

# Application Report



**Applicant Organization:** Board of Trustees of the Leland Stanford Junior University

**Project Name:** Training Service Providers to Improve Employment Outcomes of Individuals with Intellectual and Developmental Disabilities

**Application ID:** [REDACTED]

**Funding Announcement:** DDS Employment Grant

**Requested Amount:** [REDACTED]

**Project Summary:** To elevate job coaches' and employers' knowledge and skills on working with individuals with I/DD, the project team will revise and refine a self-determination-based curriculum and assess the curriculum in a pilot trial. There are 4 major parts in this objective: Part A: Community engagement. The project team will recruit key stakeholders (job coaches, employers, parents of regional center consumers, people with I/DD, and developmental disability providers) to be part of a working group for fully co-develop the training materials. Part B: Review and refine training materials for service providers. Based on a preliminary version of the Training for Service Providers to Adults with Autism" (TSPAA) curriculum developed by the project team, the working group will review and refine the training curriculum. The revised curriculum will be renamed as "Training for Service Providers to Adults with Intellectual and Developmental Disabilities" (TSPAIDD). We will hold working group meetings involving job coaches, parents of adults with I/DD, adults with I/DD, and developmental disability providers specialized in adults with I/DD. Part C: Development of TSPAIDD. Based on the recommendations from the working group, the project team will implement changes of TSPAA and create the new TSPAIDD curriculum. The curriculum will use various formats (slides, handouts, training manual, training videos). Part D: Determine the effectiveness of TSPAIDD in a pilot trial. The project team will recruit 50 job coaches, 50 employers, and 50 family members to participate in this trial. Hypothesis I: Compared to baseline, job coaches will report more favorable responses in preparing their clients for work after completion of TSPAIDD. Hypothesis II: Compared to baseline, employers will report more favorable responses in preparing their clients for work after completion of TSPAIDD will increase the knowledge about working with individuals with I/DD. Hypothesis III: family members will report more favorable responses in preparing their children for work after completion of TSPAIDD.

**Authorized Certifying Official:** [REDACTED] [REDACTED] [REDACTED]

**Project Director/Manager:** [REDACTED] [REDACTED] [REDACTED]

**Compliance/Fiscal Officer:** [REDACTED] [REDACTED] [REDACTED]

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**Section Name:** Applicant Eligibility

**Sub Section Name:** Applicant Information

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## 1. Applicant Question: Organization Type

Check all that apply. If selecting "Other" please specify your type of organization.

### Applicant Response:

- College or University

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**2. Applicant Question:** Description of Agency/Organization

Provide a brief description of the organization or group. You may add a website link for additional information.

**Applicant Response:**

Stanford University is a premier research university located in Palo Alto, California. The Stanford Neurodiversity Project (SNP; <http://med.stanford.edu/neurodiversity.html>; Director: Lawrence Fung, M.D., Ph.D.) is a special initiative of the Department of Psychiatry & Behavioral Sciences, housed at 1520 Page Mill Road, Palo Alto, CA 94304. The SNP is the home of the Stanford Neurodiversity at Work Program.

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**3. Applicant Question:** Applicant in Good Standing

Is the applicant in good standing with the California Secretary of State, California Franchise Tax Board, and California Department of Tax and Fee Administration? Please upload confirmation letter(s) or proof of good standing.

**Applicant Response:**

Yes

**Attachment:**



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**4. Applicant Question:** Subcontractors in Good Standing

Are the applicant's subcontractors in good standing with the California Secretary of State, California Franchise Tax Board, and California Department of Tax and Fee Administration? Select "N/A" if you do not plan to use subcontractors for your project.

**Applicant Response:**

Not Applicable

**Applicant Comment:**

Not Applicable

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**Section Name:** Grant Application

**Sub Section Name:** Proposal Summary

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**1. Applicant Question:** Project Type

Choose one project type that best describes your activities.

**Applicant Response:**

Training and Implementation - Professional and Staff

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**2. Applicant Question:** Duration of Project

Choose the duration of your project, 12 months or 18 months.

**Applicant Response:**

18 months

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**3. Applicant Question:** Regional Centers in Service Area

Identify the Regional Center(s) in the community to be served by this project. Select all that apply. For a regional center map, see [Attachment F](#).

