

**SECOND ROUND: REQUEST FOR APPLICATIONS (RFA) 10/2/13****USDA Center for Collaborative Research on WIC Nutrition Education Innovations at the USDA/ARS Children's Nutrition Research Center at Baylor College of Medicine, Houston, Texas****A Small-Grants Research Program****INTRODUCTION**

The USDA Center for Collaborative Research on WIC Nutrition Education Innovations at the USDA/ARS Children's Nutrition Research Center at Baylor College of Medicine (CNRC WIC Center) announces the availability of funds for researcher-initiated projects to develop and evaluate innovative approaches to nutrition education for the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). WIC provides nutritious foods, nutrition education (including breastfeeding promotion and support), and referrals to health and other social services to low-income pregnant, postpartum and breastfeeding women, and infants and children up to age 5 who are at nutrition risk. University-based researchers, with state/local WIC collaborators, will be eligible to respond<sup>1</sup>. The CNRC WIC Center is funded by the USDA Food and Nutrition Service (FNS). The total funds available for this initiative are \$600,000. We anticipate awarding a total of 2-3 grants of up to \$250,000 each for up to 2 years' duration.

**PURPOSE**

The CNRC WIC Center will coordinate activities among the funded researchers and will widely disseminate findings from the funded research. The FNS does not anticipate any expansion of WIC program costs to adopt and implement interventions to improve nutrition behaviors. Therefore, costs of adoption/implementation of the proposed innovative approaches to nutrition education should be considered.

Examples of issues that may be explored in submitted applications include, but are not limited to:

- Identification of innovative, effective models of nutrition education to improve short- and long-term target behaviors among WIC participants,
- Innovative uses of technology and digital media to achieve desired outcomes,
- Innovative advances in communication and coordination among WIC staff, WIC participants, physicians and child care providers to enhance existing WIC nutrition education programs and improve target behaviors.

**IMPORTANT DATES**

Letter of Intent due:	December 18, 2013, 5 PM CST
Advisement Period:	October 7, 2013-January 24, 2014
Applications due:	January 29, 2014, 5 PM CST
Award notification date:	June 12, 2014
Award start date:	June 26, 2014
Award Period:	June 26, 2014 – June 25, 2016
Focal Conference Date:	July 2016 [Location: Food and Nutrition Consumer Service Office Alexandria, VA.]

**BACKGROUND**


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<sup>1</sup> By virtue of being the administering agency for the program, Baylor College of Medicine faculty and staff are not eligible to participate in any capacity in any application submitted in response to this RFA.

WIC was established to counteract the negative effects of poverty and nutritional risk on prenatal and pediatric health outcomes<sup>2</sup>. WIC provides a combination of direct nutritional supplementation; nutrition education and counseling; and referrals to health care and social service providers for pregnant, breastfeeding, and postpartum women, infants, and children up to the age of five years.

WIC is unique in that it provides nutrition education to all participants (or to the parents or caretakers of infant/child participants) as part of their benefits. The nutrition education component is designed to achieve two broad goals as established by federal regulations:

1. Emphasize the relationship between nutrition, physical activity, and health, with special emphasis on the nutritional needs of pregnant, postpartum, and breastfeeding women, infants, and children younger than 5 and increased awareness regarding the dangers of using drugs and other harmful substances during pregnancy and while breastfeeding.
2. Assist individuals at nutritional risk to improve their health status and achieve a positive change in dietary and physical activity habits, resulting in improved nutritional status and in the prevention of nutrition related problems through optimal use of the supplemental foods and other nutritious foods.

WIC encourages all pregnant participants to breastfeed, unless contraindicated for health reasons. Local WIC agencies are required to offer participants or caretakers at least two nutrition education sessions during each 6-month period.

**By promoting research partnerships between academic institutions and WIC agencies, we hope to identify cost-neutral, innovative approaches to improve WIC's nutrition education impact. Major outcomes in submitted applications must include dietary intake (mother, infant, and/or child) and/or breastfeeding initiation/duration. It is our intention that these grants will stimulate sustained research collaborations that will leverage other funds to support expanded efforts.**

The CNRC WIC Center website (<http://www.bcm.edu/cnrc/wiccenter/>) has links to the 2011 Institute of Medicine report *Planning a WIC Research Agenda: Workshop Summary*<sup>3</sup>, which identified WIC research needs, plus other resources.

