**Application for Local Educational Agency Research-Practice Partnership with the California Collaborative for Educational Excellence**

**GUIDELINES AND INSTRUCTIONS**

**Overview**

CCEE’s Research-Practice Partnership (“RPP” or “Partnership”) is an initiative developed by the CCEE to support local educational agencies’ (LEAs’) projects, programs, or initiatives through the engagement of the LEA in a collaborative partnership with the CCEE as the LEA investigates and initially implements programs and initiatives to support student outcomes. These Partnerships are intended to allow for the application of continuous improvement and research processes to examine formative and short-term outcomes and support decision-making in the early stages of systems change.

The intent of the Partnership is to provide initial implementation and research support through the provision of funding and designated staff assistance for the purpose of implementing a particular project, program, or initiative, with the ultimate goal of helping a selected LEA make informed systemic decisions that result in improved student outcomes. The intent is not for the CCEE to fund entire LEA programs or to support established activities. Areas of focus for proposed programs, projects, and initiatives may include any of the areas identified as state priorities in [Education Code section 52060](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=4.&title=2.&part=28.&chapter=6.1.&article=4.5.#:~:text=52060.,adopted%20by%20the%20state%20board.), outlining the requirements for LEA Local Control and Accountability Plans (LCAPs), and which are specifically incorporated in the applying LEA’s current LCAP. Student outcome goals should be targeted and achievable within the LEA’s proposed timeframe, and should focus on narrow questions of initial program development and implementation.

A typical LEA Partnership is anticipated to be in the $20-$50,000 range for a six-month to two-year project. However, CCEE reserves the right to consider and accept proposed projects for varying timeframes and amounts based on its review of the LEA’s application pursuant to the criteria specified herein.

By engaging in this Partnership, a selected LEA is entering into an agreement with CCEE to examine student-level outcomes as a result of district- or school-level activities aimed at improving student academic performance, engagement, or social-emotional well-being. Selected LEAs will be required to enter into a contract with the CCEE, through its Administrative Agent, the Marin County Office of Education (MCOE), setting forth the Partnership’s specific conditions and expectations. While LEAs may propose multi-year projects for the Partnership, due to the year-to-year nature of the CCEE’s funding, contracts with selected LEAs will be limited to a single fiscal year, with the ability to extend the Partnership at the CCEE/MCOE’s exclusive option. Any such extension will depend upon the particular program/project/initiative.

**Eligibility**

Activities/initiatives funded through the RPP **must:**

* Be LEA-led and include explicit sponsorship by the LEA superintendent
* Must be focused on improving student outcomes
* Support activities/outcomes linked to one of the State’s priority areas and identified in the LEA’s current LCAP
* Identify a limited set of evidence-based activities to support student outcomes, to be completed within a specified timeframe
* Include partnership with CCEE in research activities to collect baseline data and measure outcomes

**Research Expectations**

**(Provide examples to frame some of the expectations).**

Selected LEAs must commit to:

* Regular project check-ins with designated CCEE staff based on duration and focus of the project/proposal
* Regular reporting of project progress towards final outcomes/deliverables
* Sharing of relevant data to measure progress and outcomes
* Responding to all CCEE research inquiries regarding the work within the scope of the Partnership, including, but not limited to, completing all survey and reflection documents, and working with all individuals and entities involved in the work to secure their participation

**Restrictions**

* Funds awarded through this Partnership must be used for the purposes identified in the agreement entered into between the selected LEA and the CCEE/MCOE
* Funds provided by the CCEE under the RPP cannot be used to supplant LEA instructional resources, such as software licenses, programs, instructional materials, etc.

