

Adaptation Guidance for OAH Tier 1 Grantees

Process for Requesting Approval for Proposed Adaptations & Add-on Activities

What is Considered an Adaptation or Add-on Activity?

An adaptation or add-on is **anything** that was not implemented and evaluated in the original program/curriculum. This includes adaptations that have been approved by the program developer, minor or green-light adaptations, or adaptations that are included in an available adaptation kit. OAH grantees are encouraged to contact the program developer to discuss any proposed adaptations prior to requesting approval from OAH.

Adaptations and add-ons may include, but are not limited to:

- Implementing the program with a different target audience than the audience it was originally tested/evaluated with (i.e., originally tested/evaluated only with African American youth but the grantee is proposing to use the curriculum with Latino youth, or any other race different from the original population; originally tested with 13-15 year olds and the grantee wants to implement with 13-17 year olds, or any other variation from the original age group, etc.);
- Any changes to the session frequency, sequencing, or duration (i.e., the original curriculum was delivered across 17 sessions and the grantee wants to condense or expand the sessions);
- Adding supplemental sessions, videos, songs or games that are not included in the original model;
- Translation of program materials into a language which is different from the original language in which the program model was printed.

When Should Grantees Submit a Request for Adaptations or Add-on Activities?

OAH expects that grantees will submit a request for any proposed adaptations and/or add-on activities during the planning year after the completion of the pilot. All adaptations and add-on activities must be approved by OAH before they can be integrated as a part of the program for full implementation in Fall 2011.

It is important to note, however, that approval of adaptations is not a one-time activity. Grantees, especially Tier 1 A/B grantees, may identify and propose additional adaptations or add-on activities over the course of the grant period and will need to follow the same procedure for requesting approval of a proposed adaptation or add-on activity, regardless of when the request is made. Tier 1 C/D grantees will have more difficulty adapting or adding activities onto their program after year one once their rigorous evaluation begins.

Grantee Requirements Related to Adaptations & Add-on Activities

- *Term on Grantee Notice of Grant Award* – “Any proposed adaptation to the program model must be approved in writing by the Office of Adolescent Health prior to implementation, regardless of guidance provided by the program developer.”
- *Language from the Funding Announcement* –
 - Allowable adaptations – p. 7 of Tier 1 FOA
 - Allowable add-on activities – pp. 7-8 of Tier 1 FOA

Process for Requesting Approval of Proposed Adaptations & Add-on Activities

- OAH grantees should send a letter on their organization letterhead signed by both the Project Director and Authorized Representative, if the positions are held by two separate individuals, to their OAH project officer requesting approval of all proposed adaptations and add-on activities. An example that you can use to develop your letter is included at the end of this guidance document. The letter should include:
 - a. A list of all proposed adaptations or add-on activities,
 - b. The rationale for why each adaptation or add-on activity is proposed,
 - c. A description of how the adaptations or add-on activity will be integrated into the existing program without affecting the core components of the program, and
 - d. A copy of any supplemental materials associated with the adaptation or add-on activity. This would include a note received from the program developer indicating his/her approval of the proposed adaptations. (NOTE: any supplemental materials must be provided along with the grantee's request for approval of the adaptation or add-on activity and all supplemental materials must be reviewed for medical accuracy prior to full implementation).
- The grantee's project officer will review the request for completeness and will let the grantee know if any additional information is needed.
- The grantee's project officer, in consultation with the OAH program model lead for the evidence-based program, will review the request along with the core components of the program and any adaptation guidance available from the developer to assess whether the proposed adaptation is allowable. OAH will also consult with the original program developer if necessary. Add-on activities will be assessed using the guidance on pages 7-8 of the Funding Opportunity Announcement (ie. are they reasonable, well integrated, and don't affect the core components of the original program model).
- The grantee will receive an email from their project officer indicating approval or denial of adaptations and/or add-on activities for inclusion in implementation of the program. The email will indicate approval or disapproval for each requested adaptation or add-on activity and will provide a reason for the denial of any request for an adaptation or add-on activity. Grantees will have the option to review, revise, and resubmit their request if initially denied.
 - a. **Denial:** If approval for a proposed adaptation or an add-on activity is not granted, the grantee will have two options: 1) eliminate the proposed adaptation or add-on activity from their plan; or 2) review the reason for denial, revise the proposed adaptation or add-on activity, and resubmit to their project officer to be reconsidered. If the grantee chooses option 2, they will have 2 weeks to resubmit their revised adaptation or add-on activity to their project officer.

Example Grantee Letter Requesting Approval of Adaptations or Add-on Activities

Date

Attn: _____
Project Officer
Office of Adolescent Health
1101 Wootton Parkway, Suite 700
Rockville, MD 20852

Re: Cooperative Agreement Award No. _____
Request for Approval of Adaptations and/or Add-on Activities

Dear Project Officer:

This letter is to request approval for proposed adaptations and/or add-on activities for our Tier 1 cooperative agreement. Included below is a list of all adaptations and add-on activities proposed at this time, the rationale for why we are proposing each adaptation and add-on activity, and a description of how each adaptation and add-on activity will be integrated into our existing program without affecting the core components of the program. Also, attached are the supplemental materials that correspond to each proposed adaptation and add-on activity.

Proposed Adaptation	Rationale for Adaptation	Plans to Integrate Adaptation into Program	Supplemental Materials
Adaptation #1	Rationale for adaptation #1	Detailed description of how adaptation #1 will be integrated into the existing program	Include name of any supplemental materials attached
Adaptation #2	Rationale for adaptation #2	Detailed description of how adaptation #2 will be integrated into the existing program	Include name of any supplemental materials attached
Add-on Activity #1	Rationale for add-on activity #1	Detailed description of how add-on activity #1 will be integrated into the existing program	Include name of any supplemental materials attached

If you have any questions regarding this request, please feel free to contact _____ at phone/email address.

Sincerely,

/s/ _____
Project Director

/s/ _____
Authorized Business Official