



Langston University  
Rehabilitation Research and Training  
Center (RRTC) on Research and Capacity Building  
For Minority Entities

## INSTITUTIONAL RESEARCH CAPACITY-BUILDING AND INFRASTRUCTURE MODEL (IRCBIM) APPLICATION

Langston University (LU), a historically Black college/university (HBCU), has been awarded a \$4.3 million grant by the U.S. Department of Education- National Institute on Disability and Rehabilitation Research (NIDRR) to establish a National Rehabilitation Research and Training Center (RRTC) on Research and Capacity Building for Minority Entities. The RRTC will carry out activities in partnership with the Institute for Community Inclusion (ICI) at the University of Massachusetts Boston (a minority entity) and Boston Children’s Hospital, Oklahoma Department of Rehabilitation Services (ODRS), and South Carolina State University (SCSU [an HBCU]). The **MISSION** of the LU-RRTC is to improve Minority Entities’ (e.g., historically Black colleges/universities [HBCUs], Hispanic-serving institutions [HSIs], and American Indian Tribal colleges/universities [AITCUs]) disability and rehabilitation research capacity and infrastructure by conducting a programmatic line of research examining experiences and outcomes of persons from traditionally underserved racial and ethnic populations and communities and capacity-building efforts.

### **Institutional Research Capacity-Building and Infrastructure Model (IRCBIM)**

The LU-RRTC will select six (6) minority entities (MEs) to participate in the Institutional Research Capacity-Building and Infrastructure Model (IRCBIM). *The IRCBIM Conceptual Framework* represents an integrated approach aimed at enhancing participating ME faculty scholars’ individual research and grant-writing skills, and MEs’ institutional systems research infrastructure. The model is designed to strengthen MEs capacity to actively participate in disability and rehabilitation research. The ultimate goal is to address rehabilitation access and outcomes disparities experienced by people with disabilities (PWDs) from traditionally underserved racial and ethnic populations. Eighteen Research Fellows (3 per selected institution) will participate in the *Peer-to-Peer Mentor Research Team Academy*, which is designed to develop emerging disability and rehabilitation research talent and the next generation of research leaders at MEs around the nation. Each participating ME will receive a **subcontract** amounting to \$25,000 per year to support three Research Fellows’ time and effort, and purchase needed research infrastructure resources (e.g., supplies, statistical software, computers and printers, etc.). Seventy-five percent (75%) of subcontract funds will be paid to the three (3) participating Research Fellows at each ME through a subcontract of \$6,250 per fellow per year. If federal funding permits, we will renew subcontracts for up to three additional years at the same amount. Eligibility requirements as well as application procedures are discussed below.

### **INVITATION TO APPLY**

The LU-RRTC invites Minority Entities (e.g., historically Black colleges/universities [HBCUs], Hispanic-serving institutions [HSIs], and American Indian tribal colleges/universities [AITCUs]) **to apply to participate in our** Institutional Research Capacity-Building and Infrastructure Model (IRCBIM) study. A cohort of six (6) Minority Entities will be selected from the applicant pool to participate. Each applying institution is required to nominate *three* research fellows to be considered for participation in the *Peer-to-Peer Mentor Research Team Academy*.

## ELIGIBILITY CRITERIA

A total of six (6) Minority Entities will be selected to participate in the project. The institutions selected to participate in this project must meet the following criteria:

- A. Must be a minority entity (i.e., historically Black colleges/universities [HBCUs], Hispanic-serving institutions [HSIs], or American Indian tribal colleges/universities [AITCUs]).  
AITCU as authorized by section 21 (b) (2) (A) of the Rehabilitation Act;
- B. Must house a rehabilitation, health, or allied health academic and/or research program or teaching program in the social sciences (e.g., social work, education, economics, psychology, counseling), or a closely related program.
- C. Must be an accredited institution,
- D. Must agree to sign a Subcontract to participate in Research Capacity Building (RCB) and Research Infrastructure (RI) development activities and commit to outlined ME and *Peer-to-Peer Mentor Research Team Academy* Fellow responsibilities,
- E. If HBCU or HSI, must meet the Carnegie Basic Classification of Baccalaureate college, Master's College and University, or Research University (high research activity). If AITCU, must be Tribal College as classified by the Carnegie Foundation offering a baccalaureate degree.
- F. **Only institutions (not individuals) may apply. Faculty fellows must be nominated by their respective universities.**

## ANNOUNCEMENT

Applicants will be notified via e-mail or U.S. Postal Service of the results of the competition around early July 2014. Notifications will be sent via e-mail or U.S. Postal Address listed in the application document. If you do not receive a notification by July 15, 2014, please contact Dr. Corey L. Moore, Principal Investigator/Research Director, at [capacitybuildingrrtc@langston.edu](mailto:capacitybuildingrrtc@langston.edu) or at (405) 530-7530.

