Administration for Community Living

National Institute on Disability, Independent Living and Rehabilitation Research

Switzer Research Fellowships Program
HHS-2021-ACL-NIDILRR-SFGE-0010
12/21/2020

Table of Contents

ACL Center:

National Institute on Disability, Independent Living and Rehabilitation Research

Funding Opportunity Title:
Switzer Research Fellowships Program

Announcement Type:
Initial

Funding Opportunity Number:
HHS-2021-ACL-NIDILRR-SFGE-0010

Primary CFDA Number:
93.433

Due Date for Letter of Intent:

Due Date for Applications:
12/21/2020

Date for Informational Conference Call:
11/11/2020

Applications that fail to meet the application due date will not be reviewed and will receive no further consideration. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or, with https://www.grants.gov. Grants.gov can take up to 48 hours to notify you of a successful submission.

Executive Summary

Additional Overview Content/Executive Summary

The Administrator of the Administration for Community Living invites applications for new awards for fiscal year (FY) 2021 for the Switzer Research Fellowships Program, authorized under the Rehabilitation Act of 1973, as amended.

I. Funding Opportunity Description

The purpose of the Switzer Research Fellowships Program is to build research capacity by providing support to highly qualified individuals, including those with disabilities, to conduct high quality research on the rehabilitation of individuals with disabilities. Fellows must conduct original research in an area authorized by section 204 of the Rehabilitation Act of 1973, as amended. Section 204 authorizes research, demonstration projects, training, and related activities, the purposes of which are to develop knowledge methods, procedures, or rehabilitation technology that maximizes the full inclusion and integration into society, employment, independent living, family support, and economic and social self-sufficiency of individuals with disabilities, especially individuals with the most severe disabilities, and to improve the effectiveness of services authorized under the Act.

For Switzer Research Fellowships, NIDILRR wishes to receive applications from qualified individuals, including those with disabilities, whose areas of interest fall within the scope of NIDILRR's research agenda across the primary outcomes domains of community living and participation, health and function, and employment.

Note: Applicants should consult NIDILRR's Long-Range Plan for Fiscal Years 2018-2023 (the Plan) when preparing their applications. The Plan identifies three major outcome domains: community living and participation, health and function, and employment. Applicants

should specify in their abstract and project narrative which of these three outcome domains is the focus of their proposed project. Although applicants may propose projects that address more than one domain, they should specify the primary domain addressed in their proposed project.

Statutory Authority
29 U.S.C. § 762(e); Section 202(e) of the Rehabilitation Act of 1973, as amended.

II. Award Information

Funding Instrument Type:
G (Grant)

Estimated Total Funding:
$ 450,000

Expected Number of Awards:
6

Award Ceiling:
$ 80,000
Per Project Period

Award Floor:
$ 70,000
Per Project Period

Length of Project Period:
12-month project period and budget period

Additional Information on Project Periods and Explanation of 'Other'
The Award Ceiling (maximum award amount) for Distinguished Fellowships is $80,000.
The Award Ceiling (maximum award amount) for Merit Fellowships is $70,000.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2022 from the list of approved but unfunded applicants from this competition.

III. Eligibility Information

1. Eligible Applicants

No entities are eligible for this award, only individuals are eligible to apply. If you are a non-USA citizen, you must provide documentation that you are eligible to receive research funding directly from an agency of the United States government.

Only individuals are eligible to apply for NIDILRR Switzer Research Fellowship grants. Institutions and organizations may not apply. Because the individual person rather than his or her institution is the applicant for this Fellowship, the person who seeks the Fellowship must sign the forms included in the application. Representatives of institutions do not sign the application forms. Because the award is made to the individual rather than his or her institution, institutional indirect costs may not be deducted from the award. Fellowship funds are taxable income.

Applicants must: (1) Satisfy the requirements of 45 CFR part 75 and (2) have training and experience that indicate a potential for engaging in scientific research related to improving the outcomes of individuals with disabilities. The program provides two categories of Fellowships: Merit Fellowships and Distinguished Fellowships. To be eligible for a Merit Fellowship, individuals must be in the earlier stages of a career in research and have either advanced professional training or experience in independent study in an area which is directly pertinent to disability and rehabilitation. To be eligible for a Distinguished Fellowship, individuals must have seven or more years of research experience in subject areas, methods, or techniques relevant to rehabilitation research and must have a doctorate, other terminal degree, or comparable academic qualifications.

