

NOTICE OF FUNDING OPPORTUNITY

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: FY 2018 Community Conversations Research
Announcement Type: Initial Announcement
CFDA Number: 94.026

Disclosure: Publication of this Notice of Funding Opportunity (Notice) does not obligate the Corporation for National and Community Service (CNCS) to award any specific number of cooperative agreements or to commit any particular amount of funding.

Important Dates

- CNCS strongly encourages applicants to submit a Notification of Intent to Apply for this competition. Notifications of Intent to Apply should be submitted by **Monday, March 26, 2018 at 5:00 p.m. Eastern Time.**
- Applications are due **Tuesday, April 10, 2018 by 5:00 p.m. Eastern Time.**
- Successful applicants will be notified by **mid-July 2018.**

FULL TEXT OF THE NOTICE

A. PROGRAM DESCRIPTION

1. Purpose of Community Conversations Research Funding

CNCS's mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

Deepening understanding of how communities identify issues of concern, and deploy service or volunteering to address them, can improve the agency's ability to achieve its mission. Research on civic engagement, volunteering, and how every day citizens can solve local issues in their communities allows the agency to invest its resources more strategically. For example, research findings may identify communities fertile for growing national service programs where none currently exist. Alternatively, research findings may identify ways to strengthen existing national service efforts and improve collaboration with ongoing citizen efforts. Moreover, research shows that civic engagement promotes the quality of life in a community.¹ Communities with strong citizen participation enjoy positive economic, social and health outcomes.² Communities with strong civic infrastructure and civic health can resolve challenges and become more sustainable and vibrant places to live.³

¹ For example: Ehrlich, T. (ed) (2000), *Civic Responsibility and Higher Education*. Westport, CT: The American Council on Education and The Orynx Press, Preface; Sampson, R. J (2001) "Crime and Public Safety: Insights from Community- Level Perspectives on Social Capital," in *Social Capital and Poor Communities*, edited by Susan Saegert, S, J. Phillip Thompson, and Mark R. Warren, New York: Russell Sage Foundation, pp. 89-114.

² For example: benefits of social capital see Putnam, R. D. (2000) *Bowling Alone*. New York: Simon and Shuster; Putnam, R. D. (2002) *Democracies in Flux: The Evolution of Social Capital in Contemporary Society*. Oxford: Oxford University Press; for political engagement and democratic governance see Tavits, M (2006) Making Democracy Work More? Exploring the Linkage between Social Capital and Government Performance," *Political Research Quarterly*, Vol. 59, No. 2, pp. 211-225.; for bridge to employment see Granovetter, M. (1983) "The Strength of Weak Ties Revisited." *Sociological Theory* 1, pp. 201-233.; for public safety see Sampson (2001); and for health of a community see Ziersch, A. M., Baum, F. E., MacDougall, C., & Putland, C. (2005). Neighborhood life and social capital: the implications for health. *Social Science & Medicine*, 60(1), 71-86.

³ Berger, B. (2009). Political theory, political science and the end of civic engagement. *Perspectives on Politics*, 7(02), 335-350.

This competition focuses on engaging communities in conversations about their civic health using participatory research approaches⁴ to facilitate civic engagement and strengthen community capacity to address local issues, both of which are central to CNCS's mission. CNCS is seeking applications from institutions of higher education that **work with and in local communities** to use a participatory research approach to:

- actively engage residents and other local stakeholders in a research process,
- identify a local issue of concern to the community,
- understand what may facilitate or hinder participation to address the issue, and
- create a collaborative action plan to increase civic engagement and build relationships to tackle the community-identified issue.

CNCS has a strong belief in the importance of scholarly research to conduct credible and meaningful research on national service, volunteering, civic engagement, and social capital. Through research grants,⁵ CNCS's Office of Research and Evaluation (ORE) engages a broad community of academic and applied researchers in this effort. ORE also supports the use of multifaceted research approaches and introduces cutting-edge research methods and designs into their studies.

For example, CNCS has sponsored nationally representative data collection on volunteering and civic engagement through supplements to the Current Population Survey for 15 years. In re-evaluating its data collection efforts, the National Research Council reviewed the questions and one of their recommendations⁶ was to supplement and complement existing survey data collection conducted by the federal statistical system with "new, innovative, experimental alternatives" and to sponsor studies at the subnational-level, and use more non-experimental, in-depth and longitudinal studies that could tap into more of the complex relationships among civic engagement, social cohesion and social capital. To address this recommendation, ORE incorporated field research into some of their studies in order to understand these complex relationships in a local setting.⁷ Field research is a social science research approach that is a "systematic study of ordinary activities in the settings in which they occur. Its primary goal is to understand these activities and what they mean to those who engage in them."⁸ Field research allows a researcher to acquire an understanding of people's daily lived experiences from the "perspectives of people in a setting or social group of interest to the researcher."⁹

⁴ A few citations about participatory research include: Bergold, J. & Thomas, S. (2012). Participatory Research Methods: A Methodological Approach in Motion. Forum: *Qualitative Social Research*, 13 (1). Art. 30, <http://nbn-resolving.de/urn:nbn:de:0114-fqs1201302>; Fals Borda, O. (1998) *People's Participation: Challenges Ahead*. New York and London: Apex Press and Intermediate Technology Publications; Freire, P. (1970) *Pedagogy of the Oppressed*, New York: The Continuum International Publishing Group; Israel, B., Eng, E., Schulz, A.J., Parker, E.A. (eds) (2005) *Methods in Community-Based Participatory Research for Health*, San Francisco, CA: John Wiley & Sons, Inc.; Jason, L.A., Keys, C. B., Suarez-Balcazar, Y, Taylor, R.R., and Davis, M.I. (eds.) (2004) *Participatory Community Research: Theories and Methods in Action*, Washington DC: American Psychological Association; Minkler, M. and Wallerstein, N. (eds.) (2008) *Community-Based Participatory Research for Health: From Process to Outcomes, 2nd Edition*. San Francisco, CA: John Wiley and Sons; Reason, P. and Bradbury, H. (eds.) (2001) *Handbook of Action Research: Participative Inquiry and Practice*, Thousand Oaks CA: Sage Publications Inc.; Stinger, E (1999) *Action Research, 2nd edition*, Thousand Oaks CA: Sage Publications Inc.

