Research and Development Committee Charter

Appendices

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Appendix A

I. Activities of the Committee

Types of research and evaluation sponsored

Research and evaluation at CalSWEC must be drawn from the following domains:

- Generation and archive of statewide workforce trend data, including, but not limited to: number of workers; number/percent of MSWs/BASWs; geographical spread (mapping) of the program graduates; number/percent of workers of color.
- Analysis of career trajectories of the graduates.
- Analysis of factors that lead to retention of CalSWEC graduates.
- Identification of gaps in the curricula, including whether curricula meets the needs of the workforce in the field.
- Identification and differences in practice between CalSWEC graduates and others in the workforce.
- Studies of training, education and practices that improve outcomes for individuals, children, and families served by the CalSWEC MSWs/BASWs.
- Study of education and training delivery methods.
- Research related to any relevant statewide research agenda related to the initiatives that informs training and education.

Funded Research and Evaluation Projects:

A. RFP-driven Projects

The R & D Committee selects and oversees funded research and evaluation activities that are longer-term in nature and use the RFP process outlined below.

Ideas for RFP-driven evaluation and research projects may be generated from any committee of the board or CalSWEC staff for consideration by the R & D Committee. The R & D Committee will conduct an initial review of the idea, and (if necessary) request that CalSWEC Central staff further develop or clarify the idea.

Once an idea is sufficiently formed, the R & D committee will review the project to assess: appropriateness of research question or priority; type of research design required; type and/or breadth of dissemination activities, and: recommended maximum funding amount. Revision may be necessary. Once a project is reviewed and necessary revisions are completed, the R & D Committee and the Board will request CalSWEC Central staff to develop an RFP and disseminate it to CalSWEC membership organizations and other appropriate groups.

Proposals for projects will be reviewed by a Proposal Review Committee that is made up of members of the R & D committee, the Research and Training Network (RTN) and CalSWEC Central staff. The recommendation to fund proposals will be the responsibility of the Proposal Review Committee and will be determined by how well each proposal addresses the RFP requirements.

The Proposal Review Committee will make recommendations to fund projects, which will then be put forward to the Program Director for final approval.

The R&D committee chooses from the following types of projects for issuing the RFPs. These projects are not mutually exclusive and may be combined in whole or in part.

Type of project	Description
1. Research-based curriculum development projects	New or replicated research based on an element of the research agenda to be conducted with a curriculum component based on the results.
2. Structured Literature Review	Extensive review of literature on a topic from the research agenda
3. Meta-Analysis	Synthesis of research results from previous separate but related studies
4. Long Term County/University or State Partnerships	Long-term partnerships between university-based researchers and a county (or group of counties) or state to focus on several areas of the Research Agenda. University researchers would work closely with the county over a period of time, with support from research assistants and student interns placed in the county.
5. Extended Focus on Research Questions	Multiple site projects would focus over time on a particular topic of the Research Agenda
6. Postdoctoral Research	A postdoctoral position would be created to recruit post-doctoral students for 1 or 2 year fellowships, during which they conducted collaborative research and evaluation projects (including literature analysis) with counties or state (based on the research agenda). The post-docs would work under the guidance of a university-based researcher and CalSWEC.
7. Coordinated Student Research Projects	Establish a system whereby student research was coordinated on a focused question from the research agenda. Establish a small prize for promising student research each year.

Note: The federal participation rate for projects will vary depending on the type of project.

B. Shorter-Term Research and Evaluation Projects

Several categories of research and evaluation projects do not fall under the RFP process. These projects are generally shorter-term in nature, and/or require that activities begin before a formal RFP can be completed. These include:
1) Projects that emerge as part of the ongoing deliverables of CalSWEC Central's contracts;
2) Projects that are specifically requested by funders, such as CDSS, DMH, etc.;
3) Projects that are requested by CalSWEC constituent organizations, such as counties, partner universities, CWDA, NASW, CMHDA, etc.

The R & D Committee provides guidance for projects in category 1 and 2 above. CalSWEC Central staff, working with the requesting party, clarifies the research or evaluation request into a project description, including a maximum funding amount. This project description will be distributed to the R & D Committee and the Deans and Directors electronically, and interested parties will contact CalSWEC if they wish to be considered for the project. CalSWEC Central or requesting party will identify potential contractors/sub-awardees capable of completing the project.

