and Families**

**Program Office:** Office of Planning, Research and Evaluation

**Funding Opportunity Title:** Child Care Research Scholars

**Announcement Type:** Initial

**Funding Opportunity Number:** HHS-2009-ACF-OPRE-YE-0001

**CFDA Number:** 93.575

**Due Date For Letter of Intent:** **03/02/2009**

**Due Date for Applications:** **03/30/2009**

**Executive Summary:**

Funds for Child Care Research Scholars grants are available to support dissertation research on child care policy issues in partnership with State Child Care and Development Fund (CCDF) lead agencies. Funding is dependent on availability and government interest.

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**I. FUNDING OPPORTUNITY DESCRIPTION**

**Statutory Authority**

The Child Care Research Scholars program is funded under the authority of the Child Care and Development Block Grant Act of 1990, as amended, and is authorized by the Appropriations for Payments to States for the Child Care and Development Block Grant made under Division G, Title II of the Consolidated Appropriations Act of 2008, P.L. 110-161, and the Continuing Appropriations Act, 2009, P.L. 110-329.

**Description**

**A. Background**

The Child Care and Development Fund (CCDF) has five primary goals: (1) to allow States flexibility to develop child care programs and policies that best suit the needs of children and parents within the State; (2) to promote parental choice to empower working parents to make their own decisions on the child care that best suits their family's needs; (3) to encourage States to provide consumer education information to help parents make informed choices about child care; (4) to provide child care to parents trying to achieve economic self-sufficiency; and (5) to assist States in implementing health, safety, licensing, and registration standards. Among the expected long-term outcomes of the CCDF are (1) improved employment and self-sufficiency outcomes for parents; and (2) increased availability of high quality child care for low-income working families.

Since 2000, Congress has appropriated about \$10 million per year of CCDF discretionary funds to be used for child care research and evaluation. These funds have supported projects that add to our knowledge about the efficacy of child care subsidy policies and programs in supporting employment and self-sufficiency outcomes for parents, and providing positive learning and school readiness outcomes for children. Previously funded Child Care Research Scholars have made significant contributions to the child care policy research field. To learn about previously funded Child Care Research Scholars projects, please visit <http://www.childcareresearch.org/Discover?displayPage=federal/ccb.jsp>.

To ensure that research is responsive to the changing needs of low-income families, partnerships between the graduate student, his/her mentor and the CCDF lead agency are essential. This partnership ensures the research will be policy-relevant and is the foundation that fosters skills necessary to build the graduate student's career trajectory of successful partnership-building and contributions to the policy and scientific communities. For the purposes of this year's grants, low-income working families include families receiving Temporary Assistance for Needy Families (TANF), families who have transitioned off the TANF program, or low-income working parents at risk of needing TANF benefits.

The specific goals of the Child Care Research Scholar grants are:

1. ***To directly support graduate students as a way of encouraging the conduct of child care policy research.*** Along with supporting the students' training and professional development as researchers, these grants contribute to the

knowledge base about best approaches to delivering services to diverse, low-income families and their children. Students are expected to become autonomous researchers who are connected to other professionals from diverse backgrounds across a variety of child care roles (e.g., child care subsidy administrators, child care resource and referral staff, child care program directors and staff). The proposed research project may include independent studies conducted by the student or a well-defined portion of a larger study being conducted by the Principal Investigator holding a faculty position or senior research position. The graduate student must have primary responsibility for the proposed study described in the application, which should clearly distinguish between the student's portion of the research activities and those of the larger project. Research projects must use sound quantitative or qualitative research methodologies or some combination of the two.

2. ***To foster mentoring relationships between faculty members and graduate students who are pursuing doctoral-level research in the child care field.*** Each student will work in partnership with a faculty mentor in order to foster the skills necessary to build a graduate student's career trajectory. Within this mentoring relationship, scholars are expected to become independent researchers with the skills necessary to address critical child care issues with a high level of technical quality.
3. ***To encourage active communication, networking, and collaboration among graduate students, their mentors, and other senior child care researchers.*** Students whose work involves secondary analysis of large data sets are encouraged to work closely with one or more senior investigators on the original project.
4. ***To encourage active communication, networking, and collaboration among graduate students, their mentors, and policymakers.*** Students whose projects involve community-level or administrative data research, including projects that directly respond to an immediate concern of a child care subsidy administrator, are encouraged to work with an additional mentor from the field in order to gain a more comprehensive understanding of child care policies and practices.

