

USDA/Tufts Telehealth Intervention Strategies for WIC (THIS-WIC)—Phase II: Full Proposal Template

- All applications must be submitted online using the *THIS-WIC* online system. Visit thiswic.nutrition.tufts.edu and choose “Apply Online” on the “Request for Proposals” page under the “Funding” tab.
- Please **use the checklist below** to ensure you address all aspects of the full proposal application. Each component of the full proposal application is provided as downloadable templates on the application website.
- Completed templates should be uploaded on the application site.
- **Follow the upload tasks as presented on the application site.**
- **Do not submit components as one combined document.**
- **Address each bolded heading and subheadings** throughout. The required templates are available to download from the application site.
- You will be asked to upload each of the forms on the application site.
- Instructions for each section are in **blue**.

Full Proposal Checklist:

- Title page/cover sheet
 - Use the required title page and cover sheet template on p. 2-3
- Comprehensive overview of proposal
 - Telehealth Solution
 - Problem Statement
 - Evaluation Capacity
 - Staffing
 - Budget & Timeline
 - Sustainability and Transferability
 - Additional Information
- Biographical sketches
 - Provide a biographical sketch (**no more than 3 pages**) for each key personnel supporting the proposal (**no more than five people**) using the template on p. 7-8
- Budget and budget justification
 - Each SA or consortium needs to complete and submit a standard budget form and a budget justification (the budget template is provided on the application site in Excel format)
 - Address the required items in the budget justification on p. 9-12 to clearly explain all the expenses required to achieve proposal goals and objectives
- Project timeline
 - Use the timeline template on p. 13-14 to map out your proposal over 24-30 months

- Assurances document
 - Initial by each assurance in the document on p. 15-16 to verify you agree to the THIS-WIC grant opportunity
- Supporting documents
 - SAs are encouraged to provide letters of support from local agencies, IT administration, and other partner organizations.
 - An optional template has been provided on p.17

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Title of Proposal:

Brief Summary of Proposal (300 words):

Priority area (check one):

- Priority Area 1: Implement an existing telehealth solution that provides effective breastfeeding counseling and/or nutrition education to WIC participants

- Priority Area 2: Develop and implement an online (mobile-friendly) resource or tool to assist WIC staff in providing nutritional or breastfeeding support that addresses nutrition risk(s) and common participant concerns

Contact Information of Project Lead

Name:

Title:

State Agency (SA) or consortium of SAs:

Address:

Phone:

Email:

By signing below, I verify that I was involved in the development of this proposal, have read and approved the proposal, and agree to the requirements of the USDA/Tufts THIS-WIC

Project Director Signature

Printed Name

Date

Comprehensive Overview of Proposal

Telehealth Solution (up to 3 pages)

- Describe the telehealth intervention in relation to Priority Area 1 or 2 and how it will build on participant assessment information to provide nutrition education and/or breastfeeding support and how the solution will be used to deliver only allowable WIC services by qualified professionals
- Discuss the potential barriers and proposed solutions to overcome those barriers including how privacy and safety of WIC participants will be maintained when interacting via the proposed technology
- Tell us how the telehealth solution will comply with Federal Program Regulations for all proposed strategies/solutions

Problem Statement (1 page)

- Describe the population served by the WIC SA(s) (or consortium) and the specific populations targeted in the interventions
- Indicate whether rural or other populations with decreased access to WIC are included and to what extent
- Indicate how the proposed intervention addresses barriers to access and reflects the social and cultural environment relevant to the populations served
- Clearly describe the main issues/problems among WIC participants that limit their access or use of WIC services and/or require qualified professionals at the SA level
- Tell us about the use of referral systems available for participants with complex issues (i.e high risk)
- Describe whether shortage of qualified professionals is a barrier to accessing WIC services in your SA

Evaluation Capacity (up to 2 pages)

- Tell us about your ability to implement the intervention in a randomized fashion or with comparison and treatment groups