#### ELIGIBLE APPLICANTS

Faculty researchers with appointments at accredited universities (who have not received prior funding under this RFA), in collaboration with state or local WIC agencies<sup>4</sup> are eligible to apply<sup>5</sup>. Revised first round applications will be accepted, but must be accompanied with a response to reviewer comments as noted on p. 6 of this RFA. All applications should include the names of the relevant collaborating agency or agencies, a description of the nature of the collaboration, and how the proposed project fits into the collaborating WIC clinic operations as well as its potential for dissemination, transferability and sustainability to other WIC agencies. Applications will be evaluated, in part, based on previous collaborative relationships and/or the plan to establish a strong collaborative relationship with the

<sup>2</sup> Oliveira, V., and E. Frazao. *The WIC Program: Background, Trends, and Economic Issues, 2009 Edition*, Economic Research Report No. 73, U.S. Department of Agriculture, Economic Research Service, April 2009

<sup>3</sup>Institute of Medicine report *Planning a WIC Research Agenda: Workshop Summary*  
<http://www.iom.edu/Reports/2010/Planning-a-WIC-Research-Agenda.aspx>

<sup>4</sup> Local WIC agencies must have State agency approval to collaborate.

<sup>5</sup> By virtue of being the administering agency for the program, Baylor College of Medicine faculty and staff are not eligible to participate in any capacity in any application submitted in response to this RFA.

state/local WIC agencies, as well as active participation of the WIC collaborators in all phases of the study. Applications must be submitted through the university. Eligible applicants include:

- Higher Education Institutions
- Public/State Controlled Institutions of Higher Education
- Private Institutions of Higher Education

Eligible applicants must have a documented collaboration with a state or local WIC program, and the application must indicate full collaboration of the WIC partner in all aims of the study. Non-domestic (non-U.S.) Entities (Foreign Organizations) as well as foreign (non-U.S.) components of U.S. Organizations are not eligible to apply. Only one application will be accepted per institution or per WIC agency.

Each applicant must provide letters of collaboration and statements of work from collaborating state/local WIC agencies. The budget and subcontract to WIC must document the percent effort for the designated PI, other staff as needed, supplies, etc.

The award notification date is June 12, 2014; with a projected start date of June 26, 2014. Funds will be distributed each year at the award start date. The specifications in this RFA meet the contractual requirements of BCM and the FNS/USDA and all relevant federal regulations.

#### POSSIBLE AREAS OF RESEARCH

The purpose of the CNRC WIC Center is to fund university-based researcher-initiated innovative nutrition education projects. The CNRC WIC Center investigators and the grantees will provide FNS with recommendations for innovative cost-neutral approaches to improving WIC's nutrition education impact on target behaviors: diet (maternal, infant, and/or child) and breastfeeding initiation and duration and exclusivity. These applications should focus on projects that fit within the current WIC framework and that can be continued by WIC at minimal or no additional costs.

Some illustrative examples of the type of grantee theory-driven research projects that USDA hopes to elicit are given below. These are neither exclusive nor inclusive, but only given as examples of the kinds of approaches that might be appropriate.

1. Research could identify innovative educational methods and strategies to improve WIC's ability to respond to emerging health issues, such as obesity, gestational diabetes, and participants' nutritional needs by expanding the range and scope of nutrition education. **How these methods and strategies fit within the existing WIC clinic operations and enhance services must be addressed.** The outcome should be improved target behaviors (dietary intake and/or breastfeeding).
2. Mothers or caretaker often build their basic nutrition knowledge and skills for feeding their children and family from previous exposures to WIC nutrition education, either for themselves or for their children. Research could identify innovative educational methods and strategies to improve WIC's ability to improve mothers or caretakers' level of nutrition knowledge and skills by tailoring and expanding the level of nutrition education provided to improve long-term food and nutrition behavior among WIC participants. **How these methods and strategies fit within the existing WIC clinic operations and enhance services must be addressed.** The outcome should be improved target behaviors (dietary intake and/or breastfeeding).
3. Research could identify innovative educational methods and strategies to improve the accessibility of nutrition services to participants by increasing the variety of modes of delivery. What dose and mode of nutrition education delivery (e.g. kiosks, online curricula with interactive technology features, infographics, etc.), including social media reinforcements (e.g. Facebook, Twitter, cell phone apps,

blogs, YouTube-style videos, podcasts, messaging, etc.) are most effective in helping participant improve their delivery, physical activity habits, readiness to change behaviors, and other food-related behaviors? Are there particular combinations of features of WIC nutrition education that are more effective than other combinations in achieving improvements? Which method of delivery is most preferred as well as effective in changing nutrition behavior? **How these innovative educational methods and strategies fit within the existing WIC clinic operations and enhance services must be addressed.** The outcome should be improved target behaviors (dietary and/or breastfeeding).

