

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration

Maternal and Child Health Bureau
Division of Research

***MCH Research Network on Promoting Healthy Weight among Children with Autism
Spectrum Disorder and other Developmental Disabilities***

Announcement Type: New, Competing Continuation
Funding Opportunity Number: HRSA-16-044

Catalog of Federal Domestic Assistance (CFDA) No. 93.110

FUNDING OPPORTUNITY ANNOUNCEMENT

Fiscal Year 2016

Application Due Date: February 16, 2016

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Registration in all systems, including SAM.gov and Grants.gov,
may take up to one month to complete.*

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Authority: Public Health Service Act, § 399BB(f), (42 U.S.C. 280i-1(f)) as amended by the
Autism CARES Act of 2014 (P.L. 113-157).

EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA), Maternal and Child Health Bureau's (MCHB), Office of Epidemiology and Research is accepting applications for fiscal year (FY) 2016 MCH Research Network on Promoting Healthy Weight (HW-RN) among Children with Autism Spectrum Disorder (ASD) and other Developmental Disabilities (DD). The purpose of this program is to: establish and maintain an interdisciplinary, multi-site research forum for scientific collaboration and infrastructure building, which will provide national leadership in research that furthers scientific understanding of obesity risk factors and facilitates the development of interventions designed to improve the health and well-being of children with Autism Spectrum Disorder (ASD) and other Developmental Disabilities (DD). This research will help to advance the evidence base regarding best practices for the prevention and treatment of obesity in this high-risk group.

Funding Opportunity Title:	MCH Research Network on Promoting Healthy Weight among Children with Autism Spectrum Disorder and other Developmental Disabilities
Funding Opportunity Number:	HRSA-16-044
Due Date for Applications:	February 16, 2016
Anticipated Total Annual Available Funding:	\$250,000
Estimated Number and Type of Award(s):	Up to one (1) cooperative agreement
Estimated Award Amount:	Up to \$250,000 per year
Cost Sharing/Match Required:	No
Project Period:	July 1, 2016 through June 30, 2021 (five (5) years)
Eligible Applicants:	<p>Eligible applications include any public or private entity, including research centers or networks. Faith-based and community-based organizations, Tribes, and tribal organizations are eligible to apply.</p> <p>[See Section III-1 of this funding opportunity announcement (FOA) for complete eligibility information.]</p>

Application Guide

All applicants are responsible for reading and complying with the instructions included in HRSA's *SF-424 Application Guide*, available online at <http://www.hrsa.gov/grants/apply/applicationguide/sf424guide.pdf>, except where instructed in this FOA to do otherwise. A short video for applicants explaining the *Application Guide* is available at <http://www.hrsa.gov/grants/apply/applicationguide/>.

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I. Program Funding Opportunity Description

1. Purpose

This announcement solicits applications for the MCH Research Network on Promoting Healthy Weight (HW-RN) among Children with Autism Spectrum Disorder (ASD) and other Developmental Disabilities (DD) Program.

The HRSA autism research programs support research that advances the evidence base regarding interventions and best practices to improve the health and well-being of children and adolescents with autism spectrum disorders (ASD) and other developmental disabilities. This cooperative agreement opportunity will establish and maintain an interdisciplinary, multi-site research forum for scientific collaboration and infrastructure building, which will provide national leadership in research that furthers scientific understanding of obesity risk factors and facilitates the development of interventions designed to improve the health and well-being of children with Autism Spectrum Disorder (ASD) and other Developmental Disabilities (DD). This research will help to advance the evidence base regarding best practices for the prevention and treatment of obesity in this high-risk group and improve Health Care Systems and Delivery, such as interdisciplinary team-based care and improve the health and wellbeing of children and youth with ASD and other DD.

The HW-RN will use an interdisciplinary team that will lead and promote coordinated research activities related to promoting healthy weight among children and youth with ASD and other DD. The interdisciplinary team will be able to conduct multi-site intervention research, secondary data analyses, pilot and feasibility and/or acceptability studies of interventions, and study obesity risk factors and interventions to promote healthy weight among children and youth with ASD and other DD.

The following lists the Network goals and objectives:

Infrastructure Development:

- Develop and maintain an interdisciplinary national network (hereafter referred to as “the Network”) of research entities who collaborate in research designed to improve the promotion of healthy weight through the prevention and treatment of obesity among children and youth with ASD and other DD;
- Identify gaps, develop and/or update a research agenda for scientific studies building upon advances in research as a result of activities described in the incumbent’s [research agenda](#);

Communications:

- Develop a schedule of on-going communication among Network members, and with the HRSA/MCHB Project Officer;

Network Activities:

- Plan Network activities and research designed to improve the promotion of healthy weight through the prevention and treatment of obesity among children and youth with ASD and other DD. Such activities and research should address the needs of underserved populations, such as low-income, racial/ethnic minorities, immigrants, individuals who have limited access to services, and/or other underserved populations;
- Build the capacity to advance and implement at least one research study that will address the gaps and promote the research agenda identified by the Network, through both MCHB and other funding sources;
- Build upon existing knowledge by conducting at least two secondary data analyses using existing large or population-based datasets and/or health records to improve the knowledge about the prevalence of overweight and/or obesity, key risk factors, and obesity-related chronic and secondary health conditions among children and youth with ASD and other DD;
- Conduct formative work through surveys or literature reviews to understand the biopsychosocial barriers/facilitators to achieving healthy weight among children with ASD and other DD, such as their perspective and experiences on excessive body weight; barriers to physical activity and healthy eating; psychological, biological, medical, social, and environmental influences on obesity and obesity-related health behaviors;
- Identify effective approaches and/or test the initial efficacy, feasibility and acceptability of two to three intervention programs designed to reduce excessive weight among children and youth with ASD and other DD. The applicant should consider adapting an existing successful program for children and youth from the general population or selected subgroups and tailoring it for application to children and youth with ASD and other DD.
- Provide mentored experiences for new investigators;

Dissemination:

- Maintain a Network website to disseminate research findings, generate interest in the Network, and expand Network membership;
- Develop and disseminate guidelines to practitioners and families focused on the prevention and treatment of obesity among children and youth with ASD and other DD based on completed research and post on the Network website;
- Develop and implement a plan to disseminate Network findings through at least two peer-reviewed publications per study, two to three webinars, annual Network meetings, and other related activities. These activities should serve to facilitate the transfer of Network findings to a broader audience such as researchers, health professionals, policy makers, educators, families;

Translational Research:

- Identify opportunities to include children or adolescents with ASD and other DD in ongoing large state-wide or national surveillance and health promotion programs;

Expansion Efforts:

- Leverage external funds to advance and implement critical research that will address identified gaps and promote the research agenda;
- Collaborate with other MCHB research networks funded through the Autism CARES Act of 2014; such as the Autism Intervention Research Network on Physical Health (AIR-P);

The HRSA autism research programs support research on evidence-based practices for interventions to improve the health and well-being of children and adolescents with autism spectrum disorders (ASD) and other developmental disabilities. The HW-RN will determine the best evidence-based practices and advance the evidence base on effective interventions for the prevention and treatment of obesity in this high-risk group. Areas of particular concern include, but are not limited to:

- Need for better knowledge and understanding about the prevalence and extent of the problem of overweight and obesity among children and youth with ASD and other DD, key factors contributing to the possible increased risk, and obesity-related chronic and secondary health conditions among children and youth with ASD and other DD;
- Opportunities to maximize the impact of obesity prevention and early intervention activities, including anticipatory guidance to parents and health care providers;
- Improvement in health care delivery services, such as interdisciplinary team-based care; and
- Healthy lifestyle promotion through innovative programs and research regarding the interacting physical, social, behavioral, and environmental determinants of overweight and obesity at various levels, including the individual, family, school, neighborhood, and larger community.

