



Ruth O'Brien Project Grant Guidelines

The American Association of Family & Consumer Sciences (AAFCS) Ruth O'Brien Project Grant was established in 1972 through a bequest from Ruth O'Brien, who served as assistant chief of the Bureau of Human Nutrition and Home Economics in the U.S. Department of Agriculture. The Ruth O'Brien Grant supports research and development in family and consumer sciences (FCS). The grant's objectives are to:

- assist members of the FCS profession to develop and use their full potential to serve society;
- provide support for education, study, and scientific research in fields relating to FCS;
- develop leaders within the field of FCS; or
- improve the usefulness and effectiveness of FCS in all its aspects.

Funding is available for projects that help fulfill these objectives and are in accordance with the goals of the Association and the FCS profession.

Proposals for the Ruth O'Brien Project Grant must be innovative in nature. Proposals may be submitted for applied/action/basic research, community service, student programs, educational material development, leadership conferences, educational seminars, program model development, or other projects that contribute to the knowledge base of developments in FCS.

Applying for the Ruth O'Brien Project Grant

- Those eligible to apply for the Ruth O'Brien Project Grant include:
 - AAFCS members or non-members;
 - AAFCS affiliates in good standing; or
 - Other nonprofit agencies or organizations whose purposes are consistent with those of AAFCS.
- Projects implemented between July 1 of the award year and June 30 of the following year are eligible for funding.
- Application materials must be prepared by the applicant and submitted in English.
- Members of the AAFCS Board of Directors and Grantmaking Committee are not eligible to apply during their terms of office. AAFCS staff are not eligible to apply during their periods of employment with the Association.
- All policies, procedures, and guidelines must be followed for the application to be considered for juried review.

Submitting the Application

The application must be submitted using the official application form as one PDF document. Please be aware of the page requirements for each section and include page numbers and headings. Keep a copy of all materials submitted to AAFCS. Forward questions to grants@aafps.org

Section 1: General Information

Applicant Information

- ☐ Applicant Name
 - If individual, please include first and last name (include AAFCS Credentials, if applicable)
 - If group, agency, or organization, please specify the legal name of the group and the official point of contact for the application.
- ☐ AAFCS Member Number (if applicable)
- ☐ Contact Information (Email, Phone Number, Mailing Address)

Section 2: Statement of Project Plan (Maximum of six (6) double-spaced pages, 12-point font)

- ☐ Relevance of project to one or more of the following:
 - Addresses contemporary or emerging societal need(s) through community service;
 - Supports education, study, or scientific research in FCS;
 - Develops leadership within the field of FCS; or
 - Improves the usefulness and effectiveness of FCS
- ☐ Rationale or Justification for Project: Include current and relevant literature (with citations)
- ☐ Project Purpose and Objectives
- ☐ Project Narrative: Include the participants and a description of the project and implementation plan
- ☐ Timeline
- ☐ Evaluation Methods and Metrics: How will the project be evaluated? What metrics will be used to determine success?
- ☐ Summary of Applicant Qualifications: Provide evidence of the applicant's ability to implement the project

Section 3: Proposed Budget & Rationale (Maximum of three (3) double-spaced pages, 12-point font): Explain how the grant funds will be utilized in completing the work. Please note the following when proposing the budget:

- ☐ The successful project requests no more than \$5,000 from AAFCS.
- ☐ Professional staff salaries should not be included in the budget.
- ☐ No indirect costs will be paid by AAFCS.
- ☐ Expenses related to the purchase of computer hardware will not be paid by AAFCS.
- ☐ Travel to carry out objectives of the project is appropriate and may be funded by the grant.
- ☐ Travel to participate in professional meetings will not be paid by AAFCS.

Section 4: Two Letters of Support: Each letter is limited to one page and written from individuals who can give evidence of the applicant's ability to implement the project.

Section 5: Supporting Documentation/Reference List (Maximum of two (2) double-spaced pages, 12-point font): Include reference citations in APA format.

Evaluating the Ruth O'Brien Project Grant Application

- Individuals who write a letter of reference/support for a current applicant cannot serve as jurors for this grant.
- Jurors cannot review applications from family members, their current students, students at their own institution, applicants who share the same employer, or current collaborators or partners. Jurors are responsible for identifying any applicants that include a potential conflict of interest and recusing themselves from the review process.
- Jurors selected by the AAFCS Grantmaking Committee review and score the application using the Evaluation Criteria.

Awarding the Ruth O'Brien Project Grant

- The Ruth O'Brien Project Grant is limited to one recipient.
- The recipient will be notified in late February/early March annually and will be announced during the AAFCS Annual Conference.
- The recipient will receive a commemorative certificate, and their name(s) and project title will be shared in AAFCS communications and materials.
- The Grantmaking Committee reserves the right not to fund a project if jurors do not find a worthy applicant.

Receiving the Ruth O'Brien Project Grant

The Ruth O'Brien Project Grant recipient will complete an acceptance form outlining project deliverables and timeline to align with the following:

- Any individual or group chosen to receive the Ruth O'Brien Project Grant will receive a maximum of \$5,000 for the project and will be reimbursed with an additional \$1,000 to support participation and presentation at the AAFCS Annual Conference.
- Requests to change or modify objectives, strategies, or budget lines must be sent in advance for approval.
- One-half of the funds awarded will be dispersed within 90 days of receipt of the acceptance form. One-quarter of the funds will be disbursed upon receipt of a 6 month progress report. The final one-quarter of the funds will be disbursed upon completion of the project and submission of the final report. The reports will include budget expenditure information. Following the Annual Conference, the recipient will be reimbursed up to \$1,000 to support participation in and presentation at the event.
- The recipient is expected to share project deliverables at the AAFCS Annual Conference and submit a manuscript (within 18 months of project conclusion) of the funded project to one of the AAFCS journals.
- The recipient will acknowledge funding as the "Ruth O'Brien Project Grant from the American Association of Family and Consumer Sciences" in publications, presentations, and deliverables.
- Any unused Ruth O'Brien Project Grant funds must be returned to the Association within thirty (30) days of the final report submission.

Failure to follow the guidelines will result in the ineligibility of the applicant.

Evaluation Criteria

The following criteria correspond with the Ruth O’Brien Project Grant guidelines. They provide clarification, ease in preparing the application materials, and consistency in evaluation.

Evaluation Criteria	Points Possible
Alignment with FCS Mission, Goals, and Priorities Project relevant to FCS and meets one or more of the following: • Contemporary or emerging societal need • Research priority within family and consumer sciences specializations • Development of leadership within the field of FCS • Improves the usefulness and effectiveness of FCS	/15
Project Justification Justification or rationale is clearly articulated	/10
Project Narrative Narrative is clear, appropriate, and comprehensive	/10
Project Goals and Objectives Purpose and Objectives clearly stated	/10
Capacity and Qualifications of Applicant Applicant is qualified	/10
Budget Budget is concise, clear, and justifiable	/10
Evaluation Methods Evaluation methods and metrics are identified and appropriate to determine success	/10
Timeline Timeline is feasible	/ 5
Reference Citations Current and relevant literature is cited	/10
AAFCS Membership As of the due date of the application, applicant (individual) or point of contact (for group/organization) is an AAFCS member.	/10
Total	/ 100