The R & D Committee provides feedback and approval for the projects in category 3. Once a constituent has identified a potential research or evaluation project, it is presented to the R & D Committee for review and approval. If approval is granted, the proposal is sent to the Executive Committee. If the committee cannot meet in time for a decision to be made on the project, then the proposal is sent to the R & D Committee electronically for feedback and approval via email, and then forwarded to the Executive Committee. If the electronic option is used, then the approval process should be completed within 2 weeks.

For all three types of projects, CalSWEC staff will request proposals from identified contractors/sub-awardees, work with the requestor to evaluate the proposals using university procurement guidelines, and make a recommendation for approval of funding. The CalSWEC Director and CalSWEC Principal Investigator will provide final approval for funding.

Implementation of Research and Evaluation Projects
The R & D Committee provides guidance and oversight for RFP-driven research and development projects, and guidance for shorter-term research and evaluation projects.

Once a project is funded, the Principal Investigator of the project will be assigned a Program Officer from CalSWEC staff. The Program Officer will provide technical assistance to the P.I. on research design, timeline of project, interim reports and deliverables. The program officer will update the R & D Committee on the progress of the project, and will seek guidance from the committee on any major problems arising in the project.

Dissemination of Research and Evaluation Results
The R & D Committee guides and champions the dissemination of findings and curricula that result from CalSWEC's RFP-driven and shorter term research and evaluation projects.

The R & D Committee considers dissemination and translation of findings throughout the progress of a project. Once findings are available, the R & D committee approves dissemination plans generated by CalSWEC Central staff and project P.I.s. The R & D Committee works with CalSWEC Central staff to ensure that dissemination activities are carried out. Possible dissemination activities are outlined in Appendix A.

Appendix B

Policy on Sharing of CalSWEC Data

A. Underlying principles of the data sharing policy:

- First and foremost, sharing of datasets must protect the interests and privacy of the subjects of the research.
- Data are collected using public funds, and should be used to further research benefiting the public whenever possible.
- CalSWEC maintains ownership of the data. Sharing of data must be managed as a partnership between CalSWEC and any other entity or researcher, with clearly stated agreements about the use of data, security of the dataset, and authorship of research and literature based on the data.
- Data are shared in accordance with applicable federal, state and UC Berkeley policies, as well as the policy of the entity that funds the project responsible for the data (For UC Berkeley policy information, see *A Quick Guide to Material Transfers Agreements at UC Berkeley:* http://www.spo.berkeley.edu/guide/mtaquick.html) .

B. Policies & Procedures

- CalSWEC graduate student researchers may use CalSWEC data (including literature and survey data) for qualifying papers, dissertation work or other academic papers with the permission of the CalSWEC Director and the director of the project that collects the data. Students who use data must adhere to the conditions of the *Contract for Student Use of CalSWEC Data.*
- When another entity wishes to utilize CalSWEC's data, they will draw up a proposal that includes the following information:
  - What is/are the research question(s) related to the use of the data?
  - Specify which data are being requested for sharing.
  - Specify a plan to address concerns regarding confidentiality of data.
  - Address any human subjects' implications of what is intended to be done with the data.
  - Specify the time frame for the research from beginning to the completion of the analysis process.
  - Specify a plan for use of the raw data requested?
  - What types of issues and implications might the outcomes of the analyses might help to inform?
  - What are the expectations of any end product(s) related to use of the additional data (*publications, conference presentations, etc.)*?
  - In what ways would the analyses benefit the field? In what ways might it benefit CalSWEC and its partners?

- Specify any plans for sharing or disseminating the results? (Include proposed agreements for co-authorship of associated research articles or instruments.)
- A separate proposal is required for each project that involves CalSWEC data. If the same dataset will be used for more than one project, a new proposal must be submitted.
- Upon receipt of the proposal, CalSWEC staff will consult with the director of the project that collects the data, the principal investigator (PI) of that project, and the CalSWEC Research Committee.
- If other partners are involved in generating, collecting, or overseeing the dataset, these partners will also be consulted. If the partners have ownership in the dataset, then they must provide permission for use of the dataset. If CalSWEC is the owner of the data, partners shall be consulted in order to ensure that subjects are protected from harm, and that the partners may also benefit from the research.
- Once approval of the overall project is obtained from the PI, the CalSWEC Director and the director of the CalSWEC project that holds the data, a memorandum of understanding will be drawn up between the researcher (or research entity) and CalSWEC for use of the data. This should include provisions outlined in the proposal, as well as the following:
  - Methods of sharing data, including whether data is sent to the researcher, or whether the researcher must come to CalSWEC to utilize the dataset (all data that contains personal information must be used only on-site at CalSWEC);
  - Specific provisions to protect human subjects, including whether CPHS approval will be required (at either or both institutions);
  - Lead personnel at each entity that will manage the project;
  - Applicable oversight or review of research conducted with the data by CalSWEC staff;
  - Limits or stipulations about authorship of articles associated with the data, as well as credit for non-published research.
- Authorship issues will be guided by *CalSWEC Authorship Guidelines* (see attached).
- The Research and Development Committee of the CalSWEC Board shall be informed of the projects, and consulted as deemed necessary by the PI, the CalSWEC Director, and/or the director of the project holding the data.

