



U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

PD-ABL-389
9/27/93

SEP 27 1993

Mr. Gary Dwoskin
Director
Office of Contracts and Grants
National Academy of Sciences
2101 Constitution Avenue, NW
Washington, DC 20418

Subject: Committee on International Nutrition
Grant Number: HRN-5110-G-00-3043-00

Dear Mr. Dwoskin:

Pursuant to the Authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "AID") hereby provides to the National Academy of Sciences (hereinafter referred to as "NAS" or "Recipient") the sum of \$150,000 to provide support for a program entitled "Committee on International Nutrition" as more fully described in the Program Description of this grant as set out in Attachment 2.

This grant is effective and obligation is made as of the date of this letter and shall apply to allowable program expenditures made by the Recipient during the period from 30 September 1993 until 31 March 1995. Funds disbursed by AID but uncommitted by the Recipient at the completion of this period shall be refunded to AID.

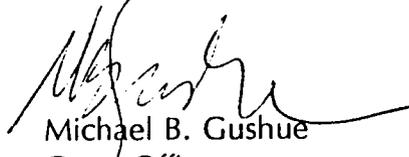
The total estimated amount of this Grant is \$232,711, of which \$150,000 is hereby obligated. AID shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount. Subject to the availability of funds, satisfactory progress and program priorities, additional amounts totaling up to \$82,711 may be provided.

This grant is made to NAS on the condition that the funds will be administered in accordance with the terms and conditions as set forth in the attachments listed under my signature below, which together constitute the entire grant document and have been agreed to by your organization.

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Please acknowledge receipt and acceptance of this Grant by signing all copies of the Cover Letter, retaining one copy for your files, and returning the remaining copies to the undersigned.

Sincerely yours,


Michael B. Gushue
Grant Officer
FA/OP/A/HRN
Office of Procurement

Attachments:

1. Schedule
2. Program Description
3. ~~Standard Provisions and Optional Provisions~~

ACKNOWLEDGED:

NATIONAL ACADEMY OF SCIENCES

BY: 

TYPED NAME: Robert R. Kelley

TITLE: Contract Manager

DATE: September 30, 1993

FISCAL DATA

A. GENERAL

- A.1 Total Estimated AID Amount: \$232,711
- A.2 Total Obligated AID Amount: \$150,000
- A.3 Project No.: 936-5110
- A.4 AID Project Office: R&D/N
- A.5 Funding Source: AID/W
- A.6 Tax ID No.: 53-019-6932
- A.7 CEC No.: 04-247-415E
- A.8 LOC No.: 72-00-1334

B. SPECIFIC

- B.1(a) PI0/T No.: 936-5110-3692430
- B.1(b) Appropriation: 72-1131021.1
- B.1(c) Allotment: 341-36-099-19-20-31
- B.1(d) BPC: DDVA-93-16900-9G11
Amount: \$150,000

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SCHEDULE

ARTICLE I - PURPOSE AND PROGRAM DESCRIPTION

The purpose of this Grant is to provide support for the proposal for Family and Development Initiative Support for Sustainable Programming program as further described in Attachment 2, entitled "Program Description."

ARTICLE II - PERIOD OF GRANT, FUNDS OBLIGATED, PAYMENT AND TOTAL ESTIMATED COST

A. Period of Grant

1. The effective date of this Grant is 30 September 1993 and the estimated completion date is 31 March 1995.

2. Funds obligated hereunder are available for program expenditures for the estimated period from 30 September 1993 to 31 March 1995 as is shown in the budget below.

B. Amount of Agreement and Payment

1. AID hereby obligates the amount of \$150,000 for purposes of this Grant.

2. Payment shall be made to the Grantee in accordance with procedures set forth in the Standard Provision entitled "Payment-Letter of Credit" as set out in Attachment 3.

3. Additional funds up to the total amount of the Grant may be obligated by AID subject to the availability of funds, program priorities at the time, satisfactory progress, and the requirements of the Standard Provision entitled "Revision of Grant Budget."

