



## 2019 Victim Researcher-and-Practitioner Fellowship

### REQUEST FOR PROPOSALS

RFP Announcement	Monday, August 27, 2018
Proposal Submission Deadline	Monday, October 8, 2018
Fully Executed Contracts Deadline	Friday, November 30, 2018
Estimated Fellowship Start Date	Saturday, December 1, 2018
Send Proposals To	Alexandra Ricks, <a href="mailto:aricks@urban.org">aricks@urban.org</a>
Budget/Contract Questions	Bailey Maryfield, <a href="mailto:bmaryfield@jrso.org">bmaryfield@jrso.org</a>
All Other Questions	Alexandra Ricks, <a href="mailto:aricks@urban.org">aricks@urban.org</a>

#### RFP at a Glance:

**Who we are:** The Researcher-and-Practitioner (R/P) Fellowship is coordinated by the Center for Victim Research (CVR), a new national resource center funded by the Office for Victims of Crime, U.S. Department of Justice, through its [Vision 21 Initiative](#). CVR is designed to serve as a one-stop resource for crime victim service providers and researchers to connect and share knowledge to increase (1) access to victim research and data and (2) the utility of research and data collection to crime victim services nationwide.

**Purpose:** The purpose of CVR's fellowship program is to encourage collaboration between victim researchers and service providers so as to, ultimately, improve assistance and service delivery for victims of crime. The R/P Fellowship will support multiple, local- or tribal-level partnership teams of researcher-and-practitioner fellows to facilitate practice-informed victim research and research-informed victim services. Fellows will develop their partnership through work together on a research-related victim services project, while engaging in cross-learning activities and maintaining ongoing communication with each other. You may wish to review descriptions of the 2018 Victim R/P Fellowships [here](#).

**Award details:** The 2019 Victim R/P Fellowship award to each researcher-practitioner team will be up to \$15,000 for the 9-month fellowship program ending August 31, 2019.

**Who can apply:** Applicants must represent a partnership of a researcher who studies crime victimization<sup>1</sup> and a practitioner who serves crime victims. Individuals, institutions of higher education, non-profit organizations, and local government agencies (at the state, county, municipal, or tribal level) may apply.<sup>2</sup> This fellowship program is open to professionals from any professional or academic discipline that is relevant to research or practice on the topic of violence or crime victimization. The fellowship is open to involvement from multiple people from each organization. Researchers and practitioners who received funding for the 2018 Victim R/P Fellowships **are not eligible** to apply for this 2019 round of funding.

### **What Does the R/P Fellowship Entail?**

The R/P Fellowship has four core requirements: (1) collaboration, (2) cross-learning, and (3) substantial work on or toward a research-and service-related project focused on crime victimization data and/or preventive or response services for crime victims. In addition, the partnerships are expected to (4) share fellowship experiences and successes through written and/or multimedia venues identified in collaboration with CVR (see **Deliverables** section).

**Collaboration** entails a plan for regular communication among each partnership of victim researchers and service providers. Communication may occur via telephone, video chat, and/or in-person meetings, and should be focused on the Fellowship project but also inclusive of informal partnership-building activities.

**Cross-learning** entails a plan for each partner to share knowledge and experiences with the other, so that both grow professionally and strengthen their ability to transform services to victims of crime. For example, researchers may provide instruction to service providers on research practices, which could mean developing practitioners' skills on data collection, building a logic model, establishing key programmatic measures, writing an evaluation report, and/or disseminating findings in a meaningful way. Similarly, practitioners may share their expertise by having researchers shadow program and/or frontline staff, attend board or staff meetings, gain access to program manuals, handbooks and datasets, participate in training programs the agency provides for volunteers, and/or other forms of direct observation or formal explanations of their practice.

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<sup>1</sup> This includes researchers with established track records in victimization research or evaluation, as well as researchers who are new to the field.

<sup>2</sup> Federal government agencies are not eligible for funding receipt.

The **R/P Fellowship Project** and **Deliverables** are described in detail in the following section.

