



Research Program on Childhood Hunger Request for Proposals

Key Dates

RFP Announcement:
November 1, 2011

Letter of Intent:
December 15, 2011

Application:
February 3, 2012

Executive Summary

With funding from the Food and Nutrition Service in the U.S. Department of Agriculture, the University of Kentucky Center for Poverty Research will competitively award grants to qualified individuals and institutions to provide rigorous research that expands our understanding of hunger among children in the United States and the attendant policy implications. Total anticipated funding under this mechanism is \$1.6 million across four large grants at \$250,000 each and six small grants at \$100,000 each.

I Background and Purpose

A. *Statement of the Problem and Research*

Food security is fundamental to health and well-being. For children, even a modest compromise may impair physical, intellectual and social development, thus food insecurity is considered a serious problem facing children in the U.S. In 2010, 14.5% of all households, containing 48.8 million people experienced food insecurity. The proportion of food insecure households has risen over 30% since 2007. There were 16.2 million children in these food insecure households. A subset of those living in food insecure households experienced very low food security - 11.3 million adults and a million children lived in household with very low food security, (Nord et al., 2011.)

That children in the U.S. are going without sufficient amounts of food is of concern in its own right. Previous research, spanning numerous empirical studies, has found that children in families suffering from food insecurity are more likely to suffer from a wide-array of negative health, nutrition, and educational outcomes.

Given the existence of food insecurity and its attendant consequences, there are a wide array of government policies geared towards its alleviation. One of the central vehicles among children is the Supplemental Nutrition Assistance Program (SNAP). Almost half of the 40.3 million SNAP recipients in FY2010 were children. This program directly augments a family's

resources available for purchasing food.

Other nutrition assistance programs also expand the access of low-income families to food and are intended to reduce food insecurity. Chief among these programs are the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). Policies unrelated to food assistance programs, such as the Earned Income Tax Credit (EITC) and educational programs to assist families with food budgeting and nutrition choices, may also help to alleviate food insecurity.

Despite this array of programs, food insecurity rates have not declined. Moreover, as noted above, they have increased dramatically in recent years.

B. *Program Objectives*

We seek to develop a clearer and more comprehensive understanding of why children experience very low food security in the United States. Nutrition assistance programs address the economic factors that are associated with hunger, and food insecurity measures examine the scope of disrupted eating patterns or reduced intake due to limited resources. Thus, the focus of this research grant competition is on very low food security rather than the physiological condition identified as hunger.

While the following list of questions is not exhaustive, researchers are encouraged to consider these and other questions in their proposal as long as they fall within one of the four general research priorities. We welcome both quantitative and qualitative research using primary and/or secondary data. However, we wish to emphasize three requirements that each proposal must meet.

1. The proposal must address the issue of very low food security among children. In the context of research using the Core Food Security Module (CFSM, see Nord et al., 2011 for a description) this would mean examining

children in households which respond affirmatively to five or more questions on the CFSM. While research can consider comparisons to other food insecurity categories (e.g., comparing food insecure households not suffering from very low food security among children with households suffering from very low food security), the central questions being posed must address very low food security among children. Of less interest for this RFP is research on alternative measures and constructs of food insecurity/hunger.

2. There is an extensive literature examining the causes and consequences of food insecurity and the role of food assistance programs in alleviating food insecurity. While most of this literature has dealt with food insecurity more broadly (rather than very low food security among children in particular), there are numerous insights from this body of work germane to the questions being posed in this RFP. We are looking for proposals that build on the existing research and offer new and creative approaches to the questions around very low food security. Summaries of last year's recipients and projects may be found at <http://www.ukcpr.org/CHRecipients.aspx>.

3. The research must address policy relevant issues. The research funded by this announcement should therefore inform the work of policymakers and program administrators in their efforts to reduce very low food security among children.

C. *Priority Research Areas*

We seek innovative research that may focus on one or more of the following four general topics. The associated research questions are illustrative and not exhaustive.

1. Who and Where Are the Families with Food Insecure or Hungry Children?

We do not fully understand why any households with incomes less than 50% of the poverty line are food secure; given their very low incomes, one would anticipate a higher percentage of food insecure households. Likewise,

efforts to address food insecurity have generally been concentrated at the household level. As an example, eligibility criteria for SNAP are based on household-level information rather than, say, the community in which one lives. Given the diversity in food insecurity rates across the U.S. that is not tied strictly to income differences, alternative approaches using geographic information may be helpful.

