



Parent Coaching Intervention Research Project

Request for Applications

**Applications must be received via email by 4:00 pm Pacific Standard Time,
Friday, November 18, 2016**

Subject Line: RFA Submission – Parent Coaching Intervention Research Project
Attention: Deborah Pugh
dpugh@actcommunity.ca

In addition, two print copies should be provided, postmarked by Monday, Nov. 21, 2016, 4:00 pm

RFA Submission: Parent Coaching Intervention Research Project
Attention: Deborah Pugh
ACT-Autism Community Training
#150 -2250 Boundary Road, Burnaby, BC V5M 3Z3

ISSUE DATE: August 2, 2016

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Defined Terms

Key terms and acronyms utilized throughout this document are defined as follows:

Term/Acronym	Definition
ACT	ACT - Autism Community Training
Applicant Team	A team (led by a Principal Investigator who is a BC-based researcher and consisting of researchers and service providers) who are together submitting an application in response to this RFA to develop, implement and evaluate evidence-based parent coaching intervention(s) for children aged 15 to 30 months who are at risk of or diagnosed with Autism Spectrum Disorder (ASD). At a minimum, there must be one researcher and one service provider identified.
ASD	Autism Spectrum Disorder
Expressions of Interest (EOI)	Submissions from service providers with relevant expertise interested in being part of the Applicant Team to work with researchers to implement parent coaching interventions for The Project
External Expert Review Panel	An independent panel of researchers, subject matter experts, and research users convened by MSFHR to review and make recommendations relating to submissions received in response to this RFA
Host Institution	The BC academic institution with which the lead BC-based researcher (Principal Investigator) is formally affiliated. All funding for The Project will flow to the successful Applicant Team through the Host Institution, and will be subject to its policies and procedures.
Indirect/Administrative Costs	An indirect/administrative cost is an expense incurred in the controlling and directing of an organization, but not directly identified with operations. The salaries of senior executive, and costs of general services, e.g., accounting and contracting, fall under this heading. Administrative costs are related to the organization as a whole, as opposed to expenses related to individual program costs.
MCFD	The Ministry of Children and Family Development of British Columbia
MSFHR	The Michael Smith Foundation for Health Research
NDBI	Naturalistic Developmental Behavioural Interventions, which integrate behavioural methodologies and developmental considerations and target pivotal developmental domains for children with or at risk of developmental delays including but not limited to ASD.

Term/Acronym	Definition
PAFC	The Pacific Autism Family Centre
Parent Coaching	A process by which parents of children (in this instance, diagnosed with or at risk of ASD) are coached to learn to use techniques (in this instance, NDBI strategies) to help their children.
Parent Coaching Intervention Research Project (“The Project”)	The subject of this RFA, encompassing the development, implementation and evaluation of evidence-based parent coaching intervention(s) for children aged 15 to 30 months who are at risk of or diagnosed with Autism Spectrum Disorder (ASD), as further described in Section 3 – Research Project Overview.
Participating Organizations	Organizations participating in the Steering Committee. These organizations include ACT, MCFD, MSFHR and PAFC (for further details, please see Section 2.2)
Principal Investigator	The designated leader of the Applicant Team; signatory to the Application submitted in response to this RFA; and the person who takes direct responsibility for the design, implementation and evaluation that comprises The Project, and for reporting directly to the funder.
Research Users	The primary user of research findings and knowledge generated as a result of The Project is MCFD; other anticipated users include other policy-makers with an interest in services for families of children with ASD; service providers offering NDBI interventions; families of children with or at risk of a diagnosis of ASD; and researchers with an interest in fields of study related to ASD.
Researcher Registration	For researchers interested in working with others to prepare an application for submission. Researcher registrations will be used to connect interested researchers with other interested researchers and service providers.
Steering Committee	A working group formed by the Participating Organizations to provide oversight to the development of this RFA for The Project (further described in Section 2.1).
Toddlers	For the purposes of The Project, children age 15 to 30 months who are either at risk or diagnosed with ASD.

1. Purpose

ACT - Autism Community Training, in collaboration with the British Columbia Ministry of Children and Family Development (MCFD), the Pacific Autism Family Centre (PAFC) and the Michael Smith Foundation for Health Research (MSFHR), invites applications from teams consisting of researchers partnered with service providers to develop, implement and evaluate evidence-based parent coaching intervention(s) for children aged 15 to 30 months who are at risk of or diagnosed with Autism Spectrum Disorder (ASD), hereinafter referred to as the *Parent Coaching Intervention Research Project* or “The Project”.

The Project has been funded as a one-time only initiative; the findings of this research program are intended to assist in informing the continuous development of BC’s autism service model.

2. Background

In December 2015, Ministry of Children and Family Development (MCFD) announced one-time funding for a Parent Coaching Intervention Research Project for toddlers at risk of ASD. The Project is grounded in emerging evidence that demonstrates the effectiveness of interventions with very young children – specifically, toddlers aged 15 to 30 months – who are identified as being at risk of ASD. These emerging interventions are known as Naturalistic Developmental Behavioural Interventions (NDBIs).

NDBIs integrate behavioural methodologies and developmental considerations and target pivotal developmental domains. Skills are taught to children through systematic interactive and meaningful exchanges with caregivers in typical daily interactions, experiences and routines. Recent studies have demonstrated that a collaborative process known as parent coaching can help enhance NDBI delivery through parent-child interactions. (Please see Appendix A - Parent Coaching Research References) Parent coaching, in the context of children who may have ASD, recognizes that many parents often require specialized coaching because of the significant social and communication challenges that ASD presents to the typical parent-child dyad. Parent coaching interventions focus on coaching parents to use NDBI techniques to help their children.

