



**The New York City Early Childhood Research Network
Request for Proposals: Infant Toddler Workforce Research
Proposals Due: August 15th, 2018 at 5pm (EST)**

The New York City Early Childhood Research Network (the Research Network) was established in 2015 to bring researchers and policymakers together to investigate and improve early childhood program quality in New York City. The Research Network is committed to generating actionable research that can provide timely data to help City officials with the implementation of New York City's early care and education system. In our work, we have three objectives: identify and promote research opportunities, disseminate research to inform policy and practice, and build the community and capacity of researchers in New York City dedicated to rigorous applied research to inform policy and practice. With initial investments from the Foundation for Child Development, eight research projects examining the implementation of PreK for All are underway. *The New York Early Childhood Professional Development Institute, which facilitates the Research Network, has secured new funds for research focused on the NYC workforce that supports children from birth through age three.*

In New York City, the infant and toddler workforce is vast. Our youngest children are routinely cared for in a wide variety of settings by people with a range of qualifications, education, and experience. In addition to parental care, children from birth through age three may be in informal care arrangements in which family members, friends, and neighbors provide care, or they may be in licensed family child care homes or community-based child care centers. Infants and toddlers may also receive early intervention, preschool special education, or home visiting services. The NYC Administration for Children's Services, Department of Health and Mental Hygiene, and the Department of Education all play significant roles in funding and administering these services and supporting the infant-toddler workforce. The funding available in this opportunity aims to contribute to the work of the City officials in these agencies as they strive to provide our youngest children with access to excellent care.

With this RFP, we intend to make two awards for research projects that deepen our understanding of the infant and toddler workforce. The Research Network has several principles that will inform our selection process. First, we are committed to rigorous research that produces actionable policy recommendations to support our City agency partners' work. Second, we believe that various forms of inquiry are needed to understand



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and improve the implementation of policy and we welcome qualitative, quantitative and mixed methods research proposals. Third, we are committed to collaboration and therefore grantees will be expected to share research protocols and deidentified quantitative data within the Research Network. Finally, we aim to build the City's research capacity to investigate and improve early childhood policy and therefore encourage proposals that include racially, linguistically, and socio-economically diverse research teams as well as early career scholars.

We are interested in supporting research projects that will address at least one of the following topics:

1. *Infant and toddler educators' and leaders' career pathways and professional development.* Studies may provide descriptive data about qualifications, experience, and well-being of infant-toddler educators and identify effective interventions to build the qualifications of the infant-toddler workforce at scale. Studies may investigate all infant-toddler educators or focus on a segment of the workforce, such as home-based family child care provider and leaders.
2. *The quality and effectiveness of professional learning opportunities available for infant-toddler educators and leaders, in centers and/or in home-based family child care settings.* In particular, studies may explore the Child Development Associate (CDA) credential, higher education coursework, coaching opportunities, and other interventions that aim to enhance infant-toddler quality and practice. Studies can explore relationships between interventions and quality measures and also identify strategies to expand access to effective strategies.
3. *Other topics related to infant-toddler care may be proposed, such as:*
 - a. *Infant-toddler care quality:* Studies may describe the quality of practice that infants and toddlers experience in New York City, including the identification of key measures of quality and the expertise and conditions that enhance quality.
 - b. *Early Intervention and preschool special education:* Identify effective strategies to enhance Early Intervention referral rates and facilitate the transition between Early Intervention and preschool special education services.
 - c. *Families' decisions about infant-toddler care:* Identify the factors that drive families' infant-toddler care choices, such as access and affordability, and how those factors differ by neighborhood characteristics and families' demographic backgrounds.



We expect to make awards decisions by September 15, 2018 and anticipate that data collection will begin in the fall of 2018. We intend to offer two awards that will range from \$50,000 to \$175,000. Awardees will need to enter into a sub-award agreement with the Research Foundation of CUNY.

