

*level graduate students.* Doctoral students must have completed their Master's Degree or equivalent in the field of doctoral study and submitted formal notification to ACF by *August 15, 2003.*

To be eligible to administer the grant on behalf of the student, the institution must be fully accredited by one of the regional accrediting commissions recognized by the Department of Education and the Council on Post-Secondary Accreditation. Faith-based institutions are also eligible to apply. Although the faculty mentor is listed as the Principal Investigator, this grant is intended for dissertation research for an individual student. Information about both the graduate student and the student's faculty mentor is required as part of this application. Any resultant grant award is not transferable to another student. The award may not be divided between two or more students.

Private, non-profit institutions are encouraged to submit with their applications the optionally survey located under "Grant Manuals & Forms" at <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

#### *Additional Requirements:*

- A university faculty member must serve as a mentor to the graduate student; this faculty member is listed as the "Principal Investigator." The application must include a letter from this faculty member stating that s/he has reviewed and approved the application, the status of the project as *dissertation research*, the student's status in the doctoral program, and a description of how the faculty member will regularly monitor the student's work.

- The research project must be an independent study conducted by the individual graduate student or well-defined portion(s) of a larger study currently being conducted by a faculty member. If the project is part of a larger research effort, the proposal must clearly distinguish between the student's portion of the research activities and those of the larger project. The graduate student must have primary responsibility for the proposed study described in the application.

- The graduate student must enter into a partnership with a Head Start or Early Head Start program for the purposes of conducting the research.

- The application must contain (A) a letter from the Head Start or Early Head Start program certifying that they have entered into a research partnership with the applicant (graduate student) and (B) a separate letter certifying that the application has been reviewed and approved by the Head Start Program Policy Council. Notification of approval

or pending approval by the Policy Council must be received from the official representative of the Policy Council and not an individual from the Head Start or Early Head Start program itself.

- The graduate student applicant must agree to attend *two* meetings each year of the grant. The first meeting consists of the annual meeting for all Head Start Graduate Students. This annual grantee meeting is typically scheduled during the summer or fall of each year and is held in Washington, DC. The fall 2003 meeting will be held on Oct. 20–21, 2003. During this meeting, each student typically presents a brief overview of his or her study (*e.g.*, the study design, participants, measures, and/or findings, as they become available). The intended goal of the meeting is to stimulate potentially useful and constructive feedback from other students and mentors, as well as to facilitate collaboration, networking and mentoring activities.

The second meeting each year alternates between the biennial Head Start National Research Conference in Washington, DC (June 28 to July 1, 2004) and the biennial meeting of the Society for Research in Child Development-SRCD (April, 2005). At a minimum, students usually are provided the opportunity to present information on their respective studies in a poster session format, although both meetings also provide other networking and mentoring activities. The grant budget should reflect travel and housing funds for the graduate student for all four of these meetings (or two if only applying for only one year of funding).

- Given the strong emphasis that is placed on supporting the mentor-student relationship, the faculty mentors are strongly encouraged to attend and participate in the activities of the annual grantee meeting for all Head Start Graduate Students. The budget should reflect travel funds for such purposes, as appropriate. However, if the faculty mentor does plan to attend the annual Graduate Student grantee meeting, but will utilize another source of travel funds, such arrangements are encouraged and should be noted in the application.

- Due to the small amount of the grant, the applicant's institution is strongly encouraged to waive indirect costs.

- Contact information, including phone numbers, addresses and e-mail addresses, for *both* the graduate student applicant and faculty mentor must be included in the application.

- The graduate student must write the application in its entirety, consistent

with the format and style guidelines of the *Publication Manual of the American Psychological Association, 5th ed.* (APA 2001) and the general principles and guidelines of the *Ethical Principles of Psychologists and Code of Conduct 2002* (APA, 2002).

*Project Duration:* The announcement for priority area 1.01 is soliciting applications for project periods up to two years. Grant awards, on a competitive basis, will be for a one- to two-year project period, the budget will be funded in one-year increments. It should be noted, that if the graduate student, on whose behalf the University is applying, expects to receive his/her degree by the end of the first one-year budget period, the applicant should request a one-year project period only. A second year budget-period will not be granted if the student has graduated by the end of the first year. Applications for continuation grants funded under these awards beyond the initial one-year budget period, but within the two-year project period, will be entertained in the subsequent year on a non-competitive basis, subject to availability of funds, satisfactory progress of the grantee and a determination that continued funding would be in the best interest of the Government.

Criteria for Priority Area 1.01—Head Start Graduate Student Research Grants—The three criteria that follow will be used to review and evaluate each application under this priority area (presented here in descending order of numerical weighting—see instructions in Appendix 2). Address each in the Project Narrative Section of the application. The point values indicate the maximum numerical weight each criterion will be accorded in the review process. (100 points total).

#### 1. Approach 40 points

- The extent to which there is a discrete project designed by the graduate student. If the proposed project is part of a larger study designed by others, the approach section should clearly delineate the research component to be carried out by the student and how it is distinguished from the larger research project.

- The extent to which the research design is appropriate and sufficient for addressing the questions of the study.

- The extent to which the planned research specifies the measures to be used, their psychometric properties, and contains an adequately detailed description of the proposed analyses to be conducted.

- The extent to which the planned measures have been shown to be appropriate and sufficient for the