Research into the effectiveness of NDBIs (and parent coaching interventions generally) is still in its infancy, but a number of studies have demonstrated the efficacy of parent coaching interventions. In order to better understand the potential impact of the use of parent coaching to deliver NDBIs specifically in the BC context, this request for applications seeks researchers and service providers who will partner to develop, implement and evaluate a parent-coached NDBI research project.

2.1 Steering Committee

A Steering Committee (SC) was formed by the Participating Organizations in January 2016, to:

- Prepare this RFA to solicit applications from teams interested in undertaking The Project’s activities;
- Receive recommendations on the proposals from an External Expert Review Panel, including a rank ordering of submissions based on the overall score of the RFA. Final decision on the funded research Project will rest with the Ministry of Children and Family Development;
- Provide oversight for The Project; and
- Provide a forum for discussion of emerging issues.

2.2 Participating Organizations

Ministry of Children and Family Development (MCFD) is the funder for The Project, and the primary intended Research User. The Government of British Columbia is committed to an integrated and coordinated range of services and supports for children and youth with ASD and their families. It has a no-waitlist policy for families to access on-going autism funding up to the age of 19 once their child or youth has a confirmed diagnosis of ASD. MCFD provides two autism funding programs to assist families with the cost of autism intervention services to improve their child's communication, social-emotional, pre-academic and functional life-skills development. With autism funding, families are able to choose the type of intervention, based on best practices, that meets the needs of their child. For details see www.mcf.gov.bc.ca/autism/handbook.htm

MCFD provides autism funding to more than 11,700 children and youth diagnosed with ASD and their families. Currently, more than 1,800 children under age six and more than 9,900 children and youth age six and over are served, compared to only 600 children and youth in total in 2004.

It is anticipated that the evidence generated by this Project will inform the continuous development of the BC service model. A senior staff member from MCFD serves as a member of The Project Steering Committee. Learn more about BC's Autism Funding Program at www.mcf.gov.bc.ca/autism/index.htm.

ACT- Autism Community Training is a provincial information and referral service that supports individuals with ASD and their families across BC and maintains the Registry of Autism Service Providers on behalf of MCFD. A not-for-profit society, the mission of ACT is to provide excellent information and training, in accordance with international best practices. ACT's goal is to enable parents, professionals and para-professionals to support children and adults with ASD to live productive, satisfying lives within their families and communities. Learn more at www.actcommunity.ca.

ACT has received funding from MCFD to support the implementation of The Project and has fiduciary responsibility for this funding to MCFD. Once a decision on the successful Applicant is made, ACT will flow funding to the Applicant. ACT also serves as the administrative home for The Project; a senior staff member serves on The Project Steering Committee as Committee Chair.

The Pacific Autism Family Centre (PAFC) is a new centre of excellence and network of supports for individuals with ASD and their families across BC and beyond. The PAFC is scheduled to open in the fall of 2016, and plans to serve as a physical hub with spoke/satellite centres located in communities across the province. The PAFC's core purpose is to be a knowledge centre: bringing together state of the art resources for research, information, learning, assessment, treatment and support; and building capacity to address the lifespan needs of individuals with ASD, and their families, across BC.

Where available, the PAFC will provide facilities through its hub and spoke model that will support the Applicant to deliver the intervention or parts of the intervention. (At the time of issue of this RFA, PAFC's network is still in development.) The President and Board Chair of PAFC serves as a member of The Project Steering Committee. Learn more at <http://pacificautismfamily.com>.

The **Michael Smith Foundation for Health Research (MSFHR)** harnesses the power of health research to improve the health of British Columbians and their health system. It builds BC's capacity for world-class research by funding the best scientists; coordinating the sharing of health research resources across the province; and bringing people together for health research planning and action. Learn more at www.msfhr.org.

MSFHR's contribution to The Project focuses on its role as an independent facilitator of policy- and practice-relevant research in health systems and services. In particular, MSFHR will contribute services relating to this Request for Applications including convening an External Expert Review Panel to review and advise on responses to this RFA. A senior representative of MSFHR serves as a member of The Project Steering Committee.

In addition to those members listed above who represent their respective participating organizations, additional individuals have been appointed to The Project Steering Committee based on their lived experience, knowledge and expertise.

3. Research Project Overview

This is a request for applications from teams, composed of researchers and service providers, to develop and conduct a research project aimed at achieving a better understanding of the factors contributing to the effective implementation of parent coaching to enhancing the delivery of an evidence-based NDBI in British Columbia for toddlers (age 15 to 30 months), either at risk for or diagnosed with ASD.

Toddlers and their families will be identified as eligible for participation in The Project through an MCFD screening process. The screening process will include the use of standardized child development screening tools in combination with clinical judgement of a clinician with expertise in developmental assessment and experience with ASD and early social communication disorders in very young children.

Primary Research Objectives

This Project is intended to expand upon current NDBI and parent coaching research in order to determine:

- If a parent coaching approach, utilizing an existing NDBI model, can be implemented with sufficient fidelity to yield positive outcomes for children at risk of ASD across British Columbia;
- Key outcomes of interest to knowledge users include the impact of NDBI on children's development; family quality of life; and economic impact on families.