Fellows must not, during the duration of the Fellowship award performance period, be direct recipients of Federal government grant funds in addition to those provided by the Fellowship grant. Fellows may, subject to compliance with their institution's policy on additional employment, be the principal investigator of, or otherwise work on, a Federal grant that has been awarded to the Fellow's institution.

Fellows must work principally on the Fellowship during the term of the Research Fellowship grant.

Potential applicants who are not U.S. residents or who receive certain Federal and state benefits are cautioned that acceptance of a Fellowship may adversely affect their immigration or non-immigrant visa status or their eligibility for services such as In-Home Supportive Services under Supplemental Security Income Section 1619. This has occurred in the past because Fellowships are awarded directly to individuals rather than host institutions, and this can affect determinations of employment and income status.

If you are a not a citizen of the United States of America (U.S.), you should provide documentation that you are eligible to receive research funding directly from an agency of the U.S. government. Successful applicants who are not eligible to receive research funding directly from the U.S. government will not receive the Fellowship. Also, a U.S. Social Security Number (SSN) is required for completing and submitting the application materials. Research Fellowship applicants from other countries may be able to obtain a U.S. SSN through the following web site: http://www.ssa.gov/pubs/EN-05-10096.pdf.

For the above reasons, applicants should include the following eligibility information in their application:

- A description of how you meet the requirements for either the Merit level or Distinguished level of this Fellowship.
- A description of how you will be able to work principally on the Research Fellowship grant.
- A statement of whether or not you are a citizen of the U.S. If you are not a U.S. citizen, you are to document your eligibility to receive research funding directly from an agency of the U.S. government. This documentation is to be appended to your application.

2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:
No

3. Responsiveness and Screening Criteria

Application Responsiveness Criteria
Individual applicants must propose to conduct an original research project that is ultimately aimed at improving outcomes of people with disabilities in one or more of the following outcome domains:

1. Community Living and Participation
2. Employment
3. Health and Function

Application Screening Criteria
All applications will be screened for eligibility and will be rejected if they:

- Are submitted after the deadline;
- Propose a budget that exceeds $80,000 for Distinguished Fellowships or $70,000 for Merit Fellowships;
- Propose a project period that exceeds 12 months;
- Have a project narrative section that exceeds 24 pages;
- Are submitted by an institution or organization rather than an individual person.

IV. Application and Submission Information

1. Address to Request Application Package

Application materials can be obtained from http://www.grants.gov or http://www.acl.gov/Funding_Opportunities/Announcements/Index.aspx.

Please note, ACL is requiring applications for all announcements to be submitted electronically through http://www.grants.gov. The Grants.gov (http://www.grants.gov) registration process can take several days. If your organization is not currently registered with http://www.grants.gov, please begin this process immediately. **For assistance with http://www.grants.gov, please contact support@grants.gov or 1-800-518-4726 between 7 a.m. and 9 p.m. Eastern Time.**

- At the http://www.grants.gov website, you will find information about submitting an application electronically, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process through http://www.grants.gov because of the time involved to complete the registration process.

All applicants must be registered with Grants.gov. When registering as an individual with Grants.gov, you must know the Funding Opportunity Number (FON) of the Grant opportunity for which you are applying. You must use this FON to register. The FON can be found at the grants.gov website, searching by NIDILRR's CFDA, 93.433.

You must submit all application documents electronically, including all information included on the SF424 and all necessary assurances and certifications.

Your application must comply with the page limitation requirements described in this Funding Opportunity Announcement.

After you electronically submit your application, you will receive an automatic acknowledgement from http://www.grants.gov that contains the tracking number for your Fellowship application. Receiving a tracking number means only that your application was uploaded. It is your responsibility to ensure that all required documents are complete and uploaded. The Administration for Community Living will retrieve your application from http://www.grants.gov.

For further information, please contact:

U.S Department of Health and Human Services
Administration for Community Living

Kenneth Wood
Kenneth.Wood@acl.hhs.gov

2. Content and Form of Application Submission

Letter of Intent

Due Date for Letter Of Intent 11/24/2020

The LOI date will generate once the Synopsis is published if Days or a Date are entered. NIDILRR asks that all potential applicants submit a letter of intent (LOI). These letters assist NIDILRR in selecting reviewers for this competition. The LOI submission is not mandatory, and the content of the LOI will not be peer reviewed or otherwise used to rate an applicant's application. Submission of a LOI is not a prerequisite for eligibility to submit an application.

