



Administration for Children and Families

Office of Planning Research & Evaluation

Head Start Graduate Student Research

HHS-2010-ACF-OPRE-YR-0018

Application Due Date: 07/01/2010

Head Start Graduate Student Research
HHS-2010-ACF-OPRE-YR-0018
TABLE OF CONTENTS

Overview

Executive Summary

[Section I. Funding Opportunity Description](#)

[Section II. Award Information](#)

[Section III. Eligibility Information](#)

1. Eligible Applicants
2. Cost Sharing or Matching
3. Other - (if applicable)

Section IV. Application and Submission Information

1. [Address to Request Application Package](#)
2. [Content and Form of Application Submission](#)
3. [Submission Dates and Times](#)
4. [Intergovernmental Review](#)
5. [Funding Restrictions](#)
6. [Other Submission Requirements](#)

[Section V. Application Review Information](#)

1. Criteria
2. Review and Selection Process
3. Anticipated Announcement and Award Dates

[Section VI. Award Administration Information](#)

1. Award Notices
2. Administrative and National Policy Requirements
3. Reporting

[Section VII. Agency Contact\(s\)](#)

[Section VIII. Other Information](#)

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

Program Office: Office of Planning Research & Evaluation
Funding Opportunity Title: Head Start Graduate Student Research
Announcement Type: Initial
Funding Opportunity Number: HHS-2010-ACF-OPRE-YR-0018
CFDA Number: 93.600
Due Date For Letter of Intent: **06/16/2010**
Due Date for Applications: **07/01/2010**

Executive Summary:

Funds are provided for Head Start Graduate Student Research grants to support dissertation research by advanced graduate students who are working in partnership with Head Start or Early Head Start programs and faculty mentors.

I. Funding Opportunity Description

Statutory Authority

Awards under this funding opportunity announcement are authorized under Section 649 of the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, codified at 42 U.S.C. §9844.

Description

Since 1991, the Administration for Children and Families (ACF) has explicitly supported the association between Head Start programs and their local research community through the Head Start Graduate Student Research grants. These awards attract applications from leading academic researchers and their graduate students, specializing in social sciences, education and/or health. In close collaboration with their Head Start program partners, these researchers design high-quality projects that directly address the needs of low-income children and families and their early childhood educators. The results inform and improve Head Start policies and practice.

This funding mechanism also serves as an important research capacity-building effort. The grants foster the mentor-student relationship between leading researchers and their graduate students, in order to maximize the quality of the current work and build the skills of the graduate student. Within this supportive relationship, student researchers learn both theory and the hands-on features of conducting applied research within community service organizations. The researchers often contribute directly to their local Head Start partner programs (e.g., providing trainings, establishing databases, identifying key resources, and pursuing research that addresses questions of interest to programs), and many continue to make significant contributions to the early childhood and Head Start research field throughout their careers.

The goals of the Head Start Graduate Student Research grant program are to:

1. Complete high quality research projects directed at the current concerns of Head Start programs and policy makers;
2. Provide direct support for advanced graduate students to encourage research with Head Start

populations, thus contributing to the knowledge base about the best services and policies for diverse, low-income families and their children;

3. Promote mentor-student relationships that a) provide project supervision from qualified experienced researchers in the field and b) support students' graduate training and professional development to produce researchers able to engage in high-quality, policy-relevant, applied research;
4. Emphasize the importance of developing and maintaining working research partnerships with Head Start programs and other relevant entities within the community, thereby increasing both the programs' use of current research information and the quality of the funded research work; and
5. Support active communication, networking and collaboration among the group of graduate students, their mentors and other prominent researchers in the field, both during the graduate students' training as well as into the early stages of their research careers.

Given these goals, proposed projects must address applied research questions that will inform and improve Head Start policies and practice. Applicants for the Head Start Graduate Student Research Grants will be most likely to succeed if they address issues of both local and national significance for Head Start or Early Head Start programs. The application must contain evidence of the collaborative research partnership with the Head Start programs in project development and throughout the research plan. In addition, details of the mentor's plan for supporting the student should be included in the application.