- Demonstrate the capacity and commitment to collaborate with the THIS-WIC team on all aspects of the evaluation including ability to collect and share data and/or capacity-building activities to allow the grantee to build capacity to collect and share data
- Describe your ability to provide documentation of procedures used to maintain the quality and integrity of all data and analyses

Staffing (up to 2 pages)

- Outline the qualifications of the team to effectively carry out the project including data management and a clear description of any key partner engagement that will contribute to success, including letters of support from all committed partners
- Explain the structure of key personnel that will complete the proposed activities, and key personnel's reporting structure to project director (e.g., administrative co-director, liaison to local agencies, information technology team, etc.)
- Help us understand aspects such as staff time commitments, duties, and concurrent staff responsibilities within and outside the grant (i.e., staff responsibilities with other projects, job positions)
- If a consortium of WIC SAs, the applicants should designate a primary SA with administrative and fiscal responsibilities, and describe the communication plans, process for making decisions on project direction, and procedures for resolving conflicts
- Use the professional biographical sketch template on p. 7-8 to provide information for key personnel (no more than five) and other significant contributors for the project
 - Please complete a separate form for each key personnel
- In each form, list/explain the necessary education, skills, and experience for each key personnel's proposed roles in the proposal

Budget and Timeline (Up to 5 pages)

- Demonstrate feasibility of the budget, budget justification and timelines as appropriate to the project scope

- Applicants may refer to budget templates for guidance. All applicants should use the budget narrative/form and timeline templates provided on p. 9-14

Sustainability and Transferability (Up to 2 pages)

- Clearly demonstrates a plan to sustain the telehealth solution after the project period and how the project may be adapted and implemented by other WIC SAs
- Additional points are awarded for proposals that intend to:
 - use open source software and technology , and/or
 - plan to develop systems that can be easily tailored and adopted by other SAs at little or no cost

Additional Information (note: these will not be scored)

- Tell us all data source, including administrative and cost data (i.e. de-identified MIS data), that you are willing and able to collect and share
- Please demonstrate commitment to THIS-WIC by acknowledging that data needed to evaluate the intervention will be shared, and that the SA will support THIS-WIC in any data collection efforts by completing the Assurances Form
- Explain your capacity to collaborate with THIS-WIC, including any previous evaluation activities, current evaluation capabilities, previous collaborations with evaluators, and previous experience sharing administrative data
- Tell us about any potential challenges related to evaluation, including data issues or concerns
- If applicable, provide a description of the Internal Review Board (IRB) process at SA

Biographical Sketch

Provide the following information for key personnel and other significant contributors.
Follow this format for each person. Do not exceed five pages.

Name (*last, first*):

Role on Project:

Employment History

Organization and location	Title/Role	Years

Current/completed projects (limit to past five years) *List projects beginning with those that are most relevant to your proposal.*

Institution and location	Responsibilities	Years

Background and experience

Briefly describe your experiences or qualifications that are applicable to your proposal.

Accomplishments

Please discuss accomplishments that are relevant to support the project implementation and evaluation

Additional information

Please provide any relevant information not already disclosed.

Budget Template and Budget Justification

Included here are a Budget Template and template for the Budget Justification Narrative. Applicants should use the Budget Template to detail all costs associated with the proposed project. Please add lines to the template as needed.

The purpose of the budget justification is to explain in more detail the costs itemized in the budget and how they support the project goals and objectives.

- For costs other than personnel (i.e. other direct costs) please include the total requested amount in the budget justification.
- If needed, please use multiple pages to describe and justify your funding request. Please include the following **bolded** descriptions in your budget proposal submission. Delete the text in BLUE once you have entered your information.

THIS-WIC Budget Template

Project Title:

Organization (State Agency or consortium of State Agencies):

Dates (start/end):

List Personnel (dollar amounts requested for Salary Requested and Fringe Benefits)

Name	Role on Project	Percent Effort/time	Annual Base Salary	24 Months of Salary Requested	Fringe Benefits (include rate)	Total
<i>Personnel Subtotals</i>						
Other Direct Costs						
				Unit cost	# units	Total
Consultant/vendor costs						
Data costs						
Equipment						
Supplies						
Travel						
Other Expenses						
<i>Other Direct Costs Subtotals</i>						
<i>Total Direct Costs Totals</i>						
Facilities and Administrative Costs (include rate)						
TOTAL PROJECT COSTS						

Budget Justification Narrative Template

Project Title – Please fill in the “Project Title” that best describes the project.