4. Research could identify innovative educational methods and strategies to coordinate WIC nutrition education messages and delivery with other local providers of nutrition education to WIC participants. WIC participants may be the target population for other nutrition education programming in their communities (including but not limited to SNAP, EFNEP, CACFP, Head Start, Physicians, etc.). **How this coordination and delivery system fits within the existing WIC clinic operations and enhances services must be addressed.** The outcome should be improved target behaviors (dietary and/or breastfeeding).

#### PROGRAM REQUIREMENTS

1. Submit a letter of intent: Letters of Intent (non-binding) should be sent by email to project manager Mamie White, MS, ([mawwhite@bcm.edu](mailto:mawwhite@bcm.edu)) and the project director, Dr. Karen Cullen ([kcullen@bcm.edu](mailto:kcullen@bcm.edu)), no later than December 18, 2013. The letter of intent should include the following information:
  - Descriptive title of proposed research
  - Specific Aims
  - Name, address, email address, and telephone number of the PI(s)
  - Names of other key personnel
  - Collaborating WIC agency (required)
  - Other collaborating institutions
  - Identification of a revised application from round one of this program

This letter does not obligate the applicant to submit an application but provides the CNRC WIC Center with useful information in preparing for the review and selection process.
2. Develop an application: All studies should be innovative and must include formative research. In addition to outcome evaluations, process data, including recruitment, dose, and fidelity to the intervention must be collected. Links to sources of validated questionnaires for use in applications and information on formative and process evaluation are available on the CNRC WIC Center website. Outcome evaluations must include target behaviors (diet and/or breastfeeding initiation and duration). The focus should be on cost neutral innovations. If funds are needed for technology, the applicants should discuss how this program will fit within the current WIC framework and the long term implications of funding and dissemination within the WIC program across the nation. The CNRC WIC Center Project Director and Project manager will be available to answer questions from potential applicants during the period between the posting of the RFA and the application due date (January, 2014). The areas of expertise available and email links to these experts, as well as other sources of information, are on the CNRC WIC Center website.
3. Collaborate with WIC partners: To ensure that applicants have appropriate research partnerships, a state or local WIC agency must be included as a collaborator on their proposed project, with a detailed description of the proposed collaboration. One individual at the collaborating agency must be designated as the Principal Investigator of the subcontract. Proposals will be evaluated, in part, based on previous collaborative relationships and/or plans to establish a strong collaborative

relationship, and whether the WIC partner is a true collaborator in the research. The applicants must show how the proposed project fits within the current WIC clinic operations. The quarterly progress reports will need to demonstrate ongoing collaboration as a measure of progress. Specifically, the grantees should demonstrate active participation of the WIC collaborator in all phases of the project including study planning and implementation, data collection and analyses, and dissemination of findings including participation in the conference in Washington, DC and manuscript preparation. Appropriate expenses for the collaborating WIC agency should be identified in a subcontract.

