



## **WorkRise Request for Proposals: Building Actionable Insights to Advance Worker Mobility**

Letter of Inquiry Narrative Requirements

Thank you for your interest in WorkRise’s Request for Proposals (RFP). Please use this template to draft your letter of inquiry (LOI) and upload it as a PDF document to the WorkRise applications portal using the instructions.

### **Format**

Your LOI should not exceed six pages, single-spaced, in a size 11 or 12 font, with 1-inch margins. The letter should include *all* headings and requested information described below unless otherwise noted. You do not need to copy the instructions and prompts under each heading. You may use subheadings under each section if desired. There is no length requirement for individual sections unless indicated, only the overall letter. Use clear and concise language accessible to reviewers who are familiar with labor market research but may be unfamiliar with your specific subject matter.

Upload your letter as a PDF. Use the file name format: “WR 2023-A-XXX\_PRIMARY ORG NAME\_LOI.pdf,” for example, “WR-2023-A-000\_Urban Institute\_LOI.pdf”

**All LOIs are due by April 7, 2023, at 6:00 p.m. EDT, without exceptions.** LOIs that exceed six pages, are incomplete or illegible, or are received after the deadline will not be considered.

### **Summary Information**

At the top of your LOI, please copy the following information you provided in the application portal.

**Project Title:**

**Primary Organization:** The organization that would receive and manage grant funds

**Partner Organization(s):**

**Principal Investigator(s):**

**Project Budget Request:** \$

**Anticipated Period of Performance (start and end dates):**

### **Research Questions**

List and number between one and three key research questions your project will answer using the approach and methods you will specify in the next section.

## **Motivation**

Briefly frame the question your project seeks to address and why your proposed research is critical to unlocking progress. What motivated your team to pursue this research? From which stakeholders have you heard questions, concerns, or calls to action voiced?

To position your project within a broader context, briefly describe what existing data and research say about the scope of the issue or challenge, and where important knowledge gaps exist that your project will address. Similarly, describe the state of current policy or practice discussions. Are key stakeholders publicly or privately grappling over how to approach or respond to this issue, or are there active or anticipated federal, state, or local policy debates?

If your project is a pilot, describe the intervention you are testing. What fundamental economic mobility challenge is it addressing? How does the intervention work and whom does it serve?

## **Approach and Methods**

Describe in detail the research design you will use to answer the questions you identified. This section can be more technical than other sections. You should be as detailed as possible and demonstrate the rigor with which you will approach the questions you identified above.

Although not every analysis question needs to be answered at this stage, strong submissions will identify key outcomes of interest, what kinds of data will be collected and how, the approximate sample size (overall and for any control and treatment arms), the types of analysis that will be applied. Quantitative projects will ideally state the expected statistical power to be obtained.

## **Community Stakeholder Engagement and Empowerment**

Research is strongest when it directly engages and reflects the assets and priorities of communities studied. In this section, describe how your project will ensure the voices of the communities your intervention serves will be elevated through your research. For example, will your organization partner with community-based organizations or convene community members to inform the design of survey instruments? Will the research team include scholars who reflect the lived experiences of communities served? Does your project include nonacademic partners positioned to vet or disseminate findings?

## Anticipated Contributions

Use this section to make the case for how your proposed project will affect key stakeholders in the worker economic mobility field. Briefly detail the following:

- *Policy or practice contributions:* Who outside the research field will use the findings generated? How might policies and practices be improved in the months and years following the release of findings?
- *Research contributions:* How will this project advance knowledge about labor market mobility in the US? What new research directions will this work open? Will there be publicly available data resources that could be useful for other research?

## Project Design and Team Strengths

This section should answer the following questions:

- *Why this team?* That is, how do the staff and organizational partners in your project reflect community-grounded perspectives, leverage unique competencies, or hold trust or credibility among key stakeholders on the questions in study?
- *Why this approach?* For example, does your proposed research design or the specific intervention selected among similar programs promise to answer questions that have been holding the field back until now?
- *Why now?* What external factors anticipated *at the time results are made available* could make your research timely and impactful?

## Timeframe

Please include a short, high-level timeline of your project. This can be either a narrative, a table, or a graphic. What key activities will happen leading up to and upon launch of the research pilot? At what stage(s) will findings be available? When will intermediate and final results be communicated with key stakeholders? Are there any timing sensitivities or anticipated roadblocks?

## Other Information (Optional)

If needed, use this optional section to add any additional information reviewers should consider. You do not have to include this heading if you do not need it.