Examples of specific research questions related to this topic are:

- What combination(s) of family or child characteristics distinguish between low-income children who experience very low food security from those who do not?
- How do these characteristics contribute to the experience of food insecurity and hunger among children?
- In what ways are low-income children with very low food security similar to and different from higher income children who have very low food security?
- Are there feasible means of identifying very low food secure children in order to target interventions at the community, state, or national level?
- Does the underreporting of food insecurity and/or food assistance participation in surveys influence the identification of at-risk children? If so, how?

2. What Are The Circumstances of Families With Food Insecure or Hungry Children?

Slightly more than half of families with children and incomes below the poverty line are food secure. While some protective factors have been found in the literature (e.g., being in a dual-parent household, owning a home), a variety of other risk factors that are often not observed in data sets may also matter. Examples of factors worth considering are financial management skills, nutrition knowledge and expenditures on other necessities.

Examples of specific questions that are relevant to this topic are:

- What is the nature of the relationship between very low food security among children and food insecurity among all members of the family?
- What is the relative importance of nuclear family, extended family, neighborhood/community or state-level circumstances?
- How do prices of food and other necessities influence very low food security?
- What are the relative influences of short and long-term household conditions on a child's probability of having very low food security?
- What combination(s) of individual/household characteristics and circumstances ameliorate or exacerbate the likelihood of childhood food insecurity or hunger?
- How do these circumstances affect the likelihood of childhood food insecurity or hunger?
- Among children participating in nutrition assistance programs how are the circumstances of those who are food secure different than those who experience very low food security?
- How does the intrahousehold distribution of food and other resources influence very low food security among children?

3. What Coping Strategies of At-Risk Families Enable Them To Avoid or Reduce Food Insecurity?

One of the central responses of at-risk families in response to hunger or food insecurity is to enroll in a nutrition assistance program. In addition to accessing nutrition assistance programs as coping mechanisms, the food insecurity literature has established a wide array of other mechanisms, including alternative government and non-profit programs. Under this category, we seek to understand more about:

- What steps do at-risk families take to avoid or respond to the experience of very low food security among children?
- What are the implications of these coping strategies for nutrition assistance programs?
- How do community level efforts help families avoid

very low food security among children?

4. What Roles do Federal Nutrition Programs Play in Alleviating Childhood Hunger?

The food safety net in the United States is vast, serving over 70 million persons in a typical month in FY2010. While there has been considerable research on links between food assistance and food insecurity in general, there still remains limited evidence on the issues of very low food security among children. We thus seek research addressing:

- What is the effect of SNAP on very low food security among children?
- How does the presence of a Summer Food Service Program in a community reduce very low food security among children?
- How does the effect of multiple federal nutrition assistance program participation on very low food security among children differ from participation in individual nutrition assistance programs?
- How does participation in food assistance and non-food assistance programs affect very low food security among children?
- How does the effect of SNAP on very low food security among children vary by benefit level?
- Does the effect of SNAP on very low food security among children differ depending on whether or not households receive food through informal food assistance programs?
- How does participation in food assistance programs influence the coping mechanisms used by families in danger of very low food security among children.
- Why do some families eligible for SNAP and experiencing very low food security, not participate in SNAP?

II. Award Information

A. Funding instrument type

Fixed price contracts will be established between the University of Kentucky Research Foundation (UKRF) and the grantee institution, organization, or individual.

Underwriting for awards made under this announcement is provided by the Food and Nutrition Service (FNS), U.S. Department of Agriculture, Contract Number AG-3198-B-10-0028.

B. Large Grants

1. Award Summary

We anticipate funding 4 large grants at a maximum ceiling of \$250,000 per award. This ceiling is inclusive of any facilities and administration (F&A) indirect costs. The maximum allowable F&A cost rate is 26 percent. For the purposes of this award the budget period will commence on June 16, 2012 and conclude on May 9, 2014. Grant awards do not allow for reimbursement of pre-award costs.

