



**Administration for Children and Families**

Office of Planning, Research and Evaluation

Early Care and Education Research Scholars: Child Care Research Scholars

HHS-2013-ACF-OPRE-YE-0577

Application Due Date: 07/01/2013

Early Care and Education Research Scholars: Child Care Research Scholars

HHS-2013-ACF-OPRE-YE-0577

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 and Families**

**Program Office:** Office of Planning, Research and Evaluation  
**Funding Opportunity Title:** Early Care and Education Research Scholars: Child Care Research Scholars  
**Announcement Type:** Modification  
**Funding Opportunity Number:** HHS-2013-ACF-OPRE-YE-0577  
**Primary CFDA Number:** 93.575  
**Due Date For Letter of Intent:** **04/21/2013**  
**Due Date for Applications:** **07/01/2013**

### Executive Summary

#### Notices:

- **On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via [www.grants.gov](http://www.grants.gov) for discretionary grant applications. Please see *Section III.3. Disqualification Factors, Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.**
- **This Fiscal Year (FY 2013) ACF has implemented a new application upload requirement. Each applicant applying electronically via [www.grants.gov](http://www.grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files. Please see *Section IV.2 Content and Form of Application Submission* for detailed information on this requirement.**

**This announcement is modified. It is re-opened for competition with a new application due date of July 1, 2013. Applicants that applied under the 05/21/2013 due date must re-apply. Changes regarding the submission of proof of accreditation have been made to *Sections III.1. Eligible Applicants, III.3 Other, IV.2. Required Standard Forms, Assurances and Certifications*, and *Section VIII. Checklist*.**

Funds for Child Care Research Scholars grants are available to support dissertation research on child care policy issues. These grants are meant to focus research on questions that have direct implications for child care policy decision-making and program administration, and to foster mentoring relationships between faculty members and high-quality doctoral students. Funding is dependent on availability of funds and government interest.

### I. Funding Opportunity Description

#### Statutory Authority

The Child Care Research Scholars program is funded generally under the authority of the Child Care and Development Block Grant Act of 1990, as amended, 42 U.S.C. § 9858 *et seq.*, and specifically by the appropriation for Payments to States for the Child Care and Development Block Grant made under Division F, Title II of the Consolidated Appropriations Act, 2012, Pub. L. 112-74, and the Continuing Appropriations Resolution, 2013, Pub. L. 112-175.

## **Description**

### **A. Background**

The Office of Child Care (OCC), formerly the Child Care Bureau (CCB), administers the Child Care and Development Fund (CCDF) (also known as the Child Care and Development Block Grant) by overseeing the implementation of State, Territorial, and Tribal CCDF programs, and thus provides a central focus for Federal child care programs. The 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. In recent years, the OCC has also taken a lead role in supporting state early childhood and care systems to help ensure that young children enter kindergarten with the skills they need to succeed and that comprehensive services are made available for families in need. OCC has created strategic partnerships with States to improve early childhood programs through a significant infusion of guidance, training, and technical assistance to promote the development of early learning guidelines, professional development plans, development and implementation of quality rating and improvement systems, and coordination across early childhood programs. To learn more about the goals and initiatives of the CCDF and OCC, please visit OCC's website at <http://www.acf.hhs.gov/programs/ccb/>.

OCC has also invested significant resources in research and evaluation to identify effective policies and practices. 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 a variety of projects that add to our knowledge in the areas of child care policy and practice. For example, projects have advanced our understanding of the efficacy of child care subsidy policies in supporting employment and self-sufficiency outcomes for parents. Past projects have also contributed to knowledge regarding the validity and efficacy of various quality improvement initiatives in supporting the qualifications of providers and promoting 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.acf.hhs.gov/programs/opre/research/project/child-care-research-scholars-0>.

To ensure that research is responsive to both the changing needs of low-income families and children, and to questions of interest to OCC, grantees are encouraged to: (1) develop projects that clearly link to CCDF program goals and address one or more of the topics highlighted below, and (2) consult with State or local CCDF administrators in the design and implementation of their projects. Partnerships between the graduate student, his/her mentor, and CCDF agencies are especially significant. These partnerships ensure the research will be policy-relevant and help to foster the skills necessary to successfully contribute to both the policy and scientific communities. For CCDF State agency contact information and links to State CCDF administration websites, please

visit <http://www.acf.hhs.gov/programs/occ/resource/ccdf-grantee-state-and-territory-contacts>. To learn more about State-level policies, please visit *Research Connections* State Data Tools online at <http://www.researchconnections.org/content/childcare/find/datatools-01.html>. To learn more about how State-level policies and concerns fit within the broader national context, please visit the website of OCC at <http://www.acf.hhs.gov/programs/occ/resource-library>. In particular, the Child Care and Development Fund Reports to Congress provide background information, summarize data regarding children and families served and types of care utilized, and highlight recent initiatives and research. You can find the Reports to Congress online at <http://www.acf.hhs.gov/programs/occ/resource/reports-to-congress>.

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

1. *To directly support graduate students' engagement in 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 with specialized knowledge of child care policy issues.
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 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 are encouraged to connect with senior researchers whose research interests overlap with their projects. In order to facilitate connections among researchers interested in child care policy issues, the Administration for Children and Families (ACF)/Office of Planning, Research and Evaluation (OPRE) also supports the Child Care Policy Research Consortium (CCPRC). This group of researchers and policymakers actively shapes the agenda for the annual CCPRC meeting. The goals of this meeting are to present and foster new research, which is directly in line with current research priorities of OCC and OPRE. All child care research grantees funded by ACF/OPRE are invited to be members of the CCPRC.
4. *To encourage active communication, networking, and collaboration among graduate students, their mentors, and policymakers.* These grants aim to foster connections between researchers, policymakers, and other professionals 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). Even when projects involve community-level or administrative data, or directly respond to an immediate concern of a child care subsidy administrator, students are encouraged to consult with an additional mentor in the child care 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):**

1. Understanding the child care needs of diverse low-income families and/or improving child care programs and policies for various subpopulations, including:
  - a. 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;
  - b. language, ethnic, and racial minority families and children, including dual language learners and American Indian / Alaska Native families and children;
  - c. immigrant families and children, including refugees and victims of trafficking;
  - d. families with children with special needs or disabilities;
  - e. families and children in contact with the child welfare system, especially abused and/or neglected