Research topics that are of particular interest for this year's Child Care Research Scholar grants include (but are not limited to):

- the effects of alternative State/Territory/Tribal- and local-level child care subsidy policies and practices on children and families served (e.g., access to subsidies, the accessibility and quality of care, parental employment and self-sufficiency, children's school readiness)
- factors that play a role in parents' decisions about work, child care, and subsidy access
- cost-effective investments (e.g., professional development interventions, child care environment improvement strategies, service coordination models) to improve child care quality in all settings, including the issues and outcomes related to caregiver professional development and training
- qualities of child care that are most critical to support children's development and family well-being, including family factors that moderate the relations between child care and child development
- impact of changes in the early child care sector (e.g., unionization of workforce, expansion of universal preK) on the delivery and quality of child care
- issues related to Tribal child care

Applicants are encouraged to consider how the research topic relates to understanding the child care needs of diverse families and/or improving child care programs and policies for various subpopulations, including:

- families receiving Temporary Assistance for Needy Families (TANF) benefits, families who have transitioned off the TANF program, low-income working families at risk of needing TANF benefits
- language, ethnic, and racial minority families and children, including English language learners and American Indian / Alaska Native families and children
- immigrant families and children, including refugees and victims of trafficking

- families with children with special needs
- families with infants, toddlers and school-age children

We encourage applicants to go beyond simply recording linguistic, ethnic and racial categories to providing more thorough examination of how these groupings intersect with important cultural dynamics such as social position, immigration status, family practices, or parental goals for socialization.

Applicants for Child Care Policy Research grants will be most likely to succeed if they address issues of significance related to CCDF services and programs; inform policy decisions and solutions, particularly for underserved / understudied populations; and utilize the most rigorous research methodology for the selected research question. Applicants **must consult with a CCDF administrator** (for CCDF program office contact list, please visit <http://nccic.acf.hhs.gov/statedata/dirs/display.cfm?title=ccdf>) in the development of the proposal. In addition, **the link between the research topic and the CCDF program goals should be clearly stated in the application**. We intend to support projects that improve our capacity to respond to questions of immediate concern to policymakers, particularly those of CCDF administrators.

Because of the small size of these grants and their value to institutions of higher education, as well as to the student scholars, applicants **are strongly encouraged to waive any allowable indirect costs**. An authorized representative of the institution must submit a written acknowledgement that the indirect costs are being waived. In the event that waiving the indirect costs is not possible, the applicant is strongly encouraged to apply the University's or non-profit institution's off-campus research rates for indirect costs.

In order to facilitate networking with researchers and policymakers, students are required to participate in the Annual Meeting of the Child Care Policy Research Consortium and the State Child Care Administrators' Meeting.

In accordance with section 4 of Executive Order Number 13230 entitled "President's Advisory Commission on Educational Excellence for Hispanic Americans," grantees should provide data resulting from this project if so requested by the Commission or the staff of the White House Initiative on Educational Excellence for Hispanic Americans (66 F.R. 52841, October 17, 2001).

## **B. Definitions**

*Applicant:* Institutions of higher education, as defined in *Section III.1*, acting on behalf of doctoral-level graduate students.

*Budget Period:* The 12-month period of time for which funds are made available to a particular grantee (i.e., the first budget period would begin September 30, 2008, and end September 29, 2009).

*Principal Investigator:* The faculty mentor of the doctoral-level graduate student serves as the Principal Investigator of the grant.

*Project Period:* The total length of the proposed project, which is up to 24 months. For a one-year proposed project, the project period would start September 30, 2009, and end September 29, 2010. For a two-year proposed project, the project period would start September 30, 2009, and end September 29, 2011.

## **Project Requirements**

**Conference Attendance.** The student must attend and present a poster at the Annual Meeting of the Child Care Policy Research Consortium each year of the grant. In addition, the student may be asked to attend the State Administrators' Meeting. Both meetings typically are held in the Washington, DC metropolitan area and last approximately two days. The budget should reflect travel funds for both conferences. Faculty mentors are strongly encouraged to attend these meetings as well.

**Archiving and Publishing.** The student must agree to archive his/her approved dissertation, final datasets, reports, and other research products with *Research Connections*. For more information on *Research Connections*, please visit <http://childcareresearch.org>.

