



Request for Research Proposal

Council for Accreditation of Counseling and Related Educational Programs

500 Montgomery Street, Suite 350 • Alexandria, VA 22314 • (703) 535-5990 • www.cacrep.org

Introduction:

This Request for Research Proposal (RFRP) document is intended to provide the necessary information for potential researchers to submit a detailed proposal that satisfies the requirements of the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

Organization:

The Council for Accreditation of Counseling and Related Educational Programs (CACREP) is a programmatic accreditor in the Counseling profession. It is the national quality assurance entity for Master's and Doctoral counselor education programs at universities across the United States and Puerto Rico. CACREP is a 501c3 and is financially self-funded, meaning it receives no external funding, and revenue is solely through fees (application fees and annual fees) and from virtual and in-person trainings. CACREP is located in Alexandria, Virginia.

Research Council:**Mission**

The mission of CACREP's Research Council (Council) is to develop and monitor a research agenda which supports CACREP's mission and vision and uses research data to inform CACREP including research on the efficacy of the CACREP Standards.

Responsibilities

The Council is charged with developing an internal agenda for the review and analysis of existing CACREP data; and an external agenda that supports Professional Counselor preparation and quality assurance. The Research Agenda will be carried out through student research, faculty research, and CACREP-commissioned research.

Purpose

CACREP seeks to support innovative ideas from the profession that either directly support the mission of CACREP, identifies emerging issues relevant to counselor education and preparation, and/or identifies advocacy needs. CACREP believes these issues have short- and long-term impact on the quality of its accreditation process and Professional Counselor preparation.

Projects proposed must meet the following criteria:

- 1.) Are relevant to program accreditation and Professional Counselor preparation,
- 2.) Address the impact of educational preparation standards across the Counseling profession and its specialized practice areas, and/or
- 3.) Address cultural trends and their impact on Professional Counseling accreditation standards and Counseling programs.

APPLICATION PROCESS:

1. Complete Application Packet:
 - CACREP Research Proposal form (Appendix A).
 - Budget Spreadsheet (Appendix B).
2. Submit Application Packet to cacrep@cacrep.org
Applications that have not addressed all components of the Research Proposal Form or provided a budget if seeking funding will not be considered.
3. Application packet will be reviewed by the Research Council and a decision will be rendered.

SELECTION PROCESS:

1. All proposals will be evaluated using the Project Evaluation Rubric (Appendix C).

POST-SELECTION REQUIREMENTS:

1. Project members of the selected research project will be required to sign a Non-Disclosure Agreement.
 2. Project members of the selected research project will be required to sign an Analyst Agreement.
 3. Project lead will be provided with information on CACREP fund disbursement (Appendix D).
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Appendix A

CACREP Research Proposal

RFRP number:

Title of Project:

Brief summary of the project's purpose (500 words maximum):

Contact Details of Project Lead:

Name:

Institution:

Email:

Phone:

Qualifications, relevant experience, and expertise in this project area:

Additional Project Members (please additional if needed):

Name:

Institution:

Email:

Phone:

Qualifications, relevant experience, and expertise in this project area:

Specific roles and responsibilities in this project:

Proposed Research:

(Applicants should submit a proposal that includes the following components. Proposals that fail to address each section may not be considered for funding.)

A. Project Description

Outline the goals, objectives, and methodology of the project. Include a timeline for the project, the target population, and measurable outcomes.

B. Goals and objectives of the project:

C. Methodology and approach:

D. Timeline of key activities and milestones:

E. Description of the target population:

F. Expected measurable outcomes:

Note: If you are seeking funding for this research, complete the Proposed Budget section. If you are seeking funding for this research, proceed to the Evaluation Plan section

Proposed Budget:

Narrative should briefly explain the rationale for expense. Note CACREP may withhold some funding until completion of project, so please explain which funds are needed and when to facilitate the project.*

- A. Total amount of funding requested (500 - \$5,000 as specified in the Call for proposals):
- B. Breakdown of expenses (e.g., personnel, equipment, materials, travel, etc)
Complete Appendix B.