**Applicant Response:**

- San Andreas Regional Center
  - Regional Center of the East Bay
  - Golden Gate Regional Center
- 

**4. Applicant Question:** Counties Served

List the county or counties that the project will serve. Check all that apply.

**Applicant Response:**

- Monterey County
  - San Benito County
  - Santa Clara County
  - Santa Cruz County
  - Contra Costa County
  - Alameda County
  - San Francisco County
  - San Mateo County
  - Marin County
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**5. Applicant Question:** City of Los Angeles

If your project proposes to serve the City of Los Angeles, list the zip codes your project will serve.

Zip code information for Los Angeles County can be found [here](#). If your project does not serve the Los Angeles area, select "N/A".

**Applicant Response:**

Not Applicable

**Applicant Comment:**

Not Applicable

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**6. Applicant Question:** Collaborating Organizations or Other Entities

Does your project include partnerships with one or more organizations either as a co-applicant or subcontractor? If "yes", please upload a letter of support from each organization, that includes an explanation of their role in the partnership.

**Applicant Response:**

No

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**7. Applicant Question:** Consultants and Trainers

Describe the qualifications of the consultant/trainer/training organization, including their subject matter expertise in competitive integrated employment for individuals with developmental disabilities. Describe their prior experience as a consultant/trainer, professional credentials, including names of other organizations/entities for whom they have provided consultation or training.

If question does not apply to your project, select "N/A"

**Applicant Response:**

Lawrence K. Fung, M.D., Ph.D. is an Assistant Professor in the Department of Psychiatry and Behavioral Sciences at Stanford University. Dr. Fung is a California licensed physician and board-certified psychiatrist specialized in autism, intellectual and developmental disability, and other neurodevelopmental conditions. He serves as the director of the Neurodiversity Clinic as well as director of the Stanford Neurodiversity Project, which is the home of the Neurodiversity at Work Program. He is currently the Principal Investigator for an Adult Transition Research Grant from Autism Speaks ("Achieving Steady Work among Adults with Autism through Specialized Employment Program"). Dr. Fung's group has developed curricula for training professionals on best practices in working with autistic individuals. He has trained thousands of professionals on how to work with individuals with neurodevelopmental conditions. Examples include Google, DPR Construction, Stanford Univ, and Univ of Minnesota.

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**Section Name:** Target Population

**Sub Section Name:** People Served

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**1. Applicant Question:** Number of youth (under 18) with I/DD that will be served

Specify number of people to participate or be served by this project. If question does not apply to your project, select "N/A".

**Applicant Response:**

Not Applicable

**Applicant Comment:**

Not Applicable

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**2. Applicant Question:** Number of adults (18 and older) with I/DD that will be served

Specify number of people to participate or be served by this project. If question does not apply to your project, select "N/A".

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**Applicant Response:**

50

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**3. Applicant Question:** Number of family members that will be served

Specify number of people to participate or be served by this project. If question does not apply to your project, select "N/A".

**Applicant Response:**

50

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**4. Applicant Question:** Number of professionals and staff that will be trained

Specify number of people to participate or be served by this project. If question does not apply to your project, select "N/A".

**Applicant Response:**

50

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**5. Applicant Question:** Number of other individuals that will be served/trained

Specify number of people to participate or be served by this project. Please describe the individuals that will be served. If question does not apply to your project, select "N/A".

**Applicant Response:**

50

**Applicant Comment:**

50 employers

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**6. Applicant Question:** Ethnicity Group Served

Select the ethnicity group(s) the project will serve. For "Indian", "Pacific Islander", "Slavic" or "Other" use comment section to list specific groups.

- **"Indian"** includes: Indian (nationals of the present-day Republic of India), Bangladeshi, Nepalese, Pakistani, and Sri Lankan.
  - **"Pacific Islanders"** includes: individuals whose origins are the original peoples of Polynesia, Micronesia, and Melanesia. Polynesia includes Guam, Hawaii (Native Hawaiian), Samoa (Samoan), American Samoa (Samoan), Tokelau (Tokelauan), Tahiti (Tahitian), Tonga (Tongan) and other Pacific Islands.
  - **"Slavic"** includes: Russian, Ukrainian, and Belorussian (East Slavic), Polish, Czech, Slovak, and Sorbian (West Slavic), and Bulgarian, Serbian, Croatian, Macedonian, and Slovene (South Slavic).
  - The **"other"** category includes ethnicities not specified in the ethnicity options.
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**Applicant Response:**

- African American
- Cambodian
- Chinese
- Filipino
- Hispanic
- White
- Other
- Slavic
- Pacific Islander
- Vietnamese
- Native American
- Mien
- Korean
- Japanese
- Hmong
- Indian

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**Section Name:** Project Application

**Sub Section Name:** Project Application

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**1. Applicant Question:** Project Abstract

Provide a clear and concise project summary that includes a defined target population, geographic area, and project design. Specifically describe what your project will accomplish and the intended impact it will have on the employment of individuals with intellectual and developmental disabilities.