Consistent with HRSA's mission to improve access to quality services to underserved populations, the MCHB's intent is to ensure that research activities are responsive to the cultural and linguistic needs of special populations, that services are family-centered and accessible to consumers, and that the broadest possible representation of culturally distinct and historically underrepresented groups is supported through programs and projects sponsored by the MCHB.

2. Background

This program is authorized by the Public Health Service Act, § 399BB(f), (42 U.S.C. 280i-1(f)) as amended by the Autism CARES Act of 2014 (P.L. 113-157).

Although there has been a great deal of attention to childhood obesity, very little research has focused on the obesity risk among children with ASD and other DD. A study using data from the National Survey of Children's Health reported that children with ASD were 42 percent more likely to be obese than children without ASD.¹

¹ Curtin C, Anderson SE, Must A, Bandini L. The prevalence of obesity in children with autism: A secondary data analysis using nationally representative data from the national survey of children's health. *BMC pediatrics*. 2010;10(1):11.

This population faces unique needs and challenges that may increase their risk of obesity. Impaired motor and social skills may result in lower levels of physical activity which often equates to higher screen time than children without ASD and other DD. Some children with ASD and DD are highly selective eaters with aversions to specific textures, colors, smells, and temperatures. Their diets are often characterized by a lack of variety and may be associated with inadequate nutrient intake. Behavioral challenges of children with ASD and other DD may also influence parental feeding practices and meal time routines. Lastly, psychotropic medications often used in children and adults with ASD/DD to treat irritability, aggression, and behavioral disturbances have been associated with significant weight gain and metabolic syndrome.

HRSA's Maternal and Child Health Bureau (MCHB) supports programs to address autism and related developmental disabilities through education, early detection, and intervention. Specifically, these activities are designed to:

- 1) Increase awareness of ASDs and other developmental disabilities;
- 2) Reduce barriers to screening and diagnosis;
- 3) Support research on evidence-based interventions for individuals with ASD and other developmental disabilities;
- 4) Promote guideline development for interventions; and
- 5) Train professionals to utilize valid screening tools, to diagnose and to provide evidence-based interventions through an interdisciplinary approach (as defined in programs developed under section 501(a)(2) of the Social Security Act) that will also focus on specific issues for children who are not receiving an early diagnosis and subsequent interventions.

The four programs and related areas supported by the MCHB include:

- 1) Training for Professionals:
 - Leadership Education in Neurodevelopmental Disabilities (LEND) training programs;
 - Developmental Behavioral Pediatrics (DBP) training programs; and
 - An Interdisciplinary Training Autism Resource Center.
- 2) Autism Research Programs:
 - Autism research networks that focus on intervention research, research to improve care and services, guideline development and information dissemination; and
 - Maternal and Child Health (MCH) Autism Intervention Research and Secondary Data Analysis Studies grants.
- 3) Autism State Systems Program:
 - State Implementation grants for improving services for children and youth with ASD and other DD; and
 - A State Public Health Coordinating Center that coordinates with the State Implementation grants and develops and implements a strategy for defining, supporting, and monitoring the role of state public health systems in assuring that children and youth with autism receive early and timely identification, diagnosis, and intervention.

4) National Evaluation:

- Information and analysis from this evaluation contributed to the HHS Secretary's Report to Congress on progress related to ASD and other developmental disabilities as required in the "Combating Autism Act." The awardee of the HW-RN will participate in the national evaluation of the program, providing both qualitative and quantitative data.

The MCH Research Network on Promoting Healthy Weight (HW-RN) among Children with Autism Spectrum Disorder (ASD) and other Developmental Disabilities (DD) Program, a component of HRSA/MCHB's Autism and related developmental disabilities programs, is administered by the MCH Research Program, located within MCHB's Division of Research, Office of Epidemiology and Research (OER). The MCH Research Program has supported groundbreaking investigations that have significantly influenced clinical practice, organization and delivery of health care services, preventive care, and early intervention for the MCH population, including children with special health care needs.

The MCH Research Program supports applied and translational research and research networks relating to MCH services, including services for children and youth with ASD and other DD. Funded programs show promise of substantial contribution in enhancing health care services and promoting the health and well-being of mothers, children, and families. For more information about the MCH Research Program, visit our website: <http://www.mchb.hrsa.gov/research>.

II. Award Information

1. Type of Application and Award

Type(s) of applications sought: New, Competing Continuation.

Funding will be provided in the form of a cooperative agreement. A cooperative agreement is an award instrument of financial assistance where substantial involvement is anticipated between HRSA and the recipient during performance of the contemplated project.

As a cooperative agreement, **HRSA Program involvement will include:**

- Assurance of the availability of HRSA/MCHB personnel or designees to participate in the planning and development of all phases of this activity;
- Review of policies and procedures established for carrying out project activities;
- Participation in meetings and regular communications with the award recipient to review mutually agreed upon goals and objectives and to assess progress;
- Facilitation of effective communication and accountability to HRSA/MCHB regarding the project, with special attention to new program initiatives and policy development that have the potential to advance the utility of the MCH Research Network on Promoting Healthy Weight (HW-RN) among Children with Autism Spectrum Disorder (ASD) and other Developmental Disabilities (DD) Program;
- Assistance in establishing and maintaining federal interagency and inter-organizational contacts necessary to carry out the project;

- Review of documents developed by the Network such as Network operating procedures, authorship guidelines, etc. but excluding manuscripts for submission to peer-reviewed journals; and
- Participation in project activities such as meetings, webinars, presentations, publications, and other forms of disseminating information regarding project results and activities.

The cooperative agreement recipient's responsibilities will include:

- Develop and maintain an interdisciplinary, national network of research entities who collaborate in research designed to improve the promotion of healthy weight through the prevention and treatment of obesity among children and youth with ASD and other DD;
- Identify gaps, and develop and/or update a research agenda for scientific studies;
- Develop and maintain a Network website;
- Adhere to HRSA requirements pertaining to acknowledgement and disclaimer on all products produced by HRSA award funds. See “**Acknowledgment of Federal Funding**” in Section 2.2 of HRSA’s [*SF-424 Application Guide*](#).
- Plan Network activities and research designed to improve the promotion of healthy weight through the prevention and treatment of obesity among children and youth with ASD and other DD. Such activities and research should address the needs of underserved populations, such as low-income, racial/ethnic minorities, immigrants, individuals who have limited access to services, and/or other underserved populations;
- Build upon existing knowledge by conducting at least two secondary data analyses using existing large or population-based datasets and/or health records to improve the knowledge about the prevalence of overweight and/or obesity, key risk factors, and obesity-related chronic and secondary health conditions among children and young with ASD and other DD;
- Conduct formative work through surveys or literature reviews among children with ASD and other DD to understand the biopsychosocial barriers/facilitators to achieving healthy weight among children with ASD and other DD, such as their perspective and experiences on excessive body weight; barriers to physical activity and healthy eating; psychological, biological, medical, social, and environmental influences on obesity and obesity-related health behaviors;
- Identify effective approaches and/or test the initial efficacy, feasibility and acceptability of two to three intervention programs designed to reduce excessive weight among children and youth with ASD and other DD. A promising program should consider adapting an existing successful program for children and youth from the general population or selected subgroups and tailoring it for application to children and youth with ASD and other DD populations;
- Provide mentored experiences for new investigators;
- Build the capacity to advance and implement at least one research study that will address the gaps and promote the research agenda identified by the Network, through both MCHB and other funding sources;
- Develop guidelines focused on the prevention and treatment of obesity among children and youth with ASD and other DD based on completed research and post on the Network website;
- Identify opportunities to include children and youth with ASD and other DD in ongoing large state-wide or national surveillance and health promotion programs;
- Leverage external funds to advance and implement critical research that will address identified gaps and promote the research agenda.

- Develop and implement a plan to disseminate Network findings through at least two peer-reviewed publications per study, two to three webinars, annual Network meetings, and other related activities. These activities should serve to facilitate the transfer of Network findings to a broader audience such as researchers, health professionals, policy makers, educators, and families;
- Collaborate with other MCHB research networks funded through the Autism CARES Act of 2014; such as the Autism Intervention Research Network on Physical Health; and
- Develop a schedule of on-going communication among Network members, and with the HRSA/MCHB Project Officer.

2. Summary of Funding

This program will provide funding during federal fiscal years 2016 – 2020. Approximately \$250,000 is expected to be available annually to fund one (1) recipient. Applicants may apply for a ceiling amount of up to \$250,000 per year. The actual amount available will not be determined until enactment of the final FY 2016 federal budget. This program announcement is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed, and funds can be awarded in a timely manner. The project period is five (5) years. Funding beyond the first year is dependent on the availability of appropriated funds for “MCH Research Network on Promoting Healthy Weight (HW-RN) among Children with Autism Spectrum Disorder (ASD) and other Developmental Disabilities (DD) Program” in subsequent fiscal years, satisfactory recipient performance, and a decision that continued funding is in the best interest of the Federal Government.

Effective December 26, 2014, all administrative and audit requirements and the cost principles that govern federal monies associated with this award are subject to the Uniform Guidance [2 CFR 200](#) as codified by HHS at [45 CFR 75](#), which supersede the previous administrative and audit requirements and cost principles that govern federal monies.

III. Eligibility Information

1. Eligible Applicants

Eligible applications include any public or private entity, including research centers or networks. Faith-based and community-based organizations, tribes, and tribal organizations are eligible to apply. A research network is a multisite collaboration designed to conduct research and pool together resources resulting in a greater collective impact. One institution serves as the primary awardee and oversees and facilitates all network activities.

2. Cost Sharing/Matching

Cost sharing/matching is not required for this program.

3. Other

Applications that exceed the ceiling amount will be considered non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.4* will be considered non-responsive and will not be considered for funding under this announcement.

NOTE: Multiple applications from an organization are not allowable. **A Principal Investigator (PI) or Co-Investigator (Co-PI) on an existing MCHB-funded research network cannot serve as PI or Co-PI on more than one MCHB-funded network at a time.**

If for any reason (including submitting to the wrong funding opportunity number or making corrections/updates), an application is submitted more than once prior to the application due date, HRSA will only accept the applicant's **last** validated electronic submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

IV. Application and Submission Information

1. Address to Request Application Package

HRSA *requires* applicants for this FOA to apply electronically through Grants.gov. Applicants must download the SF-424 application package associated with this FOA following the directions provided at [Grants.gov](https://www.grants.gov).

2. Content and Form of Application Submission

Section 4 of HRSA's [SF-424 Application Guide](#) provides instructions for the budget, budget justification, staffing plan and personnel requirements, assurances, certifications, and abstract. You must submit the information outlined in the Application Guide in addition to the program-specific information below. All applicants are responsible for reading and complying with the instructions included in HRSA's [SF-424 Application Guide](#) except where instructed in the FOA to do otherwise.

See Section 8.5 of the *Application Guide* for the Application Completeness Checklist.

Application Page Limit

The total size of all uploaded files may not exceed the equivalent of **80 pages** when printed by HRSA. The page limit includes the abstract, project and budget narratives, attachments including biosketches, letters of commitment and support required in the *Application Guide* and this FOA. Standard OMB-approved forms that are included in the application package are NOT included in the page limit. Indirect Cost Rate Agreement and proof of non-profit status (if applicable) will not be counted in the page limit. **We strongly urge applicants to take appropriate measures to ensure the application does not exceed the specified page limit.**

Applications must be complete, within the specified page limit, and validated by Grants.gov under the correct funding opportunity number prior to the deadline to be considered under the announcement.

Program-Specific Instructions

In addition to application requirements and instructions in Section 4 of HRSA's [SF-424 Application Guide](#) (including the budget, budget justification, staffing plan and personnel requirements, assurances, certifications, and abstract), please include the following:

i. Project Abstract

See Section 4.1.ix of HRSA's [SF-424 Application Guide](#). Include the information requested at the top of the abstract. Prepare the abstract so that it is clear, accurate, concise, and without reference to other parts of the application because it is often distributed to provide information to the public and Congress. Briefly state the principal needs and problem, goals, proposed activities including target population(s), planned coordination, anticipated products, and plans for evaluation.

Abstract content:

- Clearly indicate the FOA number and title.
- **PROBLEM:** Briefly state the principal needs and problems which are addressed by the project.
- **GOAL(S) AND OBJECTIVES:** Identify the major goal(s) and objectives for the project period. Typically, the goal is stated in a sentence or paragraph, and the objectives are presented in a numbered list.
- **PROPOSED ACTIVITIES AND TARGET POPULATION(S):** Describe the programs and activities used to attain the objectives, the target population(s) addressed, and comment on innovations and other characteristics of the proposed plan.
- **COORDINATION:** Describe the coordination planned with and participation of appropriate national, regional, state, and/or local health agencies, interdisciplinary professional groups and providers, and/or organizations that function as stakeholders or partners in the proposed project.
- **PRODUCTS:** Provide a brief description of the anticipated products of this Network, including modes of dissemination of project activities and findings.
- **EVALUATION:** Briefly describe the evaluation methods used to assess program outcomes and the effectiveness and efficiency of the project in attaining goals and objectives.

From the [Appendix](#) select: (a) a maximum of ten (10) significant content terms that describe your project, and as many (b) targeted populations and (c) age ranges as apply. Include the selected (a) content terms, (b) populations, and (c) age ranges targeted at the end of your abstract.

ii. Project Narrative

This section provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory and well organized so that reviewers can understand the proposed project.