**Evaluation Criteria**

Applications will be reviewed based on the following criteria:

* Adherence to the requirements and guidelines identified above
* Feasibility of activities identified for completion within the proposed project timeframe and budget
* Clarity and specificity of outcome goals
* Degree to which project activities reflect CCEE’s Quality-Relevance-Usability (QRU) rubric:
	+ Quality: Activities are based on evidence/research to support improved student outcomes
	+ Relevance: Identified problem of practice is specific and addresses one or more State Priority Area(s) and represent an area of need for the State
	+ Usability: Results of the Partnership activities can be used to support decision-making for LEAs facing similar challenges or addressing similar problems of practice
* Applicability of project goals to statewide needs as identified by CCEE

**Submission Details**

* LEAs seeking to apply must complete the form application included below. Any application that does not include all required items may be disqualified from consideration, but the CCEE reserves the right to consider applications that do not meet all the requirements, at its sole discretion.
* CCEE/MCOE is not required by law to engage in the RPP or to utilize any particular process in selecting applicants, and the use of this application process shall not obligate the CCEE/MCOE to comply with any statutory course of action. CCEE/MCOE reserves the right to cancel the RPP application process at any time and/or not approve any RPP applications. Notice of such closure or cancellation of the RPP application process will be posted on the CCEE website.
* The CCEE/MCOE will begin accepting applications upon the date of issuance of this RPP Application Form and will continue to accept applications until such time as CCEE announces that the RPP application process is being closed. CCEE may contact the applying LEA to ask questions, request additional information, or to schedule an interview to discuss the proposed Partnership further before making a determination on the LEA’s application. CCEE will notify applicants of the CCEE’s determination on their Partnership application.
* Respondents must submit a signed electronic copy of the below application form (as a pdf) via email to Italo Ciccarelli at iciccarelli@ccee-ca.org.
* Any costs incurred by LEAs in the preparation of any information or material submitted in response to this application shall be the sole responsibility of the LEA.
* All inquiries or requests for additional information or clarification should be directed in writing to the following CCEE contact: Italo Ciccarelli (iciccarelli@ccee-ca.org). CCEE will make every effort to respond, but any failure or delay in responding shall not excuse an applicant’s failure to comply with any requirements for submission set forth herein.

**APPLICATION FORM**

**PLEASE DOWNLOAD THIS FORM TO COMPLETE AND SUBMIT TO CCEE**

| **Applicant’s Name:** |  |
| --- | --- |

| **Applicant’s Title:** |  |
| --- | --- |

| **Local Educational Agency:** |  |
| --- | --- |

| **Signature of Sponsoring Superintendent:** |  |
| --- | --- |

**Project Overview**

**Please provide a short description of project to be funded (500-word limit):**

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| --- |

| **Requested funding amount:** |  |
| --- | --- |

**Brief narrative of how requested funding amount will be applied to support the work**

**If preferred, a budget worksheet may be submitted:**

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**LCAP Priority Area addressed (Select all that apply):**

☐ **Priority 1: Basic Services** ☐ **Priority 2: Implementation of State Standards**

☐ **Priority 3: Parent Involvment** ☐ **Priority 4: Student Achievement**

☐ **Priority 5: Student Engagment** ☐ **Priority 6: School Climate**

☐ **Priority 7: Course Access** ☐ **Priority 8: Student Outcome**

☐ **Priority 9 (COEs only): Expelled Youth** ☐ **Priority 10 (COEs only): Foster Youth**

**Student outcome(s) of focus for priority areas identified above:**

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| --- |

**Targeted growth/measure of student outcome:**

|  |
| --- |

**How student outcomes will be measured (tools, data points):**

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| --- |

**Short description of how program activities support targeted student outcome**

**(Details to be identified in logic model chart below):**

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**Logic Model**

Applicant must complete the following logic model chart aligning any resource/service/project activities with the LEA’s LCAP goals, outputs, and aligned student outcomes:

| **Activity** | **Link to LEA LCAP Goal***How does this work support your LEA’s LCAP goal(s)?* | **Area of capacity building***What learning or change is being improved through the activity?* | **Outputs***What change(s) are anticipated as a result of this work? And how will it be measured?* | **Targeted Student Outcome***What are the student outcomes that are anticipated as a result of the program activities?*  |
| --- | --- | --- | --- | --- |
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