Topics of current interest for this announcement include (**but are not limited to**):

1. Research that will improve understanding of the needs of families from diverse backgrounds, and/or improve Head Start/Early Head Start programs and policies for various subpopulations, including:

- a. **American Indian/Alaskan Native (AI/AN) children and families,**
- b. **Migrant/seasonal families and their children,**
- c. **Homeless children and families,**
- d. **Children with disabilities and their families,**
- e. **Abused and/or neglected children, or**
- f. **Foster children.**

2. Family involvement and family outcomes and:

- a. **Their effect on child outcomes** (e.g., models of family involvement and direct, moderator and/or mediator impacts on children's development);
- b. **Assessment** (e.g., development and validation of measure(s) of parent engagement and perceptions of early childhood education);
- c. **The impact of Family Support Services** (e.g., how Family Service Workers' efforts impact family and child outcomes);
- d. **Parent leadership and advocacy** (e.g., how parent involvement in leadership and advocacy activities impact family and child outcomes; effective means for engaging parents in leadership and advocacy activities);
- e. **Barriers and facilitators to engagement** (e.g., identifying the teacher/staff and administrative

features that are most strongly predictive of family engagement; how programs are serving and engaging the highest risk families).

3. **Issues related to children who are Dual Language Learners**, including children from language-minority families, English language learners, and children in native language revitalization programs (e.g., development of valid assessments for infant/toddler dual language learners; validation of preschool dual language learner assessments; strategies for improving quality of services for dual language learners).
4. **Professional development, especially of staff working with families** (i.e., Family Service Workers) (e.g. identifying effective and efficient means of training staff working with families to successfully engage and assist these families).
5. **Community Collaboration** (e.g., effectiveness of various models of collaboration with other early care and education programs; identifying elements of effective community partnerships/collaboration/systems).
6. **Health services, including dental health** (e.g., effectiveness of dental homes initiatives; evaluation of the oral health status of Head Start children) and family health literacy(e.g., empirical validation of programs for families regarding health issues such as smoking reduction, healthy sleep schedules for children, oral health, vision health, asthma control, appropriate nutrition, etc.).
7. **Transition to kindergarten or from Early Head Start to Head Start** (e.g., the impact of transition on teachers, parents, and children; program, child and family features predictive of transition resiliency; alignment of curricula; etc.).

In addition to working closely with their Head Start or Early Head Start partner program(s), it is strongly recommended that potential applicants review the Head Start Program Performance Standards (go to <http://eclkc.ohs.acf.hhs.gov/hslc/>, click on the tab for *Regulations and Policies*, then click on *Head Start Program Performance Standards and Other Regulations*) and/or the Early Head Start Program Performance Measures (<http://eclkc.ohs.acf.hhs.gov/hslc/Early Head Start/References>; see also http://www.acf.hhs.gov/programs/opre/ehs/perf_measures/index.html) in order to assess whether their proposals are relevant to the child, family, program and/or community systems that are features of the Head Start and Early Head Start programs. For additional information, descriptions of previous Head Start Graduate Student Research projects can be found at http://www.acf.hhs.gov/programs/opre/hs/grad_student/index.html

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$150,000
Expected Number of Awards:	6
Award Ceiling:	\$30,000 Per Budget Period
Award Floor:	\$0 Per Budget Period
Average Projected Award Amount:	\$30,000 Per Budget Period

Length of Project Periods:

- 12-month project and budget period
- 24-month project with two 12-month budget periods

Additional Information on Awards:

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

Applicants may apply for either (1) a project period of 24 months with two 12-month budget periods or (2) a project period of 12 months (with one 12-month budget period). Applicants proposing either a 24-month project period or a 12-month project period will be awarded up to \$30,000 for the first 12-month budget period. Applicants proposing a 24-month project period will be awarded 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, non-competing 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.

A second-year budget period will not be granted if the student has graduated by the end of the first-year budget period.

Waiver of Indirect Costs

Due to the small amount of the grant, the applicant institution is encouraged to waive 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 encouraged to apply the University's or non-profit institution's off-campus research rates for indirect costs. However, this is voluntary and failure to waive indirect costs or to apply off-campus research rates will not impact eligibility to submit an application, will not disqualify an application from review, and will not be a factor in objective review.

Please see *Section IV.5 Funding Restrictions* for any restrictions on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants are public, private, and state-controlled institutions of higher education and non-profit institutions in the United States applying on behalf of university faculty who serve as mentor/principal investigator for an enrolled doctoral-level student. 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 on Post-Secondary Accreditation.

Eligible U.S. institutions may apply on behalf of their own university faculty who will serve as a mentor/principal investigator for an international non-U.S. citizen who is an advanced graduate student enrolled in their program.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

Refer to *Section IV.2* for information on pre-application submissions.