Use the following section headers for the Narrative:

Section I. Background and Significance

Section II. Specific Goals and Objectives

Section III. Project Design: Methods and Evaluation

Section IV. Plan and Schedule of Implementation, and Capability of Applicant

- **SECTION I - BACKGROUND AND SIGNIFICANCE** -- Corresponds to Section V's Review Criteria #1 Need, #2 Response, #4 Impact

In this section, the applicant should demonstrate a thorough knowledge and understanding of interdisciplinary research related to prevention and treatment of overweight and obesity among children and youth with ASD and other developmental disabilities. In addition, the applicant should critically evaluate the national significance of such a research network. Identify issues of concern to, and needs of, those involved in efforts to promote healthy weight through the evidence-based prevention and treatment of overweight and obesity among children and youth with ASD and other developmental disabilities. The applicant must demonstrate how interdisciplinary research studies can address these issues.

Provide a brief literature review that discusses the significance of issues, needs, and gaps in the prevention and treatment of overweight and obesity among children and youth with ASD and other developmental disabilities. The applicant must demonstrate how an interdisciplinary multi-site research network can address the identified needs, including the needs of underserved populations, such as low-income, racial/ethnic minorities, immigrants, individuals who have limited access to services, and/or other underserved populations.

- **SECTION II – SPECIFIC GOALS AND OBJECTIVES** -- Corresponds to Section V's Review Criteria #2 Response, #4 Impact, #5 Resources/Capabilities

This section of the narrative **MUST** include a numbered list of the specific goals and objectives (listed in the Purpose section of this announcement) to be accomplished during the funding period. The specific objectives should be succinctly stated. The applicant should be innovative with respect to specific objectives, but should direct attention to the scope of expected activities listed. The applicant should describe the process for developing an integrated research network and present a plan of proposed activities that shows progressive implementation during the five-year project period.

Describe the activities or steps that will be used to achieve each of the project goals. Use a time line that includes each activity and identifies responsible staff. As appropriate, identify meaningful support and collaboration with key stakeholders and partners in planning, designing, and implementing all activities.

Applicants must submit a logic model for designing and managing their project. Include the logic model in this section (Section II) of the narrative. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the

purposes of this announcement, the logic model should summarize the connections between the:

- Goals of the project;
- Theoretical approach;
- Inputs (e.g., organizational profile, collaborative partners, other resources);
- Target population(s);
- Activities;
- Outputs (i.e., products); and
- Outcomes (i.e., the results of the project, typically describing a change in people or systems).

More information on logic models may be found in [Section VIII](#) of this FOA.

The application should provide documentation (letters of agreement) of participation of an interdisciplinary team that will collaborate to fulfill the goals and objectives of the research network. **Letters of agreement from collaborators should be included in Attachment 2.**

- *SECTION III – PROJECT DESIGN: METHODS AND EVALUATION -- Corresponds to Section V's Review Criteria # 2 Response, #3 Evaluative Measures, #4 Impact, #5 Resources/Capabilities*

A. Methods:

This section of the narrative must provide detailed descriptions of the methodology for accomplishing each of the specific objectives. The applicant must provide sufficient technical detail to demonstrate the necessary steps to accomplish each objective, and to convey to reviewers adequate information to assess the methodology.

The applicant must also indicate the specific methods to be used to evaluate progress in each area of activity. The applicant must list and discuss anticipated obstacles that may be encountered and indicate how each obstacle will be overcome.

It is crucial that the applicant describe how the interdisciplinary team will function in true partnership within the Network to accomplish the goals and objectives. Applicants must anticipate potential problems and challenges that may arise in this process, and propose mechanisms for collaborative resolution.

Successful participation in the Network includes the ability to work collaboratively to achieve the goals of the Network, address challenges, and fulfill commitments to the project as indicated in the proposal and letters of agreement.

In addition, plans to disseminate findings must be described. Include:

- Peer-reviewed publications. It is expected that the Network will produce at least two peer-reviewed publications per study that result from Network research and activities including guidelines;
- Other dissemination to the research and practice communities, as well as families and communities, including but not limited to: informational products and educational opportunities, including two to three webinars, website material,

plenary sessions, abstracts, conference presentations, annual Network meetings, and consumer materials for key stakeholders such as providers, communities, states, and families that will promote the transfer of findings to improve care.

B. Evaluation:

Applicants must describe a plan for program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project.

Applicants must describe the systems, processes, and staff that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g., assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. As appropriate, describe the data collection strategies that will be used to collect, analyze, and track data to measure progress and impact/outcomes with different sociocultural groups (e.g., race, ethnicity, language, rural versus urban, socioeconomic, gender), and explain how the data will be used to inform program development and service delivery. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

For each described objective, an evaluation measure must be included. The evaluation measure must be measurable and a timeline for evaluation should be presented consistent with the plan and schedule of implementation of the goals and objectives.

- *SECTION IV – PLAN AND SCHEDULE OF IMPLEMENTATION, AND CAPABILITY OF THE APPLICANT -- Corresponds to Section V's Review Criteria #3 Evaluative Measures, #4 Impact, #5 Resources/Capabilities, #6 Support Requested*

In this section of the narrative, the applicant must provide a description of the organizational plan for management of the project, including an explanation of the roles and responsibilities of interdisciplinary project personnel and collaborators.

In addition, an implementation schedule should be provided for each activity described in previous sections. The material should be presented in a succinct manner, with a brief listing of specific milestones and expected outcomes.

The applicant must describe its significant experience and the publication record of key personnel in carrying out interdisciplinary collaborative research and related projects relating to the goals and objectives of the research network.

If the application is a competing continuation, the applicant must also describe its significant experience and accomplishments in Attachment 5: Summary Progress Report.

Include reference citations for publications and works cited following the end of the Project Narrative, not as an attachment.

NARRATIVE GUIDANCE

In order to ensure that the Review Criteria are fully addressed, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.

<u>Narrative Section</u>	<u>Review Criteria</u>
Background and Significance	(1) Need, (2) Response, (4) Impact
Specific Goals and Objectives	(2) Response, (4) Impact, (5) Resources/Capabilities
Project Design: Methods and Evaluation	(2) Response, (3) Evaluative Measures, (4) Impact, (5) Resources/Capabilities
Plan and Schedule of Implementation, and Capability of Applicant	(3) Evaluative Measures, (4) Impact, (5) Resources/Capabilities, (6) Support Requested
Biographical Sketches	(5) Resources/Capabilities
Budget and Budget Justification Narrative	(6) Support Requested – the budget section should include sufficient justification to allow reviewers to determine the reasonableness of the support requested.

1. Budget

See Section 4.1.iv of HRSA's [SF-424 Application Guide](#). Please note: the directions offered in the SF-424 Application Guide differ from those offered by Grants.gov. Please follow the instructions included in the Application Guide and, *if applicable*, the additional budget instructions provided below.

Reminder: The Total Project or Program Costs are the total allowable costs (inclusive of direct **and** indirect costs) incurred by the recipient to carry out a HRSA-supported project or activity. Total project or program costs include costs charged to the award and costs borne by the recipient to satisfy a matching or cost-sharing requirement, as applicable.

