



Strengthening Organizational Capacity for Undocumented Students in Higher Education

Research Grants Program Request for Proposals (AY 2017-18)

OVERVIEW AND BACKGROUND

The UndocuScholars Project is initiating this Request for Proposals (RFP) to support collaborative research projects between researchers and organizations that provide services to undocumented students in higher education. Our objective is to: 1) establish formal relationships between researchers and organizations, 2) help organizations strengthen their research capacity and establish a culture of inquiry that will improve their use of research to inform their work, and 3) help researchers think about their own work in the context of real world problems in order to promote more applied and actionable research. Grants will be provided in the amount of \$15,000 for the duration of (January 5th, 2018 through January 4th, 2019).

IGE expects collaborative projects to accomplish the following:

- Establish an MOU between organizations and researchers that will delineate shared expectations, work plan, timeline, and deliverables.
- Carry out an evaluation or assessment of a program or service provided by the organization.
- Work collaboratively to identify how findings will lead to modified interventions.
- Attend a convening hosted by UndocuScholars.
- Disseminate findings to a broader audience.

ESTIMATED SCHEDULE

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| Request for Proposals issued | 11/8/17 |
| Proposals due | 12/01/17 |
| Evaluation of proposals | 12/01/17 – 12/15/17 |
| Announcement of successful proposals | 12/15/17 |
| Debriefing meetings with project teams | 12/18/17– 12/22/17 |
| Begin projects | 01/01/18 |

PROPOSAL CONTENT

1. Cover Letter

The cover letter should include a brief description of the proposed project and must be signed by both an authorized member of the organization and the researcher. Also include the names, addresses, telephone numbers, and e-mail addresses of both parties.

2. Project Narrative

The project narrative (no more than 3 pages double spaced) should include a description of the following:

- A. Project Goals and Strategy** – Include a detailed description of the partnership that you will establish between the organization and researcher and how this research partnership will benefit the organization and the researcher. Discuss the strategy that you will utilize for connecting research to inform a specific program and/or service.
- B. Work Plan** – Discuss tasks, activities, etc. necessary to accomplish the scope of the project defined in the project goals and strategy. This section must contain sufficient detail to demonstrate a plan to successfully complete the project. Include any required involvement of IGE staff.
- C. Deliverables** – Fully describe deliverables to be submitted under the proposed contract.
- D. Project Timeline** – Include a project timeline indicating when the elements of the work will be completed and when deliverables will be provided.

3. Management

Identify organization staff who will be assigned to the project, indicate the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide information on the researcher, including the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. This may include information on the researcher's experience with program evaluation, assessment, and a broader research program related to undocumented students in higher education.

Indicate any other funding source that will contribute to or connected with the work described in this proposal. Describe the unique contribution and outcome of the work funded by the proposed project.

4. Budget

Provide a brief budget that delineates how much funding is going to the organization and the researcher, as well as any other cost associated with the project.

PROPOSAL SUBMISSIONS

Proposals should be submitted to (undocuscholars@gmail.com) as a PDF document.

EVALUATION PROCEDURE

Proposals will be evaluated by an evaluation team designated by UndocuScholars, which will determine the outcome of the request for proposals.