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## **II. AWARD INFORMATION**

<b>Funding Instrument Type:</b>	Grant
<b>Estimated Total Program Funding:</b>	\$150,000
<b>Expected Number of Awards:</b>	6
<b>Ceiling on Amount of Individual Awards:</b>	\$30,000 per project period
<b>Floor on Amount of Individual</b>	None

**Awards:**

**Average Projected Award Amount:** \$30,000 per budget period

**Length of Project Periods:** 24-month project with two 12-month budget periods  
Other

**Explanation of Other:**

Applicants may apply for project periods up to 24 months with two 12-month budget periods. Applicants proposing 24-month project periods will be awarded up to \$30,000 for the first 12-month budget period and up to \$20,000 for the second 12-month budget period, for a total not exceeding \$50,000 for the entire 24-month project period.

Initial awards will be made for the first 12-month budget period. For 24-month projects, continuation awards for the second 12-month budget period will be subject to the availability of funds, satisfactory progress by the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

**The need for a 24-month project period should be identified in Item 17 on the Standard Form (SF) 424, in the project narrative, and in the budget.** Applicants proposing 24-month projects will receive instructions on how to submit non-competing continuation applications during the first budget period to request funds for the second budget period.

**Awards under this announcement are subject to the availability of funds.**

Please see *Section IV.5* for any restrictions on the use of funds for awards made under this announcement.

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### **III. ELIGIBILITY INFORMATION**

#### **1. Eligible Applicants**

Accredited public, State-controlled, and private institutions of higher education ***acting on behalf of doctoral-level graduate students*** are eligible applicants including:

- (a) Faith-based institutions of higher education;

(b) Tribally Controlled Land Grant Colleges and Universities (TCUs) as cited in Section 532 of the Equity in Educational Land Grant Status Act of 1994 (7 United States Code (U.S.C.) § 301 note), any other institutions that qualify for funding under the Tribally Controlled Community College Assistance Act of 1978, (25 U.S.C. § 1801 et seq.), and Navajo Community College, authorized in the Navajo Community College Assistance Act of 1978, Public Law (P.L.) 95-471, Title II (25 U.S.C. § 640a);

(c) Historically Black Colleges and Universities (HBCUs) as defined in the amended version of the Higher Education Act of 1965, codified at 20 U.S.C. § 1061(2), and that are institutions established prior to 1964 whose principal mission was, and is, the education of Black Americans, and must meet the definition of "Part B institution" in Section 322 of the Higher Education Act of 1965, as amended; and

(d) Hispanic Serving Institutions (HSIs) as defined in the amended version of the Higher Education Act of 1965, codified at 20 U.S.C. § 1101a(a)(5), and that are institutions who satisfy Section 502(a)(5) of the Higher Education Act of 1965, as amended.

To be eligible to administer the grant on behalf of the student, the institution must be fully accredited by one of the regional accrediting commissions recognized by the Department of Education and the Council of Post-Secondary Accreditation.

Foreign entities are not eligible under this announcement.

Please see "Eligibility Certification" found in *Section IV.2* for any required documentation supporting eligibility.

**2. Cost Sharing or Matching:** None

**3. Other:**

1. Although the faculty mentor is listed as the Principal Investigator and must be committed to taking a central role in supporting the proposed dissertation research, this grant is intended for dissertation research for an individual student. Contact information for both the graduate student and the student's faculty mentor is required as part of the application.
2. As Principal Investigator, the graduate student's faculty mentor must submit a letter of support stating that he/she approves the application and describing how he/she will regularly monitor the student's work. In addition, the letter must verify (a) the student's status in the doctoral program, (b) that the grant will

be used to fund the student's dissertation research and (c) that the student is within two years or less of completing his/her dissertation. This letter of support should be included in the **Appendix**.

3. The student must include an official transcript reflecting his/her completed graduate course work in the **Appendix**.
4. As the author of the grant proposal, the graduate student is expected to have an approved dissertation proposal before the beginning of the project period, September 30, 2009.

