REQUEST FOR PROPOSALS  
(Spring 2018)

Summary
The Council for Accreditation of Counseling and Related Educational Programs (CACREP) was established in 1981 as an independent 501(c)(3) corporation to promote the professional competence of counseling and related practitioners through the development of preparation standards, encouragement of excellence in program development, and accreditation of professional preparation programs. CACREP's non-profit status allows the pursuit of this educational mission in any manner that furthers its purpose.

Background and Need
Throughout its history, CACREP has been a responsible partner in the development and regular review of the counseling profession’s preparation standards. CACREP has further sought external review of its accrediting practices through the recognition process begun by COPA and carried on by the Council for Higher Education Accreditation (CHEA). As a founding member organization of the Association of Specialized and Professional Accreditors (ASPA), CACREP subscribes to a Code of Good Practice in its interactions with all institutions of higher education.

CACREP continuously strives to support research that examines the various impacts of accreditation and related issues through initiating RFPs on current affairs within the counseling profession. CACREP believes empirical data is needed to support the belief that accreditation makes a significant difference in terms of quality and professional identity of counseling professionals, programs, and students. Furthermore, employers and policy makers interested in adopting education requirements related to CACREP degrees, as well as counseling program faculty and administrators seeking financial support from their institutions to seek accreditation, often request such empirical data when developing a rationale.

CACREP has adopted [and regular revises] a Research Agenda to identify significant information and advocacy needs as well as emerging issues relevant to its mission. CACREP believes these issues have short- and long-term impact on the quality of its accreditation process. Thus, CACREP periodically announces public requests for proposals (RFP) to encourage stakeholders to engage in timely, relevant CACREP-related research that aligns with its Research Agenda.

Request for Proposals from Counselor Educators and Researchers
CACREP is soliciting research proposals from counselor educators and researchers that examine the impact and/or utility of CACREP accreditation. Research proposals should be developed in alignment with the CACREP Research Agenda (dated 2018) and attempt to address research related to one or more areas of interest explicitly identified on the current agenda. Research proposals should employ empirically-based research methods for collecting and analyzing data from which conclusions and implications for practice can be made.
Qualifications of Primary Researcher(s)
The primary researcher(s) should:

- currently be employed at a CACREP-accredited counseling program;
- have knowledge of CACREP’s accreditation process and standards; and
- possess excellent research, analytical, and report writing skills.

Timelines and deadlines for the project must be included in the proposal and adhered to throughout the course of the research study. The primary researcher(s) will be responsible for providing CACREP with status updates, upon request, throughout the duration of the project.

The primary researcher(s) must agree to seek approval from CACREP on the use of any survey instrument and provide CACREP full access to all data collected in the course of the research project. Copyright will belong to the researcher(s), however, the researcher(s) will be required to grant CACREP a royalty-free license to reproduce, publish, distribute, and prepare derivative works from the report.

Any publication or presentation of results of the research must be approved by CACREP in advance to ensure that confidential information regarding CACREP and its programs is not inadvertently divulged. CACREP will not unreasonably withhold or delay approval. Permission to present or publish research results will not be given until the final report has been submitted to CACREP. A formal review of the final report will be conducted within 30 days of submission. CACREP reserves the right to refuse dissemination of research results if researcher(s) does not adhere to the approved research proposal. A prompt attempt to negotiate a resolution to any disagreement will be conducted.

Conflicts of Interest
If a conflict of interest exists for any reason, the primary researcher(s) MUST disclose the conflict of interest within the research proposal.