- children and foster children;
  - f. homeless children and families;
  - g. children of workers employed in agricultural and seasonal industries (e.g., projects examining the special issues related to instability of care or changes in early care and education (ECE) participation due to migrant and/or seasonal employment);
  - h. military families;
  - i. families with infants, toddlers, and school-age children;
  - j. grandparent-headed families; and
  - k. families and children living in rural United States.
2. 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);
  3. Issues related to Tribal child care, including maintaining culture, language, and traditions through intergenerational approaches to child care and intergenerational approaches that utilize older adult volunteers;
  4. Features of child care that are most critical to support children's development and family well-being;
  5. Factors that play a role in parents' decisions about work, child care, and subsidy access;
  6. Identification and examination of family-level processes that might be influenced by child care or child care subsidy use or might moderate the relationships between care and children's development;
  7. Identification and examination of context-level factors that influence availability of and access to quality child care in rural United States, and solutions that might moderate the relationship between context and children's development in rural U.S.;
  8. Issues related to the participation of various cultural, linguistic, and ethnic minority groups in different types of early care and education programs, and how these types of care/programs meet the needs of children and their families in these groups;
  9. Cost-effective investments (e.g., professional development interventions, child care environment improvement strategies, service coordination models) to improve child care quality in all settings;
  10. 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 and access to high-quality care by low-income, at-risk families;
  11. Issues and outcomes related to early childhood workforce development, including in-depth examination of promising training programs or other interventions to support caregivers in all settings, examination of promising new technologies to deliver caregiver education and training, efforts to improve data about caregivers, local and state-level strategies for the professional development of caregivers, evaluation of different early childhood credentialing and educational models and their associations with care, and comparison of benefits, compensation, and other efforts to reduce turnover;
  12. Factors promoting or hindering collaboration among child care providers and other early childhood systems;
  13. Issues related to the participation of home-based providers in professional development initiatives and other systemic approaches to improve quality of care received by low-income children (e.g., Quality Rating and Improvement Systems (QRIS));
  14. Development and/or validation of measures/instruments to assess the characteristics of care or the needs of caregivers, especially home-based providers; and

15. Issues related to child care licensing, including improvement in State licensing standards and policies promoting the licensing of diverse programs.

**We encourage applicants to go beyond simply recording linguistic, ethnic, and racial categories. Instead, we encourage applicants to thoroughly examine how these groupings intersect with important cultural dynamics (e.g., social position, immigration status, family practices, parental goals for socialization).**

Reflecting what we know about the important impact of the early years on long term health and education, ACF has expanded services and attention to young children and their families as we work to promote quality. In addition, ACF has established a more integrated focal point for early childhood at the Federal level. The Office of the Deputy Assistant Secretary for Early Childhood Development provides coordination across the Office of Head Start and the OCC, as well as works with the Maternal and Child Health Bureau to administer and coordinate the Maternal, Infant, and Early Childhood Home Visiting Program. We encourage applicants to identify research questions that have implications for policies across child care and other early childhood service settings. In addition, we encourage research projects that address efforts of states, territories, tribes, and localities to coordinate early childhood programs, examine the challenges and opportunities for doing this, and investigate how coordination affects the services received by eligible families and children. These grants are intended to support research projects focused on child care policy issues, but projects may have applications to Head Start and applicants are encouraged to consider these. To learn more about related policies and programs in Federal agencies, please visit ACF's website for a list of key federal agencies associated with Early Childhood Development Interagency Coordination efforts <http://www.acf.hhs.gov/programs/ecd> .

## **B. Project Requirements**

1. *Consultation/Collaboration with Policymakers and/or Program Administrators.* Applicants for Child Care Research Scholars grants are most likely to succeed if they address issues of significance related to CCDF services and programs; develop research projects with direct implications for policy decisions and solutions, particularly for underserved / understudied populations; and utilize the most rigorous research methodology to answer the selected research question(s). The link(s) between the research topic and the CCDF program goals should be clearly stated and demonstrated 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. **Applicants must consult with a CCDF administrator/agency in the development of the proposal** (for CCDF program office contact list, please visit <http://www.acf.hhs.gov/programs/occ/resource/ccdf-grantee-state-and-territory-contacts>). Applicants proposing research that also involves Head Start programs should demonstrate links to Head Start program goals and adequate consultation/collaboration with Head Start program partners.

2. *Research Dissemination.* In order to facilitate communication and dissemination between researchers, policymakers, and program administrators, grantees are required to participate in the following activities:

a. *Conferences and Meetings.* For each year of the award, participation in two conferences is mandatory. The first conference is the Annual Meeting of the Child Care Policy Research Consortium (historically held in the fall) in Washington, DC. Additionally, participation in one other of the following is required: (1) The second meeting will be the Head Start Research Conference (in alternating years, historically held in the summer); or (2) in an off-year, a professional society meeting that corresponds with the applicant's profession/area of expertise. The applicant's proposed budget should reflect funds to cover travel, lodging, and other costs for the scholar and mentor for the two conferences per budget period, including 3 days lodging and expenses for each meeting. Participation in the scholars' grantee meeting (historically held in the fall) is also mandatory. In previous years, this meeting has been scheduled to coincide with the Annual Meeting of the Child Care Policy Research Consortium. Participants should budget 2 days of lodging and expenses for this meeting. However, if the faculty mentor will utilize another source of travel funds, such

arrangements are encouraged and should be clearly noted in the application.

b. *Research Briefs and Briefings.* **The scholar is expected to prepare a 1-2 page brief describing the objectives, hypotheses, and/or findings (when available), and the potential practice or policy implications of their research projects twice during the award, at the beginning and end of the project period.** At the beginning of the project period, OPRE will provide grantees with guidance to support the development of the research briefs. Examples of research briefs can be found on the OPRE/ACF website at: <http://www.acf.hhs.gov/programs/opre/resource-library/search?area=2758>. In addition, the grantee may be asked to present at research briefings in Washington, DC. Workplans/timelines included in the application should reflect time and effort for preparation of research briefs during the course of the project. (The budget need not reflect travel funds for possible briefing(s) in Washington DC.)

c. *Archiving and Publishing.* **The scholar must agree to archive his/her approved dissertation, final datasets, reports, and other research products with Child Care and Early Education Research Connections.** For more information on *Research Connections* and social science data preparation and archiving, please visit <http://researchconnections.org/content/childcare/find/contribute.html>.