III.3. Other

The PI/mentor must have a Ph.D. or equivalent in the respective field, conduct research as a primary professional responsibility, and have published or have been accepted for publication in major peer-reviewed research journals as a first or second author.

Doctoral students must have completed their Master's Degree or equivalent in their field. If not completed by the submission deadline, graduate students must submit to ACF formal notification from their institution regarding their eligibility to pursue dissertation work by August 1, 2010.

The graduate student must have established a collaborative partnership with Head Start or Early Head Start program(s). **The evidence of this partnership should be apparent throughout the research proposal** (e.g., development, piloting, interpretation of results, etc.), and in the signed letters of support from the participating Head Start or Early Head Start program(s) and from the relevant Head Start or Early Head Start Policy Council.

Disqualification Factors

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

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at

http://www.acf.hhs.gov/grants/grants_resources.html

Standard Forms are also available at the Grants.gov Forms Repository website at

<http://apply07.grants.gov/apply/FormLinks?family=15>.

OPRE Head Start Graduate Student Research Grant Review

c/o ICF International

9300 Lee Highway

Fairfax, VA 22031-6050

Phone: (877) 301-6977

Fax: (703) 934-3740

Email: HSGraduateResearchReviews@icfi.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via www.grants.gov need not provide additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

The applicant must write the Project Abstract and Project Description/Narrative Statement in their entirety. The proposal should be consistent with the format and style guidelines of the *Publication Manual of the American Psychological Association, 6th ed.* (American Psychological Association (APA), 2009). The research should comply with the "Ethical Standards" detailed in the *Ethical Principles of Psychologists and Code of Conduct* (APA, 2002; <http://www.apa.org/ethics/code2002.html>).

Application Format: The applicant must limit his/her application 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 following list). The applicant must **number the pages** of his/her application beginning with the Table of Contents. **Any**

material over the page limit will not be reviewed. Tables, graphs, figures, and appendices can be single-spaced, and the project abstract must be single-spaced. Text that is single-spaced when it should be double-spaced will be considered twice as long (i.e., 3 single-spaced pages will be counted as 6 double-spaced pages), and this will be taken into account when determining if the application has exceeded the 100-page limit.

Applicants are **strongly advised** to use Headings and Sub-Headings that correspond to the required information, the evaluation criteria, and required proposal sections. Applicants are further advised to include all required forms and materials and to organize these materials in the following order:

a. Standard Federal Forms (<http://www.acf.hhs.gov/programs/ofs/forms.htm>):

- Standard Application for Federal Assistance (SF-424)
- Project/Performance Site Location (SF-P/PSL)
- Budget Information--Non-Construction Programs (SF-424A)
- Certification Regarding Lobbying
- Disclosures of Lobbying Activities (if necessary) (SF-LLL)
- Certification Regarding Environmental Tobacco Smoke
- Assurance Regarding Non-construction Programs (SF-424B)
- Assurance Regarding Protection of Human Subject

b. Table of Contents

c. Project Abstract: See information later in this Section under *The Project Description, Project Summary/Abstract*.

d. Project Description/Narrative Statement: The project narrative should be carefully developed in accordance with ACF's research goals and agenda as described in the "Funding Opportunity Description" (*Section I*) and in the criteria that will be used to evaluate the applications (*Section V.1*). Please see "The Project Description" later in this Section for details on preparing the full project description.

e. Budget and Budget Justification: See information later in this Section under *The Project Description, Budget and Budget Justification*. **Note:** The graduate student and mentor must **both agree to attend two meetings for each year** of the grant. The grant budget should reflect travel and housing funds for the graduate student and mentor **for all four meetings (two per year)**. However, if the faculty mentor will utilize another source of travel funds, such arrangements are encouraged and should be clearly noted in the application.

f. Appendix, including:

- Proof of Non-profit Status, if applicable (see information later in this Section under *The Project Description, Proof of Non-Profit Status*)
- Biographical Sketches for Student and Faculty Advisor (reduced resumes/vita)
- Letter of Support from Mentor (see the information directly following this list of Appendices)
- Letter(s) of Support from Head Start or Early Head Start program(s) (see *Section I* and the information directly following this list of Appendices)
- Letter(s) of Support from Head Start or Early Head Start Policy Council(s) (see *Section I* and the information directly following this list of Appendices)
- Official Transcript of Student Reflecting Graduate Courses
- (for non-private university non-profit organizations: Survey on Ensuring Equal Opportunity for Applicant (voluntary))

Letters of Support:

1) from Mentor: The Principal Investigator serving as a mentor must write the letter, stating that s/he has reviewed and approved the application, affirming the status of the project as advanced, doctoral-level research and the student's status in the doctoral program, and **describing how the faculty member will regularly monitor the student's work**. This Letter of Support from the Mentor should be included as an appendix of the completed application.