### **Applicant Response:**

This proposal is about improving the outcomes of competitive integrated employment (CIE) of adults with intellectual and developmental disabilities (I/DD) by increasing the knowledge and skill level of service providers and employers on working with regional center consumers with I/DD. The primary target population is service providers, especially job coaches. The geographic area will be the Bay Area. We will collaborate with SARC, GGRC, and RCEB in this project. In the past year, our team has developed training materials which are designed to increase the knowledge of service providers on autism and I/DD. The training was named "Training for Service Providers to Adults with Autism" (TSPAA). Topics include person-centered approach, learner snapshot, evidenced-based strategies & using natural supports, supporting communication, and hidden curriculum. Supplementary topics include socialization and eNetworking, healthcare, and self-care. Each module consists of a short video, a handout, and a quiz.

In this project, we will recruit key stakeholders (job coaches, employers, parents of regional center consumers, individuals with IDD, developmental disability providers) to be part of a working group (WG) to revise TSPAA and co-develop a new curriculum tentatively named as "Training for Service Providers to Adults with Intellectual and Developmental Disabilities" (TSPAIDD). Based on the recommendations by the WG, the project team will prepare TSPAIDD with slides, handouts, training manual, training videos. When TSPAIDD is approaching finalization, we will work with SARC, GGRC, and RCEB to recruit participants of a pilot efficacy trial of TSPAIDD. We will assess the efficacy of TSPAIDD in service providers serving RC consumers, employers, and family members by standardized measures (e.g., Pre/Post Participant Experience Survey), as required by the DDS.

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### **2. Applicant Question:** Need for Project Question 1

Please describe the underlying problem, challenges, or issues that your project will address.

### **Applicant Response:**

People with I/DD are often not able to be retained in CIE due to the lack of effective assistance by job coaches (JCs) and employers' lack of experience working with people with I/DD. Due to the lack of training of JCs and employers, RC consumers are not well supported, and they are not retained by their employers. This proposal is about improving the knowledge and skill levels of JCs and employers on working with RC consumers with I/DD, thereby improving CIE outcomes of RC consumers.

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### **3. Applicant Question:** Need for Project Question 2

Provide facts or data to support the need for this project

### **Applicant Response:**

A systematic review of 17 studies completed in the United States and 9 studies conducted in other countries indicated that the availability of job coaches influences an employer's decision to hire individuals with I/DD. Job coach support is highly valued by employees and employers. Individuals with I/DD with assistance from job coaching were significantly more likely to become re-employed after job loss. However, the quality of job coaching is highly heterogeneous, as most job coaches often have little or no formal training in evidence-based practices (EBPs). Employers perceive more barriers for hiring people with I/DD than for physical disabilities. Natural support is widely recognized as an important factor for successful employment of people with I/DD. Most employers acknowledged the need of training to work with individuals with I/DD. Collectively, training job coaches and employers are expected to improve employment outcomes for individuals with I/DD. See attachment for reference.

### **Attachment:**



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#### 4. Applicant Question: Need for Project Question 3

Describe how the project will involve and benefit participants who are from diverse backgrounds

##### **Applicant Response:**

Project team will strive to maximize diversity in race/ethnicity, gender, and socio-economic status in the recruitment of working group members for co-developing the curriculum for training job coaches and participants of the pilot trial of the educational intervention. Working group members will be compensated for their effort in reviewing the curriculum for training job coaches and family members (max of \$300 per member) and participating in the working group meetings (max of \$450 per member). We will aim at including half of the participants representing low-income families. In this project, we will collaborate with GGRC, SARC, and RCEB. Based on the 2020-2021 demographic data shared by GGRC, 7450 GGRC consumers were English speaking; 1837 were Spanish-speaking; 687 were Cantonese-speaking. In working group meetings, we will provide Spanish translation and Cantonese translation, if needed. Furthermore, we will translate the finalized curriculum from English to Spanish and Chinese.

