

Instructions

The Family and Youth Services Bureau (FYSB) of the Administration on Children, Youth and Families, a division of the Department of Health and Human Services, is asking all PREIS and TPREP grantees to provide an evaluation abstract. These standardized project descriptions will be posted on the PREP: PYP website. The purpose of the evaluation abstract is to provide a brief overview to the public of the program being evaluated and the evaluation design.

The evaluation abstract will be a short (approximately 2 page) structured summary of the intervention, outcomes of interest, sample, and planned evaluation design. The template can be found **[insert link]**. Please use the provided formatted template for your abstract. This will allow us to quickly create 508 compliant versions of the abstracts.

FYSB has asked the Evaluation Technical Assistance Team to review and comment on the evaluation abstracts. FYSB will review and approve abstracts. Grantees can expect that abstracts will undergo, on average, two rounds of review and comment before being submitted to FYSB for review. In total, we expect the development of the evaluation abstract to average 180 minutes.

Please email your abstract to your Evaluation Technical Assistance Team Liaisons and copy your Project Officer by **[insert date]**. You can submit abstracts in advance of the due date, if they are complete. For consistency, please use this common naming convention when submitting your abstract: **[Grantee Name]**_Evaluation Abstract. The Evaluation Technical Assistance Team will post your abstract to your grantee SharePoint page.

Please consider registering your evaluation on clinicaltrials.gov after FYSB approves your abstract or once you begin working on your impact analysis plan.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this collection is 0970-XXXX; this number is valid through XX/XX/XXXX. Public reporting burden for this collection of information is estimated to average 180 minutes, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is voluntary for individuals, but the information is required from Grantees.

Evaluation Abstract: “The Evaluation of [Intervention Name] in [Geographic Area]”

Grantee

Grantee Name:

Project Lead:

Email address:

Evaluator

Evaluator’s Organization:

Evaluator Lead:

Email address:

Intervention Name

[Start writing here.]

Intervention Description

[Start writing here.]

Comparison Condition

[Start writing here.]

Comparison Condition Description

[Start writing here.]

Behavioral Outcomes

[Start writing here.]

Non-behavioral Outcomes

[Start writing here.]

Sample and Setting

[Start writing here.]

Research Design

[Start writing here.]

Data Collection

[Start writing here.]

Schedule of Evaluation Activities

[Start writing here.]