⁵ CNCS Office of Research and Evaluation, Evidence and Research: www.nationalservice.gov/

⁶ National Research Council (2014) Civic Engagement and Social Cohesion: Measuring Dimensions of Social Capital to Inform Policy, Washington DC: The National Academies Press (www.nap.edu/catalog/18831/civic-engagement-and-social-cohesion-measuring-dimensions-of-social-capital)

⁷ ORE weaved in NAS recommendations and developed two programs: the National Service and Civic Engagement Research grant competition for Institutions of Higher Education and a pilot project, also entitled Community Conversations.

⁸ Bailey, C. (2007), *A Guide to Qualitative Field Research, 2nd Edition*, California: Pine Forge Press, 1.

⁹ *Ibid.*, p. 2.

Taking this a step further, ORE is also working on how to make research meaningful and useful not only for researchers but for local communities so that communities can use this knowledge to strengthen civic infrastructure and tackle community identified concerns. Participatory research¹⁰ is one type of cutting-edge field research that ORE is supporting to gain a local perspective as well as make research more relevant to the needs of the community. A participatory research approach includes actively engaging residents and other local stakeholders to learn about and research community conditions and develop and implement action plans that are culturally competent and reflect the needs and situation of a local community. In addition, using this research approach can assist in building skills and local capacity of community members and stakeholders (i.e., community researchers, co-researchers) and increase collaboration among stakeholders, and thus, contribute to strengthening civic infrastructure.

For the purposes of this competition:

- “Communities” include a group of people including residents, local stakeholders, organizations or other institutions that are working collectively, share a common concern, or identity.
- “Civic engagement” is defined as a cluster of individual efforts and activities oriented toward making “a difference in the civic life of ... communities and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community, through both political and non-political processes”¹¹ and through informal or formal networks.
- “Civic infrastructure” is defined as the “invisible structures and processes through which the social contract is written and rewritten in communities,” “the formal and informal processes and networks through which communities make decisions and solve problems”,¹² or “the network that exists among local groups such as community development corporations (CDCs), foundations, other nonprofits, local governments, public housing authorities, businesses, and voluntary associations”.¹³
- “Civic health” is defined as the way that communities are organized to define and address public problems.¹⁴
- A “field research site” is a local community or communities identified as the location(s) where the research will take place and where community residents and stakeholders will be recruited and trained as community researchers (i.e., co-researchers).
- “National service” is defined as a structured opportunity for individuals to serve their communities for an extended period of time through volunteering with or without a stipend. CNCS is the largest supporter of national service, though other avenues for national service exist and this competition is not exclusive to opportunities funded by CNCS.
- “Participatory research” is a broad term to denote approaches that focus on collaborative knowledge production and co-learning, social change, capacity building, and strengthening communities. Knowledge is produced jointly, between social researchers and a group of people or “community,” for the goal of addressing communities’ concerns with practical solutions. With participatory research, “the process of conducting research is as important as the research outcome”¹⁵ and there is mutual benefit for all partners. Participants are actively engaged in the entire research and action process and gain skills and knowledge that can bring about individual collective change.¹⁶

¹⁰ This research methodology is referred to in many ways including Participatory Action Research, Community Based Participation Research, Action Research, etc.

¹¹ Ehrlich, (2000), Preface. pp. vi-x.

¹² Parr, J. (1993) Civic infrastructure: A new approach to improving community life. *National Civic Review*, 82(2), 93–100.

¹³ Lang, R. E., & Hornburg, S. P. (1998) What is social capital and why is it important to public policy? *Housing Policy Debate*, 9(1), 1–16.

¹⁴ See National Conference on Citizenship: www.ncoc.org/

¹⁵ Krishnaswamy, A. 2004. Participatory Research: Strategies and Tools. Practitioner: Newsletter of the National Network of Forest Practitioners 22: 17-22.

¹⁶ See Footnote 7.

- “Social capital” can be understood as the “shared norms or values that promote social cooperation, instantiated in actual social relationships”¹⁷ or as the facilitating agent for social cohesion and civic engagement.
- “Volunteering” is unpaid, noncompulsory work, specifically, time one gives without pay to activities performed either through organizations such as schools, nonprofits, churches; civic, or political organizations (e.g., formal); or directly for others outside one’s own household (e.g., informal).

Activities to be funded

Activities to be funded through this competition include:

- supporting academics, applied researchers, and other university staff such as graduate students, working with and in communities;
- creating and establishing a research team, training a research team to engage in the research process, and project meetings;
- using a participatory research approach to actively engage residents and other local stakeholders in a research process to identify a local issue and understand the factors that facilitate or hinder community participation in tackling the issue;
- developing a community-driven action plan that includes and incorporates the perspective and feedback from local stakeholders to tackle a community issue;
- making presentations or developing material to report results such as reports, or other publications such as journal articles and briefs, and creating other culturally appropriate material such as videos, podcasts, performances, etc.;
- implementing an action plan to tackle a community identified issue and examining outcomes of the participatory research project in terms of project goals, skill-building, strengthening networks, community engagement and other relevant outcomes; and,
- building networks and relationships with organizations, institutions, and decision makers to strengthen civic infrastructure and tackle the community-identified issue.