Additional Considerations

The knowledge users of this research would also like Applicants to consider including in The Project the following components:

- Identification of barriers and enablers to the implementation of an NDBI parent coaching intervention(s) in rural and remote communities.
- Identification of best/promising practices for implementation of the recommendation of the Truth and Reconciliation Commission to "develop culturally appropriate parenting programs for Aboriginal families".¹
- Identification of best/promising practices that would optimize implementation of services, particularly in relation to maintaining fidelity and quality of service delivery across diverse communities and settings;

¹ See Call to Action #5, page 144, Honouring the Truth, Reconciling for the Future, Summary of the Final Report of the Truth and Reconciliation Commission of Canada, 2015 www.trc.ca

- Development of a collaborative relationship with the Pacific Autism Family Centre (PAFC). PAFC’s video and telehealth facilities may be able to support implementation through the PAFC “hub and spoke” model (where and if available).

Project Requirements

The following requirements should be considered by the Applicants and addressed in the application:

- Select for implementation one or more manualized program model(s) from amongst approaches to evidence-based NDBIs that have demonstrated positive outcomes in other settings.
- How implementation will be guided by an articulated framework for parent coaching.
- The Project should follow approximately seventy (70) families with toddlers either at risk of or diagnosed with ASD over a period of six to 12 months.
- The enrolment of families and children from both urban and rural and remote communities in BC.
- The inclusion of families from a variety of linguistic and cultural backgrounds.
- It is anticipated that the intervention will use a “train the trainer” model.
- Consideration to be given to how The Project can build on BC’s existing service structure for toddlers and their families.

4. Award Amount and Duration

The maximum amount of the award is \$2,850,000.

The maximum period of funding is three (3) years. Funding will be allocated to a single Applicant Team composed of both researchers and service delivery partner/s.

5. Eligibility Criteria

At least one Principal Investigator must be affiliated with a BC academic institution as defined in the terms and conditions outlined in Appendix B. Funding will flow to the lead BC-based researcher through the BC academic institution.

Co-investigators, service provider agencies and their program staff do not require BC Host Institution affiliation.

Teams must be comprised of at least one Principal Investigator (BC-based researcher) and one service provider.

6. Key Competition Dates

The timeline for this RFA is summarized as follows:

Action	Target Date
Issue RFA	August 2, 2016
Deadline for response to Call for Expressions of Interest and Researcher Registration processes	September 19, 2016
Information session (web streamed and in person)	September 29, 2016
Deadline for response to RFA	November 18, 2016
Review meeting held	Early January 2017
Applicants notified of funding decision	Mid-January 2017
Project start	February 2017
Project completion	January 2020

6.1 Deliverables

Deliverable	Target Date
Progress reports submitted at six-month intervals during Project implementation – ACT will provide a template for these reports.	Reports every six months following the flow of funding.
Briefing for Steering Committee on interim research findings.	As requested by the Steering Committee.
Final Project report (1:3:25 format), supplemented by references and appendices as appropriate.	Within six months of completion of data collection and no later than the project completion date.

6.2 Progress Reporting

Progress reports will be required at six-month intervals during project implementation, beginning six months after the project commences. These reports will detail the progress the Applicant Team has made in meeting the objectives, goals, and milestones identified in their application, including any challenges faced during this time. A financial update will be required in each report.

In addition, Applicant Teams should be prepared to brief the Steering Committee on interim research findings as requested by the Steering Committee to support program and policy development. The Steering Committee may request information at various times during The Project as warranted, but will ensure sufficient lead time is provided.

7. Application Content

7.1 Application Cover and Signatory Form

The attached Application Cover and Signatory Form (Appendix F) must be completed and signed by the lead Applicant (and co-lead[s] if applicable) to demonstrate agreement with and willingness to adhere to Appendices B, C and D of this RFA.

7.2 Contact Information

Include all information necessary to contact the Principal Investigator and a back-up contact person in case ACT cannot reach the designate. Either contact must be available during business hours throughout the period of review.

7.3 Experience and Qualifications

Identify the Principal Investigator and the key members of the Applicant Team, including any consultants who will be engaged to support The Project. For each member of your Applicant Team, describe the role, capability and availability for this Project, including relevant credentials, knowledge and experience.

Provide CVs/résumés of all Applicant Team members as Appendix A in the application package. CVs for researchers only must be in the format of the Canadian Common CV – MSFHR Abbreviated Version (<https://ccv-cvc.ca>) or a National Institutes of Health Biosketch in the case of American researchers (http://grants.nih.gov/grants/policy/faq_biosketches.htm).

7.4 Background and Objectives

Describe your understanding of the expectations for the research project including its purpose, target audience(s), and overall scope.

7.5 Project Approach

Describe The Project approach and research methodology that will be utilized to achieve the results as described in Section 3: *Research Project Overview*.

Describe in detail how The Project will be carried out (where, how, methods, delivery systems, personnel, etc.) including data collection methods and instruments, and the mechanisms for ensuring the integrity of the data. The research approach should clearly demonstrate researchers, service providers and Research User collaboration throughout The Project, including Project methodology, data collection, analysis and interpretation, key messages and recommendations, as appropriate.

Describe the leadership approach, governance, organizational and advisory structure proposed by the Applicant Team for The Project. This structure may include, for example, an advisory body struck by the Applicant Team to provide independent subject matter advice to The Project.

Applicant Teams must account for the fact that many potential implementation partners are not-for-profit organizations, without resources for workload generated by involvement in research activity.

All contact with participants, including individual- and community-level data collection and training must be accounted for and funded under this application.