2. Eligibility

Proposed principal investigator(s) (PIs) for large grants must hold a Ph.D. or equivalent academic degree, and be employed at a college, university, or research organization. Members of minority and underrepresented groups are strongly encouraged to apply.

3. Disqualification Factors

Applications that exceed the budget ceiling amount, that do not address very low food security among children or that otherwise disregard RFP application guidelines will be considered non-responsive and not eligible for funding under this mechanism. PIs funded through the Research Program on Childhood Hunger in 2011 are not eligible to apply as PI under this new competition.

C. Small Grants

1. Award Summary

We anticipate funding 6 small grants at a maximum ceiling of \$100,000 per award. This ceiling is inclusive of any facilities and administration (F&A) indirect costs. The maximum allowable F&A cost rate is 10 percent. For the purposes of this award the budget period will commence on June 16, 2012 and conclude on August

30, 2013. Grant awards do not allow reimbursement of pre-award costs.

2. Eligibility

Proposed principal investigator(s) for small grants must hold a Ph.D. or equivalent academic degree, and be employed at a college, university, or research organization. Members of minority and underrepresented groups are strongly encouraged to apply.

3. Disqualification Factors

Applications that exceed the budget ceiling amount, that do not address very low food security among children, or that otherwise disregard RFP application guidelines will be considered non-responsive and not eligible for funding under this mechanism. PIs funded through the Research Program on Childhood Hunger in 2011 are not eligible to apply as PI under this new competition.

III. Application Submission Information

A. *Letter of Intent to Submit an Application*

If you plan to submit an application, we request a letter of intent be submitted via email or fax by December 15, 2011. The letter should only contain the names and contact information of any principal investigator and co-investigators, the title of the planned project, whether a large or small grant is being applied for, and the name of the college/university/organization that will serve as the point of contact for award administration. This information is only to be used for planning purposes for grant reviews. Please submit the letter of intent as a Word or PDF document to Mary Boulton at ukcpr@uky.edu or as a fax to 859-257-6959.

B. *Submission of Full Proposals*

An original plus 7 hard copies of the completed, signed application must be received by 5:00pm EST on February 3, 2012. Submit applications to Mary Boulton, University of Kentucky, Center for Poverty Research, Mathews Building Suite 300, Lexington KY 40506-0047. For express mail delivery additional contact information is phone: (859) 257-7641; and email: ukcpr@uky.edu .

In addition to the paper copies one complete application must be sent electronically as a Word document to ukcpr@uky.edu by 5:00pm EST on February 3, 2012. Email acknowledgement of receipt of all application materials will be provided on or about close of business on February 10, 2012.

C. *Content and Format of Large Grant Applications*

Applicants must limit their project narrative to no more than 25 pages. For the purposes of this announcement the narrative begins with the Background section and ends with the Staffing Plan and Budget Narrative, and excludes appendices and front matter such as cover page, table of contents, and project summary. The narrative must be double spaced, 1 inch margins on all sides, and standard 12 pt font. Front matter and appendices may be single spaced but must adhere to other requirements on font size and margins.

UKCPR seeks applications from institutions who can demonstrate the capacity to undertake large-scale research projects, both administratively and technically. Applicants should specify in the project narrative how they will be able to fulfill the project goals described in the RFP. In addition applicants must specify administrative arrangements that will minimize start-up costs. If funding under this mechanism is to be used in conjunction with funds from other sources then the applicant must specify the sources and duration of those other funds and how the additional resources in this competition will be leveraged to accomplish project goals.

Each application must contain the following components in order:

1. Cover Page

Each application must contain a cover page with the title of the proposed research; applicant's name and institutional affiliation (if multiple investigators, a PI must be identified); program name (Large Grant Program); and contact information including full mailing address, email address, phone and fax numbers. The name and contact information of the institutional research representative

should also be identified.

2. Table of Contents

The table of contents must identify the page location of each major section and subsection, beginning with the Background Section.

3. Project Summary

A key component of the successful application will be a non-technical two-page summary containing the title, PI(s), objectives, methods, policy implications, budget request, and timeline of the proposed project.