4. Submit an application: Submit 6 paper copies [unstapled] of the completed application by 5PM CST on January 29, 2014.
5. Coordinate activities with the CNRC WIC Center: The CNRC WIC Center will coordinate activities among grantees through the CNRC WIC Center SharePoint website. This will include the use of reliable and valid common measures, data management, expert advice, and conference calls. Programming of data collection questionnaires and ACCESS databases will be overseen by the CNRC WIC Center data manager; grantees will have access to Key Survey software for study questionnaires (at no cost to grantees, licensed to CNRC/BCM); de-identified data may be stored on password-protected pages on the CNRC WIC Center website for each grantee. The CNRC WIC Center will monitor progress and completion of grants through website activities and quarterly reports. All collaborators (WIC agency and research/academic partner) will need to participate in the password-protected SharePoint website.
6. Submit quarterly reports: Quarterly reports will document ongoing activities and collaboration as a measure of progress, any problems or delays encountered and recommendations to avoid or resolve them in the future, and timeline adherence.
7. Present findings at a workshop conference: The CNRC WIC Center will convene a Focal Workshop Conference in July, 2016. The purpose will be to discuss findings and accomplishments that resulted from the researcher-initiated grants and work-to-date. The conference will be held at the Food and Nutrition Consumer Service offices in Alexandria, VA. The grantees, along with their WIC collaborators, will be asked to present their findings and recommendations at the two-day conference. Each presenter will be asked to discuss the implications of their findings for research, practice, and policy. Expert discussants will be invited to critique the presentations and draft manuscripts. The CNRC WIC Center will prepare a summary of the proceedings from the workshop conference for a peer-reviewed publication.
8. Disseminate research findings: Each grantee is required to prepare and submit at minimum, one publication-ready manuscript of their findings for peer-reviewed publication by the end of the grant period. In addition to publishing in academic journals, we plan to disseminate the grantees' findings as well as our summary and recommendations through other channels, such as websites, newsletters and conferences for various professional organizations, research networks, training programs, and/or WIC agencies.

A Publications and Presentations (P&P) Committee will be formed with representatives from each grantee plus CNRC WIC Center staff. The P&P Committee will be charged with identifying topics for potential papers that could be written with data from two or more grantees. For example, if there are 3 studies focusing on increasing breastfeeding rates/duration among the WIC population, papers addressing cultural issues, common recruitment barriers and facilitators, or process data results might be possible. Guidelines for submitting paper proposals to the P&P Committee and authorship

issues for these potential papers will be written by this Committee. All manuscripts and abstracts must be approved by the Committee prior to submission to outside groups or organizations.

9. Submit final report: The final report should be submitted within 90 days of the completion of the grant period. The final report deliverables will include all findings from both the process and impact evaluations, as well as lessons learned. It should also contain specific recommendations for cost-neutral approaches for innovative WIC nutrition education and an estimate of the cost-benefit associated with these impacts. A one-page abstract of the completed research or a newsletter/flyer to highlight the results should also be provided as a short communication about the research, suitable for distribution to a general audience.

In addition to the quarterly and final reports described above, deliverables include Institutional Review Board (IRB) approval prior to the beginning of the grant period and development of manuscripts ready for peer review to be submitted to the P&P Committee.

#### INSTRUCTIONS FOR APPLICATION SUBMISSION

Eligible applicants interested in applying to this program **must** submit a letter of intent prior to submitting the final application. The final application must adhere to the following format. The proposed project plan should be printed on 8½" by 11" paper with at least 1 inch margins on all sides, in Microsoft Word or PDF format. All pages should be single-spaced, in 12-point font. All pages must be numbered. Sections should be placed in the order in which they are listed below. Questions can be directed to Dr. Cullen ([kcullen@bcm.edu](mailto:kcullen@bcm.edu)) or Ms. White ([mawhite@bcm.edu](mailto:mawhite@bcm.edu)).

#### 1. Cover Sheet:

The cover page must include, at a minimum:

- *Applicant's name, position, mailing address, phone number, and email address*
  - *Project title*
  - *Proposed dates (attendance for the PI and WIC collaborator is required at the conference in July, 2016; money should be allocated in year 2 of the budget for carryover for this event).*
  - *Total direct and indirect costs for the proposed budget*
2. Letter of commitment from someone entitled to bind the cooperating institution of the university-based project director must be included with the application.
  3. Table of Contents: Include relevant topic page numbers
  4. Project Summary (Total no more than 500 words)
 

This section should clearly describe the specific aims, proposed project activities and anticipated outcomes that would result if the proposal were funded. The project summaries from the funded studies will be posted on the CNRC WIC CENTER website.
  5. Project Narrative (Total no more than 8 pages, single-spaced) Revised applications from the first round RFA must also include a "Response to reviewer comments" of up to 2 additional pages that details the revisions to the application that were made in response to the previous review.

The project narrative should clearly identify specific aims and hypotheses, innovation and significance, approach, the expected results and/or benefits, and how it will meet the RFA program scope and objectives. The approach should clearly describe the project design, address program specific methodology including plans for formative research, use of valid measures, process and outcome data collection, data analysis, procedures, timetables, monitoring/oversight, and the organization's project

staffing. How the proposed project fits within the WIC clinic operations should be stated. A detailed literature review is not needed; the focus should be on the project description, research design, approach, methods, and evaluation. The application should include a brief paragraph on protection of human subjects.

