



# Charter School Research Collaborative Pilot Study Application Guide

## Application Guide

### Contact Information

- Primary Investigator First Name
- Primary Investigator Last Name
- Email
- Phone
- Title
- Organization/University
- Unique Entity Identification # (UEI)
- Mailing Address

### Administrative Contact

- First Name
- Last Name
- Email

### Grant Contract Contact

- First Name
- Last Name
- Email

### Grant Basics

- Grant type (select one)
  - Pilot Study
- Region(s) of interest (optional)
- Project Title
- Project Summary
  - 100-150 word description of the research project that outlines the research questions, general methodological approach, type of proposal, and connections to the Collaborative's research agenda.
- Project Start and End Dates
  - Start date should not be earlier than July 1, 2024. Pilot study grants are one-year grant periods.

### Budget

- Total Budget Requested, USD
  - Pilot Study maximum budget: \$75,000
  - [Template](#)
  - Allowable expenses
    - Salaries (PI, Co-PI, Postdoctoral Research Assistant, Graduate Student, Researcher, Undergraduate Researcher, Other Research Staff, Other Staff)
    - Benefits (PI Benefits, Co-PI Benefits, Researcher Benefits, Other Staff Benefits, Tuition/Fees)
    - Other Collaborator (Independent Consultant, Advisor)
    - Travel (Project Travel, Conference, or Dissemination Travel)
    - Equipment and Software (Equipment, Software)

- Project Expenses (Supplies, Participant Stipends/Costs, Data, Communication, Transcription)
- Other (This should only be used for expenses not covered in the choices above)
- Indirect rate
  - The indirect rate for pilot study grants is 10% of total direct costs.
- Budget justification for each line-item must be included in the detailed budget.

### **Pilot Study Narrative**

See [here](#) for additional guidance and example projects.

In a 5-10 double-spaced page PDF (2500-word limit), include:

- A description of the project and the project's significance. This includes a summary of the relevant literature, the relationship of the proposed research to that literature, and the policy relevance expected to result from the proposed research.
- A description of the proposed research methods, study subjects/participants, data collection instruments (if applicable), and data sources.
- A brief timeline of key project events and milestones.
  - Proposals should demonstrate viability regarding data access, timeline, and other potential obstacles.
- A description of other funding in-hand and pending for this project.
- A description of the relationship with your research partner(s).
- A demonstration of research agenda alignment.

### **Narrative FAQs**

- This narrative may not exceed 10 pages and at the conclusion should include the word count in parentheses. Your reference list should follow your narrative in the same pdf file and will not count toward the 2500-word limit.
- The text should be double-spaced and in 12-point font. APA style is preferred.
- Tables and other figures can be included in the text of your proposal, where appropriate, provided they are used sparingly. The text contained in any tables and figures will not count toward the word limit. However, it is important that you describe or explain any tables or figures in the narrative portion of your proposal, which will contribute to your word count. Do not assume that tables and other figures are self-explanatory.

### **Project Team**

A document describing the project team should be uploaded in PDF format and should identify the roles, responsibilities, and relevant expertise of the PI, Co-PI(s), and any supporting researcher(s). In the case where your project includes Co-PIs and other supporting researchers, this document should articulate how the team will work together to complete the research project, highlighting what each team member will contribute to the project. Further, a short description of the relationship between the project team and the research partner may be included if appropriate. This document should not exceed 250 words and should be double-spaced in 12-point font.

### **Appendix**

- **IRB Approval or Exemption Letter (optional file upload)**
  - Proof of Institutional Review Board (IRB) approval is not required at the time of proposal submission. If IRB approval is needed for this project and it is chosen for funding, your organization will be responsible for obtaining IRB review and approval in accordance with both your institutional and MIT policies and applicable law.