Although not required, applicants may consider incorporating national service¹⁸ into some aspect of the project design including, but not limited to: being part of the research team, serving as an audience to hear from the research team about the study findings, and participating as partners in an action plan to tackle a community issue.

Please note that CNCS will not fund studies that are duplicative of current CNCS studies (www.nationalservice.gov/impact-our-nation/research-evaluation/research-competition).

¹⁷ Fukuyama, F. (2002). Social Capital and Development: The Coming Agenda. *SAIS Review* 22(1), 23-37. The Johns Hopkins University Press.

¹⁸ To contact CNCS National Service offices and programs see *Leveraging National Service in Your Schools*, p. 35, (www.nationalservice.gov/sites/default/files/documents/SuperintendentToolkit-01102018-508.pdf) and the weblink “National Service in Your State” (www.nationalservice.gov/impact-our-nation/state-profiles). National service is likely present in many of these priority communities given the agency’s mission and authorized focus areas.

2. Funding Priorities

CNCS seeks to support participatory research in three types of communities, with equal priority:

- **Communities that are already working collaboratively to tackle a locally identified issue.** This includes groups of people such as residents, local stakeholders, organizations or other institutions that are already working collectively toward a common goal or issue.
- **Communities that have experienced a disaster.** This includes communities that have experienced a natural or manmade disaster and are in a recovery phase.
- **Communities in social crisis.** This includes communities that are experiencing a type of social crisis e.g., persistent poverty, rising unemployment, increasing opioid use.

Each of these three types of communities may have different questions they want to address or issues they need to tackle, but some questions of interest to CNCS and that are applicable to the three types of communities listed above include:

- How does a community tackle a community-identified issue? Who needs to be involved? How do you build community engagement to address the issue?
- How does a community define civic engagement?
- What roles do different community partners, institutions, and networks play in strengthening civic infrastructure, and what combinations of community partners have been most beneficial for increasing civic engagement and tackling community issues?
- What contributes to or hinders civic engagement for individuals or communities? For example, what motivates individuals to volunteer informally or through formal channels?
- What community characteristics act to inhibit or promote active civic involvement, community engagement, social cohesion and problem-solving behaviors?
- How does national service play a role in tackling community issues and strengthening civic infrastructure?

Crises and disasters can affect civic behaviors in a variety of ways.¹⁹ They can strengthen as well as weaken social ties. They can engage individuals from within and outside of the community who would normally not be civically engaged and lead to a greater sense of responsibility. A sudden natural disaster can leave individuals, such as seniors or low income families who may have lost their homes or jobs, more isolated from resources and networks. Other questions of interest for communities in crisis for CNCS include:

- Do different types of events trigger higher levels of civic activity? How can higher levels of civic activity be sustained? Does this make a difference for the long-term well-being of a community?
- How do different individuals (i.e., demographic groups) respond to crisis? How does this affect recovery of individuals, families, neighborhoods?

3. National Performance Measures

National Performance Measures are not applicable for this Notice.

4. Other Programmatic Requirements

a. Approval from Institutional Review Board. Awardees must submit protocols and receive approval from their institution's Institutional Review Board.

¹⁹ www.nationalservice.gov/sites/default/files/documents/katrina_research_factsheet.pdf

5. Program Authority

Awards under this Notice are authorized by the National and Community Service Act of 1990, as amended, (42 U.S.C. § 12501 et seq.) and the Domestic Volunteer Service Act of 1973, as amended (42 U.S.C. § 4950 et seq.).

B. FEDERAL AWARD INFORMATION

1. Estimated Available Funds

CNCS anticipates approximately \$500,000 for FY 2018 Community Conversations Research competition awards. The actual level of funding is subject to the availability of annual appropriations.

2. Estimated Award Amount

Award amounts will vary, as determined by the scope of the projects. CNCS expects to make awards in the range of \$50,000 to \$100,000.

3. Project Period

CNCS anticipates making two-year cooperative agreement awards. CNCS generally makes an initial award for the first year of operation, based on one year project period. Continuation awards for subsequent years depends upon availability of appropriations and satisfactory performance, and is not guaranteed.

4. Type of Award

The funding mechanism for the 2018 Community Conversations Research competition is a cooperative agreement. Under a cooperative agreement, CNCS is substantially involved with the recipient grant organizations (i.e., legal applicants) as the approved cooperative agreement activities are implemented. CNCS will assign a program officer, who will confer with the award recipient regularly and frequently to develop and/or review service delivery and project status, including work plans, budgets, periodic reports, evaluations, etc. CNCS anticipates having substantial involvement in:

- reviewing and providing feedback to project plans, reports, and progress;
- making links between the awardee and national service programs, if applicable;
- convening recipients to discuss projects and share feedback with one another, CNCS staff, and external experts;
- facilitating access to data and program staff; and,
- disseminating research results.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

This competition is only open to **institutions of higher education** who have DUNS numbers and are registered in System for Award Management (SAM). For CNCS, an institution of higher education is defined in the Higher Education Act of 1965 as an educational institution in any State that:

- admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate;
- is legally authorized within such State to provide a program of education beyond secondary education;
- provides an educational program for which the institution awards a bachelor's degree or provides no less than a 2-year program that is acceptable for full-credit toward such a degree;
- is a public or other nonprofit institution; and
- is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status by such an agency or association that has been recognized by the Secretary for the granting of pre-accreditation status, and the Secretary has determined that there is a satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

The institution of higher education (the legal applicant for this competition) is required to submit an application from a “Program Director” (i.e., Principal Investigator). The legal applicant must select one or more academics, researchers, and postdoctoral researchers who will actually be doing the research **with and in communities** on behalf of the legal applicant, although the institution of higher education will be responsible for meeting the performance objectives and other agreed upon criteria set forth in the Cooperative Agreement (see B.4.).