- *Institutional Review Board (IRB) approval with regard to protection of human research subjects will be the responsibility of the applicant(s). "Pending" is acceptable for purposes of submission, but IRB approval must be in place prior to award. A copy of the IRB application and letter of approval must be submitted to the CNRC WIC Center prior to awarding of funds.*

#### 6. Vitae and Publications List (Total of no more than 4 pages per person)

To assist reviewers in assessing the competence and experience of the proposed project staff, the proposal shall also include a short curriculum vitae and publication list of the Principal Investigator and key personnel (including the major collaborators at the WIC agency) who expect to work on the project. Vitae are limited to 2 pages for each individual and the publications list should focus on the past 5 years with a limit of 2 pages. The 4-page NIH Biosketch may be used.

#### 7. Budget

Provide a line-item budget to include paid staff (including % effort), supplies, any equipment required, travel (local and domestic) and other necessary costs for the primary institution. The subcontract for the collaborating WIC agency should be similarly specified. Applicants should budget for attendance at the Washington DC conference at the FNCS headquarters in Alexandria, VA (2 days) in July, 2016, for the Principal Investigator and the major WIC collaborative investigator. Cost-sharing is encouraged and should be documented, but is not required. Cost-sharing should be reported on the annual financial report, which must be signed by the responsible financial official. The indirect cost rate is limited to 10%, inclusive of the total requested. The NIH budget form, excel spreadsheet or university budget form may be used. See the Budget Narrative Checklist on p. 12.

#### 8. Budget Narrative

A budget narrative (i.e., budget justification) is required and should correlate with the proposed project narrative and application budget. A budget narrative for the collaborating WIC agency is also required. The narrative must justify and support the needs of the budget's direct costs, including, but not limited to percent effort for the PI, Co-investigators, other research staff, equipment, supplies, and incentives.

9. Letters of collaboration from the WIC collaborating agency clearly indicating how the WIC collaborating agency and staff will take an active part in all of the proposed research activities.

#### APPLICATION DUE DATE:

The complete application must be received by mail or courier package on or before 5 p.m. Central Time on January 29, 2014. Six paper copies of the application are required (unstapled); double sided copies are acceptable. *Late application submissions will not be considered in this competition and the applicant will be notified.* The CNRC WIC Center will not consider any additions or revisions to an application once it is received. The CNRC WIC Center will not accept faxed or emailed applications.

Applications should be addressed to:

Karen Cullen, DrPH, RD

Professor  
USDA/ARS Children's Nutrition Research Center  
1100 Bates St  
Houston, TX 77030  
Phone: 713.798.6764

#### EVALUATION OF GRANT APPLICATIONS

The CNRC WIC Center will prescreen all applications to ensure that they contain the required documents and information. Letters of collaboration from partners (WIC agency) are required that clearly indicate how the WIC collaborating agency and staff will take an active part in all of the proposed research activities. Also required is appropriate documentation of human subjects (IRB) oversight (pending is acceptable; full IRB approval must be received before funding is awarded). If an application does not include all appropriate information, the CNRC WIC Center will consider the application to be non-responsive and will eliminate it from further evaluation.

Following the initial screening process, the CNRC WIC Center will assemble an independent peer review scientific panel to review and determine the technical merits of each application based on how it addresses the required application components using the NIH scoring system ([http://grants.nih.gov/grants/peer/guidelines\\_general/scoring\\_system\\_and\\_procedure.pdf](http://grants.nih.gov/grants/peer/guidelines_general/scoring_system_and_procedure.pdf).) The peer panel members will recommend applications for consideration for an award based on the evaluation scoring.

#### Evaluation Factors and Criteria

The following selection criteria will be used to evaluate applications for this RFA. All applicants will be provided with summary statements of peer reviewers/comments on their proposal.

##### *Innovation and Significance (30%)*

Does the application challenge and seek to shift current research or practice paradigms by utilizing innovative/novel theoretical concepts, approaches or methodologies, or interventions? Are the concepts, approaches or methodologies, or interventions innovative/novel to one field of research or innovative/novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, or interventions proposed?

Does the project address innovative educational interventions for WIC with a cost-neutral approach that will advance scientific knowledge, technical capability, and clinical practice? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions in a manner that improves WIC nutrition education and participant outcomes?