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#### 5. Applicant Question: Approach Question 1A

For Business Focused Practices, Employment Preparation Services and Supports, Service Models for Individuals with High Support Needs, and Training and Implementation project types.

- Describe the objective for your project
- Describe the new or innovative methods and activities that will be used that correspond to the proposed objective and project type that:
  - Use innovative, evidence-based, best, or promising practices, services and /or supports
  - Promote increased and meaningful opportunities for participants to make an informed choice for career options and prepare for CIE
  - Are designed to achieve, maintain, or advance individuals with I/DD in competitive integrated employment
  - Are designed to be replicable
- Include how you used input from the community and/target population in the design of the project
- Describe any project deliverables

If your project is not Business Focused Practices, Employment Preparation Services and Supports, Service Models for Individuals with High Support Needs, or Training and Implementation, select "N/A".



## Applicant Response:

### OBJECTIVE

The objective is to elevate job coaches' and employers' knowledge and skills on working with individuals with IDD by using a strengths-based curriculum.

### METHODS AND DELIVERABLES

#### **Part A: Community engagement.**

Method: The project team will recruit key job coaches (JCs), employers, family members (FMs) of RC consumers, people with IDD, and developmental disability providers to be part of a working group (WG) to co-develop the training materials.

Project deliverables: About 30 individuals will be invited to join the WG. To continue engaging with and receiving input from the larger community, we will hold quarterly community engagement meetings and yearly community conferences.

#### **Part B: Review and refine training materials for service providers.**

Method: The project team will employ the *Community-Based Participatory Research (CBPR) approach* in this project. Based on a 7-week strengths-based curriculum (attached Appendix A) developed by the project team, the WG will review and refine the training curriculum. Topics include person-centered approach, learner snapshot, evidenced-based strategies & using natural supports, supporting communication, and hidden curriculum. Each module consists of a short video, handout(s), and quiz. The revised curriculum will be renamed as "Training for Service Providers to Adults with Intellectual and Developmental Disabilities" (TSPAIDD). Topics on employment services and supports will be integrated to TSPAIDD.

Project deliverables: We will hold about 10 WG meetings. Summaries of WG recommendations on TSPAIDD content and delivery will be prepared for the project team to revise and develop the training materials.

#### **Part C: Development of TSPAIDD.**

Method: Based on the recommendations from the WG, the project team will implement recommended changes to create TSPAIDD.

Project deliverables: The curriculum will be in the forms of videos, slides, handouts, and manual. The initial version of TSPAIDD will be in English. TSPAIDD will be translated to Spanish and Chinese/Cantonese.

#### **Part D: Determine the effectiveness of TSPAIDD in a pilot trial.** Target populations are JCs, employers, and FMs.

Method: *Participants.* 50 JCs, 50 employers, and 50 FMs. *Inclusion criteria.* See Appendix B (attached).

*Delivery of TSPAIDD.* Training videos, slides, training manual, and handouts will be delivered through a learning management system called LearnMed, operated and housed at Stanford University.

Project deliverables: Outcome measures will include: (1) % participants reporting an increase in knowledge and skills after completing TSPAIDD. (2) % participants reporting an increase in confidence in putting what they learned into practice after completing TSPAIDD. (3) Number of Regional Center consumers working with JC who receive(d) employment services prior to entering and after completing TSPAIDD. (4) TSPAIDD Knowledge Assessment. (5) Systems Approach to Placement: Self Assessment for Students and counselors. See Appendix B (attached).

#### **Attachment:**



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## 6. Applicant Question: Approach Question 1B

For project type, Service Model Transformation

- A description of the transformation team that will be developing the action plan and includes representation by individuals with ID/D, family members, those who provide direct support, and other relevant community members (e.g., businesses, peer

- organizations, partnerships, etc.)
- The objective and activities to be used in developing the action plan, including an outline of the areas to be addressed in the transformational planning and organizational change that will affect the CIE employment services.
  - Include how you used input from the community and/target population in the design of the project?
  - A detailed description of the planning process that will be used
    - Describe project deliverables
    - Describe how you plan to engage the regional center in the transformation plan

If your project type is not Service Model Transformation, select "N/A".