In addition, the MCH Research Network on Promoting Healthy Weight (HW-RN) among Children with Autism Spectrum Disorder (ASD) and other Developmental Disabilities (DD) program requires the following:

- The maximum number of budget periods allowed is five (5). A budget period represents 12 months of project effort.
- Applicants for this announcement should use the “Other Sponsored Program/Activities” indirect cost rate. Any non-federal entity that has never received a negotiated indirect cost rate, (except a governmental department or agency unit that receives more than \$35 million in direct federal funding) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time. See 45 CFR 75, HHS's codification of the Uniform Guidance at <http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=4d52364ec83fab994c665943dadf9cf7&ty=HTML&h=L&r=P&ART&n=pt45.1.75>, particularly § 75.414 (f) Indirect (F&A) costs.

- The PI of the Research Network is required to attend the MCHB Autism CARES Act In-Person Grantee Meetings, held in the Washington, D.C. metropolitan area. Budget plans should include travel to this in-person grantee meeting for three out of the five budget periods. For planning, it is recommended that the Year 1, 3 and 5 budgets include travel costs associated with this 1 ½ day grantee meeting.

NOTE: Travel outside of the U.S. is not supported for the HW-RN.

The Consolidated and Further Continuing Appropriations Act, 2015, Division G, § 203, (P.L. 113-235) states, “None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II.” Please see Section 4.1.iv Budget – Salary Limitation of HRSA’s [SF-424 Application Guide](#) for additional information. Note that these or other salary limitations will apply in FY 2016, as required by law.

iii. Budget Justification Narrative

See Section 4.1.v. of HRSA’s [SF-424 Application Guide](#). In addition, the HW-RN program requires the following:

Staffing Plan and Personnel Requirements

Please refer to instructions in Section 4.1.vi of HRSA’s *SF-424 Application Guide*. Include the position descriptions (roles, responsibilities, and qualifications of proposed project staff) in the Budget Justification under Personnel costs. The budget justification is uploaded into the Budget Narrative Attachment Form. Biographical sketches for any key employed personnel that will be assigned to work on the proposed project must be included as Attachment 1. Due to the HRSA 80-page limit, it is recommended that each biographical sketch is no more than two (2) pages in length and must follow the HRSA font/margin requirements. Biographical sketches should document education, skills, and experience that are relevant, necessary, and demonstrate capability to fulfill the assigned roles for the proposed project.

iv. Program-Specific Forms

1) Performance Standards for Special Projects of Regional or National Significance (SPRANS) and Other MCHB Discretionary Projects

HRSA has modified its reporting requirements for SPRANS projects, Community Integrated Service Systems (CISS) projects, and other grant programs administered by MCHB to include national performance measures that were developed in accordance with the requirements of the Government Performance and Results Act (GPRA) of 1993 (Public Law 103-62). This Act requires the establishment of measurable goals for federal programs that can be reported as part of the budgetary process, thus linking funding decisions with performance. Performance measures for states have also been established under the Block Grant provisions of Title V of the Social Security Act, MCHB’s authorizing legislation. Performance measures for other MCHB-funded grant programs have been approved by the Office of Management and Budget and are primarily based on existing or administrative data that projects should easily be able to access or collect. An electronic system for reporting these data elements has been developed and is now available.

2) *Performance Measures for the “MCH Research Network on Promoting Healthy Weight (HW-RN) among Children with Autism Spectrum Disorder (ASD) and other Developmental Disabilities (DD) program”*

To inform successful applicants of their reporting requirements, the listing of MCHB administrative forms and performance measures for this program can be found at: https://perf-data.hrsa.gov/mchb/DgisApp/FormAssignmentList/UA3_2.html.

NOTE: The performance measures and data collection information is for your PLANNING USE ONLY. These forms are not to be included as part of this application. However, this information will be due to HRSA within 120 days after the Notice of Award.

v. *Attachments*

Please provide the following items in the order specified below to complete the content of the application. **Unless otherwise noted, attachments count toward the application page limit.** Indirect cost rate agreements and proof of non-profit status (if applicable) will not count toward the page limit. **Each attachment must be clearly labeled.**

Attachment 1: Biographical Sketches of Key Personnel

Include biographical sketches for persons occupying key positions. In the event that a biographical sketch is included for an identified individual who is not yet hired, please include a letter of commitment from that person with the biographical sketch. Given the 80-page limit, it is recommended that biographical sketches be no more than two pages in length.

Attachment 2: Letters of Agreement/Letters of Support

Provide any documents that describe working relationships between the applicant agency and other agencies and programs cited in the proposal. Documents that confirm actual or pending contractual agreements should clearly describe the roles of the collaborators and any deliverables. Include only letters of support which specifically indicate a commitment to the project/program (in-kind services, dollars, staff, space, equipment, etc.). Letters of agreement and letters of support must be dated.

Attachment 3: List of Citations for Key Publications

A list of citations for key publications by the applicant key personnel that are relevant to the proposal can be included. Do not include unpublished theses, or abstracts/manuscripts **submitted** (but not yet accepted) for publication. In consideration of the 80-page limitation, a list of citations only may be included.

Attachment 4: For Multi-Year Budgets--Fifth Year Budget, (NOT counted in page limit)

After using columns (1) through (4) of the SF-424A Section B for years 1 – 4 of the five-year project period, the applicant will need to submit the budget for year 5 as an attachment. Applicants should use SF-424A Section B. See Section 4.1.iv of HRSA’s [SF-424 Application Guide](#).

Attachment 5: Summary Progress Report

ACCOMPLISHMENT SUMMARY (FOR COMPETING CONTINUATIONS ONLY)

A well-planned accomplishment summary can be of great value by providing a record of accomplishments. It is an important source of material for HRSA in preparing annual reports, planning programs, and communicating program-specific accomplishments. The accomplishments of competing continuation applicants are carefully considered during the review process; therefore, applicants are advised to include previously stated goals and objectives in their application and emphasize the progress made in attaining these goals and objectives. Because the Accomplishment Summary is considered when applications are reviewed and scored, **competing continuation applicants who do not include an Accomplishment Summary may not receive as high a score as applicants who do.** The Accomplishment Summary will be evaluated as part of Review Criterion 4: Impact and Review Criterion 5: Resources/Capabilities.

The accomplishment summary should be a brief presentation of the accomplishments, in relation to the objectives of the program during the awarded project period. The report should include:

- (1) The period covered (dates).
- (2) Specific Objectives - Briefly summarize the specific objectives of the project as actually funded.
- (3) Results- Describe the program activities conducted for each objective. Include both positive and negative results or technical problems that may be important.
- (4) Impact – Provide a summary of the impact of the project including the dissemination of findings through peer-reviewed publications as well as other dissemination efforts.

Attachment 6: Evidence of Non-profit Status (Not counted in the page limit)

Attachments 7-15: Other Relevant Documents, As Necessary

Include here any other documents that are relevant to the application. All documents are included in the page limit.

3. Dun and Bradstreet Universal Numbering System Number and System for Award Management

Applicant organizations must obtain a valid DUNS number and provide that number in their application. Each applicant must also register with the System for Award Management (SAM) and continue to maintain active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency that is exempted from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the agency under 2 CFR 25.110(d)).

HRSA may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the

requirements by the time HRSA is ready to make an award, HRSA may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

If an applicant/recipient organization has already completed Grants.gov registration for HRSA or another federal agency, confirm that the registration is still active and that the Authorized Organization Representative (AOR) has been approved.