ARTICLE III - FINANCIAL PLAN

1. The following is the Financial Plan for this Grant. The Grantee will not be reimbursed for expenses exceeding the total amount obligated. Revisions of this budget shall be made in accordance with the Standard Provision entitled "Revision of Grant Budget."

BUDGET

	From 9/93 to 4/94	From 4/94 to 3/95	Total From 9/93 to 3/95
Direct Labor	\$61,327	\$98,392	\$159,719
Travel and Per Diem	\$5,680	\$4,260	\$9,940
Consultants	\$1,400	N/A	\$1,400
Other Direct Costs	\$11,500	\$14,650	\$26,150
Subtotal	\$79,907	\$117,302	\$197,209
G&A @ 17.9%	\$14,303	\$20,997	\$35,300
G&A COM @ .10273%	\$82	\$121	\$203
TOTAL	\$94,292	\$138,419	<u>\$232,711</u>

The inclusion of any dollar amount above does not obviate the requirements for Agreement Officer or Cognizant Technical Officer approval as set forth elsewhere in this Grant. The Recipient agrees to furnish data on costs incurred and projected expenditures under the Agreement in the form of the above Grant Budget.

ARTICLE IV - REPORTING

A. Financial Reporting

1. Financial Reporting requirements shall be in accordance with the Standard Provision entitled "Payment - Letter of Credit."

2. All financial reports shall be submitted to AID Office of Financial Management, FA/FM/CMP/DC, Room 700 SA-2, Washington DC 20523-0209. In addition, three copies of all financial reports shall be submitted to the Cognizant Technical Officer.

3. Four copies of additional fiscal/administrative reports shall be submitted to the Cognizant Technical Officer on a quarterly basis. The format for this reporting requirement will be provided by the Cognizant Technical Officer. These reports shall include actual expenditures for the reporting period and changes in equipment inventories and personnel.

B. Program Reporting

1. The Recipient shall submit five (5) copies of a periodic progress report and final report to the AID Cognizant Technical Officer. These reports shall submit the following information in addition to the data set forth in the Recipient's proposal dated June 1993 (as amended). These reports shall be submitted within 30 days following the end of the reporting period (as requested by the Cognizant Technical Officer); within 90 days for submission of the final report.

A. A comparison of actual accomplishments with the goals established for the period, the findings of the study or both.

B. Reasons why established goals were not met.

C. Other pertinent information including, when appropriate, an analysis and explanation of cost overruns or high unit costs.

2. Between the required performance reporting dates, events may occur that have significant impact upon the program. In such instances, the Recipient shall inform the AID Agreement Officer as soon as the following types of conditions become known:

A. Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any AID assistance needed to resolve the situation.

B. Favorable developments or events that enable time schedules to be met sooner than anticipated or more work units to be produced than originally projected.

3. If any performance review conducted by the Recipient discloses the need for change in the budget estimates in accordance with the criteria established in the standard provision entitled "Revision of Grant Budget", the Recipient shall submit a request for a budget revision.

4. Trip Reports shall be submitted for AID supported travel within 30 days after completion of the travel. These reports will include the purpose of the trip, description of activities, outcomes of the trips, and the total cost. Reports may be waived or additional information requested at the time written approval for such travel is obtained from AID.

5. One copy of the final report shall be submitted to the AID Agreement Officer, FA/OP/A/HRN, Room 1532, SA-14, Washington, DC 200523-1427.