## APPLICATION PROCEDURES AND REQUIREMENTS

- A. Each university interested in participating will complete the application (Minority Entities Application (FORM A), which must be received at LU-RRTC, Department of Rehabilitation Counseling and Disability Studies, Suite 108, 4205 N. Lincoln Blvd, Oklahoma City, OK 73105 and must include the following attachments:
  - Each university must submit a commitment letter from the President of the institution.
  - Each university must select and submit a list of three (3) faculty fellows to participate in the *Peer-to-Peer Mentor Research Team Academy*.
  - Selected Faculty Fellows must complete and submit required application forms.

## Minority Entity Selection Criteria

The following criteria will be used to evaluate and select entities to participate in the Institutional Research Capacity-Building and Infrastructure Model (IRCBIM) project:

- Statement of Need (20 points)
- Composition of selected *Peer-to-Peer Mentor Research Team* Fellows (35 points)
- Demonstrated or expressed interest in disability and rehabilitation research (10 points)
- Subcontract to participate in Research Capacity Building (RCB) and Research Infrastructure (RI) development activities (10 points)

- Demonstrated commitment to outlined RRTC activities to include support for selected *Peer-to-Peer Mentor Research Team* Fellows. We seek *Minority Entity applicants that will support selected Fellows* to accomplish their responsibilities in a timely manner (15 points)
- Overall quality of the application (10 points)

**LU Rehabilitation Research and Training Center (RRTC) on Research and Capacity Building for  
Minority Entities**

**Minority Entities Application (FORM A)**

**Instructions: This form must be completed by the University President or designated person.**

**Name of College/University:** \_\_\_\_\_

**President:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street
City
State
Zip Code

**Contact Person Name:** \_\_\_\_\_

**Title of Contact Person:** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Which of the following best describes your university type? (Please select one):**

- A. Historically Black college/university [HBCU]
- B. Hispanic-serving institution [HSI]
- C. American Indian tribal college/university [AITCU]
- D. Other (specify): \_\_\_\_\_

**Which of the following best describes your institution using the Carnegie basic classification?**

- A. Associate's College
- B. Baccalaureate College
- C. Master's College or University
- D. Research University- High Productivity
- E. Special-focus institutions

Does your university house the following programs? (Please check all that apply):

Social Sciences	Check	Health And Allied Health Professions	Check
Education	_____	Rehabilitation counseling	_____
Economics	_____	Physical therapy	_____
Social work	_____	Medicine	_____
Psychology	_____	Nursing	_____
Counseling	_____	Occupational therapy	_____
Other(s) _____	_____	Orientation and mobility	_____
		Other(s) _____	_____

**Please include the following items in your application:** A current catalogue or brochure describing the institution, the faculty, the students, curriculum offerings, degrees, etc.

**Accreditation Information**

To be selected for participation, a university must demonstrate that it is currently accredited. Please provide the following accreditation information:

**Accrediting Body:** \_\_\_\_\_

Year of Accreditation: \_\_\_\_\_

Duration of Accreditation: \_\_\_\_\_

**Sponsored Programs Information**

Sponsored programs are activities conducted with funds awarded to university by units of government, foundations, companies, firms, associations, or other independent institutional (as distinct from individual) funding sources.

Name and Title of Contact Person:

\_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Institutional Review Board (IRB) information**

The IRB would play a key role in the projects that LU-RRTC will conduct in partnership with participating Minority Entities. Please provide the following information:

Name of Contact Person: \_\_\_\_\_

Title : \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Faculty Research Development Coordination Information**

Please provide the following information if your institution has a designated person responsible for coordinating faculty research development activities:

Contact Person: \_\_\_\_\_

Title : \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Faculty Mentoring Program Information**

Please provide the following information if your institution has a Faculty Mentoring Program:

Name of Contact Person: \_\_\_\_\_

Title : \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**DESCRIPTION OF EXISTING RESEARCH PROJECTS** (in relationship to LU-RRTC)

<b>Principal Investigator</b>	<b>Project Title</b>	<b>Discipline of Project</b>	<b>Year Started</b>	<b>Planned Completion Date</b>	<b>Approved Budget</b>	<b>Source of Funds. (Please specify e.g., NIDRR)</b>

Please select the term that best describes the institution’s research Capacity Building and Infrastructure development plan:

- A. Current
- B. In development
- C. Under review
- D. Under revision
- E. Institution does not have a Campus Master Plan
- F. Unknown

**NARRATIVE**

**Statement of Need**

Use a separate sheet of paper to briefly describe the need for disability and rehabilitation research capacity building and infrastructure development for your institution. *Please provide any appropriate documentation of need. (No more than 1500 words, 12 point-font, double spaced).*

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**LU Rehabilitation Research and Training Center (RRTC) on Research and Capacity Building for  
Minority Entities**

**PEER-TO-PEER MENTOR RESEARCH TEAM ACADEMY  
Research Fellow Application (Form B)**

This form should contain specific information about the LU-RRTC Peer-to-Peer Mentor Research Team Academy Fellow candidate. Each candidate for the academy must complete and submit an application.