## **R/P Fellowship Project and Deliverables**

The R/P Fellowship will offer funding to partnerships (teams) of researchers and service providers who are at any of the different stages described below. Expectations for applicants' deliverables at the end of the 9-month program will differ by the nature of the project proposed and will be finalized in collaboration with CVR. Regardless, priority will be given to proposals that include a plan for sustaining the partnership after the 9-month fellowship ends. Proposed activities may fall under one of the following stages but are not limited to:

- **Early stage partnerships and projects:** Partnerships require time to establish relationships, build trust, and create a plan of action and research. Therefore, this type of R/P Fellowship is open to researchers and practitioners in the early stages of building a partnership. The fellowship may provide support for relationship-building and planning activities, such as: developing goals for the partnership, learning about partners' activities through visits and cross-learning, developing a research-focused plan, building a logic model for the victim service program, and/or writing proposals for larger grants and funding opportunities. Deliverables could include: a research plan, logic model, strategic plan that incorporates a research agenda, or a proposal to another funding opportunity.
- **Existing partnerships and projects:** Partnerships that have already formed, developed goals and action plans, and/or established joint objectives and plans may need further support to realize these goals. This type of R/P Fellowship will support researcher-practitioner partnerships that are close to answering research questions or producing a research project. Activities might include primary collection of victimization data, analysis of primary or secondary data (qualitative narratives, survey data, or administrative data), or producing products such as written reports, especially those oriented toward practitioners. Deliverables could include: a dataset, written reports/policy briefs/academic publications, or a plan for future research products.
- **Advanced partnerships and projects:** Partnerships that have conducted research projects are eligible to submit proposals to further analyze or publicize their findings. Acceptable activities for this type of R/P Fellowship might include: developing products for publication based on past data collection activities, disseminating findings (especially to practitioners), conducting additional data analyses, and/or other supplemental activities to existing projects. Deliverables could include: written reports/policy

briefs/academic publications, webinars/websites/fact sheets/best practice models, toolkits, manuals, or a plan to continue future research.

R/P Fellowship teams are expected to participate in periodic check-in calls with CVR staff. Each partnership/team of R/P Fellowship participants will also submit **a brief, progress update** due April 1, 2019 and **one 10-page, final project summary** due August 31, 2019, which will be shared on the CVR website. The final project summary will ask participants to describe the key accomplishments, challenges, and progress of their R/P Fellowship project, including collaboration and cross-learning successes. *Further details will be provided to fellowship participants.*

In addition, fellows may be asked to co-present a CVR webinar, be interviewed for a CVR podcast, assist in development of a CVR fact sheet, or similar activities. The nature of these activities will be determined in collaboration with CVR upon award.

### **Who Is Eligible for the R/P Fellowship?**

Partnerships must involve a team with, at minimum, one professional with a primary role as a researcher and one professional with a primary role as a victim services provider. These can either be individuals or organizations. *CVR is particularly interested in projects focused on Indian Country that include **tribes or tribal entities** (such as non-profits) among their partners.* For the purposes of the R/P Fellowship a **victim service provider** is defined as a professional in a non-profit or public sector organization working directly with victims of crimes on a short- or long-term basis to provide crisis intervention, physical health, mental health, legal, financial, housing, employment and training, or other support services. A **victimization researcher** is defined as someone knowledgeable in research and/or evaluation methods who is studying issues related to victims/victimization. Early career researchers are encouraged to apply. A **partnership** is defined as a pair or team of individuals/organizations engaged in a mutually beneficial relationship, from which both partners stand to gain. There should be significant collaboration in the development of research goals, objectives, and questions.

### **How Much Are the R/P Fellowship Awards?**

Awards of up to \$15,000 per partnership team will be given for a 9-month fellowship, starting December 2018. We anticipate making up to six awards. Each R/P team should clearly indicate the lead partner for purposes of entering the contract. All contracts must be fully executed by November 30, 2018. Contracts will be structured to tie payment to reaching project milestones (estimated to be three payments over the course of 9 months).

Applicants should provide a budget that clarifies the distribution of award money between the researcher and practitioner partners. Please see the [budget template](#).

Proposals are due by **6pm ET on Monday, October 8, 2018** and we anticipate notifying awardees by mid-November.

## Proposal Requirements

Please submit proposals in PDF format via email to Alexandra Ricks, [aricks@urban.org](mailto:aricks@urban.org).

**Proposals should not exceed 10 double-spaced pages, excluding the cover sheet, appendices and budget.** Proposals should include:

- **Cover Sheet** (excluded from 10-page limit):
  - Indicate the lead partner and provide the following information for both the researcher and practitioner:
    - Name, title, organization, and website (if applicable)
    - Contact phone number and email address
    - Who is preparing the proposal
  - Project title and brief summary (150 words)
  
- **Project Narrative**, addressing the following questions:
  - Who are the partner organizations and what is their relationship? For all applicants, please describe the partner organizations' work, mission, and histories. In addition, please address below.
    - For new partnerships, explain:
      - How was the relationship initiated?
      - What does each partner expect to gain, in order to make this relationship reciprocal and mutually beneficial?
    - For pre-existing partnerships, explain:
      - What is the history/context of the partnership?
      - What past collaboration activities have been completed?
      - What is your track record of previous successes? Challenges?
  - What activities will you do? Applicants should give a clear picture of what they will accomplish—and why—during the Fellowship. This should include answers to the following questions:
    - What do you hope to accomplish during the Fellowship year? This could be a broad goal or answering a specific research question.