ARTICLE V - INDIRECT COST RATE

1. Pursuant to the Standard Provision entitled "Negotiated Indirect Cost Rates - Provisional," indirect cost rates shall be established for each of the Recipient's accounting periods which apply to this Agreement. Pending establishment of final or revised provisional indirect cost rates, provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rates applied to the bases which are set forth below:

<u>Type</u>	<u>Rate</u>	<u>Base</u>	<u>Period</u>
Prov. Fringe	24.2%	1/	6/1/93- until amended
Prov. Overhead	62.4%	2/	6/1/93- until amended
Prov. G&A	17.9%	3/	6/1/93- until amended
Prov. Overhead Cost of Money	1.43810%	4/	6/1/93- until amended
Prov. G&A Cost of Money	.10273%	5/	6/1/93- until amended

1/ Gross salaries and wages less: spending account, overtime premium, annual leave, salary continuation, holiday leave, other leave, hourly employees, full time temporaries, part-time regular (more than 50%), part-time temporary, hourly and severance pay. Plus part-time regular (more than 50%), overtime premium and leave assessed.

2/ Direct labor dollars composed of total direct salaries and wages, accrued leave, fringe benefits, consulting fees onsite, temporary personnel onsite, borrowed personnel onsite, and other personal services onsite.

3/ Direct labor dollars, other direct costs (except for subagreements, associateship/fellowship expenses, dues to international organizations, and direct charged equipment), and applied overhead.

4/ Direct labor dollars composed of total direct salaries and wages, accrued leave, fringe benefits, consulting fees onsite, temporary personnel onsite, borrowed personnel onsite, and other personal services onsite.

5/ Direct labor dollars, other direct costs (except associateship/fellowship expenses, dues to international organizations, and direct charged equipment) and applied overhead.

ARTICLE VII - TITLE TO PROPERTY

Title to all property procured under this agreement shall vest in the grantee.

PROGRAM DESCRIPTIONNATIONAL ACADEMY OF SCIENCES
INSTITUTE OF MEDICINECOMMITTEE ON INTERNATIONAL NUTRITION (CIN)

SUMMARY

Over the past two years, there has been growing awareness of the potential value for the Agency for International Development (AID) in having a standing capability in the Institute of Medicine for more flexible, agile, less costly response to certain Agency needs in the areas of nutrition, food and science policy. By way of reply to that perception, the Institute of Medicine (IOM) proposes to establish a standing capability, with an initial project life of 18 months, which would reside in a Committee on International Nutrition (CIN). The CIN mandate would be to answer questions of current interest and concern, and evaluate and make recommendations pertaining to nutrition programs, research, and related activities undertaken by the Agency. The committee would conduct its work through three different -- but not necessarily mutually exclusive -- modalities: (1) full committee meetings; (2) peer review panels; and (3) convening activities.

We propose that the committee's work focus on topics which would be decided upon through systematic consultation with the AID Office of Nutrition of the Agency's Bureau for Research and Development. Resultant products would include: (1) letter with attachments and (2) peer reviews of AID-sponsored research, educational materials, or programs. Should any particular topic be found to require more in-depth analysis, additional support for a free-standing study would be sought from other interested sponsors.

The total estimated cost of the project for 18 months is \$232,711 with an estimated cost of \$150,000 for the first year. While issues of frequency and focus will be decided by the CIN and the AID liaison, the cost estimate is based on a frequency of two 3-day meetings; the cost estimate includes support, at these meetings, for the production of two commissioned papers and the presence of an invited guest and a speaker. (Illustrative tasks and a description of potential products are described in detail below [Proposed Plan of Action]). The expectation is that this funding would serve as seed capital or leverage for any additional funding required by activities that would be especially resource-intensive and/or of interest well beyond the sponsor's own clientele.

I. ORIGINS, BACKGROUND, AND RATIONALE

This proposal proceeds from several origins. The historic relationship between the Agency for International Development (AID) and the National Academy of Sciences' Food and Nutrition Board (FNB) produced some important foundation work for the Agency. The current view is that there could be significant value added for AID were that relationship to continue, but with benefit of a different, more flexible and more agile format.

The conclusion is that the Agency could avail itself more extensively of the convening function of the Institute; its independence, neutrality, and concern for bias and conflicts of interest; its large and increasingly international cadre of multidisciplinary excellence, committed to work pro bono; access to the Academy's expert report review procedure; and its ability to assemble representation from different areas of the private and public sectors around the most potentially disputatious issues.