Describe how execution of The Project will engage Research Users in co-developing, sharing and disseminating this knowledge.

- All partners in The Project must accept that participation requires that existing staff in any partner agency engaged in The Project will need to demonstrate the ability to implement the techniques of the specific intervention model to fidelity, particularly in relation to the competency of staff who will deliver the intervention.
- Ensuring that all partners have a record of ethical, respectful treatment of families seeking services for their children with ASD.

The need for a privacy impact assessment or risk assessment must be determined by the researchers as part of the development of an application. If it is determined that either of these evaluations are required, the application must include the timeline, process, and budget needed to complete.

7.6 Work Plan

Provide a realistic work plan that ensures the objectives and deliverables of The Project can be met within the proposed budget and timeline. The work plan must include a set of Project milestones, including the expected level of effort required by the Applicant Team members in sufficient detail to enable understanding of how and by whom the work will be carried out.

7.7 Financial Plan

Based upon your work plan, provide a budget that clearly shows all Project costs including professional fees and taxes, as well as a proposed payment schedule.

7.7.1 Indirect/Administrative Costs

The resources for The Project were provided to ACT by the Ministry of Children and Family Development; therefore, indirect/administrative costs for these services should follow the MCFD Administrative Cost negotiation guideline and should not exceed **10 %** of the total value of the Contract. Should an amount higher than 10% be requested, the onus lies on the requesting party to present the rationale to support the higher amount. This potential higher amount is subject to review, evaluation scoring and the final amount is subject to negotiation with the successful proponent if applicable.

7.7.2 Expenses

Eligible expenses must be consistent with the policy of the Principal Investigator's Host Institution, with the exception of ineligible expenses as specified in 7.7.3 below.

7.7.3 Ineligible Expenses

Large capital expenditures including renovation costs or similar expenses are ineligible unless specified in the proposal budget and approved in advance by the funder.

7.8 Risks to Successful Completion and Mitigation

The purpose of this section is to provide an analysis of significant risks to development, implementation and evaluation of The Project, and the mitigation strategies to address them. These may include but are not limited to:

- Funding shortfalls
- Schedule overruns
- Inability to recruit program participants/subjects
- Inability to recruit qualified professionals to implement the parent-coaching program
- Inability to collect appropriate data

Provide a table that lists risks specific to The Project and rate each for the likelihood of occurrence and the severity of damage should it occur (high, medium or low). Outline the mitigation strategies for each specific risk.

7.9 Expected Outcomes and Potential Impact

Clearly articulate the significance of The Project in terms of expected outcomes and potential impact in light of the Primary Research Objectives and Additional Considerations of the Research Users outlined in Section 3 above.

7.10 Application Format

To be eligible for review, all applications must adhere to the instructions for presentation and content, and use the numbering system provided. Except for the appendices, all materials must be presented as follows:

- All materials, except appendices, must be a minimum 11 point size, Arial (regular), single spaced, on one side of a letter-sized (21.25 x 27.5 cm / 8.5" x 11") page, with a one-inch margin on all sides of the page.
- All pages should be consecutively numbered.
- All print must be black, of letter quality and easy to read.
- A header with the Applicant Team name or the name of the Principal Investigator on the top left-hand corner, and footer with the page number on the lower right-hand corner of each page.
- The research application should not exceed 12 pages. This does not include appendices, a cover letter, Project summary, Application Cover and Signatory Form, or table of contents. Additional pages beyond the maximum will be removed and shredded by ACT prior to further processing.

7.10.1 Appendices

References and charts, tables, diagrams or surveys/questionnaires to support the application should be attached to the application package as appendices.

It is the responsibility of the Applicant to ensure that all information contained in the application is complete and accurate.

7.11 Host Institution Financial Administration

Provide the name, title, department, full address and email/telephone information of the financial administrator at the Host Institution who will be responsible for administering the award using the form provided (Appendix F).

The signature of an authorized person representing the Host Institution is required in this section. By signing, the Host Institution agrees to Appendix C – Signature Statement.

7.12 Declaration of Stakeholder Affiliation or Association

Identify any previous, active or anticipated relationships between members of the Applicant Team and any of the Participating Organizations.

8. RFA Process

The following section describes the conditions under which responses will be accepted from Applicant Teams.

8.1 Call for Expressions of Interest and Registration

As part of this RFA process, two concurrent activities are being undertaken to facilitate contact between interested parties, in the interests of assembling Applicant Teams that reflect a strong integration of research and service-provision expertise. Participation in either of these processes does not constitute a commitment to respond to the RFA.

8.1.1 Call for Expressions of Interest from Service Providers

A Call for Expressions of Interest (EOI) will be issued by ACT, inviting submissions from service providers with relevant expertise willing to collaborate to design and implement Parent Coaching interventions for The Project. All those who respond to this EOI agree that the information they provide will be used by ACT in the preparation and distribution of a list of potential service providers, which will be shared with all registered researchers (see 8.1.2, below). The EOI call will close on Monday, September 19 at 4 pm PDT. The EOI can be downloaded at www.actcommunity.ca/information/parent-coaching-intervention-research-project.

8.1.2 Researcher Registration

Researchers who may wish to lead or otherwise participate in a Project Team, to prepare an application in response to this RFA, are invited to register with ACT to indicate their interest in collaborating to design and conduct a program of research and evaluation for The Project.