Appendix C

CalSWEC Authorship Policy

Background and Principles:

In order to acknowledge the contribution of CalSWEC writers, researchers, students, and employees, and in the spirit of ethical practice, the following guidelines are made regarding: 1) authorship and publication guidelines, and 2) the use of CalSWEC data and are to be adopted by the organization. These guidelines apply to published materials, oral presentations and posters.

Guidelines:

- Those who have contributed to research and/or publication will be given credit in proportion to their contribution. Ways of giving credit include joint authorship, acknowledgement, footnote statements, and so forth.
- Recognition must be given to previous works that have contributed to the topic of the project.
- Contributions for authorship or joint authorship include:
  - writing the article or parts of the article,
  - designing the project,
  - deciding on steps in the analysis,
  - directing the literature review.
- Contributions for acknowledgement other than authorship include:
  - consultation from faculty,
  - editing the written material,
  - carrying out the analysis under the direction of another person, and
  - conducting the literature search under the direction of another.
- When a decision has been reached to write an article or other publication, the tasks involved in writing the project will be divided beforehand among the principals involved. CalSWEC program staff may act as advisor to the principals.
- Workload changes/assignments must be renegotiated and not assumed.
- If contributors agree to perform a task, they "incur an obligation to cooperate as promised in terms of punctuality of performance and with full regard to the completeness and accuracy of the information required." (Herlihy & Golden, 1990, p. 54).

Appendix D

CalSWEC Dissemination Planning Tool[1]

This tool is designed to be used during the research process to develop the methods of disseminating the findings when the research has been completed. This tool will help the researchers think through how partners can be engaged more fully before the project begins with the ultimate goal being successful dissemination to the intended audiences (end users).

Instructions

Select **one (1)** research finding or product that you expect to be particularly important and that is ready for dissemination.

To develop your plan, please answer a few key questions in each step below about your selected finding or product. At the end, you will integrate your responses into an overall strategy. CalSWEC staff will then take your plan and develop a workplan with action steps and a timeline for completion.

- *Don't be discouraged if at first you cannot answer every question in this planning tool.* The questions serve as prompts for you to consider these elements in the future as your dissemination effort evolves.

- *Consider this a working document.* It will help you think through the steps you will need to take to get the word out about your research finding or product.

- *This may take a few iterations!* You may want to work back and forth between questions as your thinking develops. You may do a first pass at the tool, then revisit it after a few days. You may also want to ask for input from others.

Step One:
Specifying Research Findings and Products: What You Intend to Disseminate

> *Draw the boundary around your research finding or product as broadly or as narrowly as you wish, depending on your dissemination aims. Be specific. The more concrete you can be in defining your finding or product, the easier it will be to complete the tool.*

1. **Describe the research finding or product you wish to disseminate. You may want to start by listing your major findings and products, then select one major finding or product for dissemination.** *For example: A decision support device, an educational curriculum, data collection tool, etc.*

2. **What child welfare outcome does the finding or product address?**

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[1] Adapted from: Carpenter, D. Nieva, V., Albaghal, T., & Sorgal, J. (Westat). (2005). Development of a Planning Tool to Guide Dissemination of Research Results. Dissemination Planning Tool: Exhibit A. Advances in Patient Safety: From Research to Implementation. Vol. 4. Rockville MD: Agency for Healthcare and Research Quality. Accessed on October 1, 2010 at http://www.ahrq.gov/qual/advances/planningtool.htm

3. **What makes your research finding or product stand out?**
    For example: Is it an innovative way to tackle an existing problem? Does it identify a new problem? Does it support or contradict current practices?

Issues to consider in selecting what to disseminate:

- Think about the pros and cons of disseminating portions of the research vs. all related products and findings. Different end users (e.g., policymakers and health care providers) may be interested in different aspects of the research.
- Is your research finding ready for dissemination?
- How strong is the evidence on your research findings? How generalizable are your findings?
- How does your research finding/product conform to current procedures?
- What additional research (for a finding) or testing (for a product) would be needed before launching a dissemination effort?

