Eat Better & Move More
REQUEST FOR SUBMISSIONS
Submission deadline: December 1, 2005

A. Purpose
The National Resource Center on Nutrition, Physical Activity & Aging at Florida International University, with support from the US Administration on Aging (AoA), invites electronic submissions of educational modules for Phase 2 of Eat Better & Move More: A Guidebook for Community Programs, an evidence-based nutrition and physical activity program for older adults. The Guidebook is being expanded to include 12 more weeks, with emphasis on key recommendations for older adults in the Dietary Guidelines for Americans, 2005.

B. Eligible Applicants
All nonprofit organizations are eligible to participate. Applicants will design and submit one or more modules. Each Eat Better nutrition module must be a 2-week design, where Week 1 introduces a topic and Week 2 reinforces it. Move More physical activity modules may be a 1-week or 2-week design. All applicants are strongly encouraged to review Eat Better & Move More: A Guidebook for Community Programs that is available online, at nutritionandaging.fiu.edu//You_Can/07.2YouCanGuidebook.pdf, as well as the Dietary Guidelines for Americans, 2005, at www.health.gov/dietaryguidelines/dga2005/document/.

C. Awards
Modules chosen for Phase 2 will receive a monetary award. A 2-week module is eligible for $500; a 1-week module, $250. Organizations may submit more than one module. Submission deadline is December 1, 2005. Applicants will be notified of award decisions by January 6, 2006. Module authors and their affiliation will be acknowledged in Eat Better & Move More.

D. Submission Content and Format
Submissions must be modeled after the Eat Better & Move More Guidebook, nutritionandaging.fiu.edu//You_Can/07.2YouCanGuidebook.pdf. Do not mimic the Guidebook layout as that will be done by a graphic designer later. No extra points will be given for layout.

1. Cover Sheet: 1 page maximum, double spaced, Arial 12-point font, 1-inch margins.
   • Title of Module: 2-5 word descriptive title
   • Applicant: Name, Credentials, Title
   • Organization/Agency: Title and Complete Address
   • Tax-Exempt Status
   • Other contact information: Phone; Fax; Email; URL (if applicable)
   • Implementation History, if any: If you previously implemented the module, briefly describe audience, outcomes, participant response, and any lessons learned.

2. Required Section Headings & Guidelines
   • Learning objective: 35 words maximum
   • Preparation: 90 words maximum
   • Start Up: 40 words maximum
   • Mini-Talk: 225 words maximum

National Resource Center on Nutrition, Physical Activity, and Aging at Florida International University
• Activities: 100 words maximum
  o 2-4 activities
• Tips & Tasks Sheet: include an easy-to-use Check-off part: 150 words maximum
  o May provide diagrams or charts if applicable (see Guidebook examples)
• 3-4 timely Online Resources that pertain to topic of the week (see Guidebook examples, page 65, nutritionandaging.fiu.edu//You_Can/07.2YouCanGuidebook.pdf )
  o Must be user-friendly (ie, tips, printable handout/brochure, questionnaire, other interactive sites)

3. Format
The MSWord document should be organized by headings listed above; double spaced, Arial 12-point font, and 1-inch margins. Each week’s module should total no more than 3 pages, excluding the agency cover sheet and reference list. Readability level: 7th - 8th grade; proper grammar & punctuation, please. References that document content sources include journal articles, books, and websites (limited to: .gov, .org, .edu). References should not exceed 10 and should follow the AMA format style www.liu.edu/cwis/cwp/library/workshop/citama.htm.

4. Topics
Nutrition topics should be derived from the Dietary Guidelines for Americans, 2005. Topics include, but are not limited to, adequate nutrients within calorie needs, weight management, food groups to encourage, fats and carbohydrates, food safety, DASH Eating Plan, USDA Food Guide, discretionary calorie allowance, sodium, potassium, vitamins E, D, B12, supplements, and MyPyramid. Others may focus on chronic disease self care. Physical activity topics may include weight bearing exercise, additional stretching, balance issues, falls prevention, strength training, cardiovascular training, flexibility, circuit training, as well as a disease focus such as osteoarthritis, osteoporosis, cardiac disease, obesity. For flexibility, strengthening, or cardiovascular training, 2-week modules may be more appropriate. All modules should include diversity as appropriate. Do not include brand-name products, unless absolutely necessary.

E. Submission Process
1. Submission: The application must be emailed to Nutritionandaging@fiu.edu with an MSWord attachment(s). Carefully label each attachment with a 1-2 word descriptor of your module topic and your last name. If you submit modules on different topics, please send each as a separate attachment. Please enter the following in the “Subject” area: Eat Better Move More Module.

2. Mandatory Requirements:
   a) The electronic submission must be received by 5 pm, EST, December 1, 2005.
   b) The submission must adhere to required content and format guidelines. Only electronic applications will be accepted.
   c) For further information: contact Nancy Wellman <Nancy.Wellman@fiu.edu> or Barbara Kamp <barbara.kamp@fiu.edu> at the National Resource Center on Nutrition, Physical Activity & Aging, at 305-348-1517.
F. Technical Review  A multidisciplinary review panel will include representatives from the AoA, the Center, and national nutrition, physical activity and aging network organizations.

Evaluation Criteria:

1. Previous Implementation and Outcomes of Module  
   ( 5%)

2. Section headings & guidelines  
   (60%)
   i. Learning objective: clearly defined and stated
   ii. Preparation & Start-up: clear instructions for presenters
   iii. Mini-talk: accurate timely information, interesting for adult learners
   iv. Activities: interactive, considerations for socio-economic & mobility factors
   v. Tips and task sheet: simple and easy to use
   vi. Online Resources: pertain to topic, user-friendly

3. Compliance with format guidelines  
   (25%)
   i. 3 pages, double spaced, Arial 12-point font, 1” margins
   ii. 7th-8th grade reading level
   iii. Grammar & punctuation
   iv. References: appropriate sources, AMA style

4. Topic  
   (10%)
   i. Addresses a timely issue for healthier aging
   ii. Include diversity as appropriate; few if any brand names