

**CACREP**  
**1001 North Fairfax St. Ste. 510**  
**Alexandria, VA 22314**

**ANNOUNCEMENT of AN OPEN INVITATION TO SUBMIT  
STUDENT RESEARCH PROPOSALS FOR CACREP FUNDING**

**Background and Need**

Research is an important part of counselor preparation, and CACREP is supporting student research with a grant for a student or group of students currently enrolled in a CACREP-accredited program. CACREP is interested in a wide variety of research topics that would assist with and are of relevance to CACREP's accreditation mission. Suggested topics might include student learning outcomes, supervision, student evaluation, licensure topics, value of accreditation and related dissertation topics for doctoral students.

The mission of CACREP is to promote the professional competence of counseling and related practitioners through

- the development of preparation standards;
- the encouragement of excellence in program development; and
- the accreditation of professional preparation programs.

Students can submit proposals according to the guidelines below and request up to \$500 for their research. If an application is approved, the grant funds will be awarded according to institutional policies. An accurate accounting of all expenses will be required.

**Qualifications of Primary Researcher(s)**

The primary researcher(s) should have knowledge of CACREP's mission, accreditation process and standards. Applicants must document that they are a student in good standing in a CACREP-accredited master's or doctoral program. Preference will be given to members of Chi Sigma Iota.

In addition, the primary researcher 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 researchers, however, the researchers will be required to grant CACREP a royalty-free license to reproduce, publish, distribute, and prepare derivative works from the report. Any publication 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. A prompt attempt to negotiate a resolution to any disagreement will be conducted.

## **Preparation of Proposals**

Proposals must be no longer than 5 pages in length (excluding appendices and references). Proposals must be attached to an email sent to the CACREP office. Notification as to whether the research has been approved will be sent to the applicant within 30 days of receipt of the application.

Proposals must include the following: (a) a description of the project focus, plan, and timeline with a projected completion date; (b) a narrative statement on how this research supports CACREP's accreditation mission (c) a description of and contact information for all personnel who may be involved with the project; (d) a proposed line item budget outlining costs associated with data collection, analysis, and final report writing; (e) a copy of the primary researcher's curriculum vita, as well as abbreviated vitas of other researchers who will be involved in the project, and (f) a letter of endorsement from a faculty member.

In addition, the researcher must address conflict of interest issues and how they will be avoided. Appendices must include a signed statement of agreement to: (a) seek pre-approval on any instrumentation used, (b) share the research data with CACREP, and (c) gain approval from CACREP prior to any publication of the research results. Lastly, the appendices must include a copy of the approval letter or form received from the primary researcher's Institutional Review Board (IRB). The researcher will be required to deliver a final report of his/her findings and results to CACREP within the time specified by CACREP.

## **Criteria for Review**

Members of CACREP's External Relations Committee will evaluate the proposals using the following criteria:

- Importance of the research questions to CACREP and relevance to CACREP's mission
- Suitability of the methodology and any instrumentation proposed
- Originality and suitability of the plan of action, including timeline for completion
- Qualifications of the primary researcher and other people involved in the project (e.g., dissertation advisor, doctoral students)
- Appropriateness of budget requirements
- Signed statement of agreement on pre-approval items and sharing of data
- Inclusion of approval statement from the primary researcher's IRB, or a statement from the IRB that approval is unnecessary.

## **Contact/Submission Information**

For questions, please contact the CACREP office at (703) 535-5990. Research proposals should be submitted electronically to Tyler Kimbel, CACREP Director of Research & Information Services ([tkimbel@cacrep.org](mailto:tkimbel@cacrep.org)).