**Applicant Response:**

Not Applicable

**Applicant Comment:**

Not Applicable

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**7. Applicant Question:** Sustainability Question 1

How will individuals served by the project continue receiving employment services and supports once the project has ended?

**Applicant Response:**

A certificate of completion will be issued to each participant who has completed TSPAIDD. Job coaches, employers, and family members who have completed the training will have access to the online materials via LearnMed for 1 year after the training start date.

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**8. Applicant Question:** Sustainability Question 2

How will your project continue its work after the grant funding has concluded?

**Applicant Response:**

TSPAIDD will continue to be housed in LearnMed at Stanford. A course and/or subscription for TSPAIDD will be offered to any interested service providers and family members. We envision that regional centers and other organizations can purchase institutional licenses to access the asynchronous training materials. Families can also purchase individual licenses to access asynchronous parts of TSPAIDD. Furthermore, we will offer training courses which combine asynchronous TSPAIDD training materials with live discussions and consultations. We also plan on developing a train-the-trainer course for regional center staff and other interested professionals, so that more individuals can provide training around the state of California.

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**9. Applicant Question:** Sustainability Question 3

Describe your plan to engage the regional center for future sustainability of the project and individuals served.

**Applicant Response:**

The project team will engage with the regional centers for sustaining the project and individuals served via two ways: (1) offer a course or subscription of TSPAIDD taught by the project team at Stanford to service providers / job coaches from service agencies funded by the regional centers and family members of regional center clients. (2) offer a certified course to train regional center staff to deliver TSPAIDD.

For both proposals, the project team will engage first with GGRC, SASRC, and RCEB, and then the other regional centers in the state of California.

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**10. Applicant Question:** Organizational Capacity Question 1

Please include details about the history of the organization, its mission or purpose, summary of major programs, services and activities and details about how they tie to the target population. If from a large organization with multiple departments, provide a brief overview of entire organization and then focus on the department or program involved with this proposal. Describe any ongoing collaborative partners in your community.

**Applicant Response:**

Stanford University is a premier research university located in Palo Alto, California. The Stanford Neurodiversity Project (SNP) is a special initiative of the Department of Psychiatry. The mission of the SNP is to promote neurodiversity, to empower neurodiverse individuals, and to maximize the potential of neurodiversity for our society. We have achieved our goals through several programs and activities such as: (A) Neurodiversity at Work Program, (B) Special Interest Group for Neurodiversity, (C) Stanford Neurodiversity Summit, (D) Courses in Neurodiversity. Through these programs, Dr. Fung and his team have established numerous collaborations with the community members as well as employers. Current employer collaborators include Google, DPR Construction, Rangam, Contrast Design Works, Ginger, and University of Minnesota. Within Stanford University, examples of collaborators include the Hoover Institution, Wu Tsai Neuroscience Institute, and the Department of Comparative Medicine.

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**11. Applicant Question:** Organizational Capacity Question 2

Describe your agency's experience supporting the proposed target population.

**Applicant Response:**

Dr. Fung is a board-certified psychiatrist specialized in autism, I/DD, and other neurodevelopmental conditions. He is currently conducting the study "Achieving Steady Work among Adults with Autism through Specialized Employment Program". Dr. Fung's group has developed curricula for training professionals (service providers and employers) on best practices in working with autistic individuals. He has trained thousands of professionals on how to work with individuals with I/DD.

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**12. Applicant Question:** Organizational Capacity Question 3

Describe employment (or other relevant services) you currently provide.

**Applicant Response:**

In the Neurodiversity at Work Program, the project team has assisted individuals with I/DD during job search and provided best practice trainings to employers in the recruitment phase. We have conducted on-going training to individuals with I/DD and employers during the transition after onboarding, covering topics such as the hidden curriculum, executive function, and emotional regulation. Our efforts have helped individuals with I/DD launch and sustain CIE with trained employers.

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**13. Applicant Question:** Organizational Capacity Question 4

How will the grant help the organization/agency build expertise to support individuals with I/DD to achieve competitive integrated employment?

**Applicant Response:**

The grant will help Dr. Fung and his team on creating a specialized training curriculum for job coaches and employers. The team will be able to hire postdoctoral scholars with background in disability studies, occupational therapy, human resources, and other related fields. These individuals will contribute to building TSPAIDD, which will help job coaches, employers, and family members to assist individuals with I/DD in achieving competitive integrated employment.

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**14. Applicant Question:** Organizational Capacity Question 5

Describe your organization/ agency experience and current capacity to support grant-based activities and reporting.

**Applicant Response:**

Stanford University has a research management group with more than 50 administrators supporting grant-based activities for thousands of federal-funded and state-funded projects. Dr. Fung is a recipient of grants from the National Institutes of Health and Autism Speaks. He has been successful in reporting project progress at the required timeline for the funded projects. Our organization has capacity to support grant-based activities at the highest level.

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**15. Applicant Question:** Engagement Plan Question 1

Describe how the organization/agency will recruit participants and/or families for participation in the project.

**Applicant Response:**

The project team will work with GGRC, SARC, and RCEB to coordinate all engagement activities. To recruit working group members, we will hold informational meetings to explain the project in the first 2 months of the project. To continue engaging with and receiving input from the larger community, we will hold quarterly community engagement meetings and yearly community conferences. Dr. Fung directs the Stanford Neurodiversity Summit, which has attracted thousands of individuals with I/DD, their family members, and professionals in the past two years. He also directs the Special Interest Group for Neurodiversity, which has over 1000 members who are related to individuals with I/DD. The project team will advertise on activities of the proposed project at these events. Furthermore, the project team will actively recruit participants through direct referrals from all RCs, mental health clinics and other organizations associated with I/DD (e.g., Parents Helping Parents, Autism Society).

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**16. Applicant Question:** Engagement Plan Question 2

Describe how the organization/agency will collaborate with other groups, organizations, employers, and/or agencies to achieve the objective of the project.

**Applicant Response:**

Dr. Fung and his team will meet GGRC, SARC, and RCEB monthly to align programmatic needs with RC referrals. The project team will work with service agencies referred by GGRC, SARC, and RCEB, and identify job coaches and other professionals as potential participants at various parts of the project. The project team will prioritize family members, individuals with I/DD, and other professionals referred by these RCs to participate in the proposed project.

A webpage will be built within the existing Stanford Neurodiversity Project website (<https://med.stanford.edu/neurodiversity.html>) for the proposed project. Referrals can be submitted to the project team by completing referral forms to be accessed on the project webpage. The project team will then acknowledge receipt of the form with the referring individual and contact the referred potential participant. The project team will verify the eligibility criteria with the potential participant before enrolling the participant to the project.

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**17. Applicant Question:** Engagement Plan Question 3

Service Model Transformation Projects must also include a plan to make two community presentations to key stakeholders and community members. The first presentation is to receive feedback about the proposed changes within the agency. The second community presentation is to present the completed action plan. Describe your plan for these two community presentations.

If your project is not Service Model Transformation, please select "N/A"

**Applicant Response:**

Not Applicable

**Applicant Comment:**

Not Applicable

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**18. Applicant Question:** Project Activities

Clearly and specifically state how the schedule of activities demonstrates the steps that the project will take to achieve its stated objective and measures. See [Attachment H](#) for instructions on entering objective and activities into GrantVantage.

**Applicant Response:**

To elevate job coaches' knowledge and skills on working with individuals with I/DD, the project team will revise and refine a self-determination-based curriculum and assess the curriculum in a pilot trial. There are 4 major parts in this objective:

Part A: Community engagement. The project team will recruit key stakeholders (job coaches, parents of regional center consumers, people with I/DD, and developmental disability providers) to be part of a working group for fully co-develop the training materials.

Part B: Review and refine training materials for service providers. Based on a preliminary version of the training materials developed by the project team, the working group will review and refine the training curriculum. The revised curriculum will be renamed as "Training for Service Providers to Adults with Intellectual and Developmental Disabilities" (TSPAIDD). We will hold working group meetings involving job coaches, parents of adults with IDD, adults with IDD, and developmental disability providers specialized in adults with IDD.

Part C: Development of TSPAIDD. Based on the recommendations from the working group, the project team will implement changes of TSPAA and create the new TSPAIDD curriculum. The curriculum will use various formats (slides, handouts, training manual, training videos).

Part D: Determine the effectiveness of TSPAIDD in a pilot trial. The project team will recruit 50 job coaches, 50 employers, and 50 family members to participate in this trial.