### **Disqualification Factors**

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II. Award Information* will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3., Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

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## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **1. Address to Request Application Package:**

Xtria, LLC  
Child Care Research Support Technical Assistance  
OPRE/CCR Grant Review Team  
8521 Leesburg Pike, Suite 400  
Vienna, VA 22182  
Phone: 866-651-6166  
Email: [opre-ccr@xtria.com](mailto:opre-ccr@xtria.com)

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

### **2. Content and Form of Application Submission:**

This section provides information on the required form and content of application submissions. Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. The

original signature of the Authorized Organization Representative (AOR) is required only on the original. Information on the required format, Standard Forms (SFs) and other forms, D-U-N-S Requirement, Project Description, Certifications, Assurances, Electronic Submission of applications, and Hard Copy submission of applications is available in this section. A Checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

**Letter of Intent.** Applicants are strongly encouraged to notify OPRE by email of their intention to submit an application in response to this announcement. Please submit the Letter of Intent by the due date found at the beginning of the announcement and in Section IV.3. This information will be used only to determine the number of expert reviewers needed to review the applications. Include only the following information in this email: the Funding Opportunity Number (HHS-2009-ACF-OPRE-YE-0001) and title of this announcement (Child Care Research Scholars); the name, address, telephone and fax numbers, and email address of the graduate student and the Principal Investigator (Faculty Mentor); and the name of the university or institution of higher education. Do not include a description of the proposed project. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review. Send this information to:

OPRE Child Care Research (CCR) Grant Review Team

Email: [opre-ccr@xtria.com](mailto:opre-ccr@xtria.com)

**Format and Organization of Application.** Applicants must limit their Project Narrative, including Table of Contents, to 100 pages, double-spaced, with standard one-inch margins and 12-point fonts (such as Times New Roman or Courier). This page limit applies to both narrative text and supporting materials but not to the Standard Forms (SF) (see list below). Applicants must number the pages of their application beginning with the Table of Contents. Pages submitted beyond the first 100 in the application project narrative section will be removed prior to panel review. The Narrative Budget Justification, Standard Forms for Assurances, Certifications, Disclosures and Appendices are not included in this limitation, yet applicants are urged to be concise. There is a 5-page limit to any additional supporting documentation, including letters of support. Applicants are requested not to send pamphlets, brochures, or other printed material along with their applications as these pose copying difficulties. These materials, if submitted, will not be included in the review process. In addition,

applicants must not submit any additional letters of endorsement beyond any that may be required.

Applicants are advised to include all required forms and materials and to organize these materials according to the format, and in the order, presented below:

a. **Cover Letter:** Using official letterhead of the institute or university, and including the Funding Opportunity Number and title of the application, and contact information for the applicant (authorized representative from the institution of higher education as defined in *Section III*).

b. **Contact Information Sheet:** The contact information sheet should include addresses, phone and fax numbers, and email addresses for the applicant, the Principal Investigator, and the institution's fiscal representative (person who signs the SF-424 and SF-269).

c. **Standard Federal Forms**

([http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html)), including:

- Standard Application for Federal Assistance (SF-424)
- Budget Information--Non-Construction Programs (SF-424A)
- Certification Regarding Lobbying (requires signature)
- Disclosures of Lobbying Activities (if necessary) (SF-LLL)
- Assurance Regarding Non-Construction Programs (SF-424B)

**NOTE: All standard forms and certifications must be signed by the authorizing official for the institution of higher education (the applicant, as defined in *Section III*).**

d. **Table of Contents**

e. **Project Abstract** (one page maximum)

f. **Project Description/Narrative Statement:** The project description should include all the information requirements described in the specific evaluation criteria outlined in the program announcement under Part V. In addition to the project description, the applicant needs to complete all the standard forms required for making applications for awards under this announcement. Applicants requesting financial assistance for non-construction projects must file the Standard Form 424B, "Assurances: Non-Construction Programs." Applicants must sign and return the Standard Form 424B with their applications. Applicants must provide a Certification Regarding Lobbying when applying for an award in excess of \$100,000.

Applicants must sign and return the certification with their applications. Applicants must disclose lobbying activities on the Standard Form LLL when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their applications. The forms (Forms 424, 424A-B; and Certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm> under new announcements. Fill out Standard Forms 424 and 424A and the associated certifications and assurances based on the instructions on the forms.