Please note that Program Directors (i.e., Principal Investigators) can include academics, researchers, and postdoctoral researchers, with a proven track record of research and engaging communities. Legal applicants can submit more than one application from Program Directors. CNCS seeks to fund a diverse pool of applicants and it is therefore unlikely that more than one application per legal applicant will be funded

2. Cost Sharing or Matching

There is no cost share or matching requirement.

3. Other Eligibility Requirements

Applications that propose to engage in activities that are prohibited under CNCS’s statutes, regulations, or the terms and conditions of its awards are not eligible to receive CNCS funding.

Note that under Section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if CNCS is aware that any corporation¹¹ has any unpaid federal tax liability—

- that has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability—

that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interests of the federal government.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in the [Internal Revenue Code of 1986, 26 U.S.C. 501 \(c\)\(4\)](#) that engages in lobbying activities is not eligible to apply for CNCS funding.

D. APPLICATION AND SUBMISSION INFORMATION

This Notice should be read together with the Community Conversations Research Application Guidance. These documents are available online at: <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>.

1. Address to Request an Application Package

Applicants should refer to [CNCS Funding Opportunities](#) for more information and instructions on how to fully respond to this Notice. Applicants can also send an email to NationalServiceResearch@cns.gov or call (202) 606-3778 for a printed copy of application materials. The TTY (Text Telephone) number is (800) 833-3722.

2. Content and Form of Application Submission

a. Application Content

Complete applications must include the following elements:

- **Standard Form 424 (SF-424) Face Sheet:** This is automatically generated when applicants complete the data elements in the eGrants system.
- Narrative Sections:
 - **Executive Summary:** This includes the title of the study and a brief description of the proposed research study. Executive summaries for all compliant applications are published on the CNCS website following cooperative agreements awards.
 - **Program Design (i.e., Participatory Research Design)**
 - **Organizational Capability**
 - **Cost-Effectiveness & Budget Adequacy**
- Standard Form 424A Budget
- Authorization, Assurances, and Certifications

b. Page Limits

Applications may not exceed 16 double-space pages as the pages print out from eGrants. The application sections that count towards the page limit are the:

- SF-424 Face Sheet
- Executive Summary
- Program Design (i.e., Participatory Research Design), Organizational Capability, and Cost - Effectiveness and Budget Adequacy narratives.

The application page limit does not include the Budget or any required additional documents (see section D.7.b. Submission of Additional Requirements).

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. **CNCS strongly encourages applicants to print out the application from the “Review and Submit” tab in eGrants prior to submission in order to confirm that the application does not exceed the page limit.**

CNCS will not consider the results of any alternative printing methods when determining if an application complies with the page limit. Reviewers will also not consider material that is over the page limit, even if eGrants allows applicants to enter and submit additional text.

3. Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM)

Applications must include a DUNS number **and** an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at the [DUNS Request Service](#). CNCS recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants **must** register with the [SAM](#) and maintain an active SAM registration until the application process is complete. If an applicant is awarded a cooperative agreement, it must maintain an active SAM registration throughout the life of the award.

SAM registration must be renewed annually. CNCS suggests that applicants finalize a new registration or renew an existing one at least two weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and address on all grant applications to CNCS.**

Applicants that do not comply with these requirements may become ineligible to receive an award. See the [SAM Quick Guide for Grantees](#).

4. Submission Dates and Times

a. Notification of Intent to Apply

CNCS strongly encourages applicants to submit a **Notification of Intent to Apply by Monday, March 26, 2018 at 5:00 p.m. Eastern Time**. Please submit your intent by using this link:

<https://www.surveymonkey.com/r/communityconversations2018>.

The Notification of Intent to Apply must include: the name of the applicant organization (i.e., Legal Applicant) and address; name of each Program Director (i.e. Principal Investigator) including their contact information (i.e., email and telephone) and the main university department of the Program Director(s); and, the focus community in which the research will take place including a contact information of a community partner that will be collaborating on this research project. All Notifications of Intent to Apply will receive an email response acknowledging receipt.

b. Application Submission Deadline

Applications are due **Tuesday, April 10, by 5:00 p.m. Eastern Time**.

CNCS will not consider applications submitted after the deadline, except as noted in section D.4.d. *Late Applications*. CNCS reserves the right to extend the submission deadline. CNCS will post a notification in the event of an extended deadline on CNCS's website.

c. Additional Documents Deadline

Additional documents are due by the application submission deadline. *See Sections D.4.b. Application Submission Deadline and D.7.b. Submission of Additional Documents* for more information.

d. Late Applications

All applications received after the submission deadline published in the Notice are presumed to be non-compliant. In order to overcome this presumption, the applicant must:

- provide a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
 - the timing and specific cause(s) of the delay
 - the ticket number if a request for assistance was submitted to the National Service Hotline
 - any information provided to the applicant by the National Service Hotline
 - any other documentation or evidence that supports the justification
- ensure that CNCS receives the justification and any other evidence that substantiates the claimed extenuating circumstance(s) via email to LateApplications@cns.gov no later than one business day after the published application deadline stated in the Notice.

Communication with CNCS staff, including an applicant's program officer, is not a substitute for the letter. Applicants are required to continue working in [eGrants, CNCS's web-based system](#) and with the National Service Hotline to submit the application. CNCS will determine whether or not to accept a late application on a case-by-case basis.