4. Background and Motivation

The application shall present an analysis of key trends and past research on the focal area of interest in the proposed project. The background motivation should demonstrate the applicant's command over the policy and research significance of trends in childhood hunger, as well as the past research on the issue. The section should also demonstrate how the proposed research expands upon the corpus of knowledge on childhood hunger, including how it may fit in with research funded under the first round of the Research on Childhood Hunger grants, and how it assists FNS in meeting its goals of eliminating very low food security among children in the U.S. by 2015.

5. Research Design

The application shall present a research design for the performance period. This prospectus should include identification of key research questions, conceptual and theoretical foundations of the focal hypotheses to be tested, data, and statistical methods of analysis. If the proposed project entails primary data collection (e.g. surveys, ethnographic/qualitative, field experiments), the applicant shall make clear how the data will be collected, processed, and analyzed, and how such data is fundamental to answering the questions being posed. All proposals must contain a timely plan for obtaining Institutional Review Board (IRB) approval or exemption for human subjects research. Typically secondary data analysis is eligible for exemption approval. The University of Kentucky Research Foundation will not

execute subcontracts without such approval.

The research design shall also contain a detailed timeline of project goals and deliverables.

6. Expected Results and Impact

The applicant shall describe the type of information expected to result from the effort and link it to potential policy and scientific relevance in advancing our understanding of the causes, consequences, and correlates of hunger among children in the United States.

7. Staffing Plan

The application shall identify with a biographical summary all key personnel involved in the project, including principal investigators(s), co-investigators, and senior staff. This includes senior staff/organizations involved in primary data collection (if applicable). If the application contains a sub-award to another institution then a letter of support from that institution's research administration must be included in the appendices.

8. Budget and Budget Narrative

The applicant's budget and budget narrative must link the research to the funding requested, including the appropriateness of the level and distribution of funds to the successful execution of the project. This includes identifying the distribution of effort of all key personnel to the project, the cost (if any) of data collection efforts, and administration. F&A indirect cost recovery is restricted to no more than 26% of the total budget requested. Any cost normally treated as an indirect cost being budgeted as a direct cost, will require budget narrative justification. The availability, or potential availability, of additional funds to be used in conjunction with those requested in this announcement should be made clear here, and the uses of those additional funds identified. Current external funding and effort commitment of key personnel for other projects should be described. Applicants must budget for one trip to Lexington, Ky. and one to Champaign, Ill. as described in Section V.C.1 of this announcement. UKCPR will provide travel support to the symposia to be held in Washington D.C. on or about June 30, 2014.

9. Curriculum Vitae

Curriculum Vitae of principal investigators(s) and co-investigators shall be included in the appendices. The CV should include highest educational degree and institution, current and past employment and professional appointments, concurrent and prior funded grants, and a listing of reports and publications in the past 5 years that are pertinent to the research proposed herein.

D. *Content and Format of Small Grant Applications*

Applicants must limit their project narrative to no more than 15 pages. For the purposes of this announcement the narrative begins with the Background section and ends with the Staffing Plan and Budget Narrative, and excludes appendices and front matter such as cover page, table of contents, and project summary. The narrative must be double spaced, 1 inch margins on all sides, and standard 12 pt font. Front matter and appendices may be single spaced but must adhere to other requirements on font size and margins.

UKCPR seeks applications from individuals and institutions who can demonstrate the capacity to undertake small-scale research projects, both administratively and technically. Applicants should specify in the project narrative how they will be able to fulfill the project goals described in the RFP. In addition applicants must specify administrative arrangements that will minimize start-up costs. If funding under this mechanism is to be used in conjunction with funds from other sources then the applicant must specify the sources and duration of those other funds and how the resources in this announcement will be leveraged to accomplish project goals.

Each application must contain the following components in order:

1. Cover Page

Each application must contain a cover page with the title of the proposed research; applicant's name and institutional affiliation (if multiple investigators, a PI must be identified); program name (Small Grant Program); and contact information including full mailing address, email

address, phone and fax numbers. The name and contact information of the institutional research representative should also be identified.

2. Table of Contents

The table of contents must identify the page location of each major section and subsection, beginning with the Background Section.

3. Project Summary

A key component of the successful application will be a non-technical two-page summary containing the title, PI(s), objectives, methods, policy implications, budget request, and timeline of the proposed project.