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms" titled "Survey for Private, Non-Profit Grant Applicants." The forms are located on the web at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

g. **Budget and Budget Justification.** For 24-month projects, please include a budget and budget justification in the application reflecting each budget period in separate columns. This budget should match the appropriate budget categories reflected in 424-A, Section B. Because of the small size of these grants and their value to institutions of higher education, as well as to the student scholars, **applicants are strongly encouraged to waive any allowable indirect costs.** An authorized representative of the institution must submit a written acknowledgement that the indirect costs are being waived. In the event that waiving the indirect costs is not possible, the applicant is strongly encouraged to apply the University's or non-profit institution's off-campus research rates for indirect costs. In order to facilitate networking with researchers and policymakers, students are required to include in the budget attendance of both the Annual Meeting of the Child Care Policy Research Consortium and the State Child Care Administrators' Meeting, held annually in the Washington, DC metropolitan area.

h. **Appendix, including:**

- Letter of Support from Faculty Mentor (see details below)
- Curriculum Vitae for Student and Faculty Mentor
- Official Transcript of Student Reflecting Graduate Courses

**Letter of Support from Faculty Mentor.** The letter of support from the faculty mentor should state approval of the application and describe how the the student's work will be regularly monitored. In addition, the letter must verify (a) the student's status in the doctoral program, (b) the grant will be used to fund the student's dissertation research and (c) the student is within two years or less of completing his/her dissertation.

**For electronic submissions via Grants.gov,** application sections a through h above are considered part of the mandatory project narrative section. In addition, the signed letter of support and the transcript may be scanned and attached to the electronic application via Grants.gov.

### **Non-Federal Reviewers**

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

### **Forms**

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. All required Standard Forms are available at:

[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://www.Grants.gov). A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block

grant programs. A D-U-N-S number may be acquired at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number online at <http://www.dnb.com>.

## **PROJECT DESCRIPTION**

### **Part I THE PROJECT DESCRIPTION OVERVIEW**

#### **PURPOSE**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

#### **GENERAL EXPECTATIONS AND INSTRUCTIONS**

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

### **Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION**

#### **INTRODUCTION**

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

## LETTER OF INTENT

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

## TABLE OF CONTENTS

List the contents of the application including corresponding page numbers.

## PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

## RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, explain how your proposed project will achieve the specific goals and objectives you have identified related to the research question of interest. How will the expected results help particular populations? How will the results inform future program and policy decisions? How will results inform the CCDF program goal of improving child care subsidies as a work support for low-income families? How will results inform the CCDF program goal of improving the quality of child care for low-income working families?

## APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the

project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

#### ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

##### STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

#### BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

##### GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when

required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

#### PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

#### FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

#### TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

#### SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

#### OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

(As required by the **Paperwork Reduction Act of 1995, P.L. 104-13**, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 4/30/2010. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.)

#### **Certifications**

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the certification with their application. If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The Certification Regarding Lobbying may be found at:

[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

When required for programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the appropriate standard forms with their application. The Protection of Human Subjects

Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at:  
[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

## **Assurances**

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. Additional information may be found in the HHS Grants Policy Statement at:  
[http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

## **Electronic Submission**

Applicants to ACF may submit their applications in either electronic or paper (hard copy) format. To submit an application electronically, applicants must use the <http://www.Grants.gov> site. ACF will not accept applications via facsimile or email.

**IMPORTANT NOTE:** Before submitting an application electronically, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Applicants also must be registered in the Central Contractor Registry (CCR). **CCR registration must be updated annually. Applicants will not be**

able to upload an application to Grants.gov without current CCR registration and electronic signature credentials for the AOR. This process may take more than five business days, so it is important to start this process early, well in advance of the application deadline.

**Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).**

Applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site.

If planning to submit an application electronically via <http://www.Grants.gov>:

- **It is strongly recommended that applicants do not wait until the application due date to begin the application process through Grants.gov.** Applicants are encouraged to submit their applications well before the closing date and time so that, if difficulties are encountered, there will still be sufficient time to submit a hard copy via express mail.
- **In order to address any difficulties that may be encountered during the submission process, it may be to an applicant's advantage to submit their applications 24 hours ahead of the closing date and time.**
- Applicants are encouraged to check the Grants.gov webpage for announcements concerning system issues and updates that may affect the submission of applications.
- Checklists and registration brochures are maintained at the Grants.gov website to assist applicants in the registration process and may be found at: [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)
- If any difficulties are encountered in using Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance. **Remember to retain your service ticket number for reference whenever you have any interaction with the Grants.gov Contact Center.**