Applicants that do not submit a justification or any other evidence to overcome the presumption of non-compliance within the published timeframe will not be reviewed or selected for award.

Please note: CNCS will *not* consider an advance request to submit a late application. Please carefully review and follow the guidance in this section, and submit your application as soon as possible.

5. Intergovernmental Review

This notice is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

6. Funding Restrictions

Section *F.2. Administrative and National Policy Requirements* of this Notice contains the regulations that outline the funding restrictions.

a. Award Funding Requirements

Awards under this Notice are not subject to cost share or matching requirements.

b. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally-approved indirect cost rate, a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly, as outlined in [2 CFR § 200.413](#). All methods must be applied consistently across all federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 10 percent *de minimis* rate must enter that information in the Organization section in eGrants.

c. Pre-Award Costs

Federal funds awarded pursuant to this Notice will not allow reimbursement for pre-federal award costs (See [2 CFR 200.209](#) and [200.458](#)).

7. Other Submission Requirements

a. Electronic Application Submission in eGrants

Applicants must submit applications electronically via [eGrants, CNCS’s web-based application system](#). CNCS recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

The applicant’s authorized representative must be the person who submits the application. The authorized representative must use his or her own eGrants account in order to sign and submit the application. A copy of the governing body’s authorization for this official representative to sign must be on file in the applicant’s office.

Applicants should contact the National Service Hotline at (800) 942-2677 or [eGrants Questions](#) if they have a problem when they create an account or prepare or submit the application. National Service Hotline hours are:

- Mon - Fri, 9 am – 7 pm ET (Jan, May, June, July, Aug, Sept)
- Mon - Thu, 9 am – 7 pm ET (Feb, Mar, Apr, Oct, Nov, Dec).

Be prepared to provide the application ID, organization’s name, and the competition to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit via eGrants.

If circumstances make it impossible for an applicant to submit in eGrants, applicants may send a paper copy of the application via overnight carrier to the following address:

Corporation for National and Community Service
ATTN: Office of Grants Policy and Operations/Community Conversations Research Application
250 E Street, SW, Suite 300
Washington, DC 20525

Please use a non-U.S. Postal Service carrier to avoid security-related delays. **All deadlines and requirements in this Notice also apply to paper applications. CNCS does not accept applications submitted via fax or email.**

b. Submission of Additional Documents

Applicants are **required** to submit the following additional documents by the application submission deadline:

- Current indirect rate cost agreement, if used to claim indirect/administrative costs (see section D.6.b. Indirect Costs).
- References; include only citations used in the narrative. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the website address also should be identified.
- Biographical Sketches (not to exceed two pages) for each Program Director (i.e., Principal Investigator). Please see Appendix I. The biographical sketch should include the Program Director's academic background, previous appointments, past research experience, a list of publications, and/or other pertinent information (e.g., awards, skills and abilities) you consider relevant to determining your overall suitability for receiving this grant.
- A letter(s) of support from community partner(s), or a Memorandum of Understanding from the community partner(s) that specify the history of their relationship, and how the partner(s) and communities will be involved in the project.
- A Gantt chart work plan for the main activities - see example Work Plan for Community Conversations: <https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2018/community-conversations-research-competition>

Failure to submit the required additional documents by the deadline will have a negative effect on the assessment of their application.

Applicants have an **option** to submit supporting visual material by the application deadline:

- An appendix up to two pages that can include Figure(s), Table(s), or Graph(s) that support the Narrative. Figures, Tables or Graphs must be labeled and referenced in the applicant's narrative.

All additional documents must be emailed to AdditionalDocuments@cns.gov with the following subject line: "*Legal Applicant Name*" – "*Application ID Number.*" Emails should include:

- the legal applicant name and its point of contact information,
- the application ID number,
- a list of documents that are attached to the email, and
- individually attached files that are clearly labeled and that include the legal applicant name and application ID number within the heading of each document.

Do not submit any items that are not requested in this Notice [and Application Guidance]. CNCS will not review or return them.

E. APPLICATION REVIEW INFORMATION

1. Review Criteria

Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. Reviewers will assess the quality of applications by using the selection criteria and will rate them accordingly. They will also consider the weights assigned to each criterion.

Categories/Subcategories	Percentage
Executive Summary	0
○ Executive Summary	0
Program Design (i.e., Participatory Research Design)	65
○ Project Information	5
○ Community Background	10
○ Research Objectives and Literature Review	5
○ Preliminary Research Design	10
○ Action Plans	10
○ Work Plan and Justification of the Timeline	10
○ Community Involvement and Participatory Research Approach	15
Organizational Capability	20
○ Legal Applicant's Ability to Manage Federal Funds and Work with Community Partners and Experience in Supporting Community Research	5
○ Program Director's Ability to Deliver Proposed Activities	15
Cost-Effectiveness and Budget Adequacy	15

EXECUTIVE SUMMARY (0 percent)

Executive summary (0 percent)

Please provide the following information:

- Brief description of the proposed participatory research project including the focus community, community issue, objectives or research questions, and expected outcomes from the project.

