



Act Early Ambassadors Leadership Opportunity FAQs

The following questions were asked by individuals who have expressed interest in the current Act Early Ambassadors Leadership Opportunity. The questions were answered by project contacts from AUCD, CDC, and HRSA.

Which states currently have an ambassador?

Wisconsin, North Carolina, Ohio, Massachusetts, Montana, Rhode Island, New Mexico, Tennessee, and Hawaii currently have an Act Early Ambassador. Individuals from these states are not eligible to apply.

Does the Ambassador need to be one person or would co-Ambassadors be acceptable?

This leadership opportunity is for one ambassador per state.

Would the Ambassador be doing the outreach and training directly or supervising someone else?

Each Ambassador will personally conduct training and other activities through this leadership opportunity. Ambassadors will not be supervising others for this work.

Does the Ambassador need to have a relationship with the state Act Early team?

The Ambassador does not need to have a relationship with the state Act Early team to be considered. While experience and familiarity with the state Act Early team is preferred, this is an opportunity to bring additional people to the state team. All Ambassadors will promote the work of their state Act Early team.

Is this effort autism-specific or is the focus broader?

This project is not autism-specific. It supports the goal of the “Learn the Signs. Act Early.” program and the Act Early Initiative: to improve early identification of **autism and other developmental disabilities**, through awareness and education activities for parents, early educators and health care providers.

In which languages are the materials available? Can Ambassadors share materials they may have in other languages?

All “Learn the Signs. Act Early.” campaign materials are available in English and Spanish; some pieces are available in other languages. The Autism Case Training Curriculum is available in English. If Ambassadors have materials in other languages, they would be able to share them with one another during this pilot project.

What entity may serve as a fiscal agent?

The fiscal agent must be an organization or agency that is able and willing to accept funds on behalf of the Ambassador and has a personal relationship with the proposed Ambassador. This could be a UCEDD, LEND, DBP, or a local agency.

Are indirect costs allowed?

No indirect costs are allowable on this type of stipend grant.

What are allowable costs for the Ambassador stipend?

The Ambassador stipend is to be used for local travel for outreach, conducting professional education, collaborating with your state Act Early team, disseminating Act Early materials, developing partnerships, and related expenses to support these activities. Your fiscal agent may direct a portion of this funding to expenses like personnel expenses, such as salary, that would support the Ambassador responsibilities.

What is the time commitment to be an Ambassador? How would the hours break out?

The time commitment is flexible, with an anticipated average of 5 to 7 hours a month depending on the activities the Ambassador is currently pursuing. A typical month might involve a one-hour Ambassador conference call, 1-2 hours of training including prep time, and one to two contact hours with the Act Early team and outreach to other partners. In addition there will be three 1-hour webinars and other training opportunities throughout the year. It is hoped that the time commitment to be an Ambassador can be wrapped into other efforts with a similar group of partners.

What reporting will be required of Ambassadors?

The reporting requirements will be minimal, keeping in mind that this is a pilot effort and we want to learn from the experiences of the Ambassadors. We expect short, simple reports to be submitted electronically quarterly. More guidance on reporting will be discussed during the training in January.

Is there a systematic approach to what Ambassadors should do?

This is a leadership opportunity which encourages creativity in work with state partners. CDC, AUCD, and HRSA are most interested in learning from this pilot project. Ambassadors will receive guidance on how to approach their role, but each Ambassador will have flexibility in developing an activity plan for the year, and Ambassadors will have opportunities to provide input and direction during the training in January.

Do you have additional information on specific start and end times (and how close the location for the meeting would be to the airport) for the Ambassador training?

The training will be just one day, with the location being at NCBDDD which is about 45 minutes from the airport. The training take place on January 26th, with an optional day on January 27th to learn more about the research that supports the *Learn the Signs. Act Early.* Initiative.

Does the stipend provided include money for the training in January?

The training in January will be covered by other funds and will not affect the balance of the Ambassador stipend. The \$4,000 is for the Ambassador to use in their state carrying out the work intended under this project.

I may not be available for the January training. Am I automatically disqualified from applying for this opportunity?

The material to be presented at the training in January is vital to your success as an Ambassador. Extenuating circumstances may be considered on a case by case basis by the review committee, but the January training is considered mandatory and alternative arrangements would need to be made.

Given the uncertainties of the government budget, is this stipend money secure for the year?

Yes. This funding is secure for the pilot year.

I prefer to mail or fax in my application to AUCD; is that okay?

No. Applications must be submitted via email to Adriane Griffen to agriffen@aucd.org.