- Electronic submission is voluntary, but strongly encouraged. Applicants will not receive additional point value for submitting an application in electronic format, nor will ACF penalize any applicant that submits an application in hard copy.
- Applicants may access the electronic application and downloadable application package for this program announcement by using the FIND function at <http://www.Grants.gov>.
- Applicants may submit all required documents electronically, including all information typically included on the SF-424s, narratives, charts, etc.
- Electronic formats for the application attachments, such as narratives, charts, etc., should use standard software formats, e.g., Microsoft (Word and Excel), Word Perfect, Adobe PDF, JPEG, and GIF, etc..
- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.
- When submitting an application via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3. Submission Dates and Times* of this program announcement.
- Applicants that must demonstrate proof of non-profit status may submit proof at the time of application by attaching the documentation to the electronic application, if they wish to do so. Proof of non-profit status, and any other required documentation, may be scanned and attached as an "Other Attachment." Assurances, certifications, and/or proof of non-profit status that are not submitted electronically at the time of application, are required to be submitted to ACF by the time of award and in hard copy. Acceptable types of proof of non-profit status are stated earlier in this section of the program announcement under "Eligibility Certification."
- It is **strongly recommended** that the applicant retain a printed hard copy of the application in case a hard copy must be submitted to ACF.

After the application is submitted electronically, the applicant will receive two emails from Grants.gov:

- An automatic acknowledgement of the application's submission that will provide a Grants.gov tracking number.
- An acknowledgement that the submitted application package has passed or failed a series of checks and validations.

ACF will retrieve the electronically submitted application from Grants.gov. Applicants will receive an email notification from ACF acknowledging that ACF has received the application.

ACF may request that the applicant provide original signatures on forms at a later date.

The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, contact the Grants.gov Contact Center at [support@grants.gov](mailto:support@grants.gov) for assistance.

### **Hard Copy Submission of Applications**

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments, unless directed otherwise. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See Section IV.6 of this announcement for address information for application submissions.

Please refer to *Section VIII* for a checklist of application requirements, their location and due dates that applicants may use in developing and organizing application materials.

Please refer to *Section IV.3* for details concerning acknowledgement of received applications.

### **3. Submission Dates and Times:**

**Due Date For Letter of Intent: 03/02/2009**

**Due Date for Applications: 03/30/2009**

## **Explanation of Due Dates**

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

### **Mail**

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

### **Hand Delivery**

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

### **Electronic Submission**

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

### **Late Applications**

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

**ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.**

### **Extension of Deadlines**

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are

widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

### **Acknowledgement of Received Application**

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail, courier services, or by hand delivery. Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

- An automatic acknowledgement of the application's submission that will provide a Grants.gov tracking number.
- An acknowledgement that the submitted application package has passed or failed a series of checks and validations.

### **4. Intergovernmental Review of Federal Programs:**

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". No action is required of applicants under this announcement with regard to the Executive Order.

### **5. Funding Restrictions:**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable under this grant award.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Each application may include only one proposed project.

No individual educational institution will be funded for more than one candidate unless applications from different universities or colleges do not qualify for support.

**Transferability:** Grants awarded as a result of this competition are not transferable to another student or to another institution.

**Sharing of Awards.** Awards cannot be divided among two or more students.

Only expenses directly related to the student's dissertation research, including required personnel costs (salary), travel and other directly related expenses, are allowable under this grant.

In order to facilitate networking with researchers and policymakers, students are required to budget attendance at both the Annual Meeting of the Child Care Policy Research Consortium and the State Child Care Administrators' Meeting, each held annually in the Washington, DC metropolitan area.

## **6. Other Submission Requirements:**

Submit applications to one of the following addresses:

### **Submission by Mail**

Xtria, LLC  
Child Care Research Support Technical Assistance  
OPRE/CCR Grant Review Team  
8521 Leesburg Pike, Suite 400  
Vienna, VA 22182

### **Hand Delivery**

Xtria, LLC  
Child Care Research Support Technical Assistance  
OPRE/CCR Grant Review Team  
8521 Leesburg Pike, Suite 400  
Vienna, VA 22182

### **Electronic Submission**

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates.