##### *Investigators (20%)*

Are the PD/PIs, collaborators, and other researchers well suited to the project? If Early Stage Investigators or New Investigators, or in the early stages of independent careers, do they have appropriate experience and training? If established, have they demonstrated an ongoing record of accomplishments that have advanced their field(s)? For applications designating multiple PIs, is the leadership approach, including the designated roles and responsibilities, governance, and organizational structure, consistent with and justified by the aims of the project and the expertise of each of the PIs? Does the PI devote enough time for the research (at least 10% per year)? Are the infrastructure requirements adequately developed? Is there evidence that the PI and investigative team are willing to participate in collaborative improvement and network with other grantees in sharing lessons learned and disseminate research results? Is the role of the collaborating WIC agency in all aspects of the proposed study well described?

*Approach (35%)*

Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Are potential problems, alternative strategies, and benchmarks for success presented? Are there measurable hypotheses? Are both formative research and process evaluation included? Are the plans for 1) protection of human subjects from research risks\*, and 2) inclusion of minorities and members of both sexes/genders, as well as the inclusion of children, justified in terms of the scientific goals and research strategy proposed? Is the timeline realistic? Does the applicant acknowledge the successes and failures of past research in the literature and use such knowledge to design and implement the study? Is the study likely to have high participation and/or adherence rates? Are the proposed recruitment and retention strategies adequate? Does the applicant identify how this project fits within the WIC clinic operations and enhance services?

For feasibility studies, an adequately powered study is not required, but effect size should be reported for the proposed pilot study. For other studies, is the sample size adequate and is the study adequately powered to detect intervention effects? Are there sufficient evidence and justification that the effect size can be achieved through the proposed intervention in the allotted time in the proposed study population? Are the proposed questionnaires valid with the target population? Are the statistical analyses appropriate for the design and unit of randomization selected? Are the informed consent procedures, data collection, quality control, and data management appropriate?

*\*Human Subjects Protection: Not part of the scoring, but if inadequate protections for data or human subjects, the application will be disqualified.*

*Environment (15%)*

Are the institutional support, equipment and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements? Have there been previous collaborative relationships between the investigators and the WIC agency? Is there a plan for ongoing collaboration in all phases of the project (including study planning, formative research, study implementation, data collection and analyses, and dissemination of findings, including participation in meetings, focal conference, and manuscript preparation) between university-based and WIC partners?

## ADMINISTRATIVE NOTICE AND REQUIREMENTS

## Award Notice

A competitive grant award document, containing budgets approved funding amount, terms and conditions of the award, and other necessary information will be prepared and forwarded to each grantee. The CNRC WIC Center Project Director reserves the right to request modifications to the project to satisfy issues raised by the review process. No pre-award/pre-agreement costs incurred prior to the effective start date are allowed unless prior written CNRC WIC Center approval is obtained in advance.

The CNRC WIC Center is not obligated to make any award as a result of this RFA. Only the recognized CNRC WIC Center authorized signature can bind the CNRC WIC Center to the expenditure of funds related to the award's approved budget.

## Reports

Quarterly progress reports are required and must be submitted by grantees via the CNRC WIC Center website. The award document will provide samples and the reporting schedule for submitting these reports to the CNRC WIC Center. Any additional reporting requirements will be identified in the awards terms and conditions.

### Proprietary Information

Upon a formal Freedom of Information Act (FOIA) request, CNRC WIC Center will request the grantee's assistance to determine if any of the recipient or grant proprietary information should be released or withheld in full or in part. The recipient will be given the opportunity to comment on which items, or portions therein, which are protected from disclosure by Exemption 4 (Trade Secrets and Confidential Commercial or Financial Information) of the FOIA [5 U.S.C. 552(b)(4)].

### Debarment and suspension 2 CFR Part 180 and 2 CFR Part 417

A recipient chosen for an award shall comply with the nonprocurement debarment and suspension common rule implementing Executive Orders (E.O.) 12549 and 12669, "Debarment and Suspension," codified at 2 CFR Part 180 and 2 CFR Part 417. This common rule restricts subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in assistance programs or activities. Therefore the approved grantee will be required to ensure that all sub-contractors and subgrantees are neither excluded nor disqualified under the suspension and debarment rules prior to approving a subgrant award by checking the Excluded Parties List System (EPLS) found at [www.epls.gov](http://www.epls.gov).