Personnel – In the budget justification, please include the names of key personnel included in the budget (no more than five people), their roles on the project, percentage of time devoted to the project, and a description how they will contribute to successful implementation of the project.

Other Direct Costs

Consultant/vendor costs – Include a description of how consultants/vendors will contribute to successful implementation of the project. Reasonable funds may be used to provide State Agencies with funding to support external technology requirements to support videoconferencing (if applying to Priority Area 1) or development/support of mobile-friendly technology (e.g. development or modification of apps) (Priority Area 2). Other allowable costs include any MIS vendor fees associated with collecting required data to support the project.

Data collection costs – Include a description of costs related to data collection that are necessary to support the proposed project. This could include, but not be limited to, incentives for completion of client interviews or surveys. Note: projects providing incentive must have procedures in place to track any and all forms of incentive payments.

Equipment – Include a description of the requested equipment necessary to support the proposed project.

Note: The Federal definition for equipment is an article of tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. All requested equipment over \$5,000 will require USDA/FNS sponsored approval prior to awards. Note: purchase of equipment would need to be justified; we recommend that if you intend to request equipment that you discuss this with THIS-WIC prior to submission.

Supplies – Describe general categories of supplies needed and a description of how they support the proposed project. Costs associated with creating the required short video brief should be included here. This may include the cost for purchasing a camera and audio equipment (up to \$1000) to create the presentation.

Travel – Include a description of all travel costs associated with carrying out the work of the project, as well as detailed costs for domestic travel, including details about destinations, purpose of trips, number of individuals per trip, daily rates, and other related travel expenses based on the U.S. General Service Administration guidelines. U.S. General Service Administration information for calculating travel costs, including per diem, meals, and mileage reimbursement, can be found here. <https://www.gsa.gov/travel-resources>

In addition, **grantees must include in their budgets travel costs for at least two people to attend the Kick-off meeting, which will occur in the first quarter of the project and for at least one (1) person to attend the WIC Telehealth Innovation Research Dissemination Workshop, which will occur in the last quarter of the project.** Both meetings will be held in the Washington, DC metro area. Please budget for travel costs, including air travel, lodging (2 nights), and per diem for meals using the US. General Service Administration Travel Resources as a guide: <https://www.gsa.gov/travel-resources>.

Other expenses – Include a description of any other expenses not included in categories above.

Facilities and Administrative Costs (Indirect Costs) – While we do not expect State Agencies to have established indirect cost rate agreements, if you do have one established, please enter the rate and provide a copy of your most recently approved Federally negotiated indirect cost agreement (NICRA) with your application. If you do not have a NICRA, the de minimus rate of 10% of Modified Total Direct Costs (MTDC) can be used. MTDC excludes equipment. For questions about or help calculating MTDC or indirect costs, please contact Jessica Côté at Tufts University (617-636-0918 or jessica.cote@tufts.edu)

Project Timeline

- Use the timeline template below to map out project milestones and deliverables over the 24-30-month project period
- Make sure the timeline in your template includes significant events like training workshops, completion of major processes like hiring new staff, project implementation/evaluation, progress reports, webinars, etc.