We advise you to draft your application in Word and then cut/paste it into this application. The application fields are character-limited and include spaces. In general, 3,200 characters represent about one page, and 1,600 characters represent a half page. *Brevity and clarity are appreciated. Therefore, it is not necessary to use the maximum allotted characters to answer each question.*

Organization Information

Organization Description (3,200 characters)

Please provide a description of your organization including history and mission. For requests from higher education institutions, please describe your relevant center, institute, or academic department. Within this description, please address your organization's experience within the New York City early care and education context.

Organization Type:

Please select the response that best describes your organization type:

Choices

- Research university
- Other higher education
- Research center
- Other

Project Leader/Principal Investigator Contact Info (650 characters)

Please provide the **name, title, email address, telephone number**, and the **mailing address** for the Principal Investigator of this proposed project.

Organization Senior Official (500 characters)

Please provide the **name, title, email address, telephone number**, and the **mailing address** for the person who is authorized to sign the proposal award letter and accept the grant on behalf of the organization.

Link to Annual Report or Website (200 characters)

To help us to understand the nature of the organization's work and research projects, please enter the link (starting with either www. or http format) to the most recent annual report or the organization's website. For universities, please use the sponsoring center, institute, or academic department.

Scope of Work

Request Summary (1,600 characters)

Please provide a brief description of your project, including the purpose of the project, the major goals and objectives, the population of focus as appropriate, and anticipated outcomes.

One Sentence Description of Project (200 characters)

Please submit one sentence summarizing your project.

What is the start date of the proposed project?

Please use the first date of the month for the start date.

What is the end date of the proposed project?**Project Purpose** (1,600 characters)

Please describe: (1) the conceptual framework of your project, (2) the rationale for your study, (3) your hypotheses, and (4) major research questions. All applicants should address how the proposed project aligns with the mission of the Network and the project parameters described in the introduction.

Project Impact (1,600 characters)

These research awards are dedicated to providing actionable information to New York City's early care and education policymakers. Please provide information detailing the target audience and examples of how your work may improve the policies that influence the quality of infant and toddler care in New York.

Research Design and Methodology (3,200 characters)

Please describe the methodology and proposed measures that will be used and how these relate to the conceptual framework of your study. Procedures for data collection and analysis should be detailed and clear for both quantitative and qualitative studies. Include preliminary findings if appropriate. Also, describe how the methodology and measures chosen are developmentally, linguistically, and culturally responsive and appropriate.



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Proposed Timeline and Work Plan (3,200 characters)

Please detail the timeline for the proposed project and provide a work plan that notes key milestones in the life of the project including the IRB process. Please note that it is likely that you will need IRB approval from entities in addition to your own institution.

Anticipated Outcomes & Deliverables (2,400 characters)

Please list the anticipated outcomes of the project and how you will determine whether or not they have been achieved (including how you will measure and document progress.) Please also list deliverables such as studies, reports, meetings, and workshops.

Dissemination and Communications Plans (1,600 characters)

Research grants must include dissemination to directly-related stakeholders. All applicants should describe target audiences for these plans and their respective communications strategies here.

Personnel

Key Personnel (1,600 characters)

Please list the names, titles, project responsibilities, and relevant experience as needed of each of the key project team members. If a team member has not yet been hired, you may include the position title and responsibilities. Please be sure to note the project leader (or principal investigator). You will be asked to upload the CV, bios or resumes of key personnel in the Attachments section of this application.

- Does your research team include racially and linguistically diverse personnel? (Y/N)
- Does your research study team include early career scholars? (Y/N)

Other Key Project Contacts (1,600 characters)

Please provide us with contact information for anyone else with whom we will need to be in touch throughout the duration of the grant, including the person who is filling out this application. Please note titles/roles.



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Research Related Population(s)

Children and Family Research Population(s) (1,600 characters)

If applicable, please describe the age range, socioeconomic status, and race/ethnicity of the children of your study, and the size of the study sample(s). Note whether this is a sample population of your research, or the population that will benefit from your research.

Adult Research Population(s) (1,600 characters)

If applicable, please describe the race/ethnicity, educational background and socioeconomic status of these populations as well as the size of the study samples(s).

Financial Information

Support for Project (1,600 characters)

If applicable, please list the other sources from which you are seeking funds for this project and to the best of your knowledge, the status of each request. Please note the amount of funds already secured for the project if applicable.

Proposed Grant Amount (20 characters)

Please use round numbers and be aware that we anticipate awards to range from \$50,000 to \$175,000.

Detailed Proposed Grant Budget

Please upload a detailed budget showing the requested amount. Note that per requirements of the Research Foundation of the City University of New York, indirect costs cannot exceed 9%.

Proposed Grant Budget Narrative (1,600 characters)

Please describe the largest expense areas of your proposed grant budget (i.e. personnel, consultants, others as relevant).

Total Organization Budget (20 characters)

For most recently completed fiscal year. For universities, please use budget of sponsoring center, institute, or academic department.





Attachments

Bios and Resumes of Key Personnel

References and Citations

Budget

Terms and Conditions

Please note that additional Terms and Conditions will apply to the grant funding in the event of an award. These Terms and Conditions may include the following:

1. Financial Management:

- ❖ **Use of Funds:** Funds provided under the Agreement may not be used for any purpose other than the Project. These funds may not be used to reimburse any expenses incurred prior to the Start Date.
- ❖ **Re-budgeting:** During the conduct of the project, PL/PI may decide that budget changes are needed in order to meet the requirements of the project. Flexibility in the budget is permitted in order to meet project requirements. The PL/PI must request prior approval in writing from the Research Network for any significant re-budgeting, including:
 - Reduction in Effort devoted to the project by the PL/PI or key person(s) specified in the award notice by 25% or more;
 - Any budget cost category change of more than 25%.
- ❖ **Return of Funds:** Any Grant funds that have not been used for, or committed to, the Project by the End Date will be returned to the Program and applied to another funded project (current or under consideration).





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2. Financial Oversight and Reporting:

- ❖ **Monitoring:** PL/PI must ensure the project's expenses are as budgeted, complying with requirements regarding reduction in effort and change in status, and seeking prior approval for any significant re-budgeting of committed effort. PL / PI is also responsible for ensuring that the selection of personnel and purchase of equipment and supplies is in accordance with the award budget.
- ❖ **Reporting:** At the end of the period of performance, any of the following type of reports may be requested by the Research Network:
 - **Financial Report:** PL/PI is ultimately responsible for the management of the funds and, as such, must ensure all expenses charged are accurate and allowable under the Terms of the Award;
 - **Technical Report:** PI must prepare and submit a final technical report;
 - **Report on Inventions:** PL/PI must adhere to the City University of New York's policies regarding the disclosure of inventions
 - **Final inventory of equipment:** PL/PI must produce a final inventory of equipment purchased, fabricated or furnished using grant funds.

3. Regulatory & Federal Policy Oversight:

- ❖ **Compliance with Federal Regulations and institutional policies:** In carrying out the Project, the PL/PI is required to comply with all applicable federal and institutional policies including the use of human subjects, the care and use of animals in research, conflict of interest, export controls and responsible conduct of research.
- ❖ **Termination:** The Research Network may modify, suspend, or discontinue any payment of Funds or terminate this Agreement if: a) the Research Network is not reasonably satisfied with the progress on the Project; b) there are significant changes to the scope of work or specific aims as described in the proposal narrative; or c) PL/PI fails to comply with this Agreement.

4. Records Retention:

- ❖ Record Keeping: PL/PI will maintain adequate accounting and other records related to the project. P L / PI will make the records available to Research Network to conduct an internal monitoring and evaluation on how the Grant Funds have been used.
- ❖ Records Retention: P L / PI will ensure that s/he is familiar with the maintenance of important records that document decisions, policies, financial activities and internal controls.