ACT will host a web streamed information seminar for all registered researchers and service providers on September 29, 2016 to allow for further discussion of The Project. Participants can also meet in person. This will also provide an opportunity to interact with intended knowledge users from MCFD, so that potential Applicant Teams can better understand how knowledge generated by The Project will be used.

Researchers are encouraged to provide a brief description of their particular interest in The Project and the expertise they can offer, on the understanding that by so doing they have provided permission to ACT to share this information with other potential research partners and service providers prior to the meeting on September 29th. This meeting will be held in Vancouver. It will be web streamed but in-person participation is also encouraged to facilitate networking.

To register, researchers should send an email with their name, phone number and email contact information, and a description of their research interests, no later than Monday, September 19 at 4 pm PDT to:

Researcher Registration
Parent Coaching Intervention Research Project
Attention: Deborah Pugh
dpugh@actcommunity.ca

As noted above, response to the registration process is optional and not required as a condition of responding to the RFA; however, only researchers who participate in the registration process will be invited to the web streamed information seminar by ACT, and only registered researchers will receive information about potential service provider partners provided by them as part of the EOI process.

8.2 Submissions of Applications

Applicants must submit one electronic copy of the application in PDF format no later than **4:00 pm PST, November 18, 2016**. Applications received after this time and date will not be considered. The application must include all relevant signatures. It should be sent to Deborah Pugh by email to dpugh@actcommunity.ca, with the subject line 'RFA Submission – Parent Coaching Intervention Research Project'.

In addition, two print copies should be provided in a sealed envelope, date-stamped by November 21, 2016, 4:00 pm to:

RFA Submission: Parent Coaching Intervention Research Project
Deborah Pugh
ACT- Autism Community Training
#150 -2250 Boundary Road, Burnaby, BC V5M 3Z3

8.2.1 Inquiries

All inquiries regarding this RFA are to be directed to Deborah Pugh by email at dpugh@actcommunity.ca

8.3 Selection Process

Applications to this funding opportunity will undergo review by the External Expert Review Panel, an independent panel of researchers, subject matter experts, and Research Users convened by MSFHR on behalf of the Steering Committee.

Applications will be reviewed and scored based upon the criteria outlined below. An award may be made solely on the basis of an application, without a meeting with the Applicant. The Steering Committee reserves the right to invite one or more Applicants to attend a meeting with the review panel and/or to provide written clarification of their response(s).

8.3.1 Review Panel

The External Expert Review Panel, an independent panel of researchers, subject matter experts, and Research Users will be convened by MSFHR with the advice of the Steering Committee. Applications received will undergo review to evaluate both the scientific excellence of the proposed research, and to evaluate the extent to which the proposed research responds to needs of Research Users.

8.3.2 Selection Criteria

All applications will be rated against a standard set of criteria, which will include:

Project Merit and Feasibility (25%)

- Realistic and feasible Project implementation plan with achievable timeline and attainable Project objectives.
- Clear rationale for The Project with thorough, comprehensible description of the proposed approach and research methodology, including data collection, analysis and integrity.
- Appropriateness of the research design and analysis.
- Appropriateness of Service Provider.
- Identification of potential risks and appropriate mitigation strategies.
- Appropriate, sufficiently detailed budget, with clear justification of expenditures to achieve deliverables.

Relevance to Research Users (25%)

Extent to which the proposed approach responds to the primary research objectives and addresses the additional considerations stated in Section 3:

- Demonstration that the proposed Parent Coaching intervention can be implemented to fidelity across British Columbia.
- Potential to achieve meaningful outcomes for toddlers and their families through the implementation of this intervention, specifically outcomes related to family quality of life and child development.
- Potential to inform decision-making processes regarding policy, practice and community programming.
- Examination of economic impact for families.
- Potential to engage Research Users in co-developing, sharing and disseminating this knowledge.

Capability of Researchers (25%)

- Appropriate capabilities and experience of Principal Investigator, co-investigators, researchers and their affiliated support personnel to fulfill their roles with past performance in the delivery of similar research projects.
- Appropriate leadership approach, governance and organizational structure for The Project.

Capability of Service Providers (25%)

- Appropriate capabilities of qualified and experienced professionals required to effectively implement the chosen NDBI model(s) will be accessed.
- Capacity to employ a “train the trainer” approach in The Project, or to employ such other activities that alternately will ensure fidelity of implementation.
- Ability to implement the techniques of the specific intervention model to fidelity, including commitment to ensuring the competency of staff who will deliver the intervention.
- Demonstration of strong past performance in the delivery of similar services.
- Appropriate leadership approach, governance, organizational and advisory structure for the service organization(s).

9. APPENDIX A: Parent Coaching Research References

Dawson, G., Jones, E. J., Merkle, K., Venema, K., Lowy, R., Faja, S., et al. (2012). Early behavioral intervention is associated with normalized brain activity in young children with autism. *Journal of the Academy of Child Adolescent Psychiatry*, 51, 1550–1559.

Dawson, G., Rogers, S., Munson, J., Smith, M., Winter, J., Greenson, J., et al. (2010). Randomized, controlled trial of an intervention for toddlers with autism: The Early Start Denver Model. *Pediatrics*, 125, 17–23.

Estes, A., Vismara, L., Mercado, C., Fitzpatrick, A., Elder, L., Greenson, J., Lord, C., Munson, J., Winter, J., Young, G., Dawson, G., & Rogers, S. (2013). The Impact of Parent-Delivered Intervention on Parents of Very Young Children with Autism. *Journal of Autism and Developmental Disorders*, 353-365.