Year	2020			2021												2022												
Month	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	
Activities																												
Post-award meeting (webinar with SAs)	█																											
Establish contract between Tufts and SA	█																											
Distribute funds to SA	█																											
Attend Kick-off meeting				█																								
Meetings and progress reports				█				█				█				█				█				█				
Evaluation plan developed by THIS-WIC in partnership with SA		█	█	█																								
SA prepare research protocols for IRB approval with Tufts		█	█	█																								
Establish data reporting requirements and timing with Tufts		█	█	█																								
Tufts trains WIC SA staff to track and share required data elements		█	█	█																								
Tufts tracks the implementation process of telehealth innovation by each SA, including use of resources and associated costs.		█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
SA implements their intervention in line with the study design with support from Tufts						█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Support data collection with Tufts						█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█

Year	2023												2024					
Month	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Activities																		
Meetings and progress reports																		
Support data collection with Tufts																		
Post-implementation meeting (webinar with SAs)																		
ATA Conference with SAs																		

Assurances

- Review and confirm your ability to meet the following assurances
- Initial by each one

_____ My SA will use funds to implement an existing telehealth intervention that supplements the nutrition education and/or breastfeeding support offered in the WIC clinic and decreases barriers to access to WIC nutrition education or breastfeeding support for WIC participants; or to design and implement a telehealth tool that supplements and is within the scope of the nutrition education and/or breastfeeding support offered in the WIC clinic and decreases barriers to access to WIC nutrition education or breastfeeding support for WIC participants.

_____ My SA has the capacity and is authorized to rectify any problems related to contracting and wiring funds.

_____ My SA will send financial reports to document expenditures and assess the cost-effectiveness of the telehealth intervention to *THIS-WIC* team (training will be provided on how to provide this documentation).

_____ My SA has the staff and/or can hire new staff for this proposal in a timely fashion if there is funding for that position(s) through the award.

_____ My SA has confirmed with the responsible financial officer and other members of the state administration (e.g., IT department) that it is authorized to enter into a contractual relationship with *THIS-WIC* team and will sign the contract provided by Tufts.

_____ My SA will document and utilize procedures and protocols to ensure the privacy and safety of WIC client information (e.g., HIPPA compliance) when interacting via the proposed telehealth technology.

_____ My SA will work with *THIS-WIC* team to secure Institutional Review Board (IRB) approval as needed to carry out evaluation-related data collection activities.

_____ My SA will work with *THIS-WIC* team to finalize the conceptual/theoretical framework guiding the intervention design and evaluation; implement our intervention in line with the study design; track the implementation process of telehealth innovation; assist Tufts and collaborators (e.g., RTI) in carrying out data collection to inform the evaluation, and utilize evaluation measures selected by Tufts to address the project research questions that apply to my priority area.

_____ My SA has the capacity and has agreed to work with my local agency and *THIS-WIC* team to provide data collected of participants and staff and de-identified Management Information System (MIS) and/or other administrative datasets and will send the de-identified datasets to Tufts following procedures provided by Tufts.

_____ My SA is authorized to allow key personnel to attend webinars, ongoing WebEx check-in meetings, conferences (e.g., American Telemedicine Association Annual Meeting), and follow all reporting requirements of Tufts for the Project such as video briefs, quarterly and financial reporting.

_____ My SA agrees to abide by all of the [Legal and Administrative Requirements](#)

Letters of Support (optional)

- Include letters of support from local WIC Agencies, state IT department, prior researcher partnerships, or other state administration to demonstrate support for the proposal.
- A template below has been provided.

Date

Dear Dr. Hennessy,

I write on behalf of **[State Agency (SA) name]** in support of the USDA/Tufts WIC Telehealth Intervention and Evaluation Project proposal. We strongly support their application and the focus of telehealth to supplement their nutrition education and breastfeeding support services, decrease barriers to access, and to comprehensively evaluate the impact of the intervention.

As an organization **[describe ongoing or past efforts working with SA, involvement with the target community, and other previous partnerships with SA]**.

In the event this proposal is funded, we would expect our role in the **[your project's name]** to include:

-
-
-
-
-

[SA name] will take responsibility to lead the **[your project's name]** **[describe here the main activities of your project that you will be leading]** to reach the [target community].

We look forward to working with you to support cost-effective telehealth interventions in WIC, improve client outcomes, and increase client retention in the program.

Sincerely,

[Name of responsible person in partnering organization]

[Title of responsible person in partnering organization]

[Name of partnering organization]

[Address of partnering organization if not in letterhead]