

**Announcement of a Request for Proposal**  
**Cooperative Agreement for Evaluation Research**  
**of**  
***Love Notes Evidence-Based Program Model***

The Dibble Institute is pleased to announce a competitive cooperative agreement opportunity to conduct an evaluation of [\*Love Notes Evidence-Based Program Model\*](#) (either *Classic* or *SRA Adaptation*.)

*Love Notes Evidence-Based Program Model (LN EBP)*, condensed from *Love Notes Classic*, is a comprehensive healthy relationship education curriculum that teaches adolescents and young adults (14-24) how to build healthy romantic relationships, prevent dating violence, and improve impulse control.

*Love Notes EBP* was initially evaluated in a 5-year \$4.8 million study through the University of Louisville. It is included in the federal [Office of Adolescent Health's Evidence Based Program list](#) based on statistically significant decreases in sexual activity, increases in contraceptive use, and avoidance of pregnancy. Conducting an additional evaluation is the next step for further examining its effectiveness and promoting additional usage.

The Dibble Institute (Dibble) will fund up to \$20,000 for an 18-month (from award to final report) evaluative study to understand what youth participants learn and what changes they have seen in their lives after program participation. Example outcomes include, but are not limited to: interpersonal skills, emotion regulation, healthy relationship behaviors, knowledge, and attitudes, risk-taking behavior prevention or reduction. An experimental or quasi-experimental design is required. Preference will be given to those who can conduct the evaluation with high-risk youth in schools during regular school hours.

## **Eligibility**

While we are seeking proposals from researchers of all levels, this opportunity is an ideal dissertation or mentored project for an advanced-level doctoral student or new professional. Preference will be given to researchers with an interest in healthy relationships, at-risk youth, or social-emotional learning (SEL). The award will be made to a single organization, which will be responsible for overseeing and conducting the evaluation. Eligible applicant organizations must be a university, research organization, or a 501(c)3 non-profit. The researcher (advanced-doctoral student, post-doctoral fellow, faculty member, or evaluator) should have program evaluation experience, particularly in the areas of healthy relationships, at-risk youth, and/or SEL.

Costs associated with the evaluation of the program, including indirect costs, will be covered by this award. Instructor materials and training for up to 25 facilitators, as well as participant materials will be provided by Dibble.

## Application Process

The application process involves two steps. First, an eligible organization must submit a *letter of interest* to The Dibble Institute for the evaluation funding. Dibble will review the letters and invite applicants who meet the eligibility criteria and address the items noted below to submit a *full proposal*.

The following table shows the requested application materials and expected timeline from award to final summative report submission:

	Date Due
All prospective applicants must submit a letter of interest (maximum 2 pages, single-spaced) via email	April 29, 2022
Applicants will be notified whether they are invited to submit a full proposal (full proposals must be invited)	May 13, 2022
Invited applicants must submit a full proposal including budget, timeline, and supporting documents (maximum 15 pages, double-spaced, not including attachments outlined below)	July 15, 2022
Applicants will be notified whether they have been selected for an award	August 12, 2022
Planning period (if needed)	August 15, 2022- October 28, 2022
Start date (may begin earlier)	October 31, 2022
Draft final report	January 12, 2024
Revised final report	February 9, 2024

## Letter of Interest

A two-page, single-spaced letter of interest must include the following information and be signed by the party who will be responsible for the successful completion of the study. Letters of interest must be submitted in a single pdf document via email to Tasia Hadiwibowo ([Tasia@dibbleinstitute.org](mailto:Tasia@dibbleinstitute.org)) no later than 5 p.m. PT on April 29, 2022. **Please submit letters of interest using the subject line: Love Notes EBP Letter of Interest.**

Letters of interest must include the following:

1. Brief description of the research design, proposed research activities, program implementation plan, data collection strategies, and primary outcomes to be evaluated.
2. A brief description of the population that will be studied. This description should also include the expected sample size.

3. Identification of applicant organization and description of the program implementation partner(s) (if different from the applicant). This should include a brief biography of the researcher (and mentor if applicant is a graduate student).
4. Brief statement of the amount of funding dollars sought, the research activities that the agreement will fund (e.g., researcher's time, data collection), the proposed timeframe for the conduct of evaluation activities, and, though not required, any expected match or funding from other sources.

## Full proposals:

Those who are invited to submit a full proposal will be notified by May 13, 2022. Full proposals should not exceed **15** pages, double-spaced, with 1-inch margins and a size 12 font. Suggested page lengths are noted in parentheses, but these are only suggested and you may adjust as you see necessary as long as you fit within the page limit. The page limit does not include the detailed, line-item budget and attachments, including letters or other documents specifically requested in this RFP. Please submit all items in a single pdf document via email to Tasia Hadiwibowo ([Tasia@dibbleinstitute.org](mailto:Tasia@dibbleinstitute.org)) no later than 5 p.m. PT on Friday, July 15, 2022. **Please submit full proposals using the subject line: Love Notes EBP Evaluation Proposal.**

Full proposals should include:

### 1. Study Design (6 pages)

- A detailed description of the study design including: the type of design, research questions and hypotheses, recruitment techniques, plans for data collection, storage, and management, plans for program implementation, as well as any anticipated limitations or barriers in the study design and methods for mitigating or overcoming potential limitations or barriers.
- A summary of the target population, including the setting, expected sample size, details on how these estimates were obtained (e.g., previous experience, number of classes expected to visit, etc.), age range, demographics, and any other information you deem relevant.
- A description of expected outcomes to be assessed related to participants' improvements.
- A reasonable plan to obtain IRB approval.
- A description of analyses including sample size.