2) from the Head Start or Early Head Start program partner(s): The application must contain a signed letter from the Head Start or Early Head Start program(s) certifying that it has entered into a research partnership with the applicant.

3) from the applicant's local Head Start or Early Head Start Program Policy Council: In addition, a separate signed letter certifying that the application has been reviewed and approved by the local Head Start or Early Head Start Program Policy Council must be included with the application. This certification of approval or pending approval by the Policy Council must be the original letter from the official representative of the Policy Council itself.

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	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 the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission required prior to award.	

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, 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.

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

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Funding for the Head Start Graduate Student Research grants will support projects that include human subjects (potentially including women and minorities). As such, applicants must submit a completed Assurance Regarding Protection of Human Subjects form, which can be found at <http://www.acf.hhs.gov/programs/ofs/forms.htm>, by the award date. Evidence of completed or pending Institutional Review Board (IRB) approval must be included in the application.

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.

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. 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 online at <http://www.dnb.com>. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes. You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

The Project Description

Part I: The Project Description Overview

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 topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1* 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.

Submit Letter of Intent to following address:

OPRE Head Start Graduate Student Research Grant Review

c/o ICF International

9300 Lee Highway

Fairfax, VA 22031-6050

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

For example, explain how the proposed project will achieve the detailed goals and objectives; specify the number of programs, teachers, children and/or families to be involved; and explain specifically how the information obtained will benefit the greater Head Start/Early Head Start community. What benefits will programs derive from these results? Discuss how the project will inform Head Start policies and practices.

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. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

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

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.

The application must contain a letter of support from the mentor, confirming review of the application and that the student is pursuing dissertation work, and describing their supervision plan for the project.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

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 18 of the SF-424.

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe 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, Federal Insurance Contributions Act (FICA) taxes, 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 to travel out of town; 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.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

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

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; 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.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, Pub.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 11/30/2012. 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.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and Times*, of this announcement.
- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.

- Additional guidance on the submission of electronic applications can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance.
- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.
- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments. 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 hard copy application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Letter of Intent: **06/16/2010**

Due Date for Applications: **07/01/2010**

Explanation of Due Dates

The due date for receipt of applications is listed in this section. 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 received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

Hand-Delivered Applications

Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement.

Electronically-Submitted Applications

ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through www.Grants.gov may be found at http://www.acf.hhs.gov/grants/registration_checklist.html.

After the application is submitted electronically via Grants.gov, the applicant will receive three emails. The following emails will be sent to the applicant from Grants.gov:

1. An automatic acknowledgement from Grants.gov of the application's submission that provides a Grants.gov tracking number.
The date/time-stamp in this email serves as the official record of your application submission. The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be considered for competition.
2. An acknowledgement from Grants.gov that the submitted application package has passed or failed a series of checks and validations.
Applications that fail the validation check at Grants.gov because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.
3. An additional email from the Administration for Children and Families (ACF) will be sent to the applicant indicating that the application has been retrieved from Grants.gov and received by ACF.

Late Applications

No appeals will be considered for applications classified as late under the three cited circumstances:

- **Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.**
- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.**
- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized Organization Representative.**

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the application has been retrieved and received by ACF will be sent to applicants that apply via <http://www.Grants.gov>

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.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 considered unallowable costs under grants awarded under this announcement.

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

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

Transferability

Grants awarded as a result of this competition are not transferable to another institution without prior approval from ACF. In addition, grant funds may not be used to support project activities outside of the scope of the proposal of the awarded project without prior approval by ACF.

Sharing of Awards

The awards are for support of an individual graduate student researcher. Awards cannot be divided among two or more students (i.e., no co-investigators).