Step Two:
Identifying End Users

End users are individuals, professionals, or delivery organizations that could benefit from and use your research finding or product. These end users are the ultimate target for your dissemination efforts. Specifying your target audience and their needs will provide focus for your dissemination plan and will help you tailor your offering to their needs.

1. **List the end users for your research finding or product. Be as specific as possible. You may want to consider settings and levels of staffing in the organization.**
    For example: Social work students, child welfare workers, supervisors, manager, directors, community-based organizations, tribes.

2. **Describe how your research finding or product is useful to your end users. Why would they want to use your finding or product?**

3.   **What recent or future events might help or hinder end user interest in your finding or product?**

4. **Have you involved these end users in your research project? How? How can you involve them at this point?**

5. What barriers might your end users face in trying to implement your finding or product? What suggestions might you have for overcoming these barriers?

Step Three:
Working with Dissemination Partners

> You do not have to work alone to reach your end users! Consider working with professionals who are trusted opinion leaders and are influential in their fields. Think about formal and informal networks that you can tap into to spread the word about your research findings or products.
>
> Consider also how you might develop working partnerships with organizations to which your end users belong, or that can influence them through their credibility, expertise, or licensing powers. These individuals and organizations can serve as dissemination intermediaries, amplifying your reach into your target audiences.

- Think about *opinion leaders* in your professional community who might be interested in spreading the word about your research.
- *Informal networks* and colleagues may be useful dissemination partners.
- *Organizational dissemination partners* could include quality improvement organizations, professional groups of your target audience, accreditation or licensing boards, or health care delivery associations.

1. List individuals, organizations, and informal networks that might partner with you in translating and communicating your research findings or products to your end users. Note how they are important to reaching particular end users (see appendix A for options)

End users	Individual/Organizations/Networks	Importance of end users

2. How does your research finding or product fit with and advance the mission and goals of these parties? Why would they want to work with you? What recent/future events might help or hinder their willingness to work with you?

3. **What characteristics of your finding or product would appeal to each of these potential dissemination partners?**

_____
_____
_____
_____

4. **How can you develop an ongoing relationship with these potential dissemination partners? How would you work with them so that your research finding or product is included in their communication channels, and/or tailored to their health delivery systems?**

_____
_____
_____
_____
_____

Issues to consider about dissemination partners:

- How will you reach the professional opinion leaders? Do you work with anyone who can link you up with them?
- How will you work with organizational partners? Do you have a personal contact, have you reviewed their websites, their standard publications, and annual reports? What materials might you prepare for their use?
- Do you need different partners to reach different end users?
- How can you use partners existing informal networks to reach end users?

Step Four:
Communicating Your Message

Effective dissemination relies on the use of varied channels—e.g., publications and reports, websites and other electronic communications, meetings and conferences, person-to-person communications, formal collaborations or information networks.

Consider what methods and channels you might use to bring your research finding or product directly to your end users or partners. Consider also how your dissemination partners communicate regularly with their constituencies—your end users. How you might use their channels to disseminate your finding or product?

You should consider all of these channels to ensure that the widest possible audience is exposed to your research finding or product—and in ways that are both accessible and easy to use. Cost and cost-effectiveness are obviously important considerations in choosing the right medium.

Your end users could obtain information about research findings, products, or innovations in child welfare through various means. Optimally, you will need to use a combination of methods to reach end users.

Broadcast media	Personal contact
- Webinars - Web conference - Podcast - Technical reports - On line curriculum module - Academic journals - Book chapters - Special interest newsletters - Interest group listservs - Websites	- Curriculum dissemination - Informal professional networks - Professional conferences - Professional meetings - Presentation/Workshop/ Training - Participating in pilot testing

1. **How do you think your end users obtain information about practice innovations? Which of the methods above would be effective channels to reach them? What combinations of methods could reinforce your message?**

2. **Which of these methods could you *realistically* use to reach your end users?**

3. **Which methods do your potential dissemination partners use to communicate with your end users? Which ones could be used as channels for your research finding or product?**

4. **What difficulties might end users have with the methods of communication used, and how could you plan to overcome those difficulties?**

Issues to consider about communicating your message:

- What materials might you provide to potential dissemination partners about your research? How can you frame your research results to make them relevant to your partners' agenda?

> • How will you tailor your materials and message to adapt to their ways of communicating with your end users?