### 2. Capacity and Partnerships (2 pages)

- A description of the applicant's capacity and readiness to manage and implement the project, including any and all relevant experience related to the successful implementation and evaluation of relationship education, pregnancy prevention, dating violence prevention, other psychoeducational programs/interventions, programs utilized for high-risk youth, or experience in conducting basic research on social interventions.
- How the applicant will monitor and manage the overall project. Describe the approach that will be used to monitor and track progress, completion, and quality of all objectives and activities.
- A detailed description of all partners, if any, that will be involved in the project as well as their roles and responsibilities. This description should also include the partners' demonstrated abilities to recruit, serve, and retain a sufficient number of youth within the required time period for an effective evaluation.

### **3. Key personnel (1 page)**

- Provide a list of any individuals (volunteer or otherwise) who will be working on the project and a detailed description of the roles and responsibilities of all team members, including research personnel and personnel at the implementing partner program (if applicable).
- Describe the relevant experience and expertise of all known and proposed project personnel.

### **4. Budget Narrative (1 page)**

- A specified amount of funding requested as well as a description of any current or requested funding from other major donors.
- As a separate attachment: A detailed line-item budget for the full award period that includes the calculations for all costs and activities (e.g., personnel costs, indirect costs, equipment, participant incentives, supplies, overhead etc.). Details should include estimation methods, quantities, unit costs, and other similar quantitative details to verify the calculations.
- Justifications for the proposed costs outlined in the budget.

## **Attachments for Full Proposal**

These attachments provide detail on the project's budget, the timeline for project performance, and the capabilities and competencies of the applicant organization and its contractors. Award funds will cover the evaluation of the program only, including but not limited to: research salary and/or consultant fees, research assistance (no tuition remission), data collection costs, participant incentives, research travel, and software or hardware (not to exceed \$1,500).

- A list of team members and their contact information (e.g., email address, phone number)
- A detailed line-item budget (up to 3 pages) for the full award period showing all personnel costs, travel costs, supplies, participant incentives and administrative overhead for both research and program organizations. Please show any additional funding that has been committed to the project that would be added to the Dibble award.
- Measures and references for proposed outcomes of interest
- A timeline or milestone chart showing major research tasks and completion of each task by month or quarter (e.g., Month 1 or Quarter 1).
- Biographical sketch for the lead applicant(s) including resume or CV.
- Brief bios for other relevant team members.
- For non-university or non-government applicants, a copy of the applicant's determination letter for 501(c) (3) tax-exempt status and a 2019 or 2020 audited financial report or federal tax return.
- If the application includes an implementing organization, a letter of support and agreement between the researcher and organization outlining the partnership and plan for working together.

## Proposal Topics and Selection Criteria:

Full proposals should address the topics noted below. Bulleted items describe what the Dibble reviewers will be considering during their review of each proposal topic.

### 1. Study Design (50 points)

- The study is a well-designed RCT or QED and will generate credible data.
- The data analyses proposed are appropriate and sample size is sufficient.
- The setting and population are clearly identified.
- The applicant has provided a list of all expected outcomes of interest.
- The proposal identifies a clear plan about how needed data will be collected, who will be responsible for data collection during each phase of the study, who will supervise the collection of data, and how the data will be kept confidential.
- The project has a reasonable plan to obtain IRB approval.
- The study can be conducted (including data analysis and report writing) within a maximum of 18 months (Timeline or milestone chart must be submitted as a required Attachment).
- Anticipated limitations and barriers in the study design are discussed and proposed mitigation methods are reasonable.

### 2. Capacity and partnership (30 points)

- The applicant has experience in implementation and evaluation of programs such as: relationship education, pregnancy prevention, dating violence prevention, other psychoeducational programs/interventions, programs utilized for high-risk youth, or experience in conducting basic research on social interventions.
- The applicant or partner has experience providing services to young people.
- The applicant or partner has a demonstrated ability to recruit, serve and retain a sufficient number of youth within the required time period for an effective evaluation.
- The program staff will devote a sufficient amount of time and effort for recruitment and retention of young people during the period when the evaluation is being conducted.
- The applicant organization and any contractors that the applicant will use to implement and manage this project have the experience, capability, and capacity to conduct it.

### 3. Key personnel (10 points)

- The proposal describes the roles and responsibilities of key project staff including research personnel and, if applicable, personnel at the implementing partner program.
- The applicant has demonstrated the relevant experience and expertise of known and proposed project personnel.
- There are resumes/curriculum vitae for the lead investigators, and brief bios for other relevant team members as a separate attachment.

### 4. Budget narrative (10 points)

- The applicant organization has the capacity to administer the evaluation and has included details on its system for fiscal accountability such as project cost accounting, internal controls, policies and procedures, and the ability to prepare financial reports.

- The applicant organization is identified and has specified the amount of funding requested, and provided a detailed budget and budget narrative as a separate attachment.

## What to Expect in the Cooperative Agreement

Dibble will collaborate with awardee to ensure that the funded project is successfully executed. As a condition of their award, awardee will be asked to:

- Notify and seek prior approval for *major* changes to the original study plan.
- Participate in monthly telephone meetings to review progress of the evaluation.
- Submit a draft of the final report by 5 p.m. PT on Friday, January 12, 2024 and the revised final report that incorporates feedback by The Dibble Institute by 5 p.m. PT on Friday, February 9, 2024.
- Present evaluation findings during one of Dibble's monthly webinars.
- Publish evaluation findings in peer-reviewed journal(s) within one year of study completion.
- Allow Dibble to post the final report on the Dibble website, allow Dibble access to the data for additional analysis and publications, and to utilize this information in the further improvements and promotions of Love Notes EBP.

## Questions

If you have any questions, please contact:

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