



Researcher-Practitioner Minigrants

Requests for Proposals

June 26, 2024

The Center for Victim Research is offering 9-month, \$15,000 minigrants for researcher-practitioner partnerships for projects that explore issues related to victimization and victim/survivor response related to gun violence or community violence. Because these minigrants are designed to foster longer term partnerships, projects must involve collaboration and cross-learning. Three minigrant awards will be made.

Deadline for application: Friday, August 9, 2024.

Anticipated project period: October 1, 2024, through June 30, 2025

More information

The Researcher-and-Practitioner (R/P) Minigrant Opportunity is coordinated by the Center for Victim Research (CVR), a national resource center funded by the Office for Victims of Crime, U.S. Department of Justice. CVR is designed to serve as a one-stop resource for crime victim service providers and researchers to connect and share knowledge regarding victim research and data. CVR is a project of the Justice Information and Resource Network (JIRN) and its partner, the Urban Institute. For more information visit <https://victimresearch.org>.

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Who can apply: Applicants must represent a partnership between one or more researchers and a program addressing gun violence or community violence. One partner must be the lead for purposes of the minigrant contract and will subcontract with the other partner. Because the minigrant projects will be subrecipients of federal funding, they must meet all statutory requirements of OVC for its award recipients. This includes assurances regarding lobbying, discrimination, and debarment from receiving Federal funds.

What type of projects can be funded: Projects must address victimization issues or victim/survivor response in the area of gun violence or community violence. Potential focus areas include, but are not limited to:

- Accessibility of victim/survivor support and compensation
- Victimization and trauma histories of volunteers and staff
- Vicarious trauma impacting volunteers and staff
- The inclusion of a victim advocate as part of a community violence intervention program team, or a working partnership with a victim or survivor support organization
- The intersection of violence against women and community violence

If you have any questions about whether a proposed topic is acceptable, just ask!

Activities can include developing a logic model or theory of change, establishing data collection systems, gathering and analyzing new data (qualitative or quantitative), analyzing existing data, conducting an evaluability or process evaluation, or similar activities.

Projects should also include an emphasis on:

Collaboration, a plan for regular communication and shared decision making among the partners. This includes mutual involvement in the development of research goals, objectives, and activities.

Cross-learning, 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 and survivors. For example, researchers may provide instruction on research practices such as data collection, building a logic model, establishing key programmatic measures, and/or disseminating findings in a meaningful way. Similarly, practitioners may share their expertise by having researchers shadow staff, attend board or staff meetings, review program materials and datasets, participate in staff trainings, or similar activities.

R/P Minigrant 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 March 21, 2025, and **one 10-page, final project summary** due June 30, 2025, 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 Minigrant 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.

Proposal Requirements

Proposals should be in pdf form and 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 Minigrant project. This should include answers to the following questions:

- What do you hope to accomplish during the term of the Minigrant? 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 practitioner partner and victims/survivors? This may include a brief review of the literature if you hope to fill a gap in the field.
 - What will you produce as a deliverable? A presentation for staff or partners? An infographic or brief? Recommendations for training or procedures? Other?
 - 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 work 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 Minigrant 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 should justify the division of funds between the 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 both partners were involved in identifying the project and goals.
- 3) **Please include full resumes or curriculum vitae** of the lead researcher and lead service provider.
- 4) R/P Minigrant 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

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
 - Copy of current Negotiated Indirect Cost Rate Agreement (NICRA) if applicable
 - Partner letter of support

Successful proposals will be less than **10 pages double-spaced** (excluding the cover sheet, appendices and budget), in PDF form, and emailed to Diba Rouzbahanis at drouzbahani@jirn.org no later than 11:59 pm ET on August 9, 2024.

Proposal Scoring

Proposals will be scored and evaluated by the CVR project team. Recipients will be subject to final approval by OVC.

Proposals will be scored based on the following criteria:

- ✓ Partners' qualifications and collaboration potential **25 points**
- ✓ Project approach and work plan of activities **35 points**
- ✓ Project potential to improve understanding of or response to victimization **20 points**
- ✓ Plan for partnership cross-learning **10 points**
- ✓ Plan for partnership communication **10 points**

Who Can Applicants Contact with Questions?

Please direct any budget/contract questions to Susan Howley at showley@jirn.org and all other questions to Diba Rouzbahani at drouzbahani@jirn.org.

Timeline

RFP Announcement	June 26, 2024
Proposal Submission Deadline	August 9, 2024
Fully Executed Contracts Deadline	October 1, 2024
Estimated Fellowship Start Date	October 1, 2024
Progress Updates Due	March 21, 2025
Final Project Summaries Due	June 30, 2025