### C. 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, 2013, and end September 29, 2014).

*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 1-year proposed project, the project period would start August 30, 2013, and end August 29, 2014. For a 2-year proposed project, the project period would start August 30, 2013, and end August 29, 2015.

### D. Questions Regarding Applications

For questions regarding this funding opportunity and/or the application process, please call (877) 350-5913, or direct inquiries via email to: OPRE Child Care Research Scholars Grant Review at [ChildCareScholars@icfi.com](mailto:ChildCareScholars@icfi.com).

### E. Transferability

Grants awarded as a result of this competition are not transferable to another graduate student.

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.

### F. 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).

## II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$150,000
Expected Number of Awards:	6

Award Ceiling: \$25,000 Per Budget Period  
Award Floor: \$10,000 Per Budget Period  
Average Projected Award Amount: \$25,000 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.**

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Application Disqualification Factors*.

**Note:** For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.**

Applicants conducting high-quality research, including research that involves primary data collection or secondary data analysis, 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 \$25,000 for the first 12-month budget period and up to \$25,000 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 24-month project period should be noted in Item 17 on the Standard Form (SF) 424 and the need for a 24-month project period should be identified in the project narrative and budget and budget justification.** The 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.

**Indirect Costs**

Due to the small amount of the grant, the applicant institution is encouraged to **voluntarily** relinquish indirect costs. An authorized representative of the institution must submit a written acknowledgement that the indirect costs are being relinquished. In the event that relinquishing 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 a decision to not relinquish 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 limitations on the use of federal funds awarded under this announcement.

### III. Eligibility Information

#### III.1. Eligible Applicants

Eligibility is limited to **ACCREDITED** (note: proof of accreditation **MUST** be included in the application) public, State-controlled, and private institutions of higher education *acting on behalf of doctoral-level graduate students* 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 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, Pub.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 for Higher Education Accreditation and **MUST PROVIDE PROOF OF ACCREDITATION** with their application (e.g., letter from the Higher Learning Commission or the Office of Post-Secondary Education ID (OPE ID) number, which can be found at <http://ope.ed.gov/accreditation/Search.aspx>).

Eligibility is also limited to faculty mentors who have a Ph.D. or equivalent in the respective field and conduct research as a primary professional responsibility.

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

Justification for limiting the competition to accredited public, private, and State-controlled universities and institutions of higher education and to faculty mentors with aforementioned academic credentials is based on the following rationale: (1) Accredited universities and institutions of higher education provide the infrastructure to support doctoral-level student researchers; and (2) Faculty mentors with doctoral training and research expertise will be able to provide proper supervision and quality control over the research project to help ensure a quality end product.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

#### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

### III.3. Other

#### DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)

All applicants must have a DUNS number ([www.dnb.com](http://www.dnb.com)) and be registered with the System for Award Management (SAM, [www.sam.gov](http://www.sam.gov)) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Finalize a new, or renew an existing, registration at least two weeks before the application deadline. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: [https://www.sam.gov/sam/transcript/SAM\\_Quick\\_Guide\\_Grants\\_Registrations-v1.6.pdf](https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf).

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

#### Additional Eligibility Requirements:

1. The applicant must attend an institution of higher education that is accredited, and proof of accreditation must be included in the application in order to be eligible (e.g., letter from the Higher Learning Commission or the Office of Post-Secondary Education ID (OPE ID) number, which can be found at <http://ope.ed.gov/accreditation/Search.aspx>).
2. The Principal Investigator/faculty 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.
2. The Principal Investigator/the graduate student's faculty mentor must regularly monitor the student's work.
3. Ideally, the graduate student should have an approved dissertation proposal by the due date of the grant applicant. If, however, the student does not have an approved dissertation proposal at the time of the application, the student must have approval prior to the award date of August 30, 2013. Additionally, if the proposal had not been approved at the time of application, the scope and the research can not change substantially from what was proposed in the application.
4. If the research project involves data collection within a child care setting, the graduate student must have established a collaborative partnership with the program(s). The establishment of a collaborative partnership is required if the applicant is proposing research that also involves Head Start programs. This partnership should be evident in the research proposal, and at a minimum, in signed letters of support from the participating child care, Head Start or Early Head Start program(s) and, if applicable, from the Head Start or Early Head Start Policy Council(s).

## APPLICATION DISQUALIFICATION FACTORS

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

### Award Ceiling Disqualification

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

### Application Submission Disqualifications

ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov). Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times.** Electronic applications submitted to [www.Grants.gov](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, which fail the [www.Grants.gov](http://www.Grants.gov) validation check, will not be received at or acknowledged by ACF.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

**The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times.** Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.** See "Request an Exemption from Required Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

### Other Disqualification Factors:

Applicants **MUST** provide proof that the institution of higher education is accredited (e.g., letter from the Higher Learning Commission or the Office of Post-Secondary Education ID (OPE ID) number, which can be found at <http://ope.ed.gov/accreditation/Search.aspx>). **Applications from institutions of higher education that do not provide proof of their accreditation by one of the regional accrediting**

**commissions recognized by the Department of Education and the Council for Higher Education Accreditation will be disqualified and will not be reviewed.**

Applications received from organizations that are not institutions of higher education will be disqualified and will not be reviewed.

Applications that do not provide evidence that their faculty mentors possess a Ph.D., or equivalent, in the respective field and conducts research as a primary professional responsibility, will be disqualified and will not be reviewed.

Disqualified applicants will be notified of their disqualification but their applications will not be returned.

## **IV. Application and Submission Information**

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

Office of Planning, Research and Evaluation

Child Care Research Scholars Grant Review

c/o ICF International

9300 Lee Highway

Fairfax, VA 22031-6050

Phone: (877) 350-4624

Fax: (703) 934-3740

Email: [ChildCareScholars@icfi.com](mailto:ChildCareScholars@icfi.com)

#### **Electronic Application Submission:**

The electronic application submission package is available at [www.Grants.gov](http://www.Grants.gov).

#### **Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at <http://www.acf.hhs.gov/grants-forms>. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to [www.Grants.gov](http://www.Grants.gov).

#### **Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):**

Available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at

[http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

#### **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**

### **FORMATTING ACF APPLICATIONS**

#### **FOR ALL ACF APPLICATIONS:**

##### **Authorized Organizational Representative (AOR)**

The AOR is an individual(s), named by the applicant/recipient organization, who is authorized to act for

the applicant/recipient and to assume the obligations imposed by the federal laws, regulations, requirements, and conditions that apply to grant applications or awards. Each applicant must designate an AOR.