The LOI should be limited to a maximum of four pages and include the following information: (1) title of the proposed project, name of the applicant, and names of any institutions and entities with whom the applicant is affiliated; (2) a brief statement of the vision, goals, and objectives of the proposed project and a description of its proposed activities at a sufficient level of detail to allow NIDILRR to select potential peer reviewers; (3) a list of proposed project collaborators, if any; (4) a list of other individuals whose selection as a peer reviewer might constitute a conflict of interest due to involvement in proposal development, selection as an advisory board member, etc.; and (5) contact information for the applicant.

NIDILRR will accept the LOI via email. Send the LOI to: Megan Alvarado at Megan.Alvarado@acl.hhs.gov.

For further information regarding the LOI submission process, contact Megan Alvarado.

Project Narrative

The Project Narrative portion of your application is where you describe your proposed project and address each of the review criteria. The project narrative must be no longer than the equivalent of 24 pages, using the following standards:

- A page is 8.5" x 11" on one side only with 1" margins at the top, bottom, and both sides;
- Double-space (no more than three lines per vertical inch) all text in the application narrative. You are not required to double space titles, headings, footnotes, references, captions, or text in charts, tables, figures, and graphs;

- Use a font that is not less than size 12 and is Times New Roman, Courier, Courier New or Arial;
- Include all critical information in the project narrative minimizing the need for additional appendices;
- Ensure that you attach PDF files only for any attachments to your application. While you are able to attach files to your application in formats other than PDF, non-PDF files are converted into PDF format before reviewers see and evaluate your application. The conversion to PDF format may not maintain your original formatting. Therefore, to ensure the integrity of your application documents we strongly recommend that you attach only PDF files as you submit your application.

NOTE: The page limit for the Project Narrative does not apply to the Application for Federal Assistance (SF 424), the table of contents, the forms, the summary/abstract, the applicant's resume or CV, references, data management plan, or the list of collaborating organizations and individuals.

Table of Contents

The table of contents shows where and how the important sections of your proposal are organized. While the application will be submitted electronically, the reviewers may use printed copies during the review process. The table of contents will assist reviewers in more efficiently and effectively evaluating your application.

Summary/Abstract

The one-page abstract should be a comprehensive description of the whole project and not a description of the competency of the institution or Project Director/PI. It is not an executive summary. It can be single or double-spaced.

List of Collaborating Organizations and Individuals

Please submit an appendix that lists every collaborating organization and individual named in the application, including staff, consultants, contractors, and members of your project's advisory board (if any). This information will help NIDILRR screen potential reviewers for conflicts of interest.

References

Applicants should provide references for works cited in the Project Narrative.

Work Plan

Applicants should include a Project Work Plan as part of their project narrative. This Work Plan should include the project's overall goal, anticipated outcomes, key objectives, and the major tasks and action steps that will be pursued to achieve the goal and outcomes. For each major task and action step, the work plan should identify the timeframes involved (including start- and end-dates). Applicants may wish to use the provided "Project Work Plan - Sample Template" format as a reference and resource. Applicants can find the Sample Template for a Work Plan in the appendix section of this funding opportunity announcement.

Data Management Plan

NIDILRR requires applicants to include a Data Management Plan in the application. NIDILRR will review the data management plans of potential awardees for completeness and compliance before making the awards. The Data Management Plan does not count against the page limitation described in this FOA and is not subject to evaluation and scoring by the peer review panel.

The data management plan (DMP) must include the following components:

1. Description of the types and format of data to be collected, and how they will be organized, stored, and preserved.
2. Description of metadata to be included in the data submission to a repository in order to enable meaningful and useful analysis of the data by users who are not part of the research team.
3. Indication of whether the awardee will submit the scientific data to the Interuniversity Consortium for Political and Social Research (ICPSR) or another public data repository. If the data are to be submitted to ICPSR, no further justification is required. If another repository is identified, the awardee must provide a justification of how this repository will provide for a long-term preservation of, and public access to, scientific data in digital formats resulting from ACL/NIDILRR funded research at no cost. This justification should include a description of the way in which shared digital data will be discoverable, retrievable, and analyzable through the chosen data repository.
4. If applicable, explain why data sharing, long-term preservation, and access cannot be justified.
5. Provide a plan to address the study participants' consent process to enable the de-identified data to be shared broadly for future research.
6. Indicate an estimated cost to implement the data management plan. This cost is allowable as part of the award's direct costs.

