



The University of Chicago and Chapin Hall Joint Research Fund

2018–19 REQUEST FOR PROPOSALS

Request for Proposals

The University of Chicago and Chapin Hall Center for Children (Chapin Hall), in accordance with their joint affiliation agreement, are soliciting proposals for the Joint Research Fund (the Fund). The purpose of the Fund is to support outstanding research that investigates and leads to new directions in policy and practice aimed at promoting the well-being of vulnerable children and youth, their families, and their communities, while fostering long-term policy-relevant research collaborations between the University and Chapin Hall.

Background

Chapin Hall was established in 1985 as an independent policy research center at the University of Chicago that builds knowledge to improve the well-being of children, with special attention to those experiencing adverse life circumstances such as maltreatment and extreme poverty. Research and policy staff at Chapin Hall come from a variety of academic and professional disciplines, including social work, child welfare, public policy, sociology, economics, education, and law. Many have experience in government or service organizations, providing Chapin Hall with its distinctive blend of academic rigor and practical problem solving. Chapin Hall research and policy staff combine a full range of statistical and research methods so that policymakers, government officials, service providers, community groups, and funders are better positioned to use evidence to improve the well-being of vulnerable children and their families.

The Fund is an endeavor by the University and Chapin Hall to provide \$200,000 annually for collaborative research projects between University faculty and Chapin Hall research and policy staff.

The Fund will give preference to research projects which:

- address Chapin Hall’s mission to improve the well-being of vulnerable child populations in policy areas including, but not limited to:
 - child and adolescent development
 - child maltreatment prevention
 - child welfare systems
 - community change
 - economic supports for families
 - home visiting and early childhood initiatives
 - runaway and homeless youth
 - schools, school systems, and afterschool initiatives
 - youth crime and justice
- examine questions that have relevant policy implications and practical significance, especially those that focus on finding solutions for issues facing vulnerable child and family populations in urban environments;
- leverage the interdisciplinary perspectives of the partners in order to promote practice and knowledge exchange between policymakers and researchers;
- promise the development of future research;
- support relationship building between Chapin Hall and the University in the short and long term;

- take advantage of the expertise of both the University and Chapin Hall that could not be undertaken without such a collaboration; and
- utilize innovative methods.

Award Parameters

Chapin Hall researchers and policy staff and University researchers with an academic research or tenure track appointment are invited to apply. Applications will be evaluated by the Joint Research Fund Steering Committee, which is composed of two appointees from Chapin Hall and four from the University.

All project awards and decisions are subject to the following guidelines:

- The minimum award amount for any single research project will be \$30,000 and the maximum award will be \$100,000, regardless of the proposal period length (note: the Steering Committee reserves the right to offer partial funding to projects).
- Research projects may last up to 24 months; start and end dates should be made clear in project budget and project plan.
- Research projects must be submitted jointly by at least one Chapin Hall researcher or policy staff member and at least one University faculty member (including individuals with parenthetical rank) as co-Principal Investigators (PIs).
- In considering equally qualified proposals, those submitted by pre-tenured faculty and/or individuals at the researcher/senior researcher or policy analyst/senior policy analyst level at Chapin Hall will be given preference over proposals submitted by tenured faculty and/or Chapin Hall fellows/senior fellows.
- Scholars from other affiliates of the University and outside entities may be included as part of the project team, but may not substitute for the Chapin Hall or University co-PIs.
- Awarded funds may be utilized for project expenses, including salaries, fringe benefits, paid time off, reasonable travel, and subrecipient expenses, but may not be applied toward overhead costs (i.e., administrative or indirect costs), honorariums, trainings, or conferences.

Deliverables

The Fund is dedicated to fostering research that has a meaningful impact on policies and practices that affect vulnerable child populations, their families, and their communities. Proposals must make clear the planned deliverables upon completion of the research project.

At the conclusion of the project period, all projects must produce one of the following deliverables:

- Journal article that has been submitted for peer review or is in progress as a working paper; or
- Policy brief; or
- Related research proposal to an external agency or funder that has been submitted or is in progress as a working proposal for submission.

(Note: Training or conferences will not be considered substitutes for publications, although either institution may ask recipients to present their research.)

Reporting requirements will be further outlined in award letters. Awarded projects will be asked to provide final narrative and financial reports. Additional reporting may be required for projects which exceed 12 months.

Submission Process

Co-PIs who intend to submit an application to the Fund **are required to notify the Fund of intent to apply via email**. The deadline for sending this notification is December 14, 2018. This email need only reference names

and titles of the proposed Chapin Hall and University co-PIs considering a proposal, a working title for the project, and intent to apply. In cases where a project will require data sharing agreement(s) and data permission(s), teams should also reference such (and be prepared to submit letter(s) of support with final proposal application). The submission of a statement of intent is nonbinding and should be sent to jointresearchfund@chapinhall.org.

Applications¹ should be submitted electronically via the [Fund web page](#) on the Chapin Hall website. Attachments should be uploaded as PDFs.

The narrative portion (sections 1-5 below) should be three to five pages length in total (references will not be counted toward page length total), with 1.5 line spacing, 1" margins, 12-point font, and include the following sections:

1. Project aims, including policy implications and practical significance
2. Methods
3. Description of anticipated deliverable(s)
4. Feasibility of project in proposed time and budget
5. Nature of the collaboration between and future of the proposed research partnership

Additional requirements beyond the narrative include:

6. IRB plan² (use provided IRB plan template) (no more than 2 pages)
7. Project plan, including primary research activities by quarter, making clear the distinct role of each researcher (no more than 2 pages)
8. Budget³ (use provided budget template) and budget narrative (no more than 1 page)
9. Curriculum vitae of research partners and any subrecipients⁴ or consultants. If project includes subrecipients and/or consultants, please include a brief work scope.
10. Letters of Support: Required in cases where the success of the project depends on a partnership with an agency or other external organization for data collection, data access, data use, etc. General letters of support are not required and will not be reviewed by the Committee.

Application Timeline

- October 8, 2018 – Application period opens/RFP released
- October 8, 2018 to January 18, 2019 – Submit questions to e-mail below. FAQs will be posted online
- December 14, 2018 – Intent to Apply notification deadline (nonbinding)
- January 18, 2019 – Application deadline for electronic submission at 5:00 p.m.
- Week of March 11, 2019 – Awards announced
- April 1, 2019 – Projects may begin, but must commence by December 31, 2019

Contact Information

Please direct all queries about the Fund to jointresearchfund@chapinhall.org

¹ Applications do not need to be submitted through University Research Administration of The University of Chicago.

² Applicants may download required IRB plan template [here](#).

³ Applicants may download required budget template [here](#).

⁴ If project includes subrecipients and/or consultants, please include a brief work scope for the subrecipient(s) and/or consultant(s).