AOR authorization is part of the registration process at [www.Grants.gov](http://www.Grants.gov), where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Award Management (SAM).

### **Point of Contact**

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

### **Application Checklist**

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.

**Follow the instructions provided in this application formatting section to ensure that your application does not exceed the page limitations and can be printed efficiently and consistently for the competitive review.**

### **Accepted Font Styles:**

All applicants must use 12-point font in Times New Roman (TNR).

### **Page Limitations for Application Submissions**

Applicants must observe the page limitations listed later in this section. Page limitations do not include OMB-approved Standard Forms (SFs) and OMB-approved forms

**All applications must be double-spaced and in Times New Roman, 12-point font.** An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the extra pages removed and these pages will not be reviewed.

Page limitations apply to electronically submitted and paper format applications. For applications that are single-spaced and/or one-and-a-half spaced (in whole or in part, except for the exempted elements listed later in this section) and/or use a font smaller than TNR, 12-point, ACF will use a formula to determine the actual number of pages. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and then compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Be sure to print the Project Description and Appendices documents on paper and count the number of pages for each file before submission. Keep the printed copy as a hard copy of your application for your files.

### **Copies Required**

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

### **Signatures**

Applicants submitting electronic applications must follow the AOR Authorization and E-Biz POC instructions provided at [www.Grants.gov](http://www.Grants.gov).

The original of a paper format application must include original signatures.

### **Accepted Application Format**

With the exception of the required Standard Forms and OMB-approved forms, all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins all around. **The Project Description and Appendices files must be numbered separately.** The font size on any scanned documents must be large enough so that it is readable. Do not scan more than one page of a document on a single page. Application pages with two or more pages of a document scanned to it will be removed and will not be reviewed.

### **Elements Exempted from Double-Spacing Requirements**

The following elements of the application submission are exempt from the double-spacing requirements listed earlier in this section: the one-page Project Summary/Abstract, required Assurances and Certifications, required Standard Forms, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, contracts, and the Budget Justification. These items may be single-spaced. The Project Summary/Abstract is required to be one single-spaced page in 12-point font with 1-inch margins. The Budget Justification may be single-spaced but must be in 12-point font. Resumes must be in 12-point font, but are not required to be double-spaced. The font size on any scanned documents must be large enough so that it is readable.

## **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). **ACF will not accept applications submitted via email or via facsimile.**

### **Application Upload Requirements**

**Each applicant is required to upload ONLY two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.**

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations for each, are listed later in this section.

To adhere to the two file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on 'Applicant Resources' on the far left side of the home page, and then by following the link to 'Download Software' near the top of the screen, or by clicking [HERE](#). Free PDF software is available on this page that will allow users to convert and merge PDF documents. As an example, ACF is

providing written instructions on downloading and using one type of free software listed at Grants.gov at the following link: [https://www.acf.hhs.gov/sites/default/files/assets/pdf995\\_instructions\\_for\\_video.pdf](https://www.acf.hhs.gov/sites/default/files/assets/pdf995_instructions_for_video.pdf). A video demonstrating this process is also available at: <http://www.youtube.com/watch?v=IOly0HwXPpA>. ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.

**NOTE:** Applications submitted via [www.Grants.gov](http://www.Grants.gov) will undergo a validation check. See *Section IV.2. Application Submission Options* for more information. The validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review. If an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date and the application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

### **Required Standard Forms (SFs) and OMB-approved Forms**

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

### **Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov)**

Limit file names to 50 characters and do not use special characters (example: &,-,\*,%/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore ( ) may be used to separate a file name.

### **Use only file formats supported by ACF**

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

### **ACF supports the following file formats:**

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

### **Do Not Encrypt or Password-Protect the Electronic Application Files**

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

### **FORMATTING FOR PAPER APPLICATION SUBMISSIONS:**

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

## Signatures

An original signature of the AOR is required only on the original copy of paper format application submissions. A point of contact on matters involving the application must be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

## Format Requirements for Paper Applications

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. Applications must be in two sections. The first section must contain the entire Project Description and Budget Justification, and the second section must contain all required Appendices. The pages of the two sections must be separately and sequentially numbered.

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. All application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available later in this formatting section.

## Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper format application submissions.

## Page Limitations and Content of the Application for All Submission Formats:

**1. Each application may include only one proposed project.**

**2. Page Limits and Numbering.** Applicants must limit their *entire application to 100 pages*. Pages submitted beyond the first 100 in the application will be removed prior to panel review.

(a) Only Standard Federal Forms (SF) and OMB-approved forms are not included in this limitation.

(b) Applicants must limit the Table of Contents, Project Description/Narrative Statement and references to **50 pages**. Applicants must number the pages of the Project Description/Narrative Statement, beginning with the Table of Contents. Note: References may be singled spaced.

(c) Applicants may have **only one** appendices. The Appendices file is limited to **50 pages**.

**3. Writing Style.** The proposal should be consistent with the format and style guidelines of the current *Publication Manual of the American Psychological Association*. The research should comply with the "Ethical Standards" detailed in the *Ethical Principles of Psychologists and Code of Conduct* (APA, 2002).

## Organization of Application:

Applicants are strongly advised to use Headings and Subheadings that correspond to the required information, found in *Section IV.2. Project Description and Budget and Budget Justification*, the evaluation criteria, found in *Section V.1. Criteria*, and required proposal sections. **Applicants are further advised to include all required forms and materials.** See additional instructions later in this Section (under "The Project Description") for details on preparing the full project description.

### 1. Table of Contents

**2. Project Summary/Abstract** (must be single-spaced, one page maximum)

**3. Project Description/Narrative Statement:** The project description/narrative statement should be carefully developed in accordance with ACF's research goals and agenda as described in *Section I. Funding Opportunity Description* and incorporate information related to the criteria that will be used to evaluate the applications as described in *Section V.I Criteria*. **Sections must be carefully labeled to ease reviewers' identification of information relevant to the review criteria. It is strongly encouraged that the project description/narrative statement be organized according to the sections presented here.** Additional headers and sub-headers may also be used to organize the content of each section. References must be included in this section, not in the appendices.

- (a) Background, Significance and Objectives
- (b) Research Design and Methodology
- (c) Dissemination, Management, and Collaborative Partner Plan
- (d) References

**4. Appendices, including:**

(a) Letter of Support from Faculty Mentor: 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 2 years or less of completing his/her dissertation.

