# WorkRise Online Application Guidance

*This guidance document is intended to be used by project teams to draft their responses to WorkRise’s grant application prior to inputting them into the online portal. Do NOT upload this document as an attachment in the grants portal. WorkRise will only review letters of inquiry and budgets uploaded according to submission instructions. Each of the following fields map to the application form that you will need to submit through our grants portal. The information collected will be used to help WorkRise staff and proposal reviewers track, sort, and summarize applications. All fields are required unless otherwise indicated.*

# 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)

Name:

Organization:

Email:

**Additional contacts:** Optional. Who else should be included in correspondence related to this request? Please include their full name, organization, and email address.

Name:

Organization:

Email:

# Project Overview

**Project Title:** Short descriptive name for the project (e.g., "Understanding the Long-Term Effects of Employer DEI Programs"). Limit: 75 characters (including spaces).

**Project Synopsis**: In 100 words or less, describe your project in words a nonexpert can understand. What problem does the project seek to address? What will we know after the study that we didn't know before, and how might this new knowledge be used (e.g., by policy makers and practitioners, by employers and worker advocates, by other researchers, etc.)?

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

**Anticipated Start Date**: Date work could begin if awarded.

**Anticipated End Date**: Date work would conclude, including any dissemination activities.

**Research theme**: Select which of the six research themes that *best* describes the focus your research project. Please refer to the RFP announcement for more complete descriptions of each theme.

[ ]  Employer practices

[ ]  Job search and matching

[ ]  Macroeconomic and policy context influencing the labor market

[ ]  Skills and training

[ ]  Social Determinants of Work/360-degree perspective

[ ]  Worker voice, representation, and power

**Select the description that best describes your project:**

[ ]  **Research project**: This project will analyze existing data, construct novel datasets, and/or use qualitative or mixed methods to examine a pressing challenge in the labor market or understand the impact of a policy or economic change on outcomes for workers.

[ ]  **Pilot project**: This project will test a novel intervention designed to improve supports for workers to understand its efficacy, potential for scale, and potential lessons for policymakers or practitioners.

# Priority Populations

*Please indicate which of the following populations your project explicitly prioritizes. By “prioritizes,” we mean that the project will intentionally examine outcomes for the selected population, surface or explore solutions primarily intended to support that population, and/or include members of the selected population in the research design. Select which option best applies. We expect projects will have priority populations in at most in a handful of categories—not in every category listed. Please select “Not applicable” if the group will not be a focus of your work. If you do not see the priority population for your project listed, select “A different [group] described in my LOI.”*

|  |  |
| --- | --- |
| **Race/ethnicity**Not applicableAsian American workersBlack or African American workersHispanic/Latine/Latinx workersNative American or Alaska Native workersPacific Islander workersWhite workersA different racial/ethnic group or multiple groups described in my LOI | **Education/credentials**Not applicableApprenticesWorkers without high school degreesWorkers in or transitioning from community collegeWorkers without college degreesWorkers with or seeking occupational licenses/credentials Workers with or seeking college or advanced degreesA different education/credential group described in my LOI |
| **Gender**Not applicableFemale workersGender nonbinary workersMale workersA different gender group described in my LOI | **Age/tenure**Not applicableEarly career workersYoung adult workers (approx. ages 16-25)Workers aged 50 and olderA different age/tenure group described in my LOI |
| **Socioeconomic status**Not applicableWorkers earning a minimum wageWorkers earning less than 200 percent of the federal poverty levelWorkers earning less than median incomeA different socioeconomic status described in my LOI | **Work status**Not applicableContracted or “gig” workersPart-time workersSeasonal or temporary workersUnemployed workersA different work status group described in my LOI |
| **Workplace setting**Not applicableSmall- and medium-sized business employeesLarge business employeesUnionized or unionizing workplacesA different workplace setting described in LOI  | **Geographic area**Not applicableRural region(s)Suburban region(s)Urban region(s)A different geographic area OR a specific city or region described in my LOI |
| **Industry**Not applicableAgricultural workersDomestic/caregiving workersHealth workersHospitality workersManufacturing workersPublic sector workersRestaurant/food service workersRetail workersTechnology workersA different industry group or multiple groups described in my LOI | **Other workforce populations**Not applicableLGBTQ workersWorkers with disabilitiesJustice-involved workersWorkers at risk of economic dislocationVeteran workers/veterans transitioning to civilian employmentA different workforce population described in my LOI |

# 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)** | **Title** | **Organization** | **Email** | **Gender****(Optional)** | **Race/ethnicity****(Optional)** | **CV (URL)****(Optional)** |
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**Other project contributors**

List any other key staff who will be involved in the project. This could include personnel conducting a 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?