4. Background and Motivation

The application shall present an analysis of key trends and past research on the focal area of interest in the proposed project. The background motivation should demonstrate the applicant's command over the policy and research significance of trends in childhood hunger, as well as the past research on the issue. The section should also demonstrate how the proposed research expands upon the corpus of knowledge on childhood hunger including how it may fit in with research funded under the first round of the Research on Childhood Hunger grants, and how it assists FNS in meeting its goals of eliminating very low food security among children in the U.S. by 2015.

5. Research Design

The application shall present a research design for the performance period. This prospectus should include identification of key research questions, conceptual and theoretical foundations of the focal hypotheses to be tested, data, and statistical methods of analysis. If the proposed project entails primary data collection (e.g. surveys, ethnographic/qualitative, field experiments), the applicant shall make clear how the survey and resulting data will be fielded, collected, processed, and analyzed, and how such data is fundamental to answering the questions being posed.

All proposals must contain a timely plan for obtaining Institutional Review Board (IRB) approval or exemption

for human subjects research. Typically secondary data analysis is eligible for exemption approval. The University of Kentucky Research Foundation will not execute subcontracts without such approval.

The research design shall also contain a detailed timeline of project goals and deliverables.

6. Expected Results and Impact

The applicant shall describe the type of information expected to result from the effort and link it to potential policy and scientific relevance in advancing our understanding of the causes, consequences, and correlates of hunger among children in the United States.

7. Staffing Plan

The application shall identify with a biographical summary all key personnel involved in the project, including principal investigators(s), co-investigators, and senior staff. This includes senior staff/organizations involved in primary data collection (if applicable). If the application contains a subaward to another institution, a letter of support from that institution's research administration must be included in the appendices.

8. Budget and Budget Narrative

The applicant's budget and budget narrative must link the research to the funding requested, including the appropriateness of the level and distribution of funds to the successful execution of the project. This includes identifying the distribution of effort of all key personnel to the project, the cost (if any) of data collection efforts, and administration. F&A indirect cost recovery is restricted to no more than 10% of the total budget requested. Any cost normally treated as an indirect cost being budgeted as a direct cost, will require budget narrative justification. The availability, or potential availability, of additional funds to be used in conjunction with those requested in this announcement should be made clear here, and the uses of those additional funds identified. Current external funding and effort commitment of key personnel for other projects should be described. Applicants must budget for one trip to Lexington, Ky. and one to Champaign, Ill. as described in

Section V.C.2 of this announcement. UKCPR will provide travel support to the symposia to be held in Washington D.C. on or about June 30, 2014.

9. Curriculum Vitae

Curriculum Vitae of principal investigators(s) and co-investigators shall be included in the appendices. The CV should include highest educational degree and institution, current and past employment and professional appointments, concurrent and prior funded grants, and a listing of reports and publications in the past 5 years that are pertinent to the research proposed herein.

IV. Application Review Information

Applications will be initially screened for relevance to the subject areas described above, academic qualifications of the principal investigator, the ability of the applicant institution to administer a grant, inclusion of requested proposal sections, and adherence to RFP guidelines, such as the budget ceiling and page limits. Those proposals not passing the initial screen will be notified to that effect in writing. Those proposals passing the initial screen will undergo a full review by a Technical Review Panel consisting of nationally recognized experts. Advisory Board and Review Panel members are not eligible for funding under this mechanism, and extreme care will be taken to avoid potential conflicts of interest.

Proposals will be evaluated based upon a 100 point scale across several factors, including:

- **Research Merit (35 points):** Among other criteria, proposals will be scored based on the importance and relevance of the proposed project to research foci identified in this announcement, the clarity of the questions posed, how it expands on the existing literature, and, most critically, how it assists FNS in meeting its goals of increasing its understanding of childhood food insecurity and eliminating food insecurity among children.

- **Methodology (20 points):** Proposals will be judged based upon the appropriateness of the proposed research design for the questions being posed, the feasibility of the methodology given the proposed choice of data sets (see below for the criterion for data collection), and

the applicant's grasp of the significance of past research and the extent to which the proposed methods expand upon prior studies.

- **Data (20 points):** For projects involving primary data collection, points will be awarded based upon appropriateness of the data to the research foci, the quality of the design of the survey (including the prospective internal and external validity), and the feasibility of the proposed researchers to conduct the survey in a timely and cost-effective manner. In awarding points, the prior track record of the organization conducting the survey will be considered. For secondary data analyses, applications will be scored based upon appropriateness of the data to the research design, and the quality and external validity of said data.