Evaluation Plan

(CACREP will request a response near a midpoint of each project as an evaluation of sufficient progress via Qualtrics. Please attest to your willingness to respond.)

- A. Please describe the plan for evaluating the success of the project.
 - B. What metrics will be used to measure outcomes.
 - C. Expected Deliverable:
Please explain how you anticipate sharing the scholarship with CACREP or the wider counseling community, e.g., presentation for a specific audience, method of presentation, written report for CACREP, written article for journal, strictly for CACREP internal use, etc.
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Appendix B

Budget Spreadsheet

Budget Category	Description and Justification	Request ed	Matchin g Funds	Total (\$)
Personnel	List project staff and their roles			
Travel	Transportation, lodging, per diem for travel			
Equipment	Project-related equipment purchases			
Supplies	Consumable materials and office supplies			
Other	Miscellaneous or other direct costs			
		0	0	0
*Matching funds indicate other funding from other sources associated with this item.				

Appendix C

Project Evaluation Rubric

Criteria	Excellent (4)	Good (3)	Fair (2)	Poor (1)
Alignment with Grant Priorities and Focus Areas	Proposal fully aligns with all grant priorities and focus areas, demonstrating a deep understanding of the goals.	Proposal aligns with most grant priorities and focus areas, with minor gaps or lack of clarity in a few areas.	Proposal partially aligns with grant priorities but lacks a clear connection to key focus areas.	Proposal shows minimal or no alignment with grant priorities and focus areas.
Feasibility of the Project	Project is highly feasible with a clear plan, realistic goals, and achievable objectives within the proposed timeline.	Project is feasible but has minor weaknesses in planning or timeline that could pose challenges.	Project feasibility is questionable due to vague planning, unclear goals, or unrealistic timelines.	Project is not feasible; lacks a clear plan, realistic goals, or achievable objectives.
Innovation and Creativity	Proposal demonstrates a highly innovative and creative approach, introducing new ideas or methods to the field.	Proposal shows moderate innovation and creativity, with some new ideas or methods but largely relies on established practices.	Proposal demonstrates limited innovation or creativity, primarily reiterating existing ideas or methods.	Proposal lacks innovation or creativity, offering no new ideas or methods.
Potential Impact on Counseling Profession (Accreditation)	Proposal clearly articulates significant potential to advance the counseling profession and improve accreditation practices.	Proposal indicates moderate potential to impact the counseling profession and accreditation but lacks specific details or clarity.	Proposal's impact on the counseling profession and accreditation is minimal or unclear.	Proposal shows little to no potential to impact the counseling profession or accreditation.
Clarity and Thoroughness of the Proposal	Proposal is exceptionally clear, well-organized, and thorough, addressing all required sections with detailed information.	Proposal is clear and organized but lacks depth or thoroughness in one or two sections.	Proposal is somewhat unclear or incomplete, with multiple sections lacking sufficient detail.	Proposal is unclear, disorganized, or significantly incomplete, with most sections missing key details.
Adequate Research Methodology (IRB Approval when Relevant)	Research methodology is robust, well-designed, and clearly outlined, including IRB approval where applicable.	Research methodology is adequate but may lack clarity or depth in design; IRB approval is mentioned but not well-integrated.	Research methodology is weak, poorly designed, or inadequately detailed; IRB approval is not addressed when relevant.	Research methodology is inadequate or missing; fails to mention or secure IRB approval when relevant.

Appendix D

CACREP Fund Disbursement

1. CACREP uses BILL.com for all out-going payments. You will receive an invitation from BILL to create an account and specify preferred method to receive payment.
 2. CACREP's Travel Reimbursement Policy and Travel Reimbursement Form is available on the CACREP website.
 3. All receipts for approved expenditures should be emailed to Heidi Campbell at heidi@cacrep.org
 3. For all travel related expenses, a Travel Reimbursement Form must be completed with associated receipts and should be emailed to Heidi Campbell at heidi@cacrep.org as a single document.
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