**Section 270.50 Application Procedures**

a) All applications shall include the following:

1) the applicant's name, address, telephone number, and FAX and teletypewriter (TTY) numbers, if available.

2) the curriculum vitae of the principal researcher;

3) a one-page, non-technical abstract including a description of the significance of the applicant's project for autism research;

4) the Taxpayer Identification Number (TIN);

1. the signature of an agency official authorized to certify the application;
2. the dates of the project period;
3. a detailed budget for the funding period, providing sufficient resources to carry out the project. The budget shall be by line item category and shall provide sufficient detail to justify the use of grant funds to support project activities. The applicant shall indicate the total cost of conducting the project, the anticipated funding request for the second and third years of the project ( if applicable), the source of other funds supporting the project, and the amount of support requested from the Department; and
4. a signed statement of assurances indicating compliance with applicable State and federal requirements, such as the Fiscal Control and Internal Auditing Act [30 ILCS 10], bribery certification, contract debarment, unlawful discrimination, Illinois Human Rights Act [775 ILCS 5], federal civil rights statutes (18 USC), Drug Free Workplace Act [30 ILCS 580], Davis-Bacon Act (40 USC 276a through 276a-5), conflict of interest provisions specified in the Illinois Purchasing Act [30 ILCS 505], the Americans With Disabilities Act (42 USC 12101 et seq.), and the protection of the confidentiality of services.

b) In addition to the requirements of subsection (a), all initial applications shall include the following:

1) a statement of the research question or hypothesis, or a description of interventions or model programs on which the research will be based;

2) a prioritized listing of measurable objections for the funding period;

3) for each objective proposed for the first funding period of the project, a sequential listing of activities to achieve the objective, the timeline for completing each activity, and identification of the individual responsible for coordinating the implementation of each objective; and

4) a description of the evaluation methods to be used to measure progress in achieving objectives and a plan for monitoring the overall project.

c) In addition to the requirements of subsection (a), all continuation applications shall include the following:

1) a progress report that contains a description of the findings to date, as described in subsection (b)(4);

2) a description of the applicant's progress in meeting each project objective;

3) project objectives for the new funding period, along with activities and time lines for completion of each activity; and

4) any revisions in the evaluation methods or the monitoring plan, along with rationale for those revisions.

d) All entities receiving grants under this Part shall be entities with whom DHS has not terminated a contract in the past 10 years for failure to comply with contractual terms or shall be entities with whom DHS has not refused to contract within the 10 years previous to this contract for any reason other than unavailable appropriation funds.