- What is the purpose of and/or need for this project? How will the project be helpful to the victim services field? This may include a brief review of the literature if you hope to fill a gap in the field.
    - What stage of partnership are you proposing as outlined under “The R/P Fellowship Project,” p. 3? What will you produce as a deliverable? This could be multiple things, as outlined in the examples.
    - How will you go about achieving your goals and producing your deliverable? This may be a research plan with full methods, or it may be a detailed plan of action for strengthening the partnership or disseminating research.
    - How will the labor and responsibility of this project be distributed between the partners? Clearly delineate each partner’s role and responsibilities in the project.
  - What is your cross-learning plan? Please outline your timeline for cross-learning and describe the amount of time you plan to spend in cross-learning activities. In addition, please describe what each partner will endeavor to teach the other and how they will go about doing so.
  - What is your communication plan? Please outline your timeline for regular communication between the partners. Specify whether the communication will occur in-person or via phone or videoconference.
- **Biographies of Key Personnel:** This section should include brief biographies of the partnership leads (at least one from each of the research and practitioner organizations) and any key staff from either organization that will be involved in the project.
  - **Appendices:**
    - 1) Budget and Budget Narrative:
      - The maximum award for each R/P Fellowship team is \$15,000.
      - Partners must submit a Budget and Budget Narrative. The **Budget** (please see the [template](#)) must include the proposed line-item funds (including personnel costs, fringe benefits, travel costs, contractual costs, and other direct or indirect costs). Partners must also provide a brief **Budget Narrative** with descriptions of any line-items that are not clear and information about how the money will be utilized for this Fellowship. The narrative of the organization preparing the application should justify the division of funds between the two partners.
    - 2) Include a **partner letter of support** from the partner who did not take the lead in writing the proposal. This letter can be brief, but it should demonstrate that the partnership and project were jointly conceptualized with shared goals.
    - 3) **Please include full resumes or curriculum vitae** of the lead researcher and lead service provider.

- 4) If available, please attach an example of previously **published work by the researcher and/or service provider**.
- 5) R/P Fellowship participants are responsible for complying with **human subject ethics laws**. OVC provides guidance on protecting human subjects through its Technical Assistance Guide Series, here:  
<https://www.ovcttac.gov/docs/resources/OVCTAGuides/ProtectingHumanSubjects/welcome.html>. CVR expects participants to seek approval from an Institutional Review Board (IRB) for oversight of their project as necessary. If available, please include the **IRB approval letter** as an appendix. If it is not yet available, we expect to receive a copy of IRB approval before the fellows undertake human subject research, if the project includes data collection requiring such approval.

## Proposal Checklist

Successful proposals will include:

- Cover sheet
- Project narrative as described above
- Biographies of key personnel
- Appendices as described above, which include:
  - Budget and budget narrative (appendix)
  - How you can be paid (e.g., honorarium, independent consultant, through a university, etc.) (appendix)
  - Copy of current Negotiated Indirect Cost Rate Agreement (NICRA) (if applicable) (appendix)
  - Partner letter of support (appendix)

If available, proposals will include:

- Examples of researcher and/or practitioner products (appendix)
- IRB approval letter (appendix)

Successful proposals will be less than **10 pages double-spaced** (excluding the cover sheet, appendices and budget), in PDF form, and emailed to Alexandra Ricks at [aricks@urban.org](mailto:aricks@urban.org) no later than **6pm ET on Monday, October 8, 2018**.

## Proposal Scoring

Proposals will be scored based on the following criteria:

- ✓ Partners' qualifications and collaboration potential **30 points**
- ✓ Project approach and work plan of activities **40 points**
- ✓ Plan for partnership cross-learning **10 points**
- ✓ Plan for partnership communication **10 points**
- ✓ Project meets a clear need in the community and/or victim services field **10 points**

## Who Can Applicants Contact with Questions?

Please direct any budget/contract questions to Bailey Maryfield at [bmaryfield@jrsa.org](mailto:bmaryfield@jrsa.org) and all other questions to Alexandra Ricks at [aricks@urban.org](mailto:aricks@urban.org)

## Timeline

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Progress Updates Due	April 1, 2019
Final Project Summaries Due	August 31, 2019