- **Other Supporting Documentation (optional file upload)**
  - Use this optional section to upload additional relevant documentation such as letters of collaboration or interview protocols.
- **I agree to follow MIT's conduct and community standards, should I receive and accept a grant. (check box)**
  - Read all policies [here](#)

## Pilot Study Project Criteria

Proposals will be evaluated on the following criteria:

1. **Methodological rigor:** Proposals should outline a clear research design. Projects can be either causal or descriptive. For example, causal investigations can examine how particular schools, sectors, governance arrangements, and institutions affect student outcomes. Descriptive questions can aim to fill holes in background knowledge by characterizing, for example, features of school or leadership practice. The Collaborative prioritizes causal over descriptive research.
  - a. Does the proposal clearly explain how the study design will enable the research to answer the proposed questions?
  - b. If answering a question of causal inference, is there a clear and well-justified approach if randomization is not used?
  - c. What are the key threats to the validity of the study? Does the proposal address these?
2. **Policy relevance:** Proposals should answer questions of pressing interest to policymakers and practitioners.
  - a. How can the research findings be used to inform policymaker and/or practitioner decision-making?
  - b. How can the findings from this study be more broadly applied beyond the specific context examined?
3. **Project viability:** Proposals should demonstrate viability regarding data access, timeline, and other potential obstacles.
  - a. Is there a clear and reasonable proposal for securing data access from the research partner? If a data agreement is not already secured, letters of support with a commitment from a data provider or a history of collaboration will bolster the application.
  - b. Is the timeline realistic to complete the proposed study?
  - c. Are there any logistical or political obstacles that might threaten the completion of the study (e.g., multiple data use agreements required, sign-off from government officials)?
  - d. Does the proposal outline a clear process for researchers to incorporate their research partners' interests (e.g., through research question generation, dissemination, etc.)?
4. **Research agenda alignment:** Proposals should align with the Collaborative's research agenda. Projects that examine one of the Collaborative's geographic areas of interest (listed below) are preferred, but projects that fall outside these regions will also be considered. All projects should focus on US charter schools.
  - a. Does the proposal align with at least one of the research questions in the Collaborative's research agenda ([see here](#))?

5. **Academic relevance:** Proposals should aim to generate new knowledge that advances the state of research on charter schools and education more broadly.
- a. What is the academic relevance of this study? How does it build on or complement the existing body of research on the topic?

## Geographic priority areas

Though these are regions of interest, projects that align with the research agenda and fall outside these regions will still be considered.

- Baton Rouge, LA
- Camden, NJ
- Colorado state
- Georgia state
- Indianapolis, IN
- Kansas City, MO
- New Orleans, LA
- New York City, NY
- Newark, NJ
- Oakland, CA
- St. Louis, MO
- Stockton, CA
- Tennessee state
- Texas state
- Washington, DC
- Washington state

## Review Process

An Executive Committee composed of leading charter school researchers, practitioners, and policymakers will review all proposals. The review process will take two months from the deadline date. The committee will be divided into two subcommittees: a research subcommittee and a policy/practice subcommittee. The committees will be asked to review proposals on the following indicators:

1. Methodological rigor
2. Policy relevance
3. Project viability
4. Research agenda alignment
5. Academic relevance

Each proposal will be peer-reviewed by at least one member of the research subcommittee and one member of the policy/practice subcommittee. The Executive Committee will then meet to discuss the proposals, and final funding decisions will be made by Blueprint's Directors.

Applicants who receive a grant will be subject to the following requirements:

1. IRB approval or exemption before MIT can establish a subaward agreement to setup funding.
2. MIT requires an official acceptance of the proposal and budget by your institution to set up the subaward. Applicants are encouraged to submit the proposal to their office of sponsored programs or contracts department prior to the award decision to avoid delays and ensure that your institute will accept your proposal and proposal budget.
3. Once all materials have been received, it can take up to 60 days to establish the subaward. The award is paid on a cost reimbursable basis, and spending can usually be backdated through the date of the Blueprint award letter or date of IRB approval (whichever comes later). Funds are to be used for the purposes described in the proposal narrative and proposal budget. Significant changes to the project scope, design, or budget must be pre-approved by Blueprint Labs.
4. The terms of the award will be further specified in the award letter and in any subaward established with MIT. Acceptance of funding from Blueprint Labs signals your consent to these requirements. Non-compliance with these requirements could affect your eligibility for future funding from any Blueprint Labs Collaborative.

5. Grantees will typically be required to submit several reports, including a brief annual progress report and a final report, both including financial data.