PROGRAM DESIGN (i.e., Participatory Research Design) (65 percent)

Project Information (5 percent)

The reviewers will consider whether the following information is listed:

- Title of the Participatory Research Study
- Type of Community (i.e., 1, 2, or 3) under Funding Priorities (see A.2.: Funding Priorities)
- Total years of funding to complete the project (i.e., 1 or 2 years)
- Project Director(s) (i.e., Principal Investigator(s)) and department affiliation(s)
- The community of focus (i.e., where the participatory research project will take place), community partner, including contact information and their affiliation

Community Background (10 percent)

The reviewers will consider the quality, relevance and clarity of:

- The description and background of the community of focus and potential usefulness of participatory research to the community
- The existing relationship between the program director or legal applicant and the community or community partner
- The description of the networks and the relationships that this project may strengthen with local partners, national service or other institutions

Research Objectives and Literature Review (5 percent)

Reviewers will assess the quality, relevance and clarify of:

- The research objectives and how relevant the objectives are to the priority areas defined in the Funding Priorities (see A.2.)
- Literature review with citations and relevant background research that provides adequate context for the research objectives; References are included as an additional document (See section D.7.b. Submission of Additional Documents)

Preliminary Research Design (10 percent)

The reviewers will consider:

- The feasibility and clarity of a preliminary research design including data collection methods, sample, and analytical approach(es) with an understanding that this might change with input from the research team

Action Plans (10 percent)

The reviewers will assess the extent to which creating action plans are feasible, relevant and clear and consider:

- The types of materials that will be created to disseminate findings to a broad audience including non-academic and academic audiences and whether they are culturally appropriate for the focus community
- How community stakeholders, and other relevant audiences (e.g., academics, policymakers, national service staff) will be included in developing and implementing the action plan
- How the action plan will increase community engagement and build relationships with community partners and institutions to strengthen civic infrastructure and tackle the community identified issue

Work Plan and Justification of the Timeline (10 percent)

The reviewers will consider the quality, feasibility, relevance, and clarity of the:

- Work plan (See section D.7.b. Submission of Additional Documents) including major steps in the study such as recruiting and training team members, obtaining approval from their Institutional Review Board (IRB), conducting the research, creating and implementing an action plan
- Justification for the desired length of time, from 1 year and up to 2 years, required to complete the project

Community Involvement and Participatory Research Approach (15 percent)

The reviewers will consider the extent of community involvement throughout the research process and adherence to participatory principles including:

- The diversity of the proposed research team (e.g., university staff, residents, and/or community stakeholders)
- The extent the research team will be trained to carry out a research study including human subjects training and consistent opportunities to meet throughout the duration of the research project
- The extent to which the research team are actively engaged in the research and action process including finalizing a research strategy, data collection, analyzing/interpreting data, presenting findings, and creating and implementing action plans or a justification of why they would not be included throughout the full research-to-action process
- The extent there are opportunities to ensure the principles of participatory research, including co-learning and collaboratively engaging in knowledge production

ORGANIZATIONAL CAPABILITY (20 percent)

Legal Applicant's Ability to Manage Federal Funds and Work with Community Partners (5 percent)

Reviewers will consider the capacity of the legal applicant to deliver their proposed activities based on:

- A description of the legal applicant's ability to manage a Federal grant and/or apply sound fiscal management principles to grants, as evidenced by previous grants experience
- A description of how the legal applicant supports research with and in communities

Program Director's Ability to Deliver Proposed Activities (15 percent)

Reviewers will consider the capacity of the Program Director to deliver their proposed activities based on:

- A description of the Program Director(s) (i.e., Principal Investigator) experience working with participatory research approaches and with and in communities, and a two-page Biographical Sketch of the Program Director is included (Section D.7.b. Submission of Additional Documents and Appendix I)
- A letter of support or Memorandum of Understanding from the community partner(s) is included (See section D.7.b. Submission of Additional Documents). This letter includes a description of the history and activities to date of working with the Program Director(s) and how the community partner and researchers will be involved in the research activities.

COST-EFFECTIVENESS AND BUDGET ADEQUACY (15 percent)

Reviewers will assess the budget to determine:

- The level of impact on research outcomes to the extent that projects distribute the maximum possible funds to the community level such as paying community researchers (i.e., co-researchers) a living wage to participate in the research team, travel for community researchers, a training space, and incentives to increase the sample size
- Whether there is adequate information to assess how each line item is calculated
- That it is without mathematical errors, and costs are reasonable and allowable (Current indirect rate cost Agreement is included--Section D.7.b. Submission of Additional Documents)
- That travel and associated expenses are included for at least a Program Director and a representative from the focus community to attend one meeting (up to three nights) in Washington D.C. (see section F.4 Reporting)

2. Review and Selection Process

CNCS will engage Staff Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection process is intended to produce a diversified set of high-quality programs that represent the priorities and strategic considerations described in this Notice. The stages of the review and selection process follow:

a. Compliance and Eligibility Review

CNCS will conduct a Compliance Review to determine if an application meets the compliance requirements published in this Notice and advances to the next stage of the review process. An application is compliant if the applicant:

- is an eligible organization
- submitted an application by the submission deadline
- submitted an application from a “Program Director” (i.e., Principal Investigator)

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be non-compliant and/or ineligible will not receive an award.

b. Application Review

Internal Review

CNCS Staff Reviewers will assess the applications based on the Program Design (i.e., Participatory Research Design), Organizational Capability, and Cost-Effectiveness and Budget Adequacy Selection Criteria. Staff Reviewers will also consider the priorities and strategic considerations detailed in this Notice. CNCS will recruit and select Staff Reviewers on the basis of demonstrated expertise in research in the Priority Areas of this Notice, as well as experience assessing applications. All Staff Reviewers will be screened for conflicts of interest.

c. Applicant Clarification

CNCS may ask an applicant for clarifying information. CNCS staff will use this information to make funding recommendations. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant’s failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration. CNCS staff may conduct a site visit inspection as part of the clarification process, as appropriate.

d. Risk Assessment

CNCS staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant’s ability to manage federal funds. This evaluation is in addition to the assessment of the applicant’s eligibility and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If CNCS determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Additionally, if CNCS concludes that the reasons for applicants having poor risk assessment are not likely to be mitigated, those applications may not be selected for funding.