At the same time, there is agreement between the Agency and the Institute about the need to find additional ways of doing work; more rapid convening activities, including a capacity for peer review and attention to fast-breaking issues; functions that do not invariably require full-dress report review; and, overall, responses less costly in time, staff investment, and money. Our conclusion is that this can be accomplished by establishing a standing capability to respond to AID's needs which would provide continuity and coherence without sacrifice of the Academy's mandate.

II. MECHANISMS AND METHODOLOGY

A. Mechanisms

The proposed model emulates the Food and Nutrition Boards' successful and productive Committee on Military Nutrition Research (CMNR) and the evolving configuration of the Board of International Health itself.

The CMNR was established at the request of the Assistant Surgeon General of the U.S. Army, to advise on the need for and conduct of nutrition research and related issues for the Department of Defense (DOD). Each year the military identifies issues for the committee's consideration, such as nutrient requirements for performance during combat missions, standards for military feeding systems, and peer review of DOD food and nutrition programs and policies. Working with the DOD liaison to the committee, three specific tasks are selected for that year's agenda of work. Usually the annual agenda consists of at least

one peer review function and one workshop. The committee consists of 11 members and represents a broad range of disciplines including human nutrition, biochemistry, performance physiology, food science, and psychology.

When the issues are broader than the expertise within the CMNR, or when the committee would like additional information or opinions, workshops are convened. These workshops provide additional state-of-the-art scientific information for the committee to consider in its evaluation of the issues at hand. Workshops typically consist of formal presentations by speakers, followed by questions and a brief discussion with CMNR members and other participants. At the end of the presentations, a general discussion of the overall issues is held. On the following day, the CMNR meets in executive session to review those issues, draw tentative conclusions, and make assignments for report manuscript reviews and summaries of specific topics by committee members. The committee's summary and recommendations undergo peer review through procedures established by the National Research Council (NRC) Report Review Committee. The final report of the workshop consists of the CMNR's report and the papers authored by the workshop speakers.

B. Methodology

The CIN will consist of about 6 members, recommended for appointment based on their area and depth of scientific expertise. Committee members will be appointed for an 18-month term. As required by the nature of the work to be undertaken, the committee membership can be expanded by an invited guest for one meeting.

The staff of the IOM, following discussion with their AID liaison and other such AID staff as those liaisons might find useful, will develop a detailed plan for activities to be undertaken during the 18-month period. This plan will be guided by the deliberations of a subcommittee or working group of the CIN which will meet at the beginning of the 18 month period. Particular attention will be given to the need for periodic assessments of the most important questions emerging in the nutrition and food fields.

III. PROPOSED PLAN OF ACTION

In the 18 months following the award of funding, the CIN will review and make recommendations pertaining to programs and issues of concern to the AID, including identifying activities to be conducted under its aegis. The specific tasks for the CIN have not yet been detailed. The overall plan will be developed through consultation among the CIN, the AID liaison, and

Institute of Medicine staff. An agenda will be formulated at the onset of the project and will be subject to internal review and approval by the Academy's Governing Board Executive Committee.

The 18 month plan will be revisited at each CIN meeting and sustained by systematic contact between the responsible IOM staff officers and the designated AID liaison. The understanding is that these plans, will be subject to modification in response to unanticipated Agency needs.

The committee will conduct its work through three different -- but not necessarily mutually exclusive -- modalities; (1) full committee meetings; (2) peer review panels; and (3) convening activities. Resultant products will include: (1) letter with attachments; and (2) peer reviews of AID-sponsored research, educational materials, or programs. Should any particular topic be found to require more in-depth analysis, additional support for a free-standing study would be sought from other interested sponsors.