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name** | **Type** | **City** | **State** |
| [TEXT] | [SELECT – SEE BELOW] | [TEXT] | [SELECT] |

**Collaborating organization(s)**: List any organizations who will be involved in this project, including for research leadership, data collection, running an intervention, advising, or supporting dissemination and engagement. Describe the partner’s role on the project and indicate whether the partner will be a subgrantee.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization Name** | **Type** | **City** | **State** | **Will this partner be a subgrantee?**  | **Project Role** |
| [TEXT] | [SELECT – SEE BELOW] | [TEXT] | [SELECT] | [SELECT - Y/N] | [TEXT] |
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*Organization types (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 organization

[ ]  Union or worker center

[ ]  For profit corporation

[ ]  Small or medium enterprise

[ ]  Small or medium enterprise: Immigrant-owned

[ ]  Small or medium enterprise: Minority-owned

[ ]  Small or medium enterprise: Veteran-owned

[ ]  Small or medium enterprise: Woman-owned

[ ]  Small or medium enterprise: Other or multiple categories

[ ]  Federal government agency

[ ]  State government agency

[ ]  Local government agency

[ ]  Economic development organization

[ ]  Chamber of commerce or business association

[ ]  Community Development Financial Institution

[ ]  Faith-based organization

[ ]  Private foundation/philanthropy

[ ]  Other [specify]

# Racial Equity and Community Engagement

*WorkRise seeks to advance racial equity through its grantmaking. We are particularly interested in research proposals that explicitly examine racial and ethnic differences in outcomes or that evaluate strategies for addressing structural barriers to mobility for Black workers and other workers of color. Additionally, we seek to build a more diverse community of scholars and practitioners engaged in research on increasing economic mobility for low-wage workers. To help us understand how racially and ethnically diverse scholars, minority-serving institutions, or organizations led by or serving people of color will be engaged in your proposed work, briefly answer the following questions. Please limit your responses to each question to 2-3 sentences.*

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes/No** | **If yes, please briefly describe how:** |
| Will your project examine outcomes for specific racial or ethnic groups?  |  |  |
| Will policies, programs, or practices studied by your project advance racial equity or help dismantle barriers that impede economic security and mobility specifically for workers of color? |  |  |
| Will organizations led by or serving workers of color, or community members of color directly be engaged as community partners for informing research or engagement activities?  |  |  |
| Will your project build capacities of minority-serving institutions or organizations led by or directly serving communities of color? |  |  |
| Will racially and ethnically diverse scholars be included as members of your project leadership (e.g., as a principal/coprincipal investigator, project director, or senior project advisor)?  |  |  |
| Will your project build capacities of racially and ethnically diverse early-career scholars? |  |  |

# Project Readiness

*This section will help WorkRise understand what resources and capacities are already in place in order for your project to begin. We strongly prefer projects that can start quickly upon award but understand that some project components may take time to set up or may be contingent upon funding.*

Do you have the necessary agreements in place to obtain and use any data required to complete your proposed project? If no, please briefly explain the anticipated steps and timeframe for securing agreements.

*If NO: [narrative box to explain]*

Do you have a plan for collecting and analyzing data that includes, as applicable, anticipated sample size, sample recruitment, treatment assignment, outcomes to be measured, analytic methods to be used? If no, please briefly explain how analysis planning will be done. (If yes, these should be described in your project narrative.)

*[Dropdown: Yes/No]*

*If NO: [narrative box to explain]*

If this project is a pilot, does the intervention have operating funding secured for the project’s period of performance? If no, please briefly explain the anticipated steps, status, and timeframe for securing operating funding. (If yes, external operating funds should be described in your budget narrative.)

*[Dropdown: Yes/No]*

*If NO: [narrative box to explain]*

Will this project leverage funding from other sources to support research, engagement, or dissemination activities? If yes, please briefly describe what funding is in place.

*[Dropdown: Yes/No]*

*If YES: [narrative box to explain]*

Are you seeking a course buyout(s) for research staff to conduct this work? If so, by when would you need a decision from WorkRise for your institution’s processing? Please note: WorkRise cannot commit to making funding decisions by your selected date.

*[Dropdown: Yes/No]*

*If YES: [Date box]*

# Project Details and Consent

*This section asks applicants to confirm their understanding of WorkRise’s requirements for submitted applications, to indicate their preferences about who their proposal information will be shared with, and to upload their proposal documents.*

**Grant terms and conditions**

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

**Public deliverables commitment**

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?

[ ]  REQUIRED. This project can commit to and has budgeted for producing public-facing deliverables and dissemination.

**Operating funding and allowed funding uses affirmation**

[ ]  REQUIRED. WorkRise funds should primarily support research activities. Operating funding for any pilot intervention being evaluated should be secured from other sources. By checking this box, you affirm that any pilot intervention has sufficient operating funds independent of WorkRise support (if applicable), 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.

I**nformation 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 formatting guidance.

**Proposal Budget**

REQUIRED. Please upload your proposal budget using the provided formatting guidance.