In evaluating risks, CNCS may consider:

- financial stability
- quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance
- applicant’s record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:
 - timeliness of compliance with applicable reporting requirements

- accuracy of data reported
- validity of performance measure data reported
- conformance to the terms and conditions of previous federal awards
- if applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
 - Federal Awardee Performance and Integrity Information System (FAPIIS)
 - DUNS and SAM
 - “Do Not Pay”
- reports and findings from single audits performed under [2 CFR Part 200 Subpart F – Audit Requirements](#) and findings and reports of any other available audits
- IRS Tax Form 990
- applicant organization’s annual report
- publicly available information, including information from the applicant organization's website
- applicant’s ability to effectively implement statutory, regulatory, or other requirements

e. Consideration of Integrity and Performance System Information

Prior to making any award that exceeds \$150,000, CNCS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM and FAPIIS (see [41 U.S.C. 2313](#)). Additionally, CNCS may expand upon these requirements and use its discretion to review and consider information about any applicant receiving an award, including those under \$150,000.

Any applicant, at its option, may review information in the designated integrity and performance systems accessible through FAPIIS and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through FAPIIS.

CNCS may consider comments by any applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing its review of risk posed by the applicant under the Risk Assessment Evaluation section of this *Notice*.

f. Selection for Funding

The review and selection process is designed to:

- identify how well eligible applications are aligned with the application review criteria; and,
- build a diversified portfolio based on the following strategic considerations:
 - Funding Priorities (See section A.2. Funding Priorities)
 - meaningful representation of:
 - Geographic diversity
 - Rural communities
 - Community colleges and public and non-profit institutions of higher education

Based on the evaluation of these strategic considerations, applications may be selected for funding over applications with a greater degree of alignment with the review criteria. In selecting applicants to receive awards under this Notice, the Chief Executive Officer will endeavor to include a diverse portfolio of applications based on staff recommendations and strategic considerations.

CNCS reserves the right to adjust or make changes to the review process, in the event that unforeseen challenges or urgent circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications.

3. Feedback to Applicants

Following awards, applicants will receive summary comments from the Staff Review of their compliant applications. This feedback will be based on the review of the original application and will not reflect information provided during clarification.

4. Transparency in Grant-making

CNCS is committed to transparency in grant-making. The following information for new applications will be published on [CNCS Results of Grant Competitions](#) within 90 business days after all cooperative agreements are awarded:

- a list of all compliant applications submitted
- executive summaries of all compliant applications
- data extracted from the SF-424 Face Sheet and the submitted program narratives for successful applications

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

CNCS will make awards following the cooperative agreement selection announcement. CNCS anticipates announcing the results of this competition by **mid July 2018** contingent on the availability of congressional appropriations. All applicants, successful or not, will be notified of funding decisions via email.

Notification of an award is not an authorization to begin cooperative agreement activities. The Notice of Grant Award signed by the Grant Officer is the authorizing document for cooperative agreement activities. An awardee may not expend federal funds until the start of the Project Period identified on the Notice of Grant Award.

Changes in the Research Design or Project Work Plan

The award will be made based on the participatory research design proposed in the 2018 application. However, should there be any changes to the project after the award is granted, the awardee, and academic advisor if applicable, will propose the changes and an explanation for the changes to CNCS and in consultation with CNCS, the changes may be approved.

2. Administrative and National Policy Requirements

a. Uniform Guidance

All awards made under this Notice will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in [2 C FR P arts 200](#) and [2205](#).

b. Requests for Improper Payment Information

CNCS may, from time to time, request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate.

c. CNCS Terms and Conditions

All awards made under this Notice will be subject to the 2018 CNCS General Terms and Conditions, and the 2018 Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Specific Terms and Conditions for each of its programs is available at: www.nationalservice.gov/resources/terms-and-conditions-cnccs-grants.

d. National Service Criminal History Check Requirements

The awardees receiving funding from the National Service and Civic Engagement Research Competition are exempt from this requirement.

3. Use of Material

To ensure that materials generated with CNCS funding are available to the public and readily accessible to recipients and non-recipients, CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so ([2 CFR §200.315 \(b\)](#)).

4. Reporting

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Recipients are required to provide a draft report (that will be labeled as a first semi-annual report in eGrants) and semi-annual financial reports through eGrants, CNCS's web-based grants management system.

All recipients must provide quarterly expense reports through the Payment Management System (PMS) at the U.S. Department of Health and Human Services.

In addition, at the end of the award period, recipients must submit a final cumulative research study report that will be labeled as a second semi-annual report in eGrants. Also, at the end of the award period, a financial report that is cumulative over the entire award period and consistent with the close-out requirements of CNCS's Office of Grants Management must be submitted. The final reports are due 90 days after the end of the agreement.

Once the cooperative agreement is awarded, recipients will be expected to have data collection and data management policies, processes, and practices that provide reasonable assurance that they are giving CNCS high quality performance measure data. At a minimum, recipients should have policies, processes, and practices that address the following five aspects of data quality:

- the data measures what it intends to measure
- the data reported is complete
- the recipient collects data in a consistent manner
- the recipient takes steps to correct data errors, and
- the recipient actively reviews data for accuracy prior to submission.

Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future CNCS funding.

For further guidance and training resources see: [Resources: Data Collection and Instruments](#).

5. Meetings

In-person meetings

New award recipients will be expected to participate in an in-person meeting hosted by CNCS in Year 1. This meeting will be held at CNCS's headquarters in Washington DC. CNCS will do its best to find a mutually available time for all recipients; however, there is no guarantee that all schedule conflicts will be accommodated. Depending on the agenda, this meeting will be between 1 to 3 days and is to be determined. At least one Program Director (i.e., Principal Investigator) from each recipient and a representative of the

community must participate in the meeting, and each recipient will be required to deliver a presentation on the current status of their respective projects and be part of any training or other activities.