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**19. Applicant Question:** Project Data

Provide a clear plan of how data will be collected to track project objectives, activities and measures (e.g., what data collection tools will be used, who will collect, software used, who will summarize, etc.).

**Applicant Response:**

There will be two postdoctoral researchers in the project team. They will share all responsibilities identified by Dr. Fung. A postdoctoral researcher in the project team will set up the project in REDCap. Each performance measure at each time point will be collected through an individual questionnaire. Screening form, informed consent, and all questionnaires will be administered through REDCap.

In revising and developing TSPAIDD, a shared Google Drive will be used for sharing various documents associated with the curriculum with the working group (WG) members. Comments on training videos will be submitted through a Qualtrics form. Versions of the training handouts and manuals will be created in Microsoft Word and shared as PDF documents. Versions of presentation slides will be created in Microsoft PowerPoint and shared as PDF documents. WG members will provide comments on the PDF documents. Postdoctoral researchers will collect and summarize comments and suggestions from the WG and share with the WG at least once a month.

Final versions of the training materials will be saved in LearnMed, an instance of Canvas, by Dr. Fung. Participants will access TSPAIDD through LearnMed. Quizzes will be administered through LearnMed.

All questionnaires in the pilot trial, including Pre/Post Training Survey and Pre/Post Participant Experience Survey will be administered through REDCap.

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**20. Applicant Question:** Budget Template and Narrative

Explain how the project budget is consistent with the stated project objective and activities, and clearly and concisely explain how the proposed expenditures support the overall project design.

**Applicant Response:**

**Personnel:** [REDACTED]

**Team members:** In Yr 1, 30 WG members will be recruited to revise and co-develop TSPAIDD. Honoraria of [REDACTED] meeting (10 meetings) and [REDACTED] of TSPAIDD review (10 h) will be offered to each member.

**Translation of TSPAIDD from English to Spanish/Chinese:** We estimate that the training manual, handouts, and slides will be about 200 pages in text or about 60,000 words. The cost for translating from English to Spanish/Chinese is [REDACTED]. The cost for translating the written contents of TSPAIDD is estimated as [REDACTED].

The total number of minutes for training videos is about 4 hours. The hourly charge for voice-over in Spanish/Chinese is about [REDACTED]. The cost for voice-over of training videos is [REDACTED] per language.

**Project Supplies:** General office supplies, computer supplies, and postage will be required.

**Learning platform:** Yr 1 cost for LearnMed is [REDACTED]. Licensing costs is [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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**21. Applicant Question:** Budget Costs

Confirm that that budget does not include non-allowable costs or costs funded by other sources. See [Attachment D](#) for allowable and non-allowable costs.

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**Applicant Response:**

I Confirm

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**Section Name:** Proposal Certification

**Sub Section Name:** Certification

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**1. Applicant Question:** Confirm Proposal Discussion with RC(s)

Applicants are required to discuss their proposal with each RC(s) service area to be served. Have you discussed your proposal with each RC you are intending to serve?

**Applicant Response:**

Yes

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**2. Applicant Question:** RC Contact

Applicants are required to submit their application concurrently to the Department and to each RC(s) service area the applicant is intending to serve. State the name(s) of the contact person(s) at each RC you have discussed your proposal with.

**Applicant Response:**

GGRC: Eric Zigman, Amanda Pyle, Sean Gavin  
SARC: Javier Zaldivar, Katherine Sanders, Mia Gazar  
RCEB: Rose Casarez

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**3. Applicant Question:** Regional Center Service Provider

If you are a vendored regional center service provider, are you in compliance with [Welfare and Institutions Code Section 4652.5](#)?

If you are a not a vendored regional center service provider, please select "N/A".

**Applicant Response:**

Not Applicable

**Applicant Comment:**

Not Applicable

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**4. Applicant Question:** Confirm review of Standard Measures

DDS has developed standard project measures for each project type. Have you read the guidelines and agree to the standardized measures for your project type. See [Attachment C](#) for Standard Project Measures.

**Applicant Response:**

Yes

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**5. Applicant Question:** Applicant Certification

By submitting this application, the applicant is certifying the truth and accuracy of the proposal. The applicant also certifies that if you have subcontracting organizations, each participating organization has reviewed your project and agrees to their assigned activities, measures, and the budget.

**Applicant Response:**

Yes

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