



## HEALTHY SCHOOLS ACT EVALUATION GRANT

### NARRATIVE FORM

This form must be completed and submitted to Nancy Katz at [nancy.katz@dc.gov](mailto:nancy.katz@dc.gov) before **5 PM EST on September 12, 2014**. This form must be in PDF format and attached to an email with the subject line "EvaluationGrant15\_Institution/CompanyName\_Application". Note that two (2) additional forms are required: the Budget & Timeline and Documents Form. They can be found on the [Healthy Schools Act Assessment and Evaluation Program](#) webpage.

#### **Section 1: Applicant Profile**

Organization Name:

Organization Address:

Primary Contact Name:

Primary Contact Title:

Primary Contact Phone Number:

Primary Contact Email:

Total Funds Requested:

Abstract (2,500 character limit):





## **Section 2: Criteria**

### **Research Approach and Description**

*Scoring Weight: 40%*

1. Please describe the proposed quasi-experimental intervention design and methodology that will address the research goals and questions as described in this RFA. (17,500 character limit)





2. Please demonstrate knowledge of the methods and instruments that will be used in collecting data as a part of the selected research methods. (10,500 character limit)





**Research Experience Specific to this Project**

*Scoring Weight: 20%*

1. Please demonstrate your proposed team's experience in implementing school-based interventions. (7,000 character limit)





2. Please demonstrate your proposed team's experience in conducting childhood nutrition, physical activity, and obesity prevention interventions. (7,000 character limit)





3. Please describe the roles and responsibilities of any partner organization(s) or professional(s) as well as the anticipated structure of the collaboration. (10,500 character limit)





**Organizational Background, Capacity, and Staffing**

*Scoring Weight: 10%*

1. Please describe your capability and resources to ensure timely start-up and implementation of proposed activities. (7,000 character limit)





2. Please demonstrate the proposed team's capacity to conduct this research, including a list of each team member's competencies and skills related to this work and the role that each member will play in the research. (10,500 character limit)





3. Please demonstrate the ability to maintain the privacy of student information. (7,000 character limit)





## **Stakeholder Engagement and Cultural Competency**

*Scoring Weight: 10%*

1. Please describe your plan to engage stakeholders, including, but not limited to OSSE, schools, parents, students, and partner organizations. (7,000 character limit)





2. Please identify how the research team will respond to stakeholder feedback and research challenges and make appropriate adjustments to the research project. (7,000 character limit)





**Budget, Budget Justification, and Timeline**

*Scoring Weight: 20%*

1. Please describe how proposed costs were determined and how you have taken measures to ensure the research activities are cost-effective (budget justification). (10,500 character limit)





2. Please identify the costs of all personnel, materials, and overhead necessary for the successful completion of the research project.

*Please use the "Budget and Timeline" Excel template.*

3. Budget is feasible to carry out all activities required for successful completion of the research project.

*Please use the "Budget and Timeline" Excel template.*

4. The applicant provides a timeline that clearly identifies major activities to occur during the three-year grant period and demonstrates the ability to complete all grant activities in a timely manner.

*Please use the "Budget and Timeline" Excel template.*

