

Round 1. REQUEST FOR APPLICATIONS (RFA):**USDA Center for Collaborative Research on WIC Nutrition Education Innovations at the USDA/ARS Children's Nutrition Research Center at Baylor College of Medicine****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 demonstrate 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 respond¹. The CNRC WIC Center is funded by the USDA Food and Nutrition Service (FNS). The total funds available for this initiative are \$1,100,000. We anticipate awarding a total of 4-7 grants of \$100,000 to \$250,000 for up to 2 years' duration. Smaller grants may test the feasibility of an innovation for a specific WIC population and provide pilot data to support a future large grant application. Larger grants may be an efficacy or effectiveness study of an innovative idea or approach. Innovation will be key.

PURPOSE

The CNRC WIC Center will coordinate activities among the funded researchers and widely disseminate findings from the research. The FNS does not anticipate any expansion of WIC program costs to adopt and implement interventions to improve nutrition behaviors. Within this constraint, examples of issues that may be explored include, but are not limited to:

- Identification of innovative, effective models of nutrition education to improve short- and long-term food and nutrition behavior 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: March 22, 2013, 5 PM CST

Advisement Period: December 3, 2012-April 26, 2013

Applications due: April 26, 2013, 5 PM CST

Award notification date: September 27, 2013

Award start date: October 15, 2013

Award Period: October 15, 2013 – October 14, 2015

Focal Conference Date: March 2016

¹ 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.

BACKGROUND

WIC was established to counteract the negative effects of poverty and nutritional risk on prenatal and pediatric health outcomes². WIC provides a combination of direct nutritional supplementation; nutrition education and counseling; and increased access 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:

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 awareness about the dangers of using drugs and other harmful substances during pregnancy and while breastfeeding.
2. Assist individuals at nutritional risk 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.

All pregnant WIC participants are encouraged 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 improving WIC's nutrition education impact. It is our intention that these small grants may stimulate sustained research collaborations that will leverage other funds to support expanded efforts.

The CNRC WIC Center website (<http://www.bcm.edu/cnrc/index.cfm?pmid=23769>) has links to the 2011 Institute of Medicine report *Planning a WIC Research Agenda: Workshop Summary*³, which identified WIC research needs, plus other resources.

ELIGIBLE APPLICANTS

Faculty researchers with appointments at accredited universities, in collaboration with state or local WIC agencies⁴ are eligible to apply⁵. The proposals should include the names of the relevant collaborating agency or agencies, and a description of the nature of the collaboration. Proposals will be evaluated, in part, based on previous collaborative relationships and/or the plan to establish a strong collaborative relationship with the state/local WIC agencies. Eligible applicants include:

² 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

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

⁴ Local WIC agencies must have State agency approval to collaborate.

⁵ 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.

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

These organizations must have a documented collaboration with a state or local WIC program, including letters of support. 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 will be expected to provide letters of collaboration and statements of work from collaborating state/local WIC agencies, along with appropriate documentation of costs in the subcontract.

The award notification date is September 27, 2013. All funds will be distributed at the award start date. The specifications in this RFA meet the contractual requirements of both BCM and the FNS/USDA and all relevant federal regulations.

POSSIBLE AREAS OF RESEARCH

The purpose of this new 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.

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 to participants' nutritional needs by expanding the range and scope of nutrition education.

Mothers or caretaker often build their basic nutrition knowledge upon a number of previous exposures to WIC nutrition education, either for themselves or for their children. How can WIC nutrition education topics adapt to the levels of increased knowledge among mothers or caretaker who desire advanced nutrition education topics? Research could identify innovative educational methods and strategies to improve WIC's ability to respond to mothers or caretakers' level of nutrition knowledge by tailoring and expanding the level of nutrition education provided to improve long-term food and nutrition behavior among WIC participants.

2. 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?

3. 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.).

PROGRAM REQUIREMENTS

Submit a letter of intent: Letters of Intent (non-binding) should be sent by email to project manager Mamie White, MS, (mawhite@bcm.edu) and the project director, Dr. Karen Cullen (kcullen@bcm.edu), no later than March 22, 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 PD(s)/PI(s)
- Names of other key personnel
- Collaborating WIC agency/other institutions

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.

Submit a proposal: Proposals will be evaluated by an independent peer review scientific panel based on the evaluation criteria stated in this RFA, with special emphasis on innovation/significance.