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## **V. APPLICATION REVIEW INFORMATION**

### **1. CRITERIA:**

Competing applications for financial assistance will be reviewed and evaluated against the criteria described in this section. The corresponding score values indicate the relative importance that ACF places on each review criterion. Applicants should address these criteria in the process of developing their application, as they are the basis upon which their applications will be judged. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

**APPROACH** - 40 points

The extent to which the applicant's:

- Proposed research is a discrete research project designed by the graduate student. If the proposed project is part of a larger study designed by others, the approach section should clearly delineate the research component to be carried out by the student and how it is distinguished from the larger research project.
- Research design is clearly described, appropriate, and sufficient for addressing the goals, objectives, hypotheses and/or questions of the study.
- Planned research specifies the measures to be used and their psychometric properties. The extent to which the planned measures are shown to be appropriate and sufficient for the questions of the study and the population to be studied.
- Proposed research design appropriately links research issues, questions, variables, data sources, samples, and analyses.
- Data analytic plan is adequately described and the proposed data analytic techniques are appropriate for the specific research question(s) under consideration.
- Proposed sample size is sufficient to answer the range of proposed research questions for the study, especially for longitudinal studies and studies involving a priori subgroups of interest.
- Literature review is current, comprehensive and supports the need for the study.

- Proposed design: (a) reflects sensitivity to technical, logistical, and ethical issues that may arise, (b) adequate protection of human subjects, confidentiality of data and consent procedures, as appropriate, and (c) demonstrates how the researcher will gain access to the necessary organizations, participants and data sources needed for the project.

The extent to which the applicant:

- Goes beyond simply recording linguistic, ethnic and racial categories to providing a more thorough examination of how these groupings intersect with important cultural dynamics such as social position, immigration status, family practices and parental goals for socialization.

### **RESULTS OR BENEFITS EXPECTED - 30 points**

The extent to which the applicant's:

- Question of interest and its link to the CCDF program goals and mission **are clearly demonstrated in the proposal.**
- Proposal reflects a solid understanding of: (a) critical issues, information needs, and research issues of the child care field, including State/Territory/Tribe child care subsidy administrators and other policymakers, (b) the child care subsidy system, and (c) low-income working families from various cultural, linguistic and ethnic groups. **The proposal should describe how consultation with a State/Territory/Tribe CCDF administrator was involved in the selection of the research topic.**
- Conceptual model, research questions, and hypotheses: (a) are clearly defined and appropriately linked, (b) reflect the goals and mission of the CCDF program, and (c) will contribute new knowledge to the field.

The extent to which the applicant:

- Specifies: (a) a sound description of the anticipated results and benefits of the project and (b) how the results will benefit future CCDF child care subsidy program and policy decisions.

### **STAFF AND POSITION DATA - 20 points**

The extent to which the student and faculty member:

- Possess the research expertise necessary to conduct the study as demonstrated in the application and information contained in their curriculum vitae, including relevant background, experience, and training on related research or similar projects.
- Demonstrate an understanding of the child care subsidy system and the child care needs of low-income families and the diverse cultural, linguistic, and ethnic population it serves.
- Demonstrate an effective plan for the dissemination and utilization of information by researchers, policymakers, and practitioners in the field.
- Demonstrate a management plan that presents a sound framework for how the mentor and student will maintain quality control over the implementation and ongoing operations for the study.

#### **BUDGET AND BUDGET JUSTIFICATION - 10 points**

The extent to which the applicant's:

- Proposed project costs: (a) are reasonable, appropriately allocated, and sufficient to accomplish the objectives, research, design, and dissemination plan, (b) include funds for the student, and his/her mentor, if applicable, to participate in the Annual Meeting of the Child Care Policy Research Consortium and the State Administrators' Meeting in Washington, DC, and, (c) are justified according to the needs and time frame for carrying out the proposed project.

#### **2. Review and Selection Process:**

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

Applications received by the due date with requests at or below the stated ceiling amount will be reviewed and scored competitively.

Reviewers will use the evaluation criteria listed in *Section V* to review and score the application.

On the basis of the review of an application, ACF will: (a) approve the application for funding; (b) disapprove the application; or (c) approve the application but not fund it due to lack of funds or a need for further review.

The competitive review will be conducted in the Washington, DC metropolitan area by panels of Federal and non-Federal expert reviewers knowledgeable in the areas of child care policy research and evaluation. Application review panels will assign a score to each application and identify its strengths and weaknesses in relation to the evaluation criteria.

