

policy makers to assess how newly proposed service interventions relate to existing interventions and to other efforts in a field.

Research evidence of impacts on children or families is one basis policy makers use to assess what an intervention has to offer. Yet, other issues are also important. What underlying theories of human development, behavior and change are implicit in the strategy? How does the intervention relate to the unmet needs of the potential clientele? What resources are required for the intervention? What is the fit between the intervention and existing programs and service systems? How are the duration and intensity of the intervention related to the observed effects? What are the advantages or disadvantages over alternative approaches?

For example, in the field of infant and toddler services, we do not fully understand when and where different models of service are best applied. A range of new approaches is being tried, including Parents as Teachers, the Infant Health and Development Demonstration, Home Visiting Demonstrations, and Hawaii's Healthy Start program. The new Early Head Start initiative also will introduce services for infants and toddlers and their families. What factors are important for policy makers to consider in deciding when and where these or other models can best be used?

We invite researchers to propose to create a "map" of a field of child or family services that will serve as a framework for answering such questions.

Technical questions concerning this topic should be directed to Richard Silva at 202-401-6660.

Part III. Application Preparation and Evaluation Criteria

This part contains information on the preparation of an application for submission under this announcement, the forms necessary for submission and the evaluation criteria under which the applications will be reviewed. Potential applicants should read this part carefully in conjunction with the information provided in Part II.

Application Forms. See section entitled "Components of a Complete Application." All of these documents must accompany the application package.

Length of Application. Applications should be as brief and concise as possible, but assure communication of the applicant's proposal to the reviewers. In no case shall the project

narrative exceed 30 double spaced pages exclusive of appropriate attachments. Only relevant attachments should be included, for example, resumes of key personnel. Videotapes, brochures, and other promotional materials will be discarded and not reviewed. Project narratives should be formatted with 1 inch margins, double spaced lines, 12 point type, with consecutively numbered pages.

Applications should be assembled as follows:

1. **Abstract:** Provide a one-page summary of the proposed project. The abstract should clearly identify which priority topic listed in Part II above the application intends to address.

2. **Goals, Objectives, and Usefulness of Project:** Include an overview which describes the need for the proposed project; indicates the background and policy significance of the issue area(s) to be researched; outlines the specific quantitative and qualitative questions to be investigated; and describes how the proposed project will advance scientific knowledge and policy development.

3. **Methodology and Design:** Provide a description and justification of how the proposed research project will be implemented, including methodologies, approach to be taken, data sources to be used, and proposed research and analytic plans. Identify any theoretical or empirical basis for the methodology and approach proposed. In addition, provide evidence of access to data set(s) proposed to be studied.

4. **Experience of Personnel/Organizational Capacity:** Briefly describe the applicant's organizational capabilities and experience in conducting pertinent research projects. Identify the key staff who are expected to carry out the research project and provide a curriculum vitae for each person. Provide a discussion of how key staff will contribute to the success of the project.

5. **Work Plan:** A work plan should be included which describes the start and end dates of the project, the responsibilities of each of the key staff, and a time line which shows the sequence of tasks necessary for the completion of the project. Identify the other time commitments of key staff members, for example, their teaching or managerial responsibilities as well as other projects that they are involved in. The Work plan should include a discussion of any plans for dissemination of the results of the study, e.g., articles in journals and presentations at conferences.

6. **Budget:** Submit a request for Federal funds using Standard Form 424A and provide a proposed budget

using the categories listed on this form. A narrative explanation of the budget should be included which explains in more detail what the funds will be used for. If other sources of funds are being received to support aspects of this research, the source, amount, and other relevant details must be included.

Review Process and Funding information. Applications will be initially screened for compliance with the timeliness and completeness requirements. Three (3) copies of each application are required. Applicants are encouraged to send an additional three (3) copies of their application to ease processing, but applicants will not be penalized if these extra copies are not included. If judged in compliance, the application then will be reviewed by government personnel, augmented by outside experts where appropriate.

The panel will review the applications using the evaluation criteria listed below to score each application. These review results will be the primary element used by the ASPE in making funding decisions.

HHS reserves the option to discuss applications with other Federal agencies, Central or Regional Office staff, specialists, experts, States and the general public. Comments from these sources, along with those of the reviewers, may be considered in making an award decision.

As a result of this competition, between 10 and 15 awards are expected to be made from funds appropriated for fiscal years 1995, and an additional five awards may be made with funds for fiscal year 1996 within the limits of the available funding. Awards will be limited to one year of support. The average award is expected to be approximately \$75,000.

Deadline for Submission of Applications. The closing date for submission of applications under this announcement is August 28, 1995. An application will be considered as meeting the deadline if it is either: (1) received at, or hand-delivered to, the mailing address on or before August 28, 1995, or (2) postmarked before midnight five days prior to August 28, 1995 and received in time to be considered during the competitive review process (within two weeks of the deadline date). Applications will not be accepted which are transmitted by fax.

When mailing application packages, applicants are strongly advised to obtain a legibly dated receipt from a commercial carrier (such as UPS, Federal Express, etc.), or from the U.S. Postal Service as proof of mailing by the deadline date. If there is a question as to when an application was mailed,