### Code of Federal Regulations and Other Government Requirements

These grants will be awarded and administered in accordance with the following regulations and the corresponding OMB Circular that establishes the principles for cost determination found at 2 Code of Federal Regulations (CFR), Subtitle A, Chapter II, Part 220: Education Institutions (OMB Circular A-21), Part 225: State, Local and Indian Tribal Governments (OMB Circular A-87), and Part 230: Non-Profit Organizations (OMB Circular A-122). Any Federal laws, regulations, or USDA directives released after this RFA is posted will be implemented as instructed.

2 CFR Part 25: "Universal Identifier and Central Locator Contractor Registration"

2 CFR Part 170: "Reporting Subaward and Executive Compensation Information"

2 CFR Part 175: "Trafficking in Persons: Grants and Cooperative Agreements"

2 CFR Part 180: "Government-wide Debarment and Suspension (Non-Procurement)"

2 CFR Part 417: "USDA Non-procurement Debarment and Suspension"

7 CFR Part 15: "Nondiscrimination"

7 CFR Part 3015: "Uniform Federal Assistance Regulations"

7 CFR Part 3016: "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"

7 CFR Part 3018: "New Restrictions on Lobbying"

7 CFR Part 3019: "Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations".

7 CFR Part 3021: "Government-wide Requirements for Drug-Free Workplace (Financial Assistance)"

7 CFR Part 3052: "Audits of State, Local Governments, and Non-Profit Organization"

41 U.S.C. Section 22 "Interest of Member of Congress"

### APPLICATION CHECKLIST:

All applications submitted under this RFA must contain the applicable elements as described in this announcement. The application must be received by 5 p.m. Central Daylight Time on January 29, 2014. Six complete unstapled paper copies are required. The following checklist has been prepared to assist in ensuring that the proposal is complete.

Read the RFA carefully

- Have you prepared and submitted the appropriate forms as shown under the INSTRUCTIONS FOR APPLICATION SUBMISSION section of this RFA?
- Have you included your contact information: name, position, phone number, and email address?
- Have you addressed, met, and considered any program specific requirements or restrictions?
- Is the collaboration of the WIC PI and staff in meeting the proposed aims and objectives of the project clearly indicated? Does the proposed study fit within the WIC clinic operations?
- Is the proposal clearly stated?
- Does it comply with format requirements?
- Does it comply with page limitations?
- Does it directly relate to the RFA's purpose?
- Did you have one or more persons who did not participate in its writing read your proposal for clarity?
- Does the proposed project budget meet the needs of the RFA?
- Is the budget narrative included and does it agree with the calculations shown on the budget form?
- Is the budget in line with the project description?

**RFA Budget Narrative Checklist** This checklist will assist you in completing the budget narrative portion of the application. Please review the checklist to ensure the items below are addressed in the budget narrative. **DO NOT RETURN THIS FORM WITH THE APPLICATION.**

NOTE: The budget and budget narrative must be in line with the proposal project description (statement of work). The CNRC WIC Center reserves the right to request information not clearly addressed prior to an award.

	YES	NO
<b>Personnel</b>		
Did you include all key faculty and staff paid for by this grant- along with percent effort and responsibilities?		
<b>Fringe Benefits</b>		
Did you include your organization's fringe benefit types and amount along with the basis for the computation?		
<b>Travel</b>		
Are travel expenses itemized (origination/destination points, conference travel, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.)		
Are the attendee objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget?		
<b>Equipment</b>		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
<b>Supplies</b>		
Are the types of supplies, unit costs, and the number of items to be purchased listed?		
Is the basis for the costs per item or other basis of computation stated?		
<b>Contractual:</b> (CNRC WIC Center reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the collaborating WIC agency supplied a contract with all grant-related expense(s) shown on the budget, including staff?		
Has a justification for all sole-source contracts been provided in the budget narrative?		
<b>Other</b>		
Consultant Services. – Has the need been clearly identified in the project description to justify the cost shown on the budget? The following information must be provided in the justification: description of service, the consultant's name and an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), Number of estimated hours X hourly wages, and all expenses and fees directly related to the proposed services to be rendered to the project.		
For all other line items listed under the "Other" heading, list all items to be covered under this heading along with the methodology on how the applicant derived the costs to be charged to the program.		
<b>Indirect Costs (limited to 10%, inclusive of total request.)</b>		

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