The meeting will bring together recipients, relevant CNCS staff, and other subject matter experts. The meeting will provide an opportunity for recipients to learn more about CNCS's national service programs, participate in a joint discussion of their proposed participatory research study, and receive technical assistance from CNCS's staff and invited experts. This will allow for knowledge sharing across the various projects, as well as encourage peer-to-peer contacts among each of the recipients if multiple grants are awarded.

Virtual Meetings

Other meetings will be held throughout the year but will be conducted virtually. Meeting participants will include recipients and CNCS staff, and recipients may be expected to report on progress to date, challenges, adaptations to the initial study design, findings, and lessons learned. The meetings will be an opportunity for recipients to provide feedback to one another and receive feedback and technical assistance from CNCS staff. CNCS will do its best to find mutually available times for all recipients, however, there is no guarantee that all schedule conflicts will be accommodated. At least one principal investigator or key staff from each recipient must participate in each meeting. A first meeting will be a virtual kick-off meeting within 30 days of the award notification.

6. Deliverables, Publications and Presentations

In addition to reporting requirements outlined in section F.4. Reporting²⁰, awardees' final research reports must have the major sections of an academic journal article such as a general background, literature review, research questions, data collection methods, analysis, results, and limitations or other sections appropriate to a participatory research project such as implications for communities, policymakers or practitioners. Copies of all data collection instruments should be included as appendices. CNCS will provide comments on the draft report within a one month period. Generally, any revisions based on comments from CNCS will be optional unless they are related to misrepresentation of CNCS's programs, policies, or related legislation and regulations. After comments have been incorporated into the final research report, the report itself and any derivative products can be distributed as desired by the recipient. In addition, CNCS may choose to publish the report (see section F.3. Use of Material) and may make the data available to the public through its open data platform or through other means.

Generally, results cannot be disseminated prior to the closing of the grant period without approval from CNCS. Exceptions may be made for projects in the Dissertation Category in order to permit completion of a dissertation requirement. In all cases, results cannot be disseminated without first providing CNCS opportunity of at least 2 weeks for comment.

²⁰ In eGrants and in the Terms and Conditions these reports are referred to as first and second semiannual reports.

G. FEDERAL AWARDING AGENCY CONTACTS

For more information or a printed copy of related material(s), call (202) 606-3778 or email: NationalServiceResearch@cns.gov. The TTY number is (800) 833-3722.

For technical questions and problems with the eGrants system, call the National Service Hotline at (800) 942-2677. National Service Hotline hours are Monday through Thursday, 9:00 a.m. to 7:00 p.m. May to September. Potential applicants can also use this link: [eGrants Questions](#). Be prepared to provide the application ID, organization's name, and the name of the Notice to which the organization is applying.

H. OTHER INFORMATION

1. Technical Assistance

CNCS will conduct one technical assistance call to answer questions about the funding opportunity and eGrants. CNCS strongly encourages all applicants to participate in these sessions. Call-in information for the technical assistance calls is on CNCS's website:

<https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2018/community-conversations-research-competition>.

2. Re-Focusing of Funding

CNCS reserves the right to re-focus program dollars estimated for this competition in the event of disaster or other compelling needs.

I. IMPORTANT NOTICES

Public Burden Statement: Public reporting burden for collection of information under this Notice of Funding is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. CNCS informs people who may respond to this Notice of Funding that they are not required to respond unless the OMB control number and expiration date are current valid. (See 5 C.F.R. 1320.5(b)(2)(i).) The OMB Control Number for the information collection is 3045-0187. It expires on 9/30/2020.

Privacy Act Statement: The Privacy Act of 1974 (5 U.S.C § 552a) requires that we notify you that the information requested under this Notice of Funding is collected pursuant to 42 U.S.C. 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and contractors that have a need to know the information for the purpose of assisting the government to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive federal benefits.

APPENDIX I

CNCs Biographical Sketch Guidelines for Community Conversations research competition.

This Appendix has been adapted from the National Science Foundation (NSF) biosketch. See NSF's guidelines for more information about the biosketch:

https://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp

(i) Senior Personnel

A biographical sketch (limited to two pages) is required for each individual identified as senior project personnel (i.e., Program Directors). The following information must be provided in the order and format specified below.

Do not submit personal information such as **home** address; **home** telephone, fax, or cell phone numbers; home e-mail address; date of birth; citizenship; drivers' license numbers; marital status; personal hobbies; and the like. Such personal information is irrelevant to the merits of the proposal.

(a) Professional Preparation

A list of the individual's undergraduate and graduate education and postdoctoral training as indicated below:

Undergraduate Institution(s)	Major	Degree & Year
Graduate Institution(s)	Major	Degree & Year
Postdoctoral Institution(s)	Area	Inclusive Dates (years)

(b) Appointments

A list, in reverse chronological order, of all the individual's academic/professional appointments beginning with the current appointment.

(c) Past Research Experiences

A list, in reverse chronological order, of all the individual's academic/professional appointments that are most closely related to the proposed project.

(d) Products/Publications

A list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project. Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Only the list of 10 will be used in the review of the proposal.

Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and Uniform Resource Locator (URL) or other Persistent Identifier.

(e) Synergistic Activities/Awards/Skills

A list of up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation. Examples could include, among others: participatory research activities, innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; and, development and/or refinement of research tools.

(f) Collaborators & Other Affiliations

List collaborators involved in any of the director's participatory research experience.