- Lay out the major tasks to illustrate the sequence and timing of tasks, time commitments of staff, important milestones, reports, and completion dates.
- Describe how participating organizations will coordinate their management of project tasks and other functions.
- Discuss how the proposed methodology might reasonably fit into a broader research scheme and what design flexibility exists for coordination with other approaches.
- Discuss potential problems or difficulties with the proposed methodological approach, including factors which might affect the quality of the research or its outcomes, issues related to the reliability, validity and generalizability of data, and issues related to management and coordination.
- Include a detailed budget narrative which describes and justifies line item expenses within the budget categories listed on the form S.F. 424. A realistic amount must be set aside for two trips to Washington, D.C. to participate in meetings of the ACYF Research Consortium. Each meeting is expected to require two days.
- If project funds are being subcontracted, a detailed budget for the use of those funds must be included.

D. Staff Background and Organizational Capacity

In this section of the Project Narrative Statement, applicants must provide evidence that they and their partners have the ability to carry out the proposed project on time and to a high degree of quality.

1. Staff Background

- Identify all key staff positions for this project, including job descriptions, salary rates and employee benefits; the proportion of time to be committed to the project; the period of time for which staff holding these positions will be employed; and whether their continued employment is dependent solely on the funds to be awarded under this announcement.
- Provide evidence that individuals proposed for key positions have the necessary technical skill and experience to successfully carry out their assigned roles.
- Identify the authors of the proposal and describe their continuing role in the project if funded.
- Identify all consultants or advisors, document their expertise, and describe how their services will be utilized.
- Describe recruitment and hiring procedures.

2. Organizational Capacity

- Provide evidence of sufficient organizational resources to ensure successful project management, compliance with terms and conditions of the cooperative agreement, and oversight of the proper use of Federal funds.
- Include a separate two-page organizational capability statement for each partner (these statements are to be included with the application as part of the general requirements described in Part VI).
- Provide evidence of the organizational capacity to coordinate the activities of research partners, participate as a member of the ACYF research consortium, and resolve collaboration issues which may arise during the course of the research.
- Document the ability of all partners to carry out their assigned roles and functions. Describe all research partnerships, collaborations and agreements. Describe how each partner was included in the planning of the project and what contributions each will make throughout the project.
- Include a list of research partners and financial supporters, including the name and address of the organization, the name of its director, and the telephone, fax and internet numbers.
- Include letters of specific commitment or support where possible. Partners who will provide access to data or records must provide a letter stipulating the terms of their agreement with the researchers.
- Describe the extent of financial participation from all sources. Describe the extent to which funds, staff time, inkind services, and other resources have been committed to the research effort during the planning period. Describe what other resources will help support the proposed child care research, including existing commitments and negotiations in progress. Discuss what commitments are expected of financial partners in the second and third years.
- Describe the relationship between this project and other relevant work planned, anticipated or underway by the applicant with Federal assistance. Include examples of past or current partnerships which demonstrate the ability to carry out the proposed project.

Part V. Evaluation and Selection

A. The Review Process

Before applications are reviewed, each application will be screened to determine whether the applicant organization is eligible as specified in Part I, section G, above. Applications from organizations which do not meet

the eligibility requirements will not be considered or reviewed in the competition, and the applicant will be so informed. In addition, inadequate preparation, omission of essential components of the application, or failure to comply with format specifications as described in Part VI will result in the application being withdrawn from further consideration.

Applications will be reviewed and scored competitively against the published evaluation criteria described below. The review will be conducted in Washington, D.C. Expert reviewers in relevant fields will include researchers, Federal or State staff, early childhood program staff, or other individuals experienced in the study of child care demand and supply, child care delivery systems, welfare and supportive services, early childhood programs, child development and education, parental choice and involvement, and other relevant areas.

A panel of at least three reviewers will evaluate each application to determine the strengths and weaknesses of each proposal in terms of ACYF research goals and expectations discussed in Part III, the proposal requirements described in Part IV, and the evaluation criteria listed in section B below. Panelists will also provide written comments and assign numerical scores for each application. The point value for each criterion indicates the maximum numerical score which that criterion may be given in the review process. The assigned scores for each criterion will be summed to yield a total evaluation score for the proposal.

In addition to the panel review, the Child Care Bureau or ACYF may solicit comments from ACF Regional Office staff, other Federal agencies, organizations who are or may become ACYF research partners, and individuals whose particular expertise is identified as necessary for the consideration of technical issues arising during the review. These comments, along with those of the panelists, will be considered by the Child Care Bureau and ACYF in making funding decisions. The Child Care Bureau and ACYF will also take into account the best combination of proposed projects to meet overall research goals. In addition, priority will be given to applicants who are able to obtain significant financial contributions from other sources and who propose cost-effective ways of utilizing existing research.

B. Evaluation Criteria

The criteria listed below will be used in conjunction with other requirements set forth in Part IV, Project Narrative