Step Five:
Evaluating Success

> *Evaluating the success of your dissemination efforts is an iterative process. Once you have begun to disseminate your research finding or product, consider how you might evaluate the effect that your dissemination strategies have on getting your message to end users. Dissemination is not a one-time activity; rather, it is a long-term relationship with your users that will provide ongoing feedback to help you improve your message.*

1. **How will you know if you have met your dissemination goals? What are your success criteria? Are there measurable indicators for these criteria?**
   For example: Number of students, faculty, child welfare workers reached.

2. **How will you involve end users in evaluating the dissemination activities?**
   For example: Obtaining feedback on relevancy of finding or product. Ease of translation into practice i setting.

3. **How will you involve end users in evaluating the dissemination activities?**

> **Issues to consider in evaluating success of the dissemination effort:**
>
> • What are ways that you can measure the success of your dissemination effort?
> • How will you keep in contact with users and potential users?
> • How will you provide feedback to your users and dissemination partners?
> • How will you incorporate their feedback in your future research, product design, and ongoing development?

Step Six:
Developing A Summary

After you have considered the components of your dissemination plan, use the last page to write a summary of 100-200 words that outlines your basic plan, based on the structure in this planning tool, by completing the following statements.

- My research finding or product is _____. *(Description.)*

- It can be used to _____.
  (*Value statement of advantages over current practice.*)

- My primary end users are _____.
  (*Who is in a position to use the information?*)

- I plan to involve users in my dissemination efforts by
  _____.
  (How can I make sure my message is clear?)

- I can use the following individuals, organizations and networks
  _____ to
  help. *(Who has influence with target users?*)

- The ways that I will communicate the results include: _____
  (Communication mechanisms.)

- Potential obstacles that I face in disseminating my research include:
  _____.
  (List potential difficulties.)

- I can mitigate these obstacles by
  _____.
  (Plan to overcome the difficulties.)

- I plan to evaluate the dissemination plan by _____.
  (Indicators to be used; plans for involving end users and partners.)

- I plan to encourage feedback from endusers and dissemination partners by
  _____ and provide feedback to them by
  _____ *(Obtaining and providing feedback.)*

My Dissemination Strategy—Summary

Dissemination Work Plan (for internal use)

Project:		
Principal Investigator:	**CalSWEC Coordinator:**	
Dissemination Activity	**Timeframe for Completion**	**Who is responsible**

AUDIENCES

CalSWEC	*Agencies*	*Universities*	*Other Partners*
Board	CDA Board	Faculty Institutes	AOC
CalSWEC Library	CDSS	Seminar	BASSC
CalSWEC Website	Children's Comm.	Other	CCASSC
EBP Symposium	CIMH		CFPIC
F&E symposium	CMDHA	*In-Service Training*	IUC
NHSTES Symposium	CWDA Board	STEC	North Directors
Other symposia	DMH	RTA Directors	SACHS
Project Coordinators	HR	RTA All Staff	Other
Student Day	Other	Other	

Glossary of Acronyms:

AOC - Administrative Office of the Courts

BASSC - Bay Area Social Services Consortium

CCASSC - Central California Area Social Services Consortium

CDA - California Department of Aging

CDSS - California Department of Social Services

CDWA - Child Welfare Directors Association

CFPIC - Child and Family Policy Institute of California

CIMH - California Institute of Mental Health

CMHDA - California Mental Health Directors Association

DMH - Department of Mental Health

DMH - Department of Mental Health

EBP - Evidence-Based Practice

F&E - Fairness & Equity

HR - Human Resources

IUC - Inter University Consortium (LA)

NHSTES - National Human Services Training and Evaluation

RTA - Regional Training Academy

SACHS - Southern Area Consortium of Human Services

STEC - Statewide Training and Evaluation Committee

VENUES

Conference Presentation

Email

In Person

Inclusion in IV-E and In-Service Curricula

Journal Articles

Links in CalSWEC News Letter

Links in School of Social Welfare letter

Professional Publications

Videoconference

Webinar

Other (specify in notes)

* **E**mail   **W**ebinar   **V**ideoconference   **I**n Person   **O**ther (specify in notes)

Dissemination Work Plan (option 2)

- **Action items first 6 months**. Action items, schedule, and persons responsible:

Action Items	Timeframe	Who is Responsible?

Resources needed:

- **Action items 6 months to a year post completion of project.** Action items, schedule, and persons responsible:

Action Items	Timeframe	Who is Responsible?

Resources needed: