

RESEARCH PROPOSAL APPLICATION AND EVALUATION FORMS

Part 1: Research Proposal Application Form
(to provide to researchers)

Part 2: Research Proposal Evaluation Form
(for use by advocates and practitioners)

Advocates and practitioners are often asked by local universities or other researchers to participate in or support a research project. This two-part document is intended to assist programs in evaluating such proposals to determine whether they want to participate, and in what way. The document can also be used as a starting point to aid advocates and practitioners in beginning a dialogue with researchers to ensure that research projects are collaborative efforts.

Part one of this document can be given to researchers to complete when they wish to do a project with a victim/survivor serving program. Part two is a tool for internal use by advocates and practitioners to guide their evaluation of research proposals.

Note: Programs may wish to consider adding another cover page to the proposal form given to researchers that spells out the service mission or values of the program. This information can aid researchers in ensuring that proposals are respectful of and consistent with the organizing value system of the program.

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A. GENERAL POLICIES

Research applications must be for projects that further Center's mission and are consistent with the core values of the program. The safety of women, children and Center staff must remain the paramount concern of all study investigators. Additionally, only projects affiliated with or conducted by recognized and respected public or private educational, research or policy institutions will be considered. Research by graduate students of public or private universities are welcomed, but must be actively supervised by a full-time faculty member. A signature from supervising faculty (if the research project is submitted by a graduate student) is required on the cover page. A signature from a supervising faculty member reflects an agreement to assume supervisory responsibility and active oversight of the research project.

B. PROPOSAL FORMAT

Proposals should be a maximum of **5 pages** double-spaced, exclusive of curriculum vitae. Proposals should be organized as follows:

1. **Cover Sheet:** The cover sheet is provided as the first page of this form.
2. **Abstract:** A 250-word summary of the proposed project.
3. **Background:** The applicant should provide a very brief literature review, noting how the project will build on the 'violence against women' literature. Additionally, a statement regarding the way in which the proposed study furthers or corresponds to the mission of Center, and any benefits to the Center and the women it serves should be addressed.
4. **Research Plan:** The proposal must include a brief description of the research design to be used and should provide a time-line.
5. **Budget:** An anticipated budget should be provided, specifically including information regarding the federal research agency or foundation to which the grant will be submitted for funding.
6. **Center Participation:** The proposal must specifically outline any expectations of the Center, including staff time needed, data to be accessed, programs to be evaluated, etc.
7. **Human Subjects Protections:** Investigations involving human subjects (i.e.: clients, staff or volunteers of the Center) require prior approval of an institutional review board before the Center will give final approval to participate in the research project. One of two statements should appear in this proposal: (a) "This work does not involve human subjects." OR "This work involves human subjects and IRB approval is being requested." The Center will give critical review to the proposal's sensitivity to research involving children. A signed application also indicates the applicant's adherence to the highest ethical standards as it relates to protecting the confidentiality of all subjects involved in the proposed project.
8. **Researcher Vitae:** Provide most significant and recent publications, fellowships/contracts awarded, papers presented. (Not to exceed 4 pages).
9. **Research Team Subject Competency:** Researchers should also provide a 'statement of competency' which addresses:

1. Previous research conducted by the investigator(s) that relates to violence against women;
2. Publications by the investigator(s) related to violence against women; and
3. Experience the investigator(s) or project staff has had working with victims of violence.

C. BUDGET CONSIDERATIONS

Budget plans submitted in research applications must address any anticipated costs to be incurred by the Center. Priority will be given to projects which include funding to support staff time or other expenses of the Center.

D. RELEASE OF DATA AND INFORMATION

By submitting a signed application, the applicant agrees that no products, publications, data or other information relating to the project shall be released to the public without prior notification and opportunity to review being provided to the Center Director. Additionally, no publication shall identify any Center client or participant of a Center-based research project.

E. SUBMISSION OF REPORTS

As a condition of the award, the recipient will submit a brief, one-page report on the final research accomplishments derived from the project; this report shall be submitted one year from the date of the award and should be directed to the Director of the Center. If an application is approved for a multi-year project, interim reports shall be submitted annually following the previously stated guidelines. Final and interim reports may be posted on the web site of the Center, listed in the Center Annual Report or published in the Center Newsletter.

Research Proposal Evaluation Form (For Advocate/Practitioner Use)

Project Number: _____

Date of Review: _____

Overall Evaluation: Summary of the Review

1 unacceptable 2 priority low 3 participate only with revisions 4 support participation

Major Strengths

Major Weaknesses

Center Issues	Rating				
<p><i>Key Questions to Consider::</i></p> <p>Is the proposed study relevant to the Center mission?</p> <p>How much staff time will be required?</p> <p>What will the specific role of Center staff be?</p> <p>Will staff have input on how subjects are contacted?</p> <p>In longitudinal research, will staff have involvement in creating tracking protocols?</p> <p>How will our Center be represented in the study and related publications?</p> <p>Will we have the opportunity to review reports reflecting findings prior to their distribution?</p> <p>Will Center staff have a role in interpreting study findings?</p>	1	2	3	4	5

Human Subjects Category	1 = concerns 2 = no concerns	
<p><i>Key Questions to Consider::</i></p> <p>How are victims/survivors contacted?</p> <p>What is required of victims participating in the study?</p> <p>How is victim safety addressed?</p> <p>How is victim confidentiality addressed?</p> <p>Are victims given the opportunity to stop participation along the way?</p> <p>What follow up resources are offered to victims?</p> <p>How are abuse reporting laws addressed?</p> <p>For quantitative research, what would it feel like to be a participant in the study?</p>		

Qualitative Review					Rating						
1 unacceptable 2 poor 3 good 4 very good 5 exceptional											
Degree to which project will build upon or advance literature (in other words, will it answer important questions?)					1	2	3	4	5		
<i>Optional Comments:</i>											
Strength of Research Team					1	2	3	4	5		
<p><i>Key Questions to Consider:</i></p> <p>What previous research related to violence against women has been conducted by the investigator(s);</p> <p>What publications do the investigator(s) have related to violence against women; and</p> <p>Do the investigator(s) or project staff have working experience with victims of violence?</p>											
Strength of research design and analytic methodology					1	2	3	4	5		
<p><i>Key Questions to Consider:</i></p> <p>How is the sample being accessed?</p> <p>How did they define domestic violence, rape, etc.?</p> <p>What survey instrument is being used? Is it validated?</p> <p>What data collection techniques are being used? (questionnaires, interviews, observations, archival or secondary data analysis)</p> <p>How are questions asked of victims (invasiveness, any victim-blaming, culturally competence, sensitivity, etc.)</p> <p>How are outcomes being measured?</p>											
Will the study findings be adequately disseminated?					1	2	3	4	5		