For the DMP preparation, applicants may seek technical assistance from the ICPSR. ICPSR is the preferred data repository for archiving and sharing of scientific data generated under NIDILRR awards. ICPSR can be accessed at https://www.icpsr.umich.edu/icpsrweb/ or contact help@icpsr.umich.edu or 734-647-2200.

NIDILRR recommends that all applicants view a 3-part training video entitled "NIDILRR Data Archiving and Sharing." This training video is available at: https://dataarchivingandsharing.naric.com/

3. Submission Dates and Times

Due Date for Applications 12/21/2020

12/21/2020

Date for Informational Conference Call:
11/11/2020

The deadline for the submission of applications under this Funding Opportunity Announcement is noted above, and applications must be submitted electronically by 11:59 p.m. Eastern Time on that date. Applications that fail to meet the application due date will not be reviewed and will receive no further consideration.

A pre-application teleconference meeting will be held between 1:00 p.m. and 3:00 p.m. (Eastern time) on the date listed above for the informational conference call. Interested parties are invited to participate in the pre-application meeting to discuss the funding priority and to receive information and technical assistance. You must contact Megan.Alvarado@acl.hhs.gov in order to participate in this meeting. NIDILRR staff also will be available to provide information and technical assistance via individual phone consultations from 3:00 p.m. to 4:00 p.m. on the date listed above. Requests for individual consultations during this one-hour window must be made in advance to Megan Alvarado.

After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only.)

If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline because of technical problems with the Grants.gov system, please contact the person listed under For Further Information Contact in section VII of this notice and provide a written explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. ACL will contact you after a determination is made on whether your application will be accepted.

Note: We will not consider your application for further review if you failed to fully register to submit your application to Grants.gov before the application deadline or if the technical problem you experienced is unrelated to the Grants.gov system.

Unsuccessful submissions will require authenticated verification from http://www.grants.gov indicating system problems existed at the time of your submission. For example, you will be required to provide an http://www.grants.gov submission error notification and/or tracking number in order to substantiate missing the cut off date.

Grants.gov (http://www.grants.gov) will automatically send applicants a tracking number and date of receipt verification electronically once the application has been successfully received and validated in http://www.grants.gov.

How to Submit an Application to HHS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to:
https://www.grants.gov/web/grants/applicants/apply-for-grants.html

1) Create a Workspace: Creating a workspace allows you to complete the application online and route it through your organization for review before submitting.
2) Complete a Workspace: Add participants to the workspace, complete all the required forms,

and check for errors before submission.
a. Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or HHS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.
NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html
b. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
c. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.
3) Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
4) Track a Workspace: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.
For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html

4. Intergovernmental Review

This funding opportunity announcement is not subject to the requirements of Executive Order 12372, "Intergovernmental Review of Federal Programs."

5. Funding Restrictions

Note: A recent Government Accountability Office (GAO) report has raised considerable concerns about grantees and contractors charging the Federal government for additional meals outside of the standard allowance for travel subsistence known as per diem expenses. Executive Orders on Promoting Efficient Spending (E.O. 13589) and Delivering Efficient, Effective and Accountable Government (E.O. 13576) have been issued and instruct Federal agencies to promote efficient spending. Therefore, if meals are to be charged in your proposal, applicants should understand such costs must meet the following criteria outlined in the Executive Orders and HHS Grants Policy Statement:

- Meals are generally unallowable except for the following:
    - For subjects and patients under study (usually a research program);
    - Where specifically approved as part of the project or program activity, e.g., in programs providing children's services (e.g., Headstart);
    - When an organization customarily provides meals to employees working beyond the normal workday, as a part of a formal compensation arrangement; and

- As part of a per diem or subsistence allowance provided in conjunction with allowable travel.