Preparation of Proposals

- Proposals must be submitted in a Microsoft Word or PDF format.
- Proposals must be written in a narrative form addressing all items listed in the Research Proposal Outline located on page 4 of this RFP.
- Proposals should not exceed five pages in length (excluding appendices and references).
- Proposals must be attached to an email sent to the CACREP office no later than 11:59 pm EST, June 4, 2018.
- Appendices must include a signed statement of agreement to:
  (a) seek pre-approval on any instrumentation used;
  (b) share the research data with CACREP;
  (c) gain approval from CACREP prior to any publication or presentation of the research results;
  (e) deliver a final report of research results to CACREP within the time specified by CACREP.
- A copy of the Institutional Review Board (IRB) approval letter from the primary researcher’s IRB regarding the proposed research study must also be included in the appendices. (If the proposed study has not yet been IRB approved, researcher(s) must include documentation in the appendices showing that the proposed research study has been submitted to the primary researcher’s IRB and is currently under review.)
Criteria for Review
CACREP will evaluate each research proposal based on the following criteria:

- Importance of the research questions/objectives to CACREP and their alignment with the focus of the current CACREP Research Agenda.
- Adherence to the Research Proposal Outline located on page 4 of this RFP.
- Clear description of the project that demonstrates the appropriateness of the methodology and any instrumentation proposed for the study.
- Research should go beyond studies of “perceptions” and attempt to gather outcome evidence.
- Suitability of the plan of action, including timelines and deadline for completion.
- Qualifications of the primary researcher(s) and other people involved in the project.
- Appropriateness of budget requirements for the study.
- IRB approval. *(The CACREP research grant will only be awarded to a researcher(s) whose study is IRB approved. If a research study is still in the IRB review process and is chosen for the CACREP research grant, the grant will not be awarded until the IRB approval letter is submitted to CACREP.)*

Research Funding Award
CACREP will provide the primary researcher(s) up to $1,500 for the Spring 2018 Faculty RFP. Only one research proposal will be chosen to receive the faculty research grant award.

Responses as to the status of the proposals will be sent after CACREP’s board meeting in July 2018.

Contact/Submission Information
Questions can be addressed by contacting the CACREP office at (703) 535-5990.

Research proposals should be submitted electronically to Tyler Kimbel, Vice President, Research and Advocacy & Outreach *(tkimbel@cacrep.org)* by 11:59 pm EST, June 4, 2018.
CACREP
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Research Proposal Outline

I. Project Title

II. Name of Primary Researcher(s) (Include institutional affiliation and contact information.)

III. Project Timeline (Include projected completion date.)

IV. IRB Category Filed (e.g., exempt, expedited, full-board)

V. Goals/Purpose of the Project
   a. Provide supporting rationale for goals/purpose of the study.
   b. State the research question(s) being asked or the hypothesis(es) being tested.

VI. Methods
   a. Participants (Describe sampling procedures, sample size, participant characteristics, and how participants will be recruited.)
   b. Data Collection Procedures (Describe where and how data will be collected including what participants will be expected to do.)
   c. Data Analysis Procedures (Provide explanation of statistical design.)
   d. Data Handling Procedures (Describe how confidentiality will be maintained, where data will be stored, who will have access to it, and how it will be secured.)

VII. Risks, Discomforts, and Benefits
   a. Identify all risks and potential discomforts to participants and describe how participants are protected from possible risks, such as embarrassment or invasion of privacy.
   b. Provide an explanation of all expected or potential benefits to participants, the counseling profession, CACREP, or others as a result of the study.

VIII. Compensations and Cost
   a. Discuss compensation that will be provided to participants, if any.
   b. Provide a proposed line item budget outlining the costs associated with data collection, analysis, and final report writing.

IX. Attached Appendices
   a. Informed Consent Documents
   b. Survey Instruments* and/or Interview Questions
   c. IRB Approval Letter (or documentation of IRB submission currently under review)
   d. Conflict of Interest Statement (if applicable)
   e. Signed Statement of Agreement for Pre-Approval Items and Data Sharing
   f. Curriculum Vita of Primary Researcher(s) (and abbreviated vitae of other researchers)

*If using any instruments or scales, you must demonstrate that you have permission to use the instrument. For each instrument or scale listed, provide a copy of your permission to use the instrument or indicate if the instrument is in the public domain. If you purchased the instrument or scale, provide proof of purchase.