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

OPRE Head Start Graduate Research Grant Review
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050

Hand Delivery

OPRE Head Start Graduate Research Grant Review
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050

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 and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged

during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

APPROACH

Maximum Points: 40

Each application will be scored on the extent to which:

- The proposed project is relevant to Head Start/Early Head Start programs, children, families, and staff, and addresses applied research questions that will inform Head Start/Early Head Start practice and policy.
- The planned project, whether it involves primary data collection or secondary data analyses, reflects sufficient collaboration with the Head Start/Early Head Start program in the **development** of the proposal, and in the **plans for partnership activities** throughout the project. The proposal must include the signed Letters of Support from the Head Start program(s) and the Head Start Program Policy Council.
- The proposal is clearly written, organized, and provides appropriate details, specifying both the research design and the study's relevance to policy and practice. **It is recommended that sections be carefully labeled, to ease reviewers' identification of information relevant to the evaluation criteria.**
- The literature review is current, comprehensive, and supports the need for the study. The reference citations are complete and written consistent with the guidelines of the *Publication Manual of the American Psychological Association, 6th ed.* (APA, 2009). (See *Section IV.2*)
- The research goals, objectives, hypotheses and/or questions are clearly stated and adequately described and supported by the literature review.
- The research design is appropriate and sufficient for addressing the goals, objectives, hypotheses and/or questions of the study.
- The proposed sample size is sufficient to answer all of the proposed research questions for the study, especially for longitudinal studies and studies involving apriori subgroups of interest. It is recommended that specific numbers of participants available from the participating program be listed and that power analyses be completed for each research question that will be tested, as appropriate. Citations supporting hypothesized effect sizes would be appropriate.
- The plan specifies the measures to be used and their psychometric properties, and the measures are shown to be appropriate for the population to be studied and to the identified constructs, and will fully address the proposed research questions.
- The data analysis plan is adequately described and the proposed data analytic techniques are appropriate for the specific research question(s) under consideration.
- The research questions, design, measures, and analyses reflect state-of-the-art research, or advance the state-of-the-art, as appropriate.
- There is a discrete project designed by the applicant. 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 applicant and how it is distinguished from the larger research project.
- The scope of the project is reasonable for the funds available and feasible for the time frame specified.
- The proposed research design appropriately links research issues, questions, variables, data sources, samples, and analyses.
- The applicant's proposed design reflects sensitivity to technical, logistical, and ethical issues that may arise, and provides adequate protection of human subjects, confidentiality of data and consent procedures, as appropriate.
- When examining issues of demographic differences (i.e., language, ethnicity, race), the applicant goes beyond simply recording linguistic, ethnic and racial categories to planning 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.

STAFF AND POSITION DATA

Maximum Points: 25

Each application will be scored on the extent to which:

- The faculty mentor and graduate student possess the research expertise necessary to conduct the study as demonstrated in the application and information contained in their biographical sketches and curriculum vitae, including relevant background, experience, and training on related research or similar projects.
- The Principal Investigator (mentor) has earned a doctorate or equivalent in the relevant field and has first or second author publications in major research journals.
- The faculty mentor and graduate student reflect an understanding of and sensitivity to the issues of working in a community setting and in partnership with Head Start program staff, parents, and children.
- There is a detailed plan for the faculty mentor's supervision and mentoring of the graduate student and their work with the Head Start program(s).
- A management plan is described that presents a sound framework for how the mentor and student will maintain quality control over the implementation and ongoing operations for the study, and maintain a good relationship with the Head Start/Early Head Start program partner(s).

RESULTS AND BENEFITS EXPECTED

Maximum Points: 25

Each application will be scored on the extent to which:

- The project addresses research questions that could directly impact policies and programmatic services for low-income children and their families and local and national Head Start programs and policymakers. The proposal specifically identifies meaningful links between the planned project and program and policy.
- The application reflects original work done by the applicant (consistent with the "Ethical Standard" of the *Ethical Principles of Psychologists*).
- The literature review clearly delineates gaps in the known research literature that will be directly addressed by the proposal. The proposal provides evidence that the work will be contributing new knowledge to the field.
- The applicant identifies a detailed plan for the dissemination and utilization of information by researchers, policymakers, and Head Start practitioners (including completion of a Final Report for the OPRE website).

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 10

The extent to which the applicant's proposed project costs:

- Are reasonable, appropriately allocated, and sufficient to accomplish the objectives, research, design, and dissemination plan;
- Are justified according to the needs and time frame for carrying out the proposed project; and,
- Include funds for the student, and his/her mentor, if applicable, to participate in the four required meetings (two annually; see *Section VI.2*).