The following updated sections 2 CFR 200.216 “Prohibition on certain telecommunications and video surveillance services or equipment” became **effective on or after August 13, 2020**.

Recommended Actions for any recipient that has received a loan, grant, or cooperative agreement **on or after August 13, 2020**:

- Develop a compliance plan to implement 2 CFR 200.216 regulation.
- Develop and maintain internal controls to ensure that your organization does not expend federal funds (in whole or in part) on covered equipment, services or systems.
- Determine through reasonable inquiry whether your organization currently uses “covered telecommunication” equipment, services, or systems and take necessary actions to comply with the regulation as quickly as is feasibly possible.

6. Other Submission Requirements

Protection of Human Subjects

Research activities involving human subjects by awards under these programs are subject to Regulations for the Protection of Human Subjects. **You do not need an assurance or IRB approval as a condition of applying for this competition.**

If you marked "Yes" for Item 3 on the Supplemental Information for SF 424, you must provide a human subjects "exempt research" or "nonexempt research" narrative. Insert the narrative(s) in the space provided.

If you have multiple projects and need to provide more than one narrative, please indicate which project each set of responses addresses.

A. Exempt Research Narrative. If you marked "Yes" for item 3a. and designated exemption number(s), provide the "exempt research" narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination that the designated exemption(s) are appropriate. The narrative must be succinct. In addition, narratives are required for each participating partner if research is being conducted at other sites. The Exempt Research Narrative does not count toward the 24-page limit.

B. Nonexempt Research Narrative. If you marked "No" for item 3a., you must provide the "nonexempt research" narrative. The narrative must address the seven points listed on the form. Although no specific page limitation applies to this section of the application, be succinct. The Nonexempt Research Narrative does not count toward the 24-page limit.

Human Subject Requirements for HHS grants. If your proposed project(s) involves research on human subjects, you must comply with the Department of Health and Human Services (DHHS) Regulations (Title 45 Code of Federal Regulations Part 46) regarding the protection of human research subjects, unless that research is exempt as specified in the regulation. All awardees and their performance sites engaged in research involving human subjects must have or obtain:

(1) an assurance of compliance with the Regulations, and (2) initial and continuing approval of the research by an appropriately constituted and registered institutional review board. In order to obtain a Federal Wide Assurance (FWA) of Protection for Human Subjects, the applicant may

complete an on-line application at the Office for Human Research Protections (OHRP) website or write to the OHRP for an application. To obtain a FWA, contact OHRP at: http://www.hhs.gov/ohrp.

V. Application Review Information

1. Criteria

The Director evaluates applications for Fellowships according to the following criteria:

Quality and level of applicant's formal education	**Maximum Points:** 15
Applicant's previous work experience.	**Maximum Points:** 20
Recommendations of present or former supervisors or colleagues that include an indication of the applicant's ability to work creatively in scientific research.	**Maximum Points:** 15
Importance of the problem to be investigated to the purpose of the Rehabilitation Act and the mission of the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR).	**Maximum Points:** 10
The research hypotheses or related objectives and the methodology and design to be followed.	**Maximum Points:** 30
Assurance of the availability of any necessary data resources, equipment, or institutional support, including technical consultation and support where appropriate, required to carry out the proposed activity.	**Maximum Points:** 10

2. Review and Selection Process

Final award decisions will be made by the Administrator of ACL. In making these decisions, the Administrator's primary consideration will be the ranking of applications according to the scores assigned by the review panel. The Administrator may also consider the reasonableness of the estimated cost to the government, considering the available funding and anticipated results and the likelihood that the proposed project will result in the benefits expected. Under 45 CFR part 75, Section 205, item (3) history of performance is an item that is also reviewed. In addition, in making a competitive grant award, the Administrator of ACL also requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Health and Human Services 45 CFR part 75.

3. Anticipated Announcement Award Date

The anticipated project period start date for this announcement is: 09/01/2021.

VI. Award Administration Information

1. Award Notices

If your application is successful, we send you a Notice of Award (NOA), or we may send you an email containing a link to access an electronic version of your NOA. If your application is not evaluated or not selected for funding, we will notify you.

2. Administrative and National Policy Requirements

The award is subject to DHHS Administrative Requirements, which can be found in 45 CFR Part 75 and the Standard Terms and Conditions, included in the Notice of Award as well as implemented through the HHS Grants Policy Statement.

