WorkRise Online Application Guidance

The following fields will be requested for applications submitted to our grants portal. The information collected will be used to help WorkRise staff and proposal reviewers track, sort, and summarize applications. This document is provided to enable teams to draft responses prior to inputting them into the portal. Do NOT upload your responses to these prompts as an attachment in the portal. The only documents teams should upload are the letter of inquiry and budget. All fields are required unless otherwise indicated.

Project Overview

**Project Title**: Short descriptive name for the project (e.g., "Reducing Algorithmic Bias in Hiring Software"). Limit: 75 characters (including spaces).

**Abstract/Summary**: In 100 words or less, describe your pilot in words a nonexpert can understand. Who is conducting the pilot? What problem does it seek to address? Who might benefit from the intervention and how? What will we know after the study that we didn’t know before, and how might this new knowledge be used?

**Requested budget**: Amount of WorkRise support requested ($)

**Period of performance**: If an award decision was received by September 30, what is your expected start date and end date? How many months would the project last?

**Research track**: Select which of the four research categories best describes the focus of the intervention you are testing:
- Search and matching
- Skills and training
- Employer practices
- 360-degree perspective

**Focus area**: Select which sub-area(s) apply to your intervention

<table>
<thead>
<tr>
<th>Search and matching</th>
<th>Skills and training</th>
<th>Employer practices</th>
<th>360-degree perspective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job search</td>
<td>Alternative pathways to high-demand industries</td>
<td>Small- and medium-sized businesses</td>
<td>Digital divide</td>
</tr>
<tr>
<td>Hiring</td>
<td>Small and medium business</td>
<td>Economic mobility</td>
<td>Financial security</td>
</tr>
<tr>
<td>Dislocated workers</td>
<td>Tech and data</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Primary evaluation method**: What primary research design will you use to assess the impact of your proposed intervention?

- Randomized control trial
- Quasi-experimental analysis
- Rapid-cycle evaluation
- Paired testing
- **Case studies/qualitative**
- **Novel/data science techniques**
- **Other [Specify]**

**Secondary evaluation method(s):** Optional. Select up to two additional research methods that will be used as part of your evaluation.
- Randomized control trial
- Quasi-experimental analysis
- Rapid-cycle evaluation
- Paired testing
- Case studies/qualitative
- Novel/data science techniques
- Other [Specify]

**Target populations:** Select up to three populations your intervention focuses on. Select which fields best apply.

<table>
<thead>
<tr>
<th>Work Status</th>
<th>Education/Credentials</th>
<th>Race/Ethnicity/Immigrant Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part time workers</td>
<td>Apprentices</td>
<td>Asian American/Pacific islander workers</td>
</tr>
<tr>
<td>Unemployed workers</td>
<td>Workers without high school degrees</td>
<td>Black workers</td>
</tr>
<tr>
<td>Temporary workers</td>
<td>Workers with community college degrees</td>
<td>Hispanic/Latinx workers</td>
</tr>
<tr>
<td>Contracted or &quot;gig&quot; workers</td>
<td>Workers without college degrees</td>
<td>Immigrant workers</td>
</tr>
<tr>
<td>Workers at risk of economic dislocation</td>
<td>Workers with or seeking occupational licenses/credentials</td>
<td>Indigenous workers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Age/Tenure</th>
<th>Workplace Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female workers</td>
<td>Early career workers</td>
<td>Small- and medium-sized business employees</td>
</tr>
<tr>
<td>Gender nonbinary workers</td>
<td>Young adult workers</td>
<td>Large business employees</td>
</tr>
<tr>
<td>Male workers</td>
<td>Workers aged 50 and older</td>
<td>Unionized or unionizing workplaces</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other/General labor force</td>
</tr>
</tbody>
</table>

**Target geographies:** Optional. Indicate whether your intervention is tailored to a specific place or geography.
- Rural
- Suburban
- Urban
- N/A

**Priority industries:** Optional. If your intervention is tailored to workers in a specific industry, which industry?
**Staffing Information**

*This section asks for information about the team who will be carrying out the research and collaborating on the proposed project.*

**Principal Investigator**

For the principal investigator and up to three co-principal investigator(s), provide the following information. The principal investigator (and, if applicable, co-principal investigator) is responsible for leading the design and execution of the research project. Typically, they will be affiliated with a college or university, research institution or think tank, or an organization’s internal research department.