Green, J., Charman, T., McConachie, H., Aldred, C., Slomins, C., Howlin, P., et al. (2010). Parent-mediated communication focused treatment in children with autism (PACT): A randomized controlled trial. *Lancet*, 375, 2152–2160.

Kasari, C., Lawton, K., Shih, W., Landa, R., Lord, C., Orlich, F., et al. (2014b). Caregiver-mediated intervention for low-resourced preschoolers with autism: An RCT. *Pediatrics*, 134, e72–e79.

Ingersoll, B., & Dvortcsak, A. (2006). Including parent training in the early childhood special education curriculum for children with autism spectrum disorders. *Journal of Positive Behavior Interventions*, 8, 79–87.

Ingersoll, B., & Wainer, A. (2013a). Pilot study of a school-based parent training program for preschoolers with ASD. *Autism—International Journal of Research and Practice*, 17, 434–448.

Ingersoll, B., & Wainer, A. (2013b). Initial efficacy of Project ImPACT: A parent-mediated social communication intervention for young children with ASD. *Journal of Autism and Developmental Disorders*, 43, 2943–2952.

Rogers, S., Estes, A., Lord, C., Vismara, L., Winter, J., Fitzpatrick, A., Guo, M., & Dawson, G. (2012). Effects of a Brief Early Start Denver Model (ESDM)–Based Parent Intervention on Toddlers at Risk for Autism Spectrum Disorders: A Randomized Controlled Trial. *Journal of the American*

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10. APPENDIX B: Award Terms and Conditions

A.1 Reject Applications

ACT may, in its absolute discretion, reject in whole or in part any and/or all proposals for any reason or after taking into account factors considered relevant.

A.2 Liability for Errors

While ACT has used considerable effort to ensure an accurate presentation of information in this RFA, the information contained in this RFA is supplied solely as a guideline for Applicants. The information is not guaranteed or warranted to be accurate by ACT, nor is it necessarily comprehensive or exhaustive. Nothing in this RFA is intended to relieve Applicants from forming their own opinions and conclusions with respect to the matters addressed in this RFA.

A.3 Errors in Applications

The Applicant has the responsibility, at all times, to request any instruction, decision, or direction which may be required to prepare its proposal, or to notify the designated ACT contact person in writing of any ambiguity, divergence, error, omission, oversight, or contradiction contained in its proposal as it is discovered.

ACT reserves the right to request clarification of the contents of any proposal. ACT may require Applicants to submit supplementary documentation clarifying any matters contained in their proposals and may seek the Applicant's acknowledgement of that interpretation. This is not an opportunity for the Applicant to submit new information modifying the proposal. Notwithstanding the foregoing, ACT is not obliged to seek clarification of any aspect of a proposal.

A.4 Limitation of Liability and Indemnity

ACT will not be obligated or liable in any way whatsoever to an Applicant except where ACT has awarded and entered into a written contract with that Applicant for the performance of the work contemplated by this RFA, and in which case that contract shall govern all such obligations and liabilities.

It is a fundamental condition of this RFA and the receipt and consideration of proposals by ACT that ACT, and its respective employees, consultants and

agents, will not and shall not under any circumstances, including without limitation whether pursuant to contract, tort, statutory duty, law, equity, any actual or implied duty of fairness, or otherwise, be responsible or liable for any costs, expenses, claims, losses, damages or liabilities (collectively and individually all of the foregoing referred to as "Claims") incurred or suffered by any Applicant or the Applicant's sub-contractors as a result of or related to any one or more of the RFA, the preparation, negotiation, acceptance or rejection of any conforming or non-conforming proposal, the rejection of any Applicant, or the cancellation, suspension or termination of the RFA process, and by submitting a proposal each Applicant shall be conclusively deemed to waive and release ACT and its employees, contractors, consultants and agents, from and against any and all such Claims.

Each Applicant shall indemnify and hold ACT and its employees, contractors, consultants and agents, harmless from and against any and all Claims brought against them arising out of any act or omission of the Applicant, the Applicant's sub-contractors, or by third parties arising out of or relating to the Applicant's receipt of this RFA, or the preparation, submission and negotiation of any proposal submitted by the Applicant, where such third parties were directly or indirectly engaged by or through the Applicant in connection with any of the foregoing, or where personal injury, bodily damage or property damage is caused by the negligent acts or omissions of the Applicant. Such indemnification shall survive completion of the goods or services provided under the contract and the termination of the contract.

A.5 Confidentiality of Information

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals. Information pertaining to ACT or related parties obtained by an Applicant as a result of participation in this process is confidential and must not be disclosed except for the purpose of responding to this RFA or as required by law.

A.6 Ownership of Applications

All documents, including proposals, submitted to ACT become the property of ACT. They will be received and held in

confidence, subject to the provisions of BC Personal Information Protection Act.

A.7 Applicant' Expenses

Applicants are solely responsible for their own expenses in preparing a proposal. If ACT elects to reject all proposals, ACT will not be liable to any Applicant for any Claims, whether for costs or damages incurred by the Applicant in preparing the proposal, loss of anticipated profit in connection with any final agreement, or any other matter whatsoever.

A.8 Irrevocability of Proposal

By submission of a clear and detailed written notice, an Applicant may amend or withdraw his/her proposal prior to the closing date and time. At closing, all proposals become irrevocable. Applications must be open for acceptance for at least 90 days after the closing. In the event that ACT requires more than 90 days to evaluate proposals, additional time will be requested of all Applicants.

A.9 Conflict of Interest

Applicants are responsible for disclosing to ACT any and all real or perceived conflicts of interest. Applications will not be evaluated if the Applicant's current or past corporate or other interests are, in the opinion of ACT, deemed to be a conflict of interest in connection with this RFA or the activities or mandate of its facilities. ACT reserves the right to disqualify and reject a proposal in whole or in part where the Applicant or directors, officers, shareholders or any other person associated with the Applicant has a Claim or has initiated a Claim or legal proceeding against ACT or against whom ACT has a Claim or has instituted a legal proceeding with respect to any previous contracts, tenders or business transactions.

Applicants shall not engage in any form of lobbying whatsoever to influence the outcome of this RFA. Applicants shall not attempt to communicate or make any representation or solicitation to any director, officer or employee of any member of the Steering Committee except the designated ACT contact person.

A.10 Verification

ACT reserves the right to verify any statement or claim contained in any proposal or made subsequently in any interview or negotiation. That verification may be made by whatever means ACT deems appropriate and may include contacting the references provided by the Applicant. In submitting a proposal, the Applicant is deemed to consent to ACT verifying any information from third parties including the Applicant's bank references, and receiving additional information regarding the Applicant, its directors, officers, shareholders or owners and any other person associated with the Applicant as ACT may require.

A.11 Request for Proposal Cancellation

ACT is not bound to accept any proposal and reserves the right in its sole and absolute discretion to postpone or cancel this RFA at any time for any reason. Further and without limiting the foregoing, ACT will not be bound to accept the lowest or any bid and reserves the right to accept or reject any proposal in whole or in part, to discuss with any Applicant different or additional items and terms to those described in this RFA or received in any proposal, or to amend or modify any term of this RFA. ACT, in its sole discretion, may invalidate and cancel this RFA entirely and may issue a new RFA if considered in the best interests of ACT. No Applicant will acquire any legal or equitable rights or privileges relative to the services prior to full execution of a written agreement for the services required.

A.12 Contract Terms

By submitting a proposal to ACT, the Applicant shall be conclusively deemed to have accepted and to have agreed to be bound by each and every term, condition, and provision of this RFA, and any services, specifications, warranties, guarantees or representations stated in the accepted proposal or made during the RFA and selection process.

A.13 Contract Award

By submission of its proposal, the Applicant agrees to negotiate in good faith and execute a contract with ACT incorporating the terms and conditions of this RFA, the Applicant's proposal, and such other terms and conditions as ACT may reasonably require. ACT may negotiate modifications, additions or variations to such terms and conditions or to the goods or services set out in a

proposal in order to satisfy its operational or administrative requirements. The RFA and the contract, if any, entered into subsequently shall take precedence over any and all documents submitted by the Applicant. ACT will not accept an Applicant's standard purchase agreement.

A.14 Sub-Contracting

All sub-contractors and/or partner(s) must be identified in the proposal. No sub-contracting or assignment of any contract or of any services to be provided is permitted without the prior written consent of ACT. Applicants are to identify all proposed sub-contractors including the company name, contact name, phone number, fax number, email address, type of service the sub-contractor will be performing or providing, and the length of time the Applicant has been using the services of the sub-contractor. No additional sub-contractors will be added nor will other changes be made to this list without the written consent of ACT.

A.15 Governing Law

Applicant must comply with all applicable laws. This RFA will be governed exclusively by, and construed and enforced in accordance with, the laws of the Province of British Columbia. The Applicant agrees to attorn to the exclusive jurisdiction of the courts of the Province of British Columbia in the event of any dispute concerning this RFA or any matters arising out of this RFA.

A.16 Appendices

All appendices to this RFA are deemed to be incorporated herein and form part of the RFA.

A.17 Ownership and Publication of Results and Intellectual Property

For the purposes of this award, "Intellectual Property" ("IP") means intangible (non-physical) property which includes scientific or scholarly discoveries, copyright, computer software, moral rights related to copyrighted materials, trademarks, official marks, domain names, patents, industrial designs, literary, artistic, musical or visual works and know-how (the "Material").

All Material produced or developed as a result of this Award and all copyright and other property rights in that IP shall belong to The Applicant Team members identified in the submitted application

in accordance with their respective institutional IP rights and ancillary policies. The Principal Investigator's Host Institution on behalf of the Applicant shall negotiate an Intellectual Property Sharing Agreement ("IP Agreement") with all Applicant Project Team members and/or their respective institutions and provide a copy of the IP Agreement to ACT.

ACT and MCFD acknowledge and agree that the Host Institution owns all right, title and interest in the IP produced under this Award and Intellectual Property arising from the Research Project under this Award.

The Host Institution grants ACT and MCFD the a perpetual non-exclusive, irrevocable, world-wide, fully paid up and royalty-free license to use, make, copy, distribute, translate, practice, and reproduce the Material and all related materials produced under this Agreement and IP arising under this Agreement for scientific, educational, public good and other Non-Commercial uses. In addition, the Host Institution grants ACT and MCFD the additional rights to incorporate all or portions of the Material produced under this Agreement in any reports created by ACT and MCFD and to further develop the Research Project reports provided that the content of the Research Project reports is not materially modified without the written approval of the Host Institution.

Researchers agree to delay any publication of the results of The Project for two months following its completion. In addition, a further term of the IP Agreement must be that The Project Team members grant ACT and MCFD a perpetual non-exclusive, irrevocable, world-wide, fully paid up and royalty-free license to use, make, copy, distribute, translate, practice, reproduce, and adapt the Material produced pursuant to this Award and other IP arising under this Award for scientific, educational, public good and other non-commercial uses.