A. Products

The products stemming from the deliberations of the CIN will be of two types;

1. Letter with attachments. This type of document is prepared in response to a specific request from AID for a review of a project or program which requires a rapid response to be effective. The document must be a short, specific statement of recommendations direct to AID for rapid action. These items are research projects that are in progress or specific nutritional concerns that have abruptly arisen. The CIN is presented orally with the findings and provided with the limited documentation available. The timeliness of these documents (expected within two month of the presentation date) as well as the concise, highly specific and confidential nature is specified by AID when the item is presented to the CIN.

2. Peer reviews of AID-sponsored research, educational materials, or programs. The topics for peer review will be identified by AID. As a matter of general procedure, before review meetings, the CIN as well as any ad hoc committee members recruited for their special expertise in the subject matter at hand, will receive background briefing material and then be given an oral presentation on what is to be reviewed, e.g., ongoing AID-related research, educational materials, or programs status reports. The committee will then meet in executive session to write its report, which will include summary and recommendations as well as the pertinent background materials. One or more reports of this nature will be developed each year.

Following the usual NRC report review procedures, all written CIN reports will undergo careful external peer review. The resulting reports will be prepared in sufficient quantity to ensure their distribution to the sponsor, to committee members, and to other relevant parties, in accordance with National Academy of Sciences' (NAS) policy. Reports may be made available to the public without restriction.

B. Illustrative Topics

Examples of technical areas that AID might wish the CIN to address could include the following, offered here only by way of illustration:

- High viscosity weaning foods (liquid staples)
- Feasibility of paper blood spot assessments for vitamin A, iodine and iron deficiencies
- Evaluation of lactation management training methods: a cross cultural perspective.

IV. QUALIFICATIONS OF THE INSTITUTE OF MEDICINE

The Institute of Medicine is in a unique position to explore difficult issues in health policy. That position is based on three attributes. First, because it was created under the charter granted by Congress to the National Academy of Sciences in 1863, the Institute has standing as a special advisor to the federal government but is not an agency of the government; it is a private, nonprofit organization. Second, the Institute brings to its studies a strength of expertise rooted in its national membership. It enlists distinguished and knowledgeable persons not only from the professions of medicine, health care, and biomedical sciences, but also -- by the terms of its charter -- from law, economics, statistics, and many other disciplines that bear on today's health problems. All these experts contribute their time, without compensation, to the work of the Institute and also attract the participation of other talented persons from outside the membership. Third, the Institute has no institutional self-interest in the outcome of its studies. It provides scientifically valid, impartial, and balanced advice and a neutral meeting ground for its committees.

The validity of reports from the Institute is further ensured by the fact that all reports are subject to NRC report review procedures. At the same time, committees convened by the IOM to address special topics which require particularly rapid attention can produce letter reports with more rapid turnaround time, given a standing core committee capacity. The Institute can also

provide a venue for convening multidisciplinary, multisectoral representation to review a subject without the issuance of formal recommendations and consequent formal report review procedures.

In addition to having a uniquely diverse membership, the IOM also draws upon the talents of a broadly-based professional staff, which is complemented by visiting scholars or fellows attracted from academic medicine, the social sciences, and public service. The Institute has organized its program structure into seven divisions that cover a wide range of health policy concerns:

- Biobehavioral Sciences and Mental Disorders
- Food and Nutrition Board
- Health Care Services
- Health Promotion and Disease Prevention
- Health Sciences Policy
- International Health
- Medical Follow-up Agency

The Food and Nutrition Board was established in 1941, primarily to address issues of national importance that pertain to the safety and adequacy of the nation's food supply, to establish principles and guidelines for adequate nutrition, and to render authoritative judgment on the relationships among food intake, nutrition, and health. The FNB is a multidisciplinary group of biomedical scientists with expertise in various aspects of nutrition, nutritional biochemistry, food sciences and technology, epidemiology, food toxicology, food safety, public health, and food and nutrition policy. These scientists deliberate on global issues concerning food and nutrition, initiate studies that are later assigned to standing or ad hoc FNB committees, and oversee the work of these committees.

