Innovations in Nutrition Programs and Services (INNU) Grantee Calls: An Informational Overview

Nutrition and Aging
Resource Center

Background

Individual calls with the Nutrition and Aging Resource Center Technical Assistance Liaison (NRCNA TAL) are scheduled on a regular basis. Administration for Community Living Project Officers (ACL POs) will attend during monitoring calls and as needed. Our goal is to support you through your grant life and help you be successful!

General Information

Calls are meant to stimulate discussion rather than reading the agenda line-by-line. Your NRCNA TAL reviewed your agenda before your call and may come with questions. Please ensure you do include all activities you plan to discuss during the call in the agenda. NRCNA TAL's take notes during the call, and these are added to Grant Solutions for your reference. Call frequencies may be adjusted throughout your grant life. Your NRCNA TAL and ACL PO will keep you informed of this information.

Helpful tips:

- Give yourself credit for all of the great work you are doing! Our hope is that completing the detailed agenda is not a burdensome task as it essentially describes what you've been doing or plan to do.
- Add to the detailed agenda throughout the reporting period so it is not a large task at the end of the reporting period.
- Within the detailed agendas, please complete the section dedicated to technical assistance if you have questions, concerns or items that need to be addressed. You can always, at any time, reach out to your NRCNA TAL with these same items via email.

Routine Calls

In general, you can expect the following agenda:

1. Grantee to screen share agenda
2. It is highly encouraged to turn on your camera. This provides a sense of connection for all on the call.
3. Review announcements and introductions, as needed
4. Review high points from: two programmatic update tables, quantitative work plan, challenges
5. NRCNA TAL and/or ACL PO to provide feedback and/or ask questions
6. NRCNA TAL and/or ACL PO to answer technical assistance requests

Monitoring Calls

In general, you can expect the following agenda:

1. Grantee to screen share agenda
2. It is highly encouraged to turn on your camera. This provides a sense of connection for all on the call.
3. Review announcements and introductions, as needed
4. Review "Semiannual Updates Only" Section
5. If you are a replication grantee, we will review the toolkit comparison
6. Review technical assistance requests and needs
7. NRCNA TAL and/or ACL PO to provide feedback and/or ask questions
8. As time allows, review highpoints of agenda