- **Personnel (15 points):** Reviewers will judge the proposed key personnel for the necessary skills, experience, and track record to produce an excellent product. Included in this will be the time commitment of senior personnel to the project in relation to the proposed budget and other funded projects.

- **Budget and Workplan (10 points):** Among other criteria, proposals will be judged based on the feasibility of the timeline proposed, the reasonableness of the budget, and the quality of infrastructure at the PI's institution to successfully execute the proposed project.

In addition to the points awarded above, the Review Panel and FNS will weigh proposals based on overlap with ongoing projects, the extent to which the proposal integrates with the other highly scored proposals to form a more cohesive portrait, and potential future research and policy benefits.

V. Award Administration Information

A. Award Notices

Applicants will be notified of grant award on or about June 4, 2012. Due to the anticipated volume of proposals we will not be able to provide detailed written comments to applicants.

B. Contact Information

Administrative questions relating to this announcement should be directed to Mary Boulton, UKCPR Research Administrative Coordinator, via E-mail at ukcpr@uky.edu. Technical questions should be directed to either Dr. Craig Gundersen at cggunder@illinois.edu or Dr. James Ziliak at jziliak@uky.edu. Drs. Gundersen and Ziliak serve as Co-PIs on the UKCPR Research Program on Childhood Hunger.

C. Reporting requirements

1. Large Grants

(i) **Progress Reports:** The awardee shall submit biannual progress reports. The first progress report will be due no later than December 15, 2012 and the final progress report no later than May 9, 2014 along with the submission of the final report. The progress report should be brief and summarize progress toward completion, especially highlighting the achieving of key milestones set out in the Workplan. Changes in personnel and in budget allocation across categories should also be described. In addition, reporting challenges and how they were overcome should be included in progress reports. Submit progress reports as a Word document to Mary Boulton at ukcpr@uky.edu.

(ii) **Events:** The awardee or their approved designee shall attend the following functions:

- A post-award organizing meeting in Lexington, Ky. to be held within four weeks of award notice (by week of July 2). At this meeting PIs will present a brief summary of their proposal and awardees will be provided more detail on plans for the symposium and conference volume.

- A Progress Report Conference in Champaign, Ill. to be held in May 2013. At this conference recipients will give a formal presentation of preliminary results, followed by comments of an assigned discussant.

- A Research Symposia on Childhood Hunger in Washington, DC to be held on or about June 30, 2014. At the symposium, each of the grant recipients will present their final research findings, and each will be assigned two formal discussants.

(iii) Deliverables: The awardee shall submit the following deliverables:

- A final report on or before May 9, 2014. The report shall include the following components: Title Page, Acknowledgement, 250-word Abstract, Executive Summary, Introduction, Research Methods, Data, Results, Discussion, and Conclusion.
- An article for a collective volume to be published in a peer-reviewed academic journal or edited volume. The article shall be ready for submission by September 15, 2014. Length of article will be determined based on publication outlet.
- Along with the final report and an article for the collected volume, awardees are highly encouraged to publish additional technical papers and nontechnical policy briefs based on research fund by this award.

2. Small Grants

(i) Progress Reports: The awardee shall submit biannual progress reports. The first progress report will be due no later than December 15, 2012 and the final progress report no later than August 30, 2013 along with the submission of the final report. The progress report should be brief and summarize progress toward completion, especially highlighting the achieving of key milestones set out in the Workplan. Changes in personnel and in budget allocation across categories should also be described. In addition, reporting challenges and how they were overcome should be included in progress reports. Submit progress reports as a Word document to Mary Boulton at ukcpr@uky.edu.

(ii) Events: The awardee or their approved designee shall attend the following functions:

- A post-award organizing meeting in Lexington, Ky. to be held within four weeks of award notice (by week of July 2). At this meeting PIs will present a brief summary of their proposal and awardees will be provided more detail on plans for the symposium and conference volume.
- A Progress Report Conference in Champaign, Ill. to be held in May, 2013. At this conference recipients will give a formal presentation of preliminary results, followed by comments of an assigned discussant.

