



Field-Initiated Studies Program

Request for Proposals (RFP)

<i>Issue Date</i>	<i>October 9, 2006</i>
<i>Deadline</i>	November 20, 2006 (5:00 p.m.)
<i>Level of Funding</i>	\$80,000
<i># of Grants Awarded</i>	2 grants to be awarded
<i>Budget/Task Period</i>	January 1, 2007 through September 30, 2007

What is the HFI Field-Initiated Studies Program?

The Hamilton Fish Institute on School and Community Violence (HFI) Field-Initiated Studies (FIS) Program is designed to encourage and foster original/new rigorous scientific research pertinent to the advancement of school violence prevention by:

1. Actively soliciting, from the field, innovative research proposals, and
2. Providing "seed money/small grants" to validate early assumptions and build a platform for more in-depth study.

Researchers and practitioners in universities, schools, and other institutions throughout the United States generate and propose topics and methods of study reflecting their sense of what is important and useful to study in the field of school violence prevention.

Through these research projects, HFI intends to "conceptualize and investigate new research questions, develop new methodological approaches to address problems not previously investigated, expand and validate hypotheses on school violence and develop knowledge that will lead to new hypotheses, techniques, approaches, or methods" to improve school violence prevention efforts.

Researchers/practitioners compete for "small grants" of \$80,000. Two 9-month grants will be awarded.

What types of research projects will be funded?

This year's FIS grants will focus on three topic areas: (1) the efficacy of alternative education, (2) the impact of violence on learning in early childhood, (3) school violence reporting and school violence underreporting. Studies can include basic and/or applied research, secondary analyses, inquiry with the purpose of applying tested knowledge acquired to specific school settings and problems, development, planning, surveys, assessments, evaluations, investigations, and experiments in the field of school/youth violence prevention.

Who can apply?

HFI invites applications from institutions of higher education; state and local education agencies; and public and private organizations.

"Private, for-profit organizations must agree to waive any profit or fee." In accordance with Title 2 of the US Code Section 1611, individuals or organizations involved in lobbying activities are not eligible.

Where appropriate, collaborative relationships are encouraged between researchers and practitioners; assurances should be provided that such collaboration exists.

Proposal Format

Applicants should limit their proposals to 10 pages. The page limit does not include the budget, the budget narrative or appendices.

The appendices must include the following: budget and budget narrative; indirect rate agreement, if included in budget; resumes of the project manager/lead investigator and other key staff; the timeline of the project's major milestones with dates for submission included; letters of cooperation/commitment; and Privacy Certificate/IRB Clearance.

The narrative portion of this application must be submitted on 8½ by 11-inch paper, double-spaced on one side of the paper in a standard 12-point font.

Each application should be accompanied by a **one-page cover letter** (not counted against the 10- page limit) developed using 12-point type, 8 ½ x 11-size paper, one-inch margins, and single spacing. The cover letter should focus on the institution/agency's commitment and be signed by the authorized representative. It should also include the following information:

- o Name, address, email address, and telephone number of agency principal
- o Names of key personnel, particularly lead project staff, if other than principal
- o Statement of your intent to collaborate with the Hamilton Fish Institute on School and Community Violence
- o Reference to this proposal and amount requested
- o Brief description of proposed approach/plan
- o Statement as to whether or not institution/agency is subject to and compliant with the requirements of OMB A-133.

Due Date

Applicants are responsible for ensuring that the original and three copies of the application package are received by 5:00 p.m. Eastern Standard Time on **November 20, 2006**.

Proposal Submission

All proposals should be mailed or delivered to: Ruth Marshall, The Hamilton Fish Institute on School and Community Violence, 2121 K Street, NW, Suite 200, Washington, DC 20037. In the lower left-hand corner of the envelope, the applicant must clearly write "Field-Initiated Research Program."

If your bid is incomplete or non-responsive, or over \$80,000, it will not be submitted for review. You will be notified that your bid did not meet submission requirements.

Selection Criteria

Applications will be evaluated and rated by a review panel according to the criteria outlined below. Applications will be rated on a 100-point scale. Point values for individual elements of the application are noted below.

Problem to Be Addressed (25 points)

Applications will be judged on the value and contribution of the proposed research. Therefore, applicants must include the following in the project narrative:

- A clear description of the research questions the proposed project will address;
- A discussion of the importance of these research questions and indicate to what extent they can be answered by previous research; and
- Demonstrate an understanding of other research relevant to the field's understanding of school violence.

Goals and Objectives (25 points)

The application must include:

- A concrete statement of the project goal that relates to and is supported by the "Problems To Be Addressed" section of the application; and
- Clear, measurable project objectives that correspond to specific tasks that the applicant will undertake to achieve the overall goals.

Project Design/Strategy (25 points)

The applicant should:

- Discuss in detail the overall design of the project;
- Include a description of all research questions and the proposed methodology. (The methodology must logically connect with the data available or the data the project will collect.)
- Include a timeline that indicates when specific tasks will be started and completed. (The timeline must be referenced as appropriate in the narrative, but should be placed in appendix B of the application.)

<p><u>Award Period</u> The program will be funded for a period not to exceed nine months.</p>

Management and Organizational Capabilities (15 points)

Applicants must demonstrate a management structure that will achieve the goals and objectives of the project in an efficient and cost-effective manner. Applicants should pay particular attention to ensuring that the project tasks, as delineated in the "Project Design" section of the application, are adequately staffed. Where appropriate and feasible, applicants should indicate the number of staff days required per task.

Applicants must also demonstrate an organizational capacity to complete the work proposed in the project design. The applicant should include a description of similar projects undertaken by the lead researcher or organization. Applicants proposing research that involves other governmental agencies, organizations, or programs should submit letters of cooperation from them.

Budget (10 points)

Applicants must provide, in appendix A, a budget that: (1) is complete, reasonable, allowable, and cost effective in relation to the activities to be undertaken; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; (3) shows detailed itemization of all proposed costs; and (4) provides a brief supporting budget narrative to link costs with project implementation. The budget narrative should follow the content of the budget and provide justification for all proposed costs.

If you include an indirect rate, please supply a copy of your approved DHHS agreement. Also, please include travel (up to 3 days) to Washington, DC for the 2007 Hamilton Fish Institute Persistently Safe Schools conference, next fall.

All costs for travel, meals, and lodging must be consistent with FY 2007 federal per diem rates. See www.gsa.gov/perdiem. Also, note that consulting rates should not exceed \$450.00 per day.

Requirements

Field Initiated Studies grantees are subject to the compliance requirements and the subaward terms and conditions that flow down from the GWU prime award. In addition, states, local governments, and non-profits with annual federal funding in excess of \$500K are subject to the audit requirements in OMB A-133. Thus, successful applicants will be required to:

(1) Submit monthly progress reports, (2) complete a final written report, (3) present their findings at the Hamilton Fish Institute 2007 conference, and (4) submit conference materials for inclusion in the 2007 conference proceedings and on the HFI website.

CONFIDENTIALITY AND HUMAN SUBJECTS PROTECTION (Excerpt from OJJDP)

Applicants should be aware of the U.S. Department of Justice's requirements for privacy and confidentiality in research and statistical efforts. These requirements are stipulated by 42 U.S.C. § 3879g. The U.S. Department of Justice has issued a specific regulation concerning the implementation of this statutory requirement in 28 CFR Part 22. In accordance with 28 CFR Part 22, applicants requesting funds for research or statistical activities must submit a Privacy Certificate with the application. The purpose of the Privacy Certificate is to ensure that the applicant has appropriate policies and procedures in place to protect the confidentiality of data identifiable to private persons. Specifically, the Privacy Certificate must be in compliance with the requirements of 28 CFR § 22.23. Copies of the Privacy Certificate Guidelines, a Privacy Certificate Face Sheet, and a Sample Attachment for a Privacy Certificate are available on the OJJDP Web site (<http://www.ojjdp.ncjrs.org/funding/privacy.pdf>).

Applicants are further advised that any project that will involve the use of human research subjects must be reviewed by an institutional review board (IRB) in accordance with U.S. Department of Justice regulations at 28 CFR Part 46. IRB review is not required prior to submission of the application. However, if an award is made and the project involves research using human subjects, no work can begin until the project is approved by the appropriate IRB before federal funds can be disbursed for human subjects activities. Applicants should include plans for IRB review, where applicable, in the project timeline submitted with the proposal. A copy of "Confidentiality of Identifiable Research and Statistical Information (28 CFR Part 22)" is available on the OJJDP Web site (<http://www.ojjdp.ncjrs.org/funding/confidentiality.pdf>).

Note: You do not need to have IRB clearance at the time your application is submitted to HFI. In your application, you can outline the process for getting IRB clearance. If possible, you should start the process, so that you could state in your application that your study/plan/design is under review by your institution's/agency's IRB and give the expected date for final clearance.