A standard term and condition of award will be included in the final notice of award; all applicants will be subject to a term and condition that applies the terms of 48 CFR section 3.908 to the award and requires the grantees inform their employee in writing of employee whistleblower rights and protections under 41 U.S.C. 4712 in the predominant native language of the workforce.

Applicants may follow their own procurement policies and procedures when contracting with Project Funds, but You must comply with the requirements of 2 C.F.R. §§ 200.317-200.326. Additionally, when using Project Funds to procure supplies and/or equipment, applicants are encouraged to purchase American-manufactured goods to the maximum extent practicable. American-manufactured goods are those products for which the cost of their component parts that were mined, produced, or manufactured in the United States exceeds 50 percent of the total cost of all their components. For further guidance regarding what constitutes an American-manufactured good (also known as a domestic end product), see 48 C.F.R. Part 25.

3. Reporting

Reporting frequency for performance and financial reports, as well as any required form or formatting and the means of submission will be noted within the terms and conditions on the Notice of Award.

(a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 45 CFR part 75 should you receive funding under the competition. This does not apply if you have an exception under 45 CFR part 75.

(b) At the end of your project period, you must submit a final performance report, including financial information, as required in your award's terms and conditions. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as required under 45 CFR part 75.

All NIDILRR grantees will submit their annual and final reports through NIDILRR's online reporting system and as designated in the terms and conditions of your NOA. As part of these reports, grantees submit detailed information about:

1. Research- and development-based outputs that they produce (publications, tools, measures, intervention protocols, technology products and devices, and informational products); and
2. Use and adoption of these outputs by stakeholders to improve policy, practice, services, and outcomes for people with disabilities.

Complying with ACL's Public Access Plan

Any grants that NIDILRR makes under this priority will be required to comply with the requirements described in the ACL Public Access Plan. ACL's public access requirements apply to peer-reviewed publications and scientific data that result from all NIDILRR-funded projects.

Peer-reviewed Publications:

Investigators working on a grant made under this priority will be required to report in their annual performance reports and final reports any *peer-reviewed manuscripts that have been accepted for publication or articles that have been published*. This reporting must include an indication whether their compliance with the ACL Public Access Policy has been achieved by one of the following two methods:

- The manuscript is being published in a journal with PubMed Central's full-participation status with a 12-month or less embargo period; or
- The final peer-reviewed manuscript has been submitted through the National Institutes of Health Manuscript Submission System (NIHMS) with an embargo period of 12 months or less.

Scientific Data:

Investigators working on a grant made under this priority will be required to describe in their final reports their compliance with the ACL's public access requirements for scientific data. This description must include the location of the data repository where the scientific data are deposited, the Digital Object Identifiers (DOI) associated with the data, and an assurance that the scientific data will be publicly available no later than 24 months after the award's end date.

The final report is due 90 days after an award's end date. Therefore, the data must be deposited at an approved repository by the time you submit your final report. However, it is permissible to delay the sharing of those deposited data for up to 24 months after the award's end date.

A grantee's failure to comply with the ACL public access plan could result in the withholding, suspension, or termination of funding for non-competing continuation awards. Before awarding new grants or contracts, ACL will determine whether prospective awardees are in compliance with the ACL Public Access Plan. If a grantee fails to comply with ACL's public access policy, NIDILRR and the Administrator of ACL may consider this failure to comply as part of the grantee's history of performance when making decisions about future grant awards.

The ACL Public Access Plan is available in the following location: https://www.acl.gov/sites/default/files/about-acl/2017-06/ACL-PublicAcccessPlan-UpdatedJune2017.pdf

4. FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (https://www.FSRS.gov) for all sub-awards and sub-contracts issued for $25,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

For further guidance please see the following

link: https://www.acl.gov/Funding_Opportunities/Grantee_Info/FFATA.aspx

VII. Agency Contacts

Project Officer
Ken Wood

Kenneth.Wood@acl.hhs.gov.