(b) Curriculum Vitae for Student.

(c) Curriculum Vitae for the Principal Investigator/Faculty Mentor documenting that he/she has a Ph.D. or equivalent in the respective field, conducts research as a primary professional responsibility, and has published or has been accepted for publication in major peer-reviewed research journals as a first or second author.

(d) Official Transcript Reflecting Completed Graduate Courses and Status in the Doctoral Program.

(e) Documentation of Approved Doctoral Dissertation Proposal: The graduate student is expected to have an approved dissertation proposal by the due date for the grant application. Evidence of this approval should be submitted with the proposal. Sufficient proof would include a departmental form signed by committee members or another departmental administrator attesting to the fact that the student's dissertation proposal has been approved. Alternatively, a form or letter describing some other process that is equivalent to establishing this doctoral status would suffice. If the student does not have an approved dissertation proposal (or have this status) at the time of application, the application should include a statement of assurance that the proposed research plan will be approved prior to August 30, 2013 (i.e., when the funding for this program would begin). Please refer to the information above regarding what should be included in the letter of support from the student's faculty mentor. In sum, if ACF does approve the application for an award, the award will depend on written confirmation prior to an award that: (a) the dissertation proposal/plan has been officially approved by the university/department, and (b) if the proposal had not been approved at the time of the application, that the scope and approach of the research has not changed substantively from what was proposed in the application.

(f) Additional Letters of Support, **as appropriate**, from CCDF State Administrator or relevant personnel from state or local agencies OR from Head Start or Early Head Start program(s): If the research project involves data collection within a child care setting, the graduate student must have established a collaborative partnership with the program(s). The establishment of a collaborative partnership is required if the applicant is proposing research that also involves Head Start programs. This partnership should be evident in the research proposal, and at a minimum, in signed letters of support from the

participating child care, Head Start or Early Head Start program(s) and, if applicable, from the Head Start or Early Head Start Policy Council(s).

(g) Proof of Non-profit Status, if applicable (see information later in this section under "*The Project Description, Legal Status of Applicant Entity*").

(h) **Proof of accreditation for the institution of higher education (e.g., letter from the Higher Learning Commission or the Office of Post-Secondary Education ID (OPE ID) number, which can be found at <http://ope.ed.gov/accreditation/Search.aspx>).**

### Required Forms, Assurances, and Certifications

**Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application.** 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-LLL - Disclosure of Lobbying Activities	If applicable, submission of this form is due at the time of 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 the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.	Form is available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a> . General information about the HHS Protection of Human Subjects regulations can be obtained at <a href="http://www.hhs.gov/ohrp/">http://www.hhs.gov/ohrp/</a> . Applicants may also contact OHRP by email ( <a href="mailto:ohrp@csophs.dhhs.gov">ohrp@csophs.dhhs.gov</a> ) or by phone (240-453-6900).

<p>Maintenance of Effort (MOE) Certification</p>	<p>An example of a standard MOE is available at <a href="https://www.acf.hhs.gov/grants-forms">https:// www.acf. hhs. gov/ grants-forms</a>.</p> <p>Submission required for all applicants.</p>	<p>Required for all applications.</p>
<p>Certification Regarding Lobbying</p>	<p>Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>	<p>Submission of this Certification is required for all applications.</p>
<p>Proof of Accreditation Status for the Institution of Higher Education</p>	<p>Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and Section IV.3 Submission Dates and Times.</p>	<p>Applications must provide proof that the institution of higher education that they attend is accredited. Suggested proof is a letter from the Higher Learning Commission or the Office of Post-Secondary Education ID (OPE ID) number, which can be found at <a href="http://ope.ed.gov/accreditation/Search.aspx">http://ope.ed.gov/accreditation/Search.aspx</a>.</p>
<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http:// fedgov. dnb. com/ webform</a>.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining a DUNS number at <a href="http://fedgov.dnb.com/webform">http:// fedgov. dnb. com / webform</a> and registration at SAM.gov at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>

	<a href="http://www.sam.gov">http://www.sam.gov</a> .	
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
Certification of Filing and Payment of Federal Taxes	Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in Federal funding for a one-year (12 months) project period; or for grantees receiving more than \$5,000,000 in Federal funding for a multiyear project to be fully funded.	Applicants are advised of the following requirement contained in Section 523 of the "Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, 2008," (P.L. 110-161, Division G). This requirement remains in effect:  Sec. 523. None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee <b>certifies in writing to the agency awarding the contract or grant</b> that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment

		for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding. [Emphasis Added]
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		Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2010, or as a multiyear project to be fully funded in FY 2010, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.
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Key contact information needed from the applicant are the following: name, e-mail address, mailing address, and phone number, as well as the applicant's advisor's name and e-mail address.

### **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.

## **The Project Description**

### **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**

Applicants should develop 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.

### **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 the *Overview* and 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 the Letter of Intent to the following address:

OPRE Review Team: Child Care Research Scholars Grant Review Team

c/o ICF International

9300 Lee Highway

Fairfax, VA 22031-6050

Email: [childcarescholars@icfi.com](mailto:childcarescholars@icfi.com)

## **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 funding opportunity announcement.

## **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 other approaches. 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 outcomes 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.

This section sets forth the technical proposal and describes how the project will be carried out. The following information should be included:

**A. Background, Significance and Objectives.** The applicant should demonstrate their understanding of the relevant literature on critical issues and existing knowledge, describe their objective and demonstrate their understanding of the overall significance of the proposal. Applicants should be sure to demonstrate how their proposal will address issues of significance related to the CCDF program, as well as how it addresses key gaps in the CCDF field. Applicants are expected to connect their research proposal to critical public policy questions, as well as to try to help policy makers. Applicants should incorporate the following information:

1. *A thorough literature review, justifying the proposed study and the outcomes of interest.* The applicant should briefly discuss previous studies that have been conducted related to the proposed study, as well as to identify gaps in the literature. The literature review should provide a sound justification for the proposed study. The applicant should be sure to cite relevant, current literature related to this topic, using the most recent version of the *Publication Manual of the American Psychological Association*.
2. *The project study's theoretical framework.* The applicant should discuss the underlying theoretical

framework of the study and how this relates to the project goals and research questions.

3. *Specific research questions of interest:* The applicant must list the research questions, as well as discuss how they relate to CCDF program goals and critical issues in the child care field.

4. *Hypothesized results:* Hypothesized results should be discussed. Findings from the current literature should be used to justify the hypothesized results.