The Grants.gov registration process requires information in three separate systems:

- Dun and Bradstreet (<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>)
- System for Award Management (SAM) (<https://www.sam.gov>)
- Grants.gov (<http://www.grants.gov/>)

For further details, see Section 3.1 of HRSA's [SF-424 Application Guide](#).

Applicants that fail to allow ample time to complete registration with SAM or Grants.gov will not be eligible for a deadline extension or waiver of the electronic submission requirement.

4. Submission Dates and Times

Application Due Date

The due date for applications under this FOA is *February 16, 2016 at 11:59 P.M. Eastern Time*.

See Section 8.2.5 – Summary of e-mails from Grants.gov of HRSA's [SF-424 Application Guide](#) for additional information.

5. Intergovernmental Review

“The MCH Research Network on Promoting Healthy Weight (HW-RN) among Children with Autism Spectrum Disorder (ASD) and other Developmental Disabilities (DD) Program” is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR 100.

See Section 4.1 ii of HRSA's [SF-424 Application Guide](#) for additional information.

6. Funding Restrictions

Applicants responding to this announcement may request funding for a project period of up to five (5) years, at no more than \$250,000 total cost (direct plus indirect expenses) per year. Awards to support projects beyond the first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

Funds under this announcement may not be used for travel outside of the U.S.

The General Provisions in Division G of the Consolidated and Further Continuing Appropriations Act, 2015 (P.L. 113-235) apply to this program. Please see Section 4.1 of HRSA's [SF-424 Application Guide](#) for additional information. Note that these or other restrictions will apply in FY 2016, as required by law.

All program income generated as a result of awarded funds must be used for approved project-related activities.

V. Application Review Information

1. Review Criteria

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be judged. Critical indicators have been developed for each review criterion to assist the applicant in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. Review criteria are outlined below with specific detail and scoring points.

These criteria are the basis upon which the reviewers will evaluate the application. The entire proposal will be considered during objective review.

Review Criteria are used to review and rank applications. The MCH Research Network on Promoting Healthy Weight (HW-RN) among Children with Autism Spectrum Disorder (ASD) and other Developmental Disabilities (DD) Program has six (6) review criteria:

Criterion 1.	Need	10 points
Criterion 2.	Response	20 points
Criterion 3.	Evaluative Measures	20 points
Criterion 4.	Impact	10 points
Criterion 5.	Resources/Capabilities	30 points
Criterion 6.	Support Requested	10 points
TOTAL:		100 points

Criterion 1: NEED (10 points) – Corresponds to Section IV's Background and Significance
The extent to which the application describes:

- The lack of an evidence base on effective practices designed to prevent and treat overweight and obesity among children and youth with ASD and other DD;
- An approach to interdisciplinary collaborative multi-site research to address the identified needs, including the needs of underserved populations, such as low-income, racial/ethnic minorities, immigrants, individuals who have limited access to services, and/or other underserved populations.

Criterion 2: RESPONSE (20 points) – Corresponds to Section IV’s Background and Significance; Specific Goals and Objectives; Project Design: Methods and Evaluation

The extent to which the proposed project responds to the “Purpose” included in the program description. The clarity of the proposed goals and objectives and their relationship to the identified project. The extent to which the activities (scientific or other) described in the application are capable of addressing the problem and attaining the project objectives.

- The extent to which the applicant demonstrates awareness of previous work in the area of this project, including citation of relevant literature and justification of the need for the Network.
- The extent to which the goals and objectives are clear, concise, and appropriate.
- The extent to which the aims of the project will advance scientific knowledge, technical capability, and/or clinical practice or other services and act as a catalyst in developing methodology, treatments, practice, services, or preventive interventions that advance the field in promoting healthy weight and healthy lifestyles for children and youth with ASD and other developmental disabilities.
- The extent to which the application describes critical research and methodology that challenges and seeks to shift current research, practice, or service paradigms by utilizing innovative theoretical concepts, approaches or methodologies, instrumentation, or interventions. The extent to which a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions is proposed.
- The extent to which the applicant addresses and includes information on all goals and objectives described in the “Purpose” section for this competition.
- The extent to which the proposed logic model is clear.

Criterion 3: EVALUATIVE MEASURES (20 points) – Corresponds to Section IV’s Project Design: Methods and Evaluation; Plan and Schedule of Implementation, and Capability of Applicant

The strength and effectiveness of the method proposed to monitor and evaluate the project results. Evidence that the evaluative measures will be able to assess: 1) to what extent the program objectives have been met, and 2) to what extent these can be attributed to the project.

- The extent to which the objectives are time-framed and measurable.
- The extent to which the proposed activities are capable of attaining project goals and objectives.
- The extent to which the plan and methodology for establishing and managing the Network described in the proposal are appropriate, feasible, and of high quality.
- The degree to which a familiarity and experience with data gathering procedures as they relate to collaborative and interdisciplinary research are described.
- The degree to which the methods include an effective publication and dissemination plan.
- The dissemination plan includes but is not limited to producing at least two peer-reviewed publications per study, disseminating information to scientific and professional audiences, number of times information shared with MCH program audiences (e.g., State Title V, MIECHV), disseminating project brochures in person or through the website.
- The degree to which the methods section includes other dissemination to the research and practice communities, as well as families and communities that will promote the transfer of findings to improve care.

- The degree to which measurable evaluation measures are included for each described objective, with a timeline for evaluation consistent with the plan and schedule of implementation.

Criterion 4: IMPACT (10 points) – Corresponds to Section IV’s Background and Significance; Specific Goals and Objectives; Project Design: Methods and Evaluation; Plan and Schedule of Implementation, and Capability of Applicant

The quality of the applicant’s plan for the establishment of a Network and the nature and technical quality of the activities proposed; the significance of the project in terms of its potential impact in creating a multi-site, collaborative, interdisciplinary research network that will lead and promote coordinated research activities related to promoting healthy weight among children and youth with ASD and other developmental disabilities.

The feasibility and effectiveness of plans for dissemination of project results. The potential impact of project results in preventing and treating overweight and obesity among children and youth with ASD and other developmental disabilities.

- The extent to which the project will advance the field in understanding obesity risk factors, identifying effective points of intervention, and coordinating research activities to promote healthy weight in children and youth with ASD and other developmental disabilities.
- The extent to which there is an effective publication and dissemination plan to facilitate the transfer of Network findings to a broad audience including researchers, health and related professionals, policy makers, educators, and families.
- The extent to which the applicant has a feasible plan for meeting the expectation to produce the expected minimum number of peer-reviewed publications (i.e., at least two peer-reviewed publications per study).
- The extent to which the applicant describes a plan to ensure successful collaboration with all key partners identified in the proposal.
- For competing continuation applications, the extent to which the applicant describes the impact of the project including the dissemination of findings through peer-reviewed publications as well as other dissemination efforts.
- The extent to which there is an effective plan for coordination with the other Autism CARES Act Programs.

Criterion 5: RESOURCES/CAPABILITIES (30 points) – Corresponds to Section IV’s Specific Goals and Objectives; Project Design: Methods and Evaluation; Plan and Schedule of Implementation, and Capability of Applicant

The extent to which project personnel and collaborators are qualified by training and/or experience to implement and carry out the project. The capabilities of the applicant organization and collaborators, and the quality and availability of facilities and personnel to fulfill the needs and requirements of the proposed project.