Please refer to *Section IV.2* of this announcement for information on non-Federal reviewers in the review process.

### **Approved but Unfunded Applications**

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

### **3. Anticipated Announcement and Award Dates:**

Not Applicable

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## **VI. AWARD ADMINISTRATION INFORMATION**

### **1. Award Notices:**

Successful applicants will be notified through the issuance of a Notice of Award (NoA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

### **2. Administrative and National Policy Requirements:**

Grantees are subject to the administrative requirements in 45 CFR Part 74 (for non-governmental entities) or 45 CFR Part 92 (for governmental entities).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbc/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbc/guidance/index.html>.

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions, and points of contact, as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard

abbreviations for ease of reference. The GPS may be accessed at [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

### **3. Reporting Requirements:**

Grantees will be required to submit performance progress and financial reports periodically throughout the project period. Frequency of reporting is listed later in this section.

Beginning with FY 2009 awards, most ACF grantees will begin using the a Standard Form (SF) for required performance progress reporting (PPR). The SF-PPR is a standard government-wide performance progress reporting format consisting of a series of forms implemented by Federal agencies to collect performance information from award recipients. Most ACF grantees will begin using the standard format implemented through ACF's Office of Grants Management (OGM), entitled the "ACF-OGM-SF-PPR." Use of the ACF-OGM-SF-PPR will begin for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees will be required to submit the ACF-OGM-SF-PPR, which consists of the ACF-OGM-SF-PPR Coversheet and the ACF-OGM-SF-PPR Appendix B Program Indicators.

ACF Programs that utilize other SF-PPR reporting formats, or other reporting forms or formats that differ from the new ACF-OGM-SF-PPR, have listed those forms or formats below. Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html). Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII. of this announcement.

Program Progress Reports: Semi-Annually  
Financial Reports: Semi-Annually

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## **VII. AGENCY CONTACTS**

### **Program Office Contact:**

Ann Rivera, Ph.D.  
Administration for Children and Families  
Office of Planning, Research and Evaluation  
370 L'Enfant Promenade, SW  
7th Floor West  
Washington, DC 20447  
Phone: 202-401-5506  
Fax: 202-205-3598  
Email: [ann.rivera@acf.hhs.gov](mailto:ann.rivera@acf.hhs.gov)

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

### **Grants Management Office Contact:**

Tim Chappelle  
Grants Management Officer  
Xtria, LLC  
Child Care Research Support Technical Assistance  
8521 Leesburg Pike  
Suite 400  
Vienna, VA 22182  
Phone: 866-651-6166  
Email: [opre-ccr@xtria.com](mailto:opre-ccr@xtria.com)

For hearing or speech impaired callers, contact the Federal Relay Service at 1-800-877-8339 (TTY (Text Telephone) / ASCII (American Standard Code For Information Interchange)).

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## **VIII. OTHER INFORMATION**

### **Checklist**

You may use the checklist below as a guide when preparing your application package.

<b>What to Submit</b>	<b>Where Found</b>	<b>When to Submit</b>
Letter of Intent	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Cover Letter	Found in Section IV.2	By application due date.
Contact Information Sheet	Found in Section IV.2	By application due date.
Table of Contents	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement.	By application due date found in Overview and Section

		IV.3.
Letter of Support from Faculty Mentor	Found in Sections III.3 and IV.2	By application due date.
Curriculum Vitae for Student and Faculty Mentor	Found in Section IV.2	By application due date.
Official Student Transcript Reflecting Graduate Courses	Found in Sections III.3 and IV.2	By application due date.
SF-424	Referenced in Section IV.2 under "Forms" and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date found in Overview and Section IV.3.
SF-424A	Referenced in Section IV.2 under "Forms" and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date found in Overview and Section IV.3.
SF-424B	Referenced in Section IV.2 under "Forms" and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date found in Overview and Section IV.3.
SF-LLL	"Disclosure Form to Report Lobbying" is referenced in Section IV.2 under "Certifications" and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	By application due date found in Overview and Section IV.3.

Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement under "Certifications" and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By date of award.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption Form	Referenced in Section IV.2 of the announcement under "Certifications" and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By date of award.

**Date: 01/05/2009**

Naomi Goldstein  
 Director  
 Office of Planning, Research and Evaluation