5. *Significance and implications of the research:* The applicant must describe the proposed project's significance and implications for policymakers, program administrators, and/or early childhood care and education settings, as well as how the research project extends our current understanding of the problem/phenomena. The applicant should try to address the following questions: How will the results apply to future program and policy decisions? How will results inform CCDF program goals, such as improving child care subsidies as a work support for low-income families or improving the quality of child care for low-income working families? How will the expected results apply to the populations/communities identified in your research questions?

## **B. Research Design and Methodology**

1. *Method and research design.* The applicant should clearly define the study population, expected sample size, how the data will be collected, consent issues, as well as confidentiality of both the participants' responses and the data.

2. *Measures.* The applicant should specify the specific measures that will be utilized in the study, as well as the psychometric properties of each measure.

3. *Data analysis plan.* The proposed data analytic plan should be described, as well as a brief justification for how the data analytic plan is appropriate for the research questions.

**C. Management and Collaborative Partner Plan.** The applicant should outline and describe several plans related to how the applicant and faculty mentor will work together to execute the proposed project, as well as how the applicant will collaborate with other CCDF agencies.

1. *Management plan.* The applicant should outline a strong management plan that describes a sound, workable plan of action for how the proposed project will be carried out. This section should describe how the faculty mentor and student will maintain quality control over the implementation and ongoing operations for the study. This plan should also outline how the faculty mentor will oversee and mentor the applicant. This section should include information related to how often mentoring meetings will occur. A detailed timeline should also be included, outlining milestones for completion of the various project tasks. The timeline should include when the expected completion of the research project will occur, as well as when the findings will be disseminated to a wider audience, such as at conferences or through documenting findings in *Research Connections*.

2. *Collaborative partner plan.* This applicant should describe how CCDF agencies or administrators have been consulted, collaborated, or partnered with to help develop or refine research questions and project design. The applicant should also outline how the applicant plans to consult and/or collaborate with a CCDF agency or administrator during various stages of project development. In particular, the applicant should describe how program partners will be consulted with regarding initial project findings and the overall interpretation of findings.

## **Organizational Capacity**

- Documentation of experience in the program area
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

### **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.

### **The Project Budget and Budget Justification**

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance).

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

**Special Note:** *The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/12tables/html/ex.asp>). This amount reflects an individual's base salary **exclusive** of fringe benefits and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

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.

A budget justification should be included to provide explanation for the applicant's proposed project costs. The applicant should incorporate the following in the budget justification:

1. Expenses directly related to the student's dissertation research, which may include personnel costs/salary, travel, and other directly related expenses
2. Expenses related to travel for the applicant to attend the required meetings outlined in *Section I. B.*
3. If necessary, expenses to enable the mentor to participate in the required meetings in Washington, DC should be included.

### **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: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); 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, 44 U.S.C. §§ 3501-3521, 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](http://www.Grants.gov)

- Additional guidance on the submission of electronic applications can be found at [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.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. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

### Application Validation at [www.Grants.gov](http://www.Grants.gov)

After an application has been successfully submitted to [www.Grants.gov](http://www.Grants.gov), it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

Each time an application is submitted, or resubmitted, via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

### Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at [www.Grants.gov](http://www.Grants.gov). To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written

request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at [www.Grants.gov](http://www.Grants.gov).

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov), or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

**Please Note:** [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov) **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

**Exemption requests must be received by ACF no later than two weeks before the application due date**, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

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.

## **Paper Format Application Submission**

**An exemption is now required for the submission of paper applications. See the preceding section on "Request an Exemption from Required Electronic Application Submission."**

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must 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 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 paper format 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* in this announcement.

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

#### **Due Date for Letter of Intent**

Due Date for Letter of Intent: **04/21/2013**

Due Date for Applications: **07/01/2013**

#### **Explanation of Due Dates**

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

#### **Electronic Applications**

The deadline for submission of electronic applications via [www.Grants.gov](http://www.Grants.gov) is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via [www.Grants.gov](http://www.Grants.gov) unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) are available at: [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

#### **Mailed Paper Format Applications**

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

#### **Hand-Delivered Paper Format Applications**

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview*

and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

**No appeals will be considered for applications classified as late under the following circumstances:**

- Applications submitted electronically via [www.Grants.gov](http://www.Grants.gov) are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

**Extensions and/or Waiving Due Date and Receipt Time Requirements**

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

**Acknowledgement from [www.Grants.gov](http://www.Grants.gov)**

Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will be provided with an acknowledgement from [www.Grants.gov](http://www.Grants.gov) that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

**Acknowledgement from ACF of an electronic application's submission:**

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from [www.Grants.gov](http://www.Grants.gov) by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

**Acknowledgement from ACF of receipt of a paper format application**

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

**IV.4. Intergovernmental Review of Federal Programs**

This program is not subject to Executive Order (E.O.) 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 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 or cooperative agreements awarded under this funding opportunity announcement.

**Note:** Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

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.

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.

#### **IV.6. Other Submission Requirements**

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

##### **Submission By Mail**

Office of Planning, Research and Evaluation  
Child Care Research Scholars Grant Review  
c/o ICF International  
9300 Lee Highway  
Fairfax, VA 22031-6050

##### **Hand Delivery**

Office of Planning, Research and Evaluation  
Child Care Research Scholars 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**

**Please note:** Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

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.

**Application components should 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).**

## **BACKGROUND, SIGNIFICANCE AND OBJECTIVES**

**Maximum Points: 40**

The extent to which it:

- a. is clearly written, organized, and provides appropriate details. It is recommended that sections be carefully labeled to ease reviewers' identification of information relevant to the evaluation criteria;
- b. contains a current and comprehensive literature review that delineates gaps in existing literature, and strongly supports the need for the study;
- c. contains reference citations that are complete and written consistently with the most current version of the *Publication Manual of the American Psychological Association*;
- d. describes the theoretical framework, research goals, and/or research questions in a way that is clear and logically connected;
- e. outlines clear and specific research questions;
- f. links the questions of interest to the CCDF program goals and mission, as well as will contribute new knowledge to the field;
- g. reflects a sound description of the anticipated results and benefits of the project;
- h. describes how the results will apply to current and/or future CCDF child care program and policy decisions.