- A Research Symposia on Childhood Hunger in Washington, DC to be held on or about June 30, 2014. At the symposium, each of the grant recipients will present their final research findings, and each will be assigned two formal discussants.

(iii) Deliverables: The awardee shall submit the following deliverables:

- A final report on or before August 30, 2013. The report shall include the following components: Title Page, Acknowledgement, 250-word Abstract, Executive Summary, Introduction, Research Methods, Data, Results, Discussion, and Conclusion.
- An article for a collective volume to be published in a peer-reviewed academic journal or edited volume. The article shall be ready for submission by September 15, 2014. Length of article will be determined based on publication outlet.
- Along with the final report and an article for the collected volume, awardees are highly encouraged to publish additional technical papers and nontechnical policy briefs based on research fund by this award.

D. *Invoicing*

The Awardee shall submit quarterly invoices to Mary Boulton, University of Kentucky, Center for Poverty Research, Mathews Building Suite 300, Lexington, Ky. 40506-0047. The invoice shall include a brief description of work and expenses incurred, and include the contract number. Final invoices shall not be paid until final reports are received.

E. *Terms and Conditions*

1. Award Terms

UKCPR reserves the right to negotiate with the project investigators and/or their institutional representatives regarding the scope of work proposed, including funding level and project duration.

2. Publication

(i) The report and any attendant work products produced as a result of this award shall contain the following:

“This project was supported with a grant from the University of Kentucky Center for Poverty Research through funding by the U.S. Department of Agriculture, Food and Nutrition Service, contract number AG-3198-B-10-0028. The opinions and conclusions expressed herein are solely those of the author(s) and should not be construed as representing the opinions or policies of the UKCPR or any agency of the Federal Government.”

The University of Kentucky is an equal opportunity institution.

(ii) UKCPR holds right of first refusal to publish results emanating from research emanating from this grant award. This clause ensures UKCPR’s ability to fulfill contract requirements of a special journal issue/book upon project completion.

(iii) The Awardee agrees not to disclose any information concerning the work under this contract to any persons or individual prior to submission of such disclosure to UKCPR for review and comment. This includes press releases, reports, briefs, and data. Such submission shall occur at a minimum of sixty (60) days prior to the anticipated date of any publication or disclosure unless another time period is mutually agreed to. UKCPR has the right to require the removal of any information deemed confidential, including but not limited to personal identifying information, HIPPA related data, or information provided to the Awardee by UKCPR and identified as Confidential or Controlled.

3. Rights to Data

The Awardee will retain custody of and have primary rights to the data developed under this award, subject to government rights to access consistent with current FNS regulations. Unless otherwise restricted by prior agreement, the Awardee shall provide access to research data from this project and establish public use files of research data developed under this award.

F. *Disclaimer*

Nothing in this announcement should be construed as to obligate the University of Kentucky or the Federal government to make any awards whatsoever. Awards are contingent upon funding availability and research needs.

Applicant Checklist

Full Proposals should include:

1. Cover Page
 - a. Title of proposed research
 - b. PI name, Organization, & contact information
 - c. Program applying for funding (Large or Small Grant)
 - d. Authorized representative & contact information

2. Table of Contents

3. Project Summary (1 page, single spaced)

(Note: Sections 4-8 are to be double spaced; 15 pages max for small grants, 25 pages max for large grants)

4. Background and Motivation

5. Research Design

6 Expected Results and Impact

7. Staffing Plan

8. Budget and Budget Narrative

9. Curriculum Vitae

10. Appendices (e.g. bibliography, letters of support)

About UKCPR

The University of Kentucky Center for Poverty Research (UKCPR) was established in October 2002. The UKCPR is a nonprofit and nonpartisan academic research center housed in the Gatton College of Business & Economics, Department of Economics, University of Kentucky.

The Center's research mission is a multidisciplinary approach to the causes, consequences, and correlates of poverty and inequality in the United States. To learn more about UKCPR please visit our Web site at www.ukcpr.org. For general inquiries contact University of Kentucky Center for Poverty Research, Suite 300 Mathews Building, Lexington, KY 40506-0047. Phone: (859) 257-7641, e-mail ukcpr@uky.edu.

Visit us on the Web at www.ukcpr.org