



**The University of Chicago and Chapin Hall Joint Research Fund
REQUEST FOR PROPOSALS due March 25, 2022**

Request for Proposals

The University of Chicago and 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 improving the well-being of children and youth, families, and their communities, while fostering long-term, policy-relevant research collaborations between the University and Chapin Hall.

Background

Chapin Hall is an independent policy research center at the University of Chicago that provides public and private decisionmakers with rigorous research and achievable solutions to support them in improving the lives of children and families. Chapin Hall's impact areas include child welfare systems, community capacity to support children and families, and youth homelessness. 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 children and families experiencing adversity.

The Joint Research 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 staff.

The Fund supports research projects which:

- address Chapin Hall's mission to improve the well-being of children, youth, families, and their communities;
- examine questions that have relevant policy implications and practical significance for communities experiencing adversity;
- support new partnerships between Chapin Hall and the University;
- leverage the interdisciplinary perspectives of the partners in order to promote knowledge exchange researchers;
- promise the development of future research;
- 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

Pairs of Chapin Hall staff and University faculty are eligible to apply as co-investigators. University of Chicago researchers with academic research or tenure track appointments are eligible to apply.

Applications are 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 is \$30,000 and the maximum award is \$100,000, regardless of the proposed project period. (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 clear in the proposed budget and project plan. Projects may begin as early as Friday, July 1, 2022 and must commence by Saturday, December 31, 2022.
- Research projects must be submitted jointly by at least one Chapin Hall staff member and at least one University faculty member (including individuals with parenthetical rank) as co-Principal Investigators (PIs).
- Proposals meeting the following criteria receive preference in the award process:
 - New collaborations between Chapin Hall staff and University faculty
 - Submissions from relatively junior/early career investigators
 - Work with potential for the development of future research partnerships and funding
 - Projects with potential for community benefit
- Scholars from other affiliates of the University and outside entities may be included as part of the project team, but may not substitute for Chapin Hall or University co-PIs.
- Awarded funds may be used 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 Joint Research Fund is dedicated to fostering research that has a meaningful impact on policies and practices that affect the well-being of children, youth, 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 are not considered substitutes for publications, although either institution may ask recipients to present their research.)

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

Submission Process

Co-PIs who intend to submit an application to the Joint Research Fund are required to submit a **nonbinding notice of intent to apply via email**. The deadline for sending this notification is 5pm CT

on Monday, February 21, 2022. The NOI 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 the intent to apply. This does not obligate an application. The submission of a statement of intent is sent to jointresearchfund@chapinhall.org.

Applications¹ must be submitted electronically via the [Fund web page](#) on the Chapin Hall website. Please upload your application as a single PDF with the last names of the co-PIs in the filename.

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 narrative cannot be more than 10 pages single spaced with 1" margins all around (references do not count toward page length total) and must include the following sections:

1. Introduction
2. Research Questions
3. Methods and Proposed Approach
4. Anticipated Community Benefit
5. Anticipated Deliverables
6. Project Team: Roles, Experience, and Capabilities
7. Budget Narrative/Justification

In addition to the narrative, applications should include:

8. IRB plan (use Form A: IRB Plan Template)
9. Project work plan, including primary research activities by quarter, making clear the distinct role of each project team member
10. Budget (download [required budget template](#)). Applicants work with Chapin Hall's preaward staff and coordinate as well with University departments and the University Research Administration.
11. Curriculum vitae of research partners and any subrecipients or consultants. If project includes sub-recipients and/or consultants, please include a brief work scope. Please submit a CV no more than 6 pages, highlighting accomplishments related to the proposal and in attestation of applicant capabilities.
12. 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

- January 18, 2022 – Application period opens/RFP released
- February 21, 2022 – Intent to Apply notification deadline (nonbinding)
- March 25, 2022 – Application deadline for electronic submission at 5 p.m., CT.
- Late Spring 2022 – Awards announced
- July 1, 2022 – Projects may begin (projects must commence by December 31, 2022)

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

Contact Information

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

Form A: University of Chicago–Chapin Hall Joint Research Fund IRB Plan

The Joint Research Fund requires that all applicants submit brief statements regarding their Institutional Review Board (IRB) plan. In no more than two pages, please briefly respond to each of the following prompts.

1. Title of Proposal, First Co-PI Last name, Second Co-PI Last name
2. Please list the cognizant IRB(s) from which approval will be sought. Note: if there are external partners, their IRB will likely have to cede to that of the PI(s).
3. What is your expectation of the type of IRB application you will complete:
4. Describe the sample to be recruited (including whether there are individuals with limited capacity for self-determination or entitled to enhanced protection):
5. Please provide a clear statement as to whether you will be collecting original data, using administrative data, and, as applicable, anticipated success/barriers in acquiring the required/expected consents and data sharing agreements:
6. Describe any existing data/datasets to be leveraged (and ensure that your proposal indicates which variables/fields are implicated):
7. Describe the anticipated risks and benefits to study participants, as applicable. For studies with only administrative data or that involve only secondary analysis, include brief statement on how data will be obtained, stored, and shared securely:
8. Describe the potential benefit to agencies and programs who may serve as data sources, and to their intended beneficiaries:
9. Describe the nature of the relationship with external partners and whether their support has been sought or obtained (e.g., letter of support, clear "business partner," etc.):
10. Please provide a brief statement related to COVID-19 research adaptations, referencing current guidance provided by the UChicago IRB regarding [research resumption](#) and listing any related project contingencies and potential adaptations.