Collaborate with the CNRC WIC Center and other grantees: After grant awards, the CNRC WIC Center will coordinate activities among grantees through the CNRC WIC Center website (<http://www.bcm.edu/cnrc/index.cfm?pmid=23769>), which will facilitate use of reliable and valid common measures, data management, expert advice, and conference calls. All data collection questionnaires and ACCESS databases will be programmed by the CNRC WIC Center data manager using KEY survey software (at no cost to grantees, licensed to CNRC/BCM), and stored on password-protected pages on the WIC Center website for each grantee. The CNRC WIC Center will monitor progress and completion of grants through website activities and quarterly reports (both technical and financial). All collaborators (WIC agency and research/academic partner) will be invited to participate in the website. The CNRC WIC Center investigators will be available to answer questions from potential applicants during the 4 months between the posting of the RFA and the application due date (April, 2013). The areas of expertise available and email links to these experts, as well as other sources of information, will be on the CNRC WIC Center website.

All studies must conduct formative research, because of the innovative aspect of the proposed projects. In addition to outcome evaluations, process data, including data on recruitment, dose, and fidelity to the intervention must be collected. Links to sources of validated questionnaires will be available on the CNRC WIC Center website.

Collaborate with WIC partners: To ensure that applicants have appropriate research partnerships, a state or local WIC agency must be identified as collaborator on their proposed project, with a description of the collaboration. One individual at the collaborating agency must be designated as the Project Director of the subcontract. Proposals will be evaluated, in part, based on previous collaborative relationships and/or plans to establish a strong collaborative relationship. The quarterly progress reports will need to

demonstrate ongoing collaboration as a measure of progress. Specifically, the grantees should demonstrate active participation of the 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 agency should be identified in a subcontract.

Submit quarterly reports: Quarterly reports will need to 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, adherence to their timeline, and a financial report.

Present findings at a workshop conference: We will convene a workshop conference in March, 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 a location in the Washington DC metropolitan area. The grantees, along with their 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.

Disseminate research findings: Each grantee is required to prepare 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, including 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.

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.

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 application 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).

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 is required at conference in March, 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.

5. Project Narrative (Total no more than 8 pages, single-spaced)

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 describe the project design, address program specific methodology including plans for formative research, process and outcome data collection, data analysis, procedures, timetables, monitoring/oversight, and the organization's project staffing. 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 award.*

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 collaborator at the WIC agency) who expect to work on the project. Vitae are limited to 2 pages for each individual and the publications list shall 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 % of time), 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 identified. Applicants should budget for attendance at the Washington DC conference (2 days) in March, 2016, for the Principal Investigator and major collaborative investigator. Cost-sharing is encouraged and should be documented, but is not required. It should be reported on the financial report, which must be signed by the responsible financial official. The indirect cost rate is limited to 10%, inclusive of the total requested.

8. Budget Narrative

The budget narrative 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.

9. Letters of collaboration from WIC agency

APPLICATION DUE DATE:

The complete application must be received by mail or courier package on or before 5 p.m. Central Daylight Time on April 26, 2013. Eight paper copies of the application are required (unstapled). *Late application submission will not be considered in this competition.* 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

Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered. 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.*

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, as is appropriate documentation of human subjects (IRB) oversight (pending is acceptable; full IRB approval must be received before grants are 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. The peer panel members will recommend applications for consideration for a grant award based on the evaluation scoring. The selecting official reserves the right to award a grant to meet program balance, geographical representation, or project diversity.

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, instrumentation, or interventions? Are the concepts, approaches or methodologies, instrumentation, 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, instrumentation, 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/or clinical practice? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions improve 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 PDs/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 PDs/PIs? Does the PD/PI devote enough time for the research? Are the infrastructure requirements adequately developed? Is there evidence that the PD/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 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 a realistic timeline included? 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?

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 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 will disqualify a proposal.*

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. No pre-award/pre-agreement costs incurred prior to the effective start date are allowed unless prior written CNRC WIC Center approval is obtained.

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 and financial reports are required and will be submitted 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.

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 proposals 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 April 26, 2013. Eight complete 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 proposal clearly stated?
- Does it comply with format requirements?
- Does it comply with page limitation?
- Does it directly relate to the RFA's purpose?
- Did you have one or more persons read your proposal who did not participate in its writing and was it clear to them?
- Does the proposed project budget meet the needs of the RFA?
- Is the budget narrative included and agree with the calculations shown on the budget form?
- Is the budget in line with the project description?

The CNRC WIC Center reserves the right to request additional information not clearly addressed.

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.

	YES	NO
Personnel		
Did you include all key faculty and staff paid for by this grant- along with percent effort and responsibilities?		
Fringe Benefits		
Did you include your organization's fringe benefit types and amount along with the basis for the computation?		
Travel		
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?		
Equipment		
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?		
Supplies		
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?		
Contractual: (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?		
A justification for all sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
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.		
Indirect Costs (limited to 10%, inclusive of total request.)		

FOR GRANT APPLICANT USE ONLY. DO NOT RETURN THIS FORM WITH THE APPLICATION