Members of the Applicant Team will not be restricted from presenting publications at symposia, national or regional professional meetings, or from publishing in journals or other publications, accounts of the work pertaining to this Award. Publications, conference presentations, symposia and all other dissemination of material pertaining to the work of this Award will recognize the involvement of ACT and the financial support of MCFD.

11. APPENDIX C: Signature Statement

Signing the Application Cover and Signatory Form (Appendix F) indicates agreement to this Signature Statement. The following statement applies to all signatures required by ACT for any application submitted in response to this RFA.

The signature of the Applicant Team Principal Investigator confirms that s/he declares and agrees on behalf of the Applicant Team:

- That the information on the application is complete and accurate to the best of his/her knowledge.
- That s/he has met the eligibility requirements to apply.
- To inform ACT of any changes in eligibility status or in the information provided.
- To meet all reporting requirements of ACT.
- To comply with the Tri-Council Policy Statement on Responsible Conduct of Research (December, 2011).
- To meet all privacy, ethical and research policies outlined by ACT, as outlined in the contract.

The signature of the authorized representative of the Host Institution confirms that the Host Institution agrees to:

- Administer, monitor, investigate and report on all ACT award funds in accordance with ACT's program guidelines, conditions of award and policies and any other requirements, as it may be outlined in memorandums of understanding and the policies and procedures of the (host) organization.
- Provide ACT with any other information that is relevant to the operation of the award upon request from ACT.
- Notify ACT immediately of any known changes in status of the award recipients.
- Upon request from ACT, withhold award funds to the award recipient(s) until all award conditions of ACT and the Host Institutions have been met, including eligibility and compliance with:
 - Institutional, regional, and national requirements for animal care, biohazards and research activities having potential effects on the environment.
 - The ethical and research policies outlined by the:
 - i. the Tri-Agency Framework: Responsible Conduct of Research (December, 2011)
 - ii. the Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans (December, 2014)

12. APPENDIX D: Privacy Statement

Signing the Application Cover and Signatory Form indicates agreement to the ACT Privacy Agreement. All information submitted by the Applicants for the *Autism Parent Coaching Intervention Research Project* will be governed and protected in accordance with applicable privacy legislation in the Province of British Columbia and the following terms.

As an ACT Applicant, I declare and attest that:

- I authorize ACT, or other authorized assignee of ACT, (collectively “ACT”) who is responsible for the development and administration of the above noted research Project to collect, use and disclose the information provided for the purposes of approval, monitoring, evaluating and/or administering applications for funding, management of all subsequent awards and business activities. In addition, ACT is authorized to share information that I provide with those persons who support, approve, monitor, administer and/or evaluate applications for funding and any subsequent awards, including the appropriate administrative representatives of the (host) organization, supervisors, co-Applicants, peer reviewers, funding partners or authorized employee or assignee of ACT.
- I authorize ACT to also use the information collected for statistical, research and business purposes, to provide me with specific health research publications or to contact me in the future with respect to my possible participation in research related task forces, peer reviews, surveys, etc.
- I authorize ACT and its funding partners to use the information collected, including identifiable information, for the purposes of communicating successful applications to the general public through their media formats including websites, newsletters, publications, etc.
- I agree that ACT and its funding partners are not liable in any way for the subsequent use or misuse, by any member of the public, of any of my information that is published to the general public.

13. APPENDIX E: Financial Plan Template

Item	Rate	# Hours	Total	Applicable Tax*
1. Professional Fees				
a) Role/describe				
b) Role/describe				
<i>Subtotal 1</i>				
2. Sub-contractors				
a) Role/describe				
b) Role/describe				
<i>Subtotal 2</i>				
3. Disbursements at cost				
a) Travel				
b) Long Distance				
c) Program licensing costs				
d) Printing				
e) other, etc.				
Subtotal 3				
			Subtotal	
			GST 5%	
			PST 7%	
			TOTAL	

*G = GST applicable; GP = GST & PST applicable; NA = not applicable.

14.APPENDIX F: Application Cover and Signatory Form

This form must be signed by the project applicant (and, if applicable, co-lead[s]) and the host organization. Add additional pages as needed.

TITLE OF APPLICATION

DETAILS OF PROJECT CO-LEADERS						
We, the undersigned, have read Appendices B, C, and D as outlined in the Request for Applications for the Parent Coaching Intervention Research Project, and agree to the terms outlined. <i>Correspondence will be conducted with the project co-lead(s) only.</i>						
Project Applicant Name						
Title						
Department						
Organization						
Mailing Address						
City		Province		Postal Code		
Telephone						
Email						
Signature				Date		
Project Co-Lead Name						
Title						
Department						
Organization						
Mailing Address						
City		Province		Postal Code		
Telephone						
Email						
Signature				Date		

HOST ORGANIZATION FINANCIAL ADMINISTRATION

As the Financial Administrator responsible for administrating this award, I, the undersigned, accept the terms and conditions of the proposal attached, submitted in response to the Request for Applications for the Parent Coaching Intervention Research Project, on behalf of my institution.

Project Co-Leader Financially Responsible for Project Funds					
Name of Financial Administrator					
Title					
Department					
Organization					
Mailing Address					
City		Province		Postal Code	
Telephone					
Email					
Authorize Signature of Host Organization				Name	
Date					