The PI and project team's documented history of leadership in the conduct of multi-site, interdisciplinary, collaborative research and publication record addressing the prevention and treatment of overweight and obesity in children and youth with ASD and other developmental disabilities.

- The extent to which the PI, staff, and collaborators are well-qualified by training and/or expertise to develop the infrastructure of the research network and to accomplish the activities of the Network as described in this FOA.
- The extent to which the PI and other key personnel demonstrate current and/or past success in publishing the findings of their research.
- The extent to which the applicant has the existing resources/facilities to achieve project objectives and to successfully support the research network described in the proposal.
- For competing continuation applications, the extent to which the applicant describes their significant experience and accomplishments in attaining the goals and objectives during the previously awarded project period (Attachment 5).

Criterion 6: SUPPORT REQUESTED (10 points) – Corresponds to Section IV's Plan and Schedule of Implementation, and Capability of Applicant; and Budget and Budget Justification Narrative

The reasonableness of the proposed budget for each year of the project period in relation to the objectives, the complexity of the research and related activities, and the anticipated results.

- The extent to which costs, as outlined in the budget and required resources sections, are reasonable given the scope of work.
- The extent to which budget line items are well described and justified in the budget justification.
- The extent to which time allocated by key personnel is appropriate to achieve project objectives.

2. Review and Selection Process

Please see Section 5.3 of HRSA's [SF-424 Application Guide](#).

This program does not have any funding priorities, preferences or special considerations.

3. Assessment of Risk

The Health Resources and Services Administration may elect not to fund applicants with management or financial instability that directly relates to the organization's ability to implement statutory, regulatory or other requirements ([45 CFR § 75.205](#)).

Effective January 1, 2016, HRSA is required to review and consider any information about the applicant that is in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#). An applicant may review and comment on any information about itself that a federal awarding agency previously entered. HRSA will consider any comments by the applicant, in addition to other information in [FAPIIS](#) in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in [45 CFR § 75.205 Federal Awarding Agency Review of Risk Posed by Applicants](#).

A determination that an applicant is not qualified will be reported by HRSA to FAPIIS.

The decision not to make an award or to make an award at a particular funding level, is discretionary and is not subject to appeal to any HHS Operating Division or HHS official or board.

4. Anticipated Announcement and Award Dates

It is anticipated that awards will be announced prior to the start date of July 1, 2016.

VI. Award Administration Information

1. Award Notices

The Notice of Award will be sent prior to the start date of July 1, 2016. See Section 5.4 of HRSA's [*SF-424 Application Guide*](#) for additional information.

2. Administrative and National Policy Requirements

See Section 2 of HRSA's [*SF-424 Application Guide*](#).

Human Subjects Protection:

Federal regulations (45 CFR 46) require that applications and proposals involving human subjects must be evaluated with reference to the risks to the subjects, the adequacy of protection against these risks, the potential benefits of the research to the subjects and others, and the importance of the knowledge gained or to be gained. If research involving human subjects is anticipated, recipients must meet the requirements of the HHS regulations to protect human subjects from research risks as specified in the Code of Federal Regulations, Title 45 – Public Welfare, Part 46 – Protection of Human Subjects (45 CFR 46), available online at <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html>.

Rights in Data:

In all cases, whether HHS funded all or part of the project or program resulting in the data, the Federal government must be given a royalty-free, nonexclusive, and irrevocable license for the Federal government to reproduce, publish, or otherwise use the material and to authorize others to do so for Federal purposes, e.g., to make it available in government-sponsored databases for use by other researchers. Additional information on the HHS Grants Policy Statement on “Rights in Data” is available online at <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>.

3. Reporting

The successful applicant under this FOA must comply with Section 6 of HRSA's [SF-424 Application Guide](#) and the following reporting and review activities:

- 1) **Progress Report(s).** The recipient must submit a progress report to HRSA on an **annual** basis. Further information will be provided in the award notice.
- 2) **Other required reports and/or products.**
 - a) **Semi-Annual Performance Report.** Within six months from the annual award date, the awardee must submit a semi-annual performance report. Further information will be provided to the award recipient.
 - b) **Final Comprehensive Report(s).** A final comprehensive report is due within 90 days after the project period ends. The final report collects program-specific goals and progress on strategies, core performance measurement data, impact of the overall project, the degree to which the awardee achieved the mission, goal and strategies outlined in the program, awardee objectives and accomplishments, barriers encountered, and responses to summary questions regarding the awardee's overall experiences over the entire project period. The final report must be submitted on-line by awardees in the Electronic Handbooks system at <https://grants.hrsa.gov/webexternal/home.asp>.
- 3) **Dissemination.**

The awardees of the HWRN will be required to notify their HRSA project officer as soon as they are aware their research is being or has been published. Awardees must report back to HRSA regarding the execution of their dissemination plans as part of the semi-annual performance report, non-competing continuation (NCC) application and the final comprehensive report including but not limited to: peer-reviewed publications, informational products and educational opportunities, including website material, webinars, plenary sessions, abstracts, conference presentations, and consumer materials for key stakeholders such as researchers, providers, communities, states, and families that will promote the transfer of findings to improve care.

Prompt and timely presentation and publication in the scientific literature of Network findings from research and research-related activities is required. As per HHS grants policy guidelines (See "Publications" section on page II-73 at <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>), the awardee agrees to acknowledge HRSA support in the publications, presentations, and other products resulting from research and other activities conducted under this program. Peer-reviewed publications are the cardinal measure of success of the MCH Research Program.
- 4) **Performance Reports.**

HRSA has modified its reporting requirements for SPRANS projects, CISS projects, and other grant programs administered by MCHB to include national performance measures that were developed in accordance with the requirements of the Government Performance and Results Act (GPRA) of 1993 (Public Law 103-62). This Act requires the establishment of measurable goals for federal programs that can be

reported as part of the budgetary process, thus linking funding decisions with performance. Performance measures for states have also been established under the Block Grant provisions of Title V of the Social Security Act, MCHB's authorizing legislation. Performance measures for other MCHB-funded grant programs have been approved by the Office of Management and Budget and are primarily based on existing or administrative data that projects should easily be able to access or collect.

a) Performance Measures and Program Data

To prepare successful applicants for their reporting requirements, the listing of MCHB administrative forms and performance measures for this program can be found at: https://perf-data.hrsa.gov/mchb/DgisApp/FormAssignmentList/UA3_2.HTML.

Performance Reporting

Successful applicants receiving HRSA funds will be required, within 120 days of the Notice of Award (NoA), to register in HRSA's Electronic Handbooks (EHBs) and electronically complete the program-specific data forms that appear for this program at: https://perf-data.hrsa.gov/mchb/DgisApp/FormAssignmentList/UA3_2.HTML. This requirement entails the provision of budget breakdowns in the financial forms based on the award amount, the project abstract and other grant/cooperative agreement summary data as well as providing objectives for the performance measures.

