Appendix 2 – DP-24-004 Annual Action Plan Guidance

Guidance for Developing an Annual Action Plan

The Annual Action Plan should reflect activities proposed for the first 12-month budget period. It should include the PRC Center Component activities, PRC Core Research Project Component activities, and the PRC Network Component activities as listed in the NOFO. The Action Plan should not exceed 20 pages.

For each PRC Center Component, PRC Core Research Project Component, and PRC Network Component activity provide the following:

- Expected outcomes (Intermediate-term, short-term)
- Proposed 5-year Project Period Goal
- Annual Objective
- Annual Activities for each Annual Objective (per component)
- Measure of Success
- Data Source
- Completion Date of the activity
- Person responsible for the activity

Current Action Plan Template

Planning Period: 12-month Budget Period

Elements with definitions:

- *Outcomes:* Outcomes should align with the proposed outcomes in the NOFO and be accomplished during the project period.
    - Intermediate-term outcome - Intermediate-term outcomes are the changes or benefits of the projected that are expected to occur if the project period goal is achieved.
    - Short-term outcome - Short-term outcomes are the changes or benefits that are expected to occur if annual objectives or the project period goal are achieved.
- *Proposed 5-year Project Period Goal:* An outcome statement that defines the intended accomplishments over the five (5) year project period. Project period goals should be achieved during the project period. Write each goal in a SMART format so that the desired outcome is clear. See SMART definition below.
    - Develop one goal for each of the four PRC Center Component activities
    - Develop one goal for each for each of the five PRC Research Project Component:
    - Develop one goal for each of the three PRC Network Component activities:
- *Annual Objective*: An objective that supports the completion of the project period goal and outcomes. The objective should cover a 12-month budget period and be written in SMART format so that the desired objective is clear. The objective should describe what will be accomplished as a result of specific activities during the annual reporting period. Objectives should not be activities or tasks. See SMART definition below. Write one annual objective for each goal.

- *Annual Activities for each Annual Objective (per component):* Actual events or actions implemented to achieve a specific annual objective goal and the outcome. List three (3) to five (5) high-level activities. These activities may include multiple tasks, do not list individual tasks. It should be clear that activities will lead to successful completion of the objective and that activities will be completed prior to the end of each annual reporting period.
- *Measure of Success:* Measurable or observable element that serves as markers for program performance and attainment of goals. Measures should contain a numeric value or clearly observable behavior.
- *Data Source:* Describe the source that will be used to provide the Measure of Success.
- *Completion Date of the activity*: The actual or anticipated complete date of an activity. The date reflects a progressive timeline leading to completion of all associated activities. **Do not list an arbitrary date such as the end of the budget period.**
- *Person responsible for the activity:* Person (s) who will oversee the activity, provide necessary evidence of completion, and attainment of measure of success.

NOTE: Technical Assistance will be provided on action plans post award to ensure objectives and activities are aligned with the activities and outcomes of the NOFO.

SMART format:

S = Specific: An objective or goal should be precise and should focus on a single result. A specific objective answers the questions, who, what, where, when, and how.

M = Measurable: An objective or goal should include specific criteria or measures that indicate whether the objective has been met. A good measure answers the question, “How will we know if we have accomplished the objective?”.

A = Achievable: An objective or goal should be attainable and within reach.

R = Realistic: An objective or goal should be realizable given the time, resources, and activities proposed and available.

T = Time-bound: An objective or goal should include the date it will be started and the date the center expects to complete it.

NOFO Section: PRC Center Component 1. Establish and maintain a PRC infrastructure to conduct applied prevention and health promotion public health research				
Intermediate-term Outcome:				
Short-term Outcome:				
Project Period Goal (5-Year):				
Annual Objective (12-month Budget Period):				
Annual Activities	**Measure of Success**	**Data Source**	**Completion Date**	**Staff Responsible**
1.1				
1.2				
1.3				
1.4				
1.5				

NOFO Section: PRC Center Component 2. Engage the Community Advisory Board (CAB) and other partners to inform all prevention research projects.				
Intermediate-term Outcome:				
Short-term Outcome:				
Project Period Goal (5-Year):				
Annual Objective (12-month Budget Period):				
Annual Activities	**Measure of Success**	**Data Source**	**Completion Date**	**Staff Responsible**
1.1				

1.2				
1.3				
1.4				
1.5				

NOFO Section: PRC Center Component 3. Build Capacity to conduct prevention research				
Intermediate-term Outcome:				
Short-term Outcome:				
Project Period Goal (5-Year):				
Annual Objective (12-month Budget Period):				
Annual Activities	**Measure of Success**	**Data Source**	**Completion Date**	**Staff Responsible**
1.1				
1.2				
1.3				
1.4				
1.5				

NOFO Section: PRC Center Component 4. Communication information about PRC activities to intended audiences.
Intermediate-term Outcome:
Short-term Outcome:
Project Period Goal (5-Year):

Annual Objective (12-month Budget Period):				
Annual Activities	**Measure of Success**	**Data Source**	**Completion Date**	**Staff Responsible**
1.1				
1.2				
1.3				
1.4				
1.5				

NOFO Section: PRC Core Research Project Component 1. Engage community members throughout the research project.				
Intermediate-term Outcome:				
Short-term Outcome:				
Project Period Goal (5-Year):				
Annual Objective (12-month Budget Period):				
Annual Activities	**Measure of Success**	**Data Source**	**Completion Date**	**Staff Responsible**
1.1				
1.2				
1.3				
1.4				
1.5				

NOFO Section: PRC Core Research Project Component 2. Develop and sustain partnerships with national, regional, state, and/or local organizations to carry out the core research project, including at least one partnership with a state, local, tribal, or territorial health department.				
Intermediate-term Outcome:				
Short-term Outcome:				
Project Period Goal (5-Year):				
Annual Objective (12-month Budget Period):				
Annual Activities	**Measure of Success**	**Data Source**	**Completion Date**	**Staff Responsible**
1.1				
1.2				
1.3				
1.4				
1.5				

NOFO Section: PRC Core Research Project Component 3. Conduct and complete one (1) D&I PRC core research project.				
Intermediate-term Outcome:				
Short-term Outcome:				
Project Period Goal (5-Year):				
Annual Objective (12-month Budget Period):				
Annual Activities	**Measure of Success**	**Data Source**	**Completion Date**	**Staff Responsible**
1.1				

1.2				
1.3				
1.4				
1.5				

NOFO Section: PRC Core Research Project 4. Disseminate the PRC core research project's approaches, methods, tools, products, lessons learned, and findings to community, public health practitioners, and academic audiences.				
Intermediate-term Outcome:				
Short-term Outcome:				
Project Period Goal (5-Year):				
Annual Objective (12-month Budget Period):				
Annual Activities	**Measure of Success**	**Data Source**	**Completion Date**	**Staff Responsible**
1.1				
1.2				
1.3				
1.4				
1.5				

NOFO Section: PRC Core Research Project 5. Translate the PRC core research project to facilitate adoption and implementation of EBIs into public health practice.
Intermediate-term Outcome:

Short-term Outcome:				
Project Period Goal (5-Year):				
Annual Objective (12-month Budget Period):				
Annual Activities	**Measure of Success**	**Data Source**	**Completion Date**	**Staff Responsible**
1.1				
1.2				
1.3				
1.4				
1.5				

NOFO Section: PRC Network Component 1. Participate in PRC Network activities including but not limited to, workgroups/committees, meetings, and conferences to share information, resources, and inform network-wide decisions.				
Intermediate-term Outcome:				
Short-term Outcome:				
Project Period Goal (5-Year):				
Annual Objective (12-month Budget Period):				
Annual Activities	**Measure of Success**	**Data Source**	**Completion Date**	**Staff Responsible**
1.1				
1.2				
1.3				
1.4				

1.5				

NOFO Section: PRC Network Component 2. Collaborate with PRCs in the network to advance PRC core research projects and other PRC projects (as appropriate).				
Intermediate-term Outcome:				
Short-term Outcome:				
Project Period Goal (5-Year):				
Annual Objective (12-month Budget Period):				
Annual Activities	**Measure of Success**	**Data Source**	**Completion Date**	**Staff Responsible**
1.1				
1.2				
1.3				
1.4				
1.5				