



Safety + Justice Challenge (SJC) Research Consortium Letter of Intent Submission Guidelines

The SJC Research Consortium will accept letters of intent for research proposals from current Research Consortium members on a rolling basis throughout the course of the calendar year. Letters of intent (LOI) are meant to be short, 2-3 page submissions describing research ideas that touch on one or more SJC research priority areas and advance SJC research goals and objectives, particularly around knowledge development. Before submitting an LOI, members should review the guidelines for LOI submissions. Submit an LOI to the Research Consortium Team [here](#).

Submission Requirements: LOIs should not exceed 3 single-spaced pages, 12-point font with 1-inch margins. LOIs should address the following:

- Articulate research ideas around one or more of the six SJC research priority areas, including an outline of key research questions and how research will advance SJC goals and objectives, specifically around knowledge development;
- Identify particular sites (including at least one SJC site) and/or community-based organizations to be included in the project;
- Outline the research design and methodology, including how project design reflects tenets of racial justice regardless of priority area;
- Describe the types of data that will be utilized as a part of the project, including the use of data collected by ISLG (see data onboarding memo for more information);
- Outline key deliverables expected to result from the project, including how the project will advance the field and how study findings will be made accessible to diverse audiences;
- Address if, and how, community expertise will be utilized to inform the design, development, and execution of the project, including how community is defined in the context of the research proposal; and
- High-level thoughts about the overarching project timeline and total proposed budget (no need to itemize at this stage)

Review Process: LOIs will be reviewed first by CUNY ISLG SJC Research Consortium team on a **quarterly** basis. LOIs that pass the preliminary screening process will be invited to submit a **full** research proposal via one of the following routes:

- Release of a Formal Request for Work Proposal (RFP): If multiple LOIs received within the review period have a similar research focus and/or goals, the Consortium



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team will liaise with the RRC and Foundation to develop a full RFWP for broader release to all Consortium members. Organizations will then be invited to submit a full research proposal in response to the RFWP and the regular review process will ensue; OR

- Traditional Open Call Approach: When multiple LOIs are received within the review period with different research focus and/or goals, ISLG will share a package of LOIs with members of the RRC who will review them to assess the feasibility, strength, and value of each research project. Following the review process (and as funding allows), ISLG may craft an invitation for a full research proposal that will serve as the framework for a potential sole source award. Upon receipt of the full proposal, RRC members will review and make final determinations around sole source funding.

[Submit Your Letter of Intent](#)