Name (First Last):
Race/Ethnicity (optional):
Gender (optional):
Title:
Organization:
Email:
City:
State:
Link to CV (optional):

**Other collaborators**

List any other key project staff who will be involved in the pilot. This could include key personnel conducting the pilot intervention, community partners, project advisors, and other researchers and project managers. Separate each person by a semicolon. Include for each collaborator: First Last, Title, Organization, Email.
Organization Information

This section asks applicants to provide information about the organizations involved in the proposal.

**Primary organization**: Which organization would receive and manage grant funds if awarded?

**Research organization (1)**: Required. Which organization will lead the research evaluation component? This may be the same as the primary organization.

**Research organization (2)**: Optional. If a second organization will support the research evaluation, please provide the requested information.

**Intervention organization**: Required. Which organization primarily hosts or implements the intervention being tested?

**Partner organization (1)**: Optional. If another organization is involved with the pilot in some way, please provide the requested information.

**Partner organization (2)**: Optional. If another organization is involved with the pilot in some way, please provide the requested information.

For each organization included above, please provide:

- **Organization name**:
- **City**:
- **State**:
- **Website**:
- **Organization type (Select which best applies)**:
  - □ Public college/university
  - □ Private college/university
  - □ Community college
  - □ Historically Black college/university
  - □ Hispanic-serving institution
  - □ Tribal college/university
  - □ Other minority-serving institution
  - □ University-affiliated think tank/research institute
  - □ Independent think tank/research institute
  - □ Nonprofit service provider
  - □ Workforce development board
  - □ Union or worker center
  - □ For profit corporation
  - □ Small or medium enterprise
  - □ Woman-owned business
  - □ Minority-owned business
  - □ Veteran-owned business
  - □ Immigrant-owned business
  - □ Federal government agency
  - □ State government agency
  - □ Local government agency
  - □ Private foundation/philanthropy
  - □ Other [specify]

**Other organizations**: List any other organizations or partners involved with this pilot study, separated by a semicolon.
**Contact Information**

*This section asks for the name and contact information for key people who should be included on correspondence related to this request.*

**Primary point of contact**

Who is the primary point of contact for responding or routing inquiries related to this request (e.g., a principal investigator, project director, university development officer, or other person who can coordinate with the project team)

**Additional contacts:** Optional. List up to three additional contacts that should be included in this request.

For each contact above, please provide:

- **Name (First Last):**
- **Email:**
- **Phone:** (Optional)
- **Type (Select which best applies):**
  - [ ] Principal/Co-principal investigator
  - [ ] Project director/manager/coordinator
  - [ ] Development officer
  - [ ] Contracting/legal contact
  - [ ] Communications contact
  - [ ] Organizational partner
  - [ ] Other project-affiliated contact
Project Details and Consent
This section asks applicants to confirm their understanding of WorkRise’s requirements for submitted applications, indicate preferences about who proposal information will be shared, and upload their proposal documents.

Grant terms and conditions
☐ REQUIRED. I confirm that I have read the grant terms and conditions that will need to be adhered to if my proposal is selected for funding.

Public deliverables commitment
☐ REQUIRED. WorkRise requires grantees to produce public-facing deliverables to elevate data, evidence, and insights from WorkRise-funded research to key audiences. These deliverables can include research briefs, reports, and working papers as well as translational content such as fact sheets, blog posts, or interviews. WorkRise also requires participation in at least one public-facing webinar or event to share your findings. Can you commit to producing and participating in at least one of the above deliverables?

Operating funding affirmation
☐ REQUIRED. WorkRise funds should primarily support research activities. Operating funding for the evaluation should be secured from other sources. By checking this box, you affirm that the intervention has sufficient operating funds independent of WorkRise support, and that WorkRise funds will not be used for prohibited activities, such as lobbying.

Information sharing for WorkRise review
☐ REQUIRED: I understand that my responses will be shared with WorkRise’s designated reviewers, Leadership Board, and funders for the purposes of evaluating, nominating, and selecting finalists and awardees.

Information sharing with WorkRise stakeholders
☐ OPTIONAL: I consent to WorkRise, at its discretion, sharing proposal information with OTHER funders or stakeholders who may be interested in supporting the proposed work.

Proposal Narrative
REQUIRED. Please upload your Letter of Inquiry using the provided guidance.

Proposal Budget
REQUIRED. Please upload your proposal budget using the provided guidance.