

# Innovations Suite Training and Technical Assistance *Mini-grant Call for Proposals*

## Mini-grant in Support of a Community of Practice

As a graduate of the Bureau of Justice Assistance (BJA) Innovations Suite Researcher Practitioner Fellows Academy, you are eligible to apply for this competitive mini-grant in support of building and informing a community of practice. This is a two-step process. The first step is to submit a one-page summary of your (BJA) grant funded program specifically highlighting changes, successes, or challenges overcome leading to progress. The second step requires submission of a case study that will be used as an online resource and with the potential for publications through the Innovations Suite and/or BJA.

### Step 1: *One-page Summary Requirements*

- Bureau of Justice Assistance Grant Funded Program
- Name of the Project/program
- Grant Period
- Contact Information (please specify who will be responsible for the case study; this can be an individual or a team)
- Website/Social Media Links (if applicable)
- Brief Description
- Partners
- Evaluation/Outcome Measures
- The Fellows Academy attended and how the Academy supported your efforts (if applicable)

For consideration for funding, please submit the one-page summary by October 26, 2020 to: *Heather Perez, Innovation Suite Training and Technical Assistance Coordinator*  
[perezh@msu.edu](mailto:perezh@msu.edu)

### Step 2: *Case Study Report*

The Innovations Suite Training and Technical Assistance Team will review the one-page submission to determine selection for an enhanced version. *Heightened consideration will be given to a submission including “how attendance at the Fellows Academy impacted or guided change and/or cross site collaboration/mentoring”.* We also hope to prioritize case studies across a variety of BJA grant programs. If selected, you will be asked to expand upon your original proposal/one-page summary to develop it into a case study as an Innovations Suite Training and Technical Assistance [online resource](#) and with the potential for publication through the BJA. A \$2000.00 honorarium will be provided upon submission of the case study. The honorarium can go to one individual or be split among a team of contributors.

The basic template for the case study is provided below and we envision the case studies being approximately 8-12 double-spaced pages. A draft of the case study will be due 90 days after award notification. A final version must be submitted within 180 days.

### Case Study Template

- Executive Summary
- Background Information (jurisdiction, lead and partnering agencies)
- Purpose Statement/Grant Goals/Summary of Strategic Plan
- Strategies, Solutions or Changes Made
- Obstacles or Challenges and how Overcome
- Summary of Findings (process and outcome findings as available)
- Sustainment (e.g., status of initiative/strategies; realignment description; changes in procedures; standing meetings)
- Conclusion (lessons learned; did the BJA grant award result in increased capacity?)
- Supporting Materials as relevant (e.g., tables, figures, logic model; additional funding received; awards/acknowledgements; websites; technical reports, articles)

For questions about this mini-grant opportunity, contact:

*Heather Perez, Innovations Suite Training and Technical Assistance Coordinator*

[perezh@msu.edu](mailto:perezh@msu.edu)

317-341-3230

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For additional information see:

<https://innovations4publicsafety.cj.msu.edu/>