Performance reporting is conducted for each year of the project period. Recipients will be required, within 120 days of the NoA, to enter HRSA's EHBs and complete the program-specific forms. This requirement includes providing expenditure data, finalizing the abstract and grant/cooperative agreement summary data as well as finalizing indicators/scores for the performance measures.

b) Project Period End Performance Reporting

Successful applicants receiving HRSA funding will be required, within 90 days from the end of the project period, to electronically complete the program-specific data forms that appear for this program at: https://perf-data.hrsa.gov/mchb/DgisApp/FormAssignmentList/UA3_2.HTML. The requirement includes providing expenditure data for the final year of the project period, the project abstract and grant/cooperative agreement summary data as well as final indicators/scores for the performance measures.

5) Integrity and Performance Reporting. The Notice of Award will contain a provision for integrity and performance reporting in FAPIIS, as required in 2 CFR 200 Appendix XII.

VII. Agency Contacts

Applicants may obtain additional information regarding business, administrative, or fiscal issues related to this FOA by contacting:

Tonya Randall
Grants Management Specialist
Division of Grants Management Operations, OFAM
5600 Fishers Lane, Room 10W09A
Rockville, MD 20857
Telephone: (301) 594-4259
Fax: (301) 594-6096
E-mail: trandall@hrsa.gov

Additional information related to the overall program issues and/or technical assistance regarding this funding announcement may be obtained by contacting:

Jessica DiBari, PhD, MHS
Health Scientist, Division of Research, Office of Epidemiology and Research
Attn: MCH Research Network on Promoting Healthy Weight (HW-RN) among Children with ASD and other Developmental Disabilities
Maternal and Child Health Bureau
Health Resources and Services Administration
5600 Fishers Lane, Room 10-77
Rockville, MD 20857
Telephone: (301) 443-4690
E-mail: JDibari@hrsa.gov

Applicants may need assistance when working online to submit their application forms electronically. Applicants should always obtain a case number when calling for support. For assistance with submitting the application in Grants.gov, contact Grants.gov 24 hours a day, seven days a week, excluding federal holidays at:

Grants.gov Contact Center
Telephone: 1-800-518-4726 (International Callers, please dial 606-545-5035)
E-mail: support@grants.gov
iPortal: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

Successful applicants/recipients may need assistance when working online to submit information and reports electronically through HRSA's Electronic Handbooks (EHBs). For assistance with submitting information in HRSA's EHBs, contact the HRSA Contact Center, Monday-Friday, 8:00 a.m. to 8:00 p.m. ET:

HRSA Contact Center
Telephone: (877) 464-4772
TTY: (877) 897-9910
Web: <http://www.hrsa.gov/about/contact/ehbhelp.aspx>

VIII. Other Information

Relevant Websites:

MCH Research Website

<http://www.mchb.hrsa.gov/research>

MCHB Autism Programs Website

<http://mchb.hrsa.gov/programs/autism/>

Interagency Autism Coordinating Committee

<http://iacc.hhs.gov/index.shtml>

Human Subjects Assurances

<http://www.hhs.gov/ohrp>

<http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html>

Making Websites Accessible: Section 508 of the Rehabilitation Act

<http://www.section508.gov/>

Healthy People 2020

<http://www.healthypeople.gov/>

Logic Models:

Additional information on developing logic models can be found at the following website:

http://www.cdc.gov/nccdphp/dnpao/hwi/programdesign/logic_model.htm.

Although there are similarities, a logic model is not a work plan. A work plan is an “action” guide with a timeline used during program implementation; the work plan provides the “how to” steps. Information on how to distinguish between a logic model and work plan can be found at the following website: <http://www.cdc.gov/healthyyouth/evaluation/pdf/brief5.pdf>.

IX. Tips for Writing a Strong Application

See Section 4.7 of HRSA’s [SF-424 Application Guide](#).

Appendix: Key Terms for Project Abstracts

(a) Content Terms (maximum of 10)

Health Care Systems & Delivery

- Access to Health Care
- Capacity & Personnel
- Clinical Practice
- Health Care Quality
- Health Care Utilization
- Health Disparities
- Health Information Technology
- Home Visiting
- Innovative Programs and Promising New Practices
- Perinatal Regionalization
- Telehealth

Primary Care & Medical Home

- Adolescent Health
- Coordination of Services
- Community-Based Approaches
- Integration of Care
- Medical Home
- Oral Health
- Preconception/Interconception Health & Well-Woman Care
- Primary Care
- Well-Child Pediatric Care

Insurance & Health Care Costs

- Cost Effectiveness
- Health Care Costs
- Insurance Coverage

Prenatal/Perinatal Health & Pregnancy Outcomes

- Cesarean
- Labor & Delivery
- Low Birthweight
- Perinatal
- Postpartum
- Pregnancy
- Prenatal Care
- Preterm

Nutrition & Obesity

- ❑ Breastfeeding
- ❑ Nutrition & Diet
- ❑ Obesity & Weight
- ❑ Physical Activity

Parenting & Child Development

- ❑ Cognitive & Linguistic Development
- ❑ Fathers
- ❑ Parent-Child Relationship
- ❑ Parenting
- ❑ Physical Growth
- ❑ Social & Emotional Development

School Settings, Outcomes, & Services

- ❑ Child Care
- ❑ Early Childhood Education
- ❑ School Health Programs
- ❑ School Outcomes & Services

Screening & Health Promotion

- ❑ Early Intervention
- ❑ Illness Prevention & Health Promotion
- ❑ Immunization
- ❑ Health Education & Family Support
- ❑ Screening
- ❑ Sleep

Illness, Injury, & Death

- ❑ Emergency Care
- ❑ Infant Illness & Hospitalization
- ❑ Maternal Illness & Complications
- ❑ Mortality
- ❑ Safety & Injury Prevention
- ❑ SIDS/SUID
- ❑ Trauma & Injury

Mental/Behavioral Health & Well-being

- ❑ Bullying & Peer Relationships
- ❑ Depression
- ❑ Mental Health & Well-being
- ❑ Risk Behaviors
- ❑ Sexually Transmitted Diseases
- ❑ Smoking
- ❑ Stress
- ❑ Substance Use
- ❑ Violence & Abuse

Special Health Care Needs & Disabilities

- ☐ ADD/ADHD
- ☐ Asthma
- ☐ Autism
- ☐ Chronic Illness
- ☐ Developmental Disabilities
- ☐ Special Health Care Needs
- ☐ YSHCN Transition to Adulthood

Life Course & Social Determinants

- ☐ Neighborhood
- ☐ Life Course
- ☐ Social Determinants of Health

(b) Targeted Population(s) (as many as apply):

- ☐ African American
- ☐ Asian/Pacific Islander
- ☐ Hispanic/Latino
- ☐ Immigrant
- ☐ Low-income
- ☐ Native American/Alaskan Native
- ☐ Rural
- ☐ Special Health Care Needs

(c) Targeted Age Range(s) (as many as apply):

- ☐ Women's Health & Well-being (Preconception/Interconception/Parental)
- ☐ Prenatal (until 28th week of gestation)
- ☐ Perinatal (28th week of gestation to 4 weeks after birth)
- ☐ Infancy (1-12 months)
- ☐ Toddlerhood (13-35 months)
- ☐ Early Childhood (3-5 years)
- ☐ Middle Childhood (6-11 years)
- ☐ Adolescence (12-18 years)
- ☐ Young Adulthood (19-25 years)