V.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 award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in *Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding and are one element of the decision-making process.

ACF may elect to not fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider a preference to fund organizations serving emerging, unserved, or under-served populations, including those located in pockets of poverty, and to consider the geographic distribution of Federal funds in its funding decisions.

It is unlikely that multiple applications with the same principal investigator (i.e., mentor) will be funded if there are at least six applications from different mentors/institutions that qualify for support.

The competitive review will be conducted by panels of Federal and non-Federal experts knowledgeable in the areas of early childhood education and intervention research, Head Start/Early Head Start, early learning, child care, and other relevant program areas.

Application review panels will assign a score to each application and identify its strengths and weaknesses.

The Office of Planning, Research, and Evaluation (OPRE) will conduct an administrative review of the applications and results of the competitive review panels and make recommendations for funding to the Director of OPRE, taking into account the topical priorities of the Office of Head Start as listed in *Section I*. The Assistant Secretary of the Administration for Children and Families is responsible for the final selection.

Applications may be funded in whole or in part depending on: (1) the ranked order of applicants resulting from the competitive review; (2) staff review and consultations; (3) the combination of projects that best meets the topical priorities of the Office of Head Start as listed in *Section I*; (4) the funds available; and (5) the best interests of the Federal government.

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.

V.3. Anticipated Announcement and Award Dates

The grant review process and new award processing can take an extensive amount of time. It is anticipated that Award decision letters will be mailed out on or before September 30, 2010.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) 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 FAA 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.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR §74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "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." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbci/regulations/index.html>.

The Code of Federal Regulations (CFR) is available at <http://www.gpoaccess.gov/CFR/>.

Award Term and Condition for Trafficking in Persons

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

Other Administrative and National Policy Requirements

Funding for the Head Start Graduate Student Research grants will support research projects that include human subjects (potentially including women and minorities). As such, applicants must submit a completed Assurance Regarding Protection of Human Subjects form, which can be found at <http://www.acf.hhs.gov/programs/ofs/forms.htm>, by the award date. Evidence of completed or pending Institutional Review Board (IRB) approval should be included in the application.

The Head Start Act requires HHS/ACF to "... take necessary steps to establish the ownership of the Federal Government of all studies, reports, proposals, and data produced or developed with Federal funds..." under Section 649(f) of the Head Start Act, codified in 42 U.S.C. 9844(f). HHS authorizes grantee institutions, their researchers and other persons to make use of all studies, reports, proposals, and data produced or developed under grants funded under Section 649 of the Head Start Act in activities in furtherance of the purposes of the Head Start program.

VI.3. Reporting

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

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

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

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. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

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

VII. Agency Contacts

Program Office Contact

Nancy Margie
OPRE Head Start Graduate Research Grant Review
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050
Phone: (877) 301-6977
Fax: (703) 934-3740
Email: HSGraduateResearchReviews@icfi.com

Office of Grants Management Contact

David Kadan
OPRE Head Start Graduate Research Grant Review
c/o ICF International

9300 Lee Highway
Fairfax, VA 22031-6050
Phone: (877) 301-6977
Fax: (703) 934-3740
Email: HSGraduateResearchReviews@icfi.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.grants.gov)
http://www.grants.gov/applicants/email_subscription.jsp

Checklist

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html and on the Grants.gov Forms Repository webpage at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

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

What to Submit	Where Found	When to Submit
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Letter of Intent	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http:// apply07.grants.gov/apply/FormLinks?family=15 .	Submission due by application due date found in Overview and Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission due by application due date found in Overview and Section IV.3.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission due by date of award.
SF-LLL - Disclosure of Lobbying Activities, if applicable	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at http:// www.acf.hhs.gov/grants/grants_resources.html.</p> <p>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.</p>	Submission due by application due date found in Overview and Section IV.3.
The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Referenced in Section IV.2 of the announcement and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission due by date of award.

Table of Contents	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission due by date of award.
Biographical sketches of Student and Faculty Mentor	Found in Section IV.2	By application due date
Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Official transcript of student reflecting graduate courses	Found in Section IV.2	By application due date
This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/ as indicated in Section IV.4 of this announcement.	Submission due to State Single Point of Contact by the application due date found in Overview and Section IV.3.

Activities". Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Signature

Date: 05/17/2010

Karl Koerper (for Naomi Goldstein)
Executive Officer
OPRE/ACF/HHS