## **RESEARCH DESIGN AND METHODOLOGY**

**Maximum Points: 25**

The extent to which the proposed project:

- a. is clearly described, sufficient for addressing the goals of the project, and appropriately links research issues, questions, variables, data sources, samples, and analyses together;
- b. demonstrates how the researcher will gain access to the necessary organizations, participants, and data sources needed for the project;
- c. reflects adequate protection of human subjects, confidentiality of data and consent procedures, as appropriate;
- d. specifies the measures and their psychometric properties to be used for the planned research, and demonstrates that the measures are appropriate and sufficient for the questions and the population to be studied;
- e. contains a data analytic plan that is adequately described and is appropriate for the specific research question(s) under consideration, as well as for the types of data to be analyzed;
- f. includes a proposed sample size that 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.

## **DISSEMINATION, MANAGEMENT, AND COLLABORATIVE PARTNER PLANS**

**Maximum Points: 15**

The proposal should contain three (3) plans, which are described below. Each plan is worth a maximum of 5 points each, making this section worth a maximum total of 15 points.

### **A. Dissemination plan. The extent to which it contains the following (maximum 5 points):**

1. description of how the applicant plans to consult or collaborate with program partners (e.g., HS Program Director, CCDF Administrator, or assigned state/local state administrators) in completion of the research project, including (at a minimum) review and interpretation of the project's findings and its implications for program administrators, policymakers, and/or early care and education settings;
2. a detailed plan for disseminating and translating, as appropriate, the proposed research to researchers, policymakers, program partners, and/or practitioners. This includes (at a minimum) attendance at conferences and meetings, completion of research brief(s), and archiving of research briefs, a final report, study data, and other research products on the Child Care and Early Education *Research Connections* web site. Workplans/timelines should reflect sufficient time and effort for dissemination activities;
3. a detailed plan for disseminating and translating, as appropriate, the proposed research to researchers, policymakers, program partners, and/or practitioners. This includes (at a minimum) attendance at conferences and meetings, completion of research brief(s), and archiving of research briefs, a final report, study data, and other research products on the Child Care and Early Education *Research Connections* web site. Workplans/timelines should reflect sufficient time and effort for dissemination activities;
4. a dissemination plan that encompasses both research and policy/program oriented products. For example, in addition to traditional research products and dissemination channels, plans should include development of research briefs or media tailored for policy and/or program/practice audiences (e.g., program directors, teachers, staff, HS Program Director, CCDF Administrator). Dissemination plans and products may differ substantially depending on the target audience;
5. assurances and plans for working with *Research Connections* to archive final products.

### **B. Management Plan. The extent to which it describes the following (maximum of 5 points):**

1. sound, workable plan, illustrating how the project will be carried out, as well as how the applicant and faculty member will ensure a quality end product;
2. how the faculty member will mentor the applicant, including how often meetings between the mentor and applicant will occur;
3. a timeline for when key project milestones are expected to be met, including when the entire project is expected to be finished, as well as when findings will be disseminated to a wider audience.

**C. Collaborative Partner Plan. The extent to which it explains the following (maximum of 5 points):**

1. describes, in detail, how/if the applicant has consulted or collaborated with CCDF agencies or administrators;
2. whether the project involves primary data collection or secondary data analyses, reflects sufficient consultation, collaboration, or partnership with program partners or policymakers to develop or refine the research questions and project design
3. how they will maintain a productive relationship with the program partner(s) that may include continued involvement or periodic feedback as the research progresses.

**QUALIFICATIONS**

**Maximum Points: 10**

The applicant should clearly illustrate that both the student and faculty member have the necessary qualifications to carry out the proposed project. The applicant will be judged the extent to which the proposal demonstrates that:

- a. both the faculty member and applicant possess the research expertise necessary to conduct the study as demonstrated in the application, as well as in information contained in their biographical sketches and/or curriculum vitae, including relevant background, experience, and training on related research or similar projects;
- b. the Principal Investigator (faculty mentor) has earned a doctorate or equivalent in a relevant field and has first or second author publications in major peer-reviewed research journals.

**BUDGET AND BUDGET JUSTIFICATION**

**Maximum Points: 10**

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

- a. are reasonable and sufficient to accomplish the research objectives, design, and dissemination plan.
- b. are appropriately allocated to accomplish the research objectives, design, and dissemination plan.
- c. reflect expenses directly related to the student's dissertation research (which may include required personnel costs/salary, travel, and other directly related expenses).
- d. include adequate funds for the student and (if necessary) for his/her mentor to participate in the required meetings in Washington, DC (two meetings each annually, per year of funding; see *Section I.B* and *Section IV.2*).
- e. are justified according to the needs and time frame for carrying out the proposed project.

**V.2. Review and Selection Process**

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number ([www.dbn.com](http://www.dbn.com)) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See *Section III.3. Other*.

## **Initial ACF Screening**

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and ACF's acknowledgment of received applications.

## **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. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include 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. They are one element in the decision-making process.

ACF may elect not to 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 preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

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 and early education 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.

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

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 OCC as listed in *Section I*. The Director of OPRE is responsible for the final selection.

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.

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 OCC 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 recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

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

It is anticipated that Award decision letters will be mailed on or before August 30, 2013.

## **VI. Award Administration Information**

### **VI.1. Award Notices**

Successful applicants will be notified through the issuance of a Notice of Award (NOA) 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 or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions.*

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

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.

### **Prohibition Against Profit**

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."

### **Equal Treatment for Faith-Based Organizations**

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

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.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Capacity Building Toolkits for Faith-based and Community Organizations](#).

### **Award Term and Condition under the Trafficking Victims Protection Act of 2000**

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-and-condition-for-trafficking-in-persons>. 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.

### **Requirements for Drug-Free Workplace**

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for

Drug-Free Workplace for Financial Assistance are found in 2 CFR part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at [Requirements for Drug-Free Workplace](#).

## **Debarment and Suspension**

HHS regulations published in 2 CFR Part 376 implement the governmentwide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.sam.gov/>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

## **Pro-Children Act**

The Pro-Children Act of 2001, 20 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.

## **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 Notice of Award (NoA). The HHS GPS is available at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

## **Freedom of Information Act (FOIA)**

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and are frequently requested under the FOIA. In accordance with the FOIA requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D), and as part of on-going efforts to promote openness in government programs, ACF will post some of the top-ranked applications funded under this FOA in its online FOIA Reading Room at <http://www.acf.hhs.gov/e-reading-room>. As required under the FOIA, each of the top-ranked applications will receive appropriate

redaction of specific information to protect personal privacy and competitively sensitive commercial information. Applications chosen for posting to the FOIA Reading Room will be placed on the internet website without further notice to the applicants.