AGENCY FOR INTERNATIONAL DEVELOPMENT
PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES (PIO/T)

Doc. # 611
BCP
Page 1 of 1 Pages

1. Cooperating Country Worldwide	2. PIO/T No. 936-5110 3692430	3. PIO/T Amend No. None
4. Project/Activity No. and Title 936-5110 Food, Nutrition Monitoring & Support (NAS/EOM)	5. Appropriation Symbol(s) 72-1131021.1	6. Budget Plan Code(s) DDVA-93-16900-9G11 (341-36-099-19-20-31)
7. Pro Ag No. or Project Authorization Date PAF Amended 1/16/90	8. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document	
9. Project Assistance Completion Date (Month, Day, Year) 6/30/96	10. Authorized Agent OP/A/HRN	

11. Type of Action and Governing A.I.D. Handbook [B]	12. Contract/Grant/Cooperative Agreement/ Reference Number (if this PIO/T is for an order or a modification to an award) TBD
A. A.I.D. Contract (HB14) B. A.I.D. Grant or Cooperative Agreement (HB 13)	C. PASA/RSSA (HB 12) D. Other

13. A.I.D. Funding (Attach a detailed budget in support of column (2) as Attachment A.				
	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
A. Dollars		150,000		150,000
B. U.S.-Owned Local Currency				0

14. Mission References

15. Instructions to Authorized Agent Request that you amend PIO/T #936-5110 3692430 to provide the funding contained in this PIO/T now that funds are available. The funds in this PIO/T cover the first 12 months of an 18-month grant from 8/1/93 to 1/31/95. All other terms and conditions remain unchanged.

NOV 18 1993

FA/FM/A/NPA & PA
OFFICE OF FINANCIAL MANAGEMENT
ACTION: Kesner
DATE: 6/1/93
INITIALED: A

16. Address of Voucher Paying Office Agency for International Development, FA/FM/CMP/DC, Room 700, SA-2; Washington, D.C. 20523

17. Clearances - Include typed name, office symbol, and date for all clearances
A. The Project Officer certifies (1) that the specifications in the statement of work or program description are technically adequate, and (2) that (for contract actions only) all program personnel who are defined as procurement officials under 41 U.S.C 423 have signed the Procurement Integrity Certification (OF-333).

Signature R&D/N, Sam Kahn [Signature] Date: 5/20/93 Phone No: 875-4228

B. The statement of work or program description lies within the purview of the initiating office and approved agency programs.
Signature: R&D/N, Richard Seifman [Signature] Date: 5/20/93

C. Signature: R&D/N, Brenda Colwell [Signature] Date: 5/19/93
D. Funds for the services requested are available
E. Signature: R&D/N, Fern Finley [Signature] Date: 5/24/93

18. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to:
Signature: _____ Title: _____ Date: _____

19. For the Agency for International Development:
Signature: Elizabeth P. Roche Title: Chief, R&D/PO/PR Date: 5/25/93

FOR CONTRACT ACTIONS ONLY: SOURCE SELECTION INFORMATION--SEE FAR 3.104. THIS DOCUMENT OR PORTIONS THEREOF, CONTAINS PROPRIETARY OR SOURCE SELECTION INFORMATION RELATED TO THE CONDUCT OF A FEDERAL AGENCY ACQUISITION, THE DISCLOSURE OF WHICH IS RESTRICTED BY LAW (41 U.S.C. 423). UNAUTHORIZED DISCLOSURE OF THIS INFORMATION MAY SUBJECT BOTH THE DISCLOSURER AND RECIPIENT TO CONTRACTUAL, CIVIL, AND/OR CRIMINAL PENALTIES AS PROVIDED BY LAW.
FOR OTHER ACTIONS: UNAUTHORIZED DISCLOSURE OF PROPRIETARY OR SOURCE SELECTION INFORMATION MAY SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION.