Grants Management Specialist
Patricia Barrett

Patricia.Barrett@acl.hhs.gov

VIII. Other Information

Application Elements:
a. SF 424, required -- Application for Federal Assistance
b. Eligibility Statement
c. Resume or CV
d. Abstract
e. Project Narrative
f. Non-Exempt Research Narrative
g. Supplemental Information Form for the SF-424.
h. Data Management Plan

The Paperwork Reduction Act of 1995 (P.L. 104-13)

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The project description and Budget Narrative/Justification is approved under OMB control number 0985-0018. Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

Appendix

Instructions for Completing the "Supplemental Information for the SF-424" Form

1. Project Director. Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application. Items marked with an asterisk (*) are mandatory.

2. **Novice Applicant.** Select "Not Applicable To This Program."

3a. Human Subjects Research. Check "**No**" if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable. Check "**Yes**" if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check "**Yes**" even if the research is exempt from the regulations for the protection of human subjects.

3b. Human Subjects Research. Check "**Yes**" if all the research activities proposed are designated to be exempt from the regulations. Check the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. "Exemptions." In addition, follow the instructions in II. A. "Exempt Research Narrative" below. Check "**No**" if some or all of the

planned research activities are covered (not exempt). In addition, follow the instructions in II. B. "Nonexempt Research Narrative" in the attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424."

3b. Human Subjects Assurance Number. If the applicant has an approved Federal Wide Assurance (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. **(A list of current FWAs is available at: http://ohrp .cit.nih.gov/search/search.aspx?styp=bsc).** If the applicant does not have an approved assurance on file with OHRP, enter "None." In this case, the applicant, by signature on the SF-424, is declaring that it will proceed to obtain the human subjects assurance upon request by the designated NIDILRR official. If the application is recommended/selected for funding, the designated NIDILRR official will request that the applicant obtain the assurance within 30 days after the specific formal request.

3c. Human Subjects Narratives. If applicable, please attach your "Exempt Research" or "Nonexempt Research" narrative to your submission of the Supplemental Information for the SF-424 form as instructed in item II, "Instructions for Exempt and Nonexempt Human Subjects Research Narratives," below.

Note about Institutional Review Board Approval. NIDILRR does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is selected for funding, the designated NIDILRR official will request that the applicant obtain and send the certification to NIDILRR within 30 days after the formal request. **No covered human subjects research can be conducted until the study has NIDILRR clearance for protection of human subjects in research.**

I. Definitions and Exemptions

A. Definitions.

—Research

"a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

"a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." *(1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be* ***directly or indirectly*** *linked to that individual), the definition of human subject is met.*

B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of ***exemptions*** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods. If an educational practice is being introduced to the site and is not widely used for similar populations, it is not covered by this exemption.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed. [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects**.** [This exemption applies only to retrospective studies using data collected before the initiation of the research.]

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs. [The standards of this exemption are rarely met because it was designed to apply only to specific research conducted by the Social Security Administration and some Federal welfare benefits programs.]

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental

contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If you selected "Yes" for Item 3.b. of the Supplemental Information for the SF 424, you must attach a human subjects "exempt research" or "nonexempt research" narrative to the Supplemental Information for the SF-424 form. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.

If you marked "Yes" for item 3.b. and designated exemption numbers(s), attach the "exempt research" narrative to the Supplemental Information for the SF-424. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by NIDILRR that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked "No" for item 3.b. you must attach the "nonexempt research" narrative to the Supplemental Information for the SF-424. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics**: Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) **Sources of Materials**: Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent**: Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks**: Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk**: Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where

appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained**: Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s)**: If research involving human subjects will take place at one or more collaborating sites or other performance sites, name the sites and briefly describe their involvement or role in the research.

Project Work Plan - Sample Template

NOTE : Applicants should provide a Project Work Plan as part of their project narrative. Below is a work plan template that you may use, if desired.

Goals:

Measurable Outcomes:

Timeline: Indicate with an "X" the project month in which each key task will start and the project month in which each key task will end.

Major objectives	Key Tasks	1	2	3	4	5	6	7	8	9	10	11	12
1.	a.												
	b.												
	c.												
	d.												
	e.												
2.	a.												
	b.												
	c.												
	d.												
	e.												
3.	a.												
	b.												
	c.												
	d.												

	e.											
4.	a.											
	b.											
	c.											
	d.											
	e.											
5.	a.											
	b.											
	c.											
	d.											
	e.											
6.	a.											
	b.											
	c.											
	d.											
	e.											

NOTE: Please do note infer from this sample format that your work plan must have 6 major objectives.