### **VI.3. Reporting**

Grantees under this funding opportunity 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. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

#### **Performance Progress Reports (PPR)**

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. For awards that implement the use of the SF-PPR, that form may be found under "Reporting" at <https://www.acf.hhs.gov/grants-forms>.

#### **Federal Financial Reports (FFR)**

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

**For budget periods ending in the months of:**

January 01 through March 31

**The FFR (SF-425) is due to ACF on:**

April 30

April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms), [www.forms.gov](http://www.forms.gov), and on at <https://www.acf.hhs.gov/grants-forms>. Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

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

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

### **SF-428 Tangible Property Report and SF-429 Real Property Status Report**

As of April 1, 2012, the Administration for Children and Families has been requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The **SF-428** is a standard form used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a federal financial assistance award. The form consists of the cover sheet, SF-428, and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The **SF-429** is a standard report used by recipients of federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that has been/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using federal funds and real property that was donated to a federal project in the form of a match or cost share donation. This report is used for awards that establish a federal Interest on real property.

Beginning with budget periods ending September 30, 2012, and for all budget periods thereafter, all ACF grantees are required to submit (as applicable) an SF-428 and SF-429 report as frequently as required in the terms and conditions of their award(s).

The forms are available at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

In accordance with section 4 of Executive Order Number 13230 titled "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 FR 52841, October 17, 2001).

## VII. Agency Contacts

### Program Office Contact

Kathleen McCoy  
Administration for Children and Families  
Child Care Research Scholars Grant Program  
c/o ICF International  
9300 Lee Highway  
Fairfax, VA 22031  
Phone: (877) 350-5913  
Email: [ChildCareScholars@icfi.com](mailto:ChildCareScholars@icfi.com)

### Office of Grants Management Contact

Timothy Chappelle  
Administration for Children and Families  
Child Care Research Scholars Grant Program  
c/o ICF International  
9300 Lee Highway  
Fairfax, VA 22031-6050  
Phone: (877) 350-5913  
Fax: (703) 934-3740  
Email: [ChildCareScholars@icfi.com](mailto:ChildCareScholars@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/](http://www.hhs.gov/).

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

Administration for Children and Families - GRANTS homepage [https:// www.acf.hhs.gov /grants](https://www.acf.hhs.gov/grants).

Catalog of Federal Domestic Assistance (CFDA) [https:// www.cfda.gov/](https://www.cfda.gov/).

Code of Federal Regulations (CFR) [http:// www.gpo.gov](http://www.gpo.gov).

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

All required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at [https:// www.acf.hhs.gov /grants -forms](https://www.acf.hhs.gov/grants-forms).

Grants.gov Forms Repository webpage at [http://www.grants.gov /agencies / aforms repository information .jsp](http://www.grants.gov/agencies/aforms_repository_information.jsp).

Versions of other Standard Forms (SF) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at [http:// www. whitehouse.gov /omb /grants forms/](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](http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp).

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](http://www.grants.gov/applicants/email_subscription.jsp).

**Application Checklist**

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

What to Submit	Where Found	When to Submit
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov /grants-forms</a>.</p> <p>If applicable, 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>	If applicable, submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i>. Additional information and necessary forms are available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/ forms /index.html</a>.</p>	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If the information is not

		available at the time of application, it must be submitted prior to the award of a grant.
Maintenance of Effort (MOE) Certification	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> . An example of a standard MOE is available at <a href="https://www.acf.hhs.gov/grants-forms">https:// www.acf. hhs. gov/ grants-forms</a> .  Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Certification Regarding Lobbying	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . Found at <a href="http://www.acf.hhs.gov/grants-forms">http:// www.acf.hhs.gov /grants-forms</a> .	Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.
SF-424 Key Contact Form	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/ grants-forms</a> and at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/afoms_repository_information.jsp">http://www. grants.gov/ agencies/ aforms_repository_information.jsp</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Certification of Filing and Payment of Federal Taxes	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement. The Certification may be found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> .	If applicable to the applicant, it must be submitted prior to the award of a grant.
Proof of Accreditation Status for the Institution of Higher Education	Referenced in <i>Section III.1. Eligible Applicants, III.3. Other, and IV.2 Required Standard Forms, Assurances, and Certifications</i> .	Submission due by application due date found in <i>Overview</i> and <i>Section IV.3</i> .

<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>Referenced in <i>Section III.3. Other</i> in the announcement. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http:// fedgov. dnb.com / webform</a>.</p> <p>To register at SAM, go to <a href="http://www.sam.gov">http:// www.sam. gov</a>.</p>	<p>A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.</p>
<p>Letter of Intent</p>	<p>Referenced in <i>Section IV.2. Project Description</i>.</p>	<p>Submission is due by the Letter of Intent due date found in the <i>Overview</i> and in <i>Section IV.3</i>.</p>
<p>SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/ grants-forms</a> and at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/aforms_repository_information.jsp">http://www.grants.gov/ agencies/ aforms repository information.jsp</a>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www. acf.hhs.gov /grants-forms</a>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional Documents."</p> <p>These forms are <b>required</b> for applications under this FOA:</p> <ul style="list-style-type: none"> <li>• Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.</li> </ul>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

The Project Description	Referenced in <i>Section IV.2. The Project Description</i> . This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C) is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
<b>Letter of Support from Faculty Mentor</b>	Referenced in <i>Section IV.2</i> of the announcement	Submission due by application due date found in <i>Overview</i> and <i>Section IV.3</i> .
<b>Curriculum Vitae or Biographical Sketch for Student and Faculty Mentor</b>	Referenced in <i>Section IV.2</i> of the announcement	Submission due by application due date found in <i>Overview</i> and <i>Section IV.3</i> .
<b>Official Transcript of Student Reflecting Graduate Courses and Status in the Doctoral Program</b>	Referenced in <i>Section IV.2</i> of the announcement	Submission due by application due date found in <i>Overview</i> and <i>Section IV.3</i> .

<p><b>Documentation of Approved Doctoral Dissertation</b></p>	<p>Referenced in <i>Section IV.2</i> of the announcement</p>	<p>Submission due by application due date found in Overview and Section IV.3.</p>
<p>Letters of Support</p>	<p>Referenced in <i>Section IV.2. The Project Description.</i></p>	<p>Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>