**PEER-TO-PEER MENTOR RESEARCH TEAM ACADEMY  
APPLICATION**

**The application guidelines packet contains:**

**I. General Application Guidelines**

- A. Contents and Format
- B. Review Criteria
- C. Application Items and Detailed Instructions
- D. Submission Instructions

**II. Form I: Peer-To-Peer Mentor Research Team Academy Fellowship Application**

**III. Form II: Recommender's Statement**

**IV. Form III: Information Regarding Recommenders**

**Eligibility criteria**

*LU-RRTC Fellowship applicants must:*

- Be employed as ME faculty member or researcher (e.g., Assistant Professor, Associate Professor, or Professor).
- Academic discipline/home must be in social sciences (e.g., education, economics, social work, psychology/counseling) or health and allied health professions (e.g., rehabilitation counseling, physical therapy, medicine, nursing, occupational therapist, orientation and mobility),
- Be U.S. Citizen or Permanent Resident at the time of application and must not be receiving support from other research fellowships/traineeships at the time they begin the program.
- Submit three letters of recommendation: one from the institution's chief executive officer/president approving adequate release/research time, and two from colleagues speaking to the candidate's research talent and leadership potential.
- Be committed to the goals and mission of LU-RRTC and its specific interest areas.

The LU-RRTC Peer-to-Peer Mentor Research Team Academy Fellowships are awarded without regard to race, sex, religion, age, national origin, or sexual orientation. LU-RRTC will not award Fellowships to applicants who are not qualified. Faculty scholars from groups historically underrepresented in research activities such as people from ethnic or racial minority groups and people with disabilities are encouraged to apply.

**LU-RRTC**  
**PEER-TO-PEER MENTOR RESEARCH TEAM ACADEMY FELLOWSHIP**  
**General Fellowship Application Guidelines**

A. Contents and Format. The applicant must submit one signed statement of qualifications including current research interests and career plans. The applicant must also submit current curriculum vitae or resume and statement of expectations on the nature and extent of input from LU-RRTC. In addition, applicants must submit the following with their original application packet:

1. Three letters of recommendation in sealed envelopes (see **FORM II** for information regarding recommenders).

The application must adhere to the following format:

- Double-spaced text with 1” margins;
- Typed using Arial or Times New Roman fonts no smaller than 11 points;
- Single-sided copy;
- Inclusion of the applicant's name on each of the individual items; and
- Each application item stapled or paper clipped individually.

Each Application Packet should contain all required application items and be mailed to LU-RRTC, Department of Rehabilitation Counseling and Disability Studies, Suite 108, 4205 N. Lincoln Blvd, Oklahoma City, OK 73105. This application can be completed *online at* <http://www.langston.edu/capacitybuilding-rrtc>.

B. Evaluation Criteria. *Peer-to-Peer Mentor Research Team Academy Fellowship* applicants are reminded that each application will be reviewed with respect to the following:

- Applicant’s qualifications for and commitment to disability and rehabilitation research;
- Number and quality of pre-doctorate refereed publications,
- Number and quality of pre-doctorate non-refereed publications (i.e., books, book chapters, and monographs),
- Number and quality of post-doctorate refereed publications
- Grant or mini-grant proposal development experience,
- Research presentation experience,
- Applicant’s written and oral communication skills, interpersonal skills, and ability to collaborate with peers.
- Research passion [rater uses personal interview with selections committee and research philosophical statement]

C. Application Items and Detailed Instructions.

- Applicants must submit one original application Curriculum Vitae/Resume. Include publications and major presentations; previous fellowships, scholarships, honors and awards; previous and current grant funding of the applicant, Professional Organizational Memberships, Certifications, Licenses, and any other Relevant Affiliations.



- **Research philosophical statement (Not more than 1 page):** On a separate paper, write your personal research philosophy. Please note that fellows will be **required** to conduct research and develop a research grant proposal that *examines experiences and outcomes of individuals with disabilities from traditionally underserved racial and ethnic populations*. Applicants must focus their research activities on topics that fall under at least one of the following major life domains identified in the National Institute on Disability and Rehabilitation Research's (NIDRR) Long-Range Plan for Fiscal Years 2013-2017 (78 FR 20299): *(1) Employment, (2) Participation and Community Living, or (3) Health and Function.*

**LU Rehabilitation Research and Training Center (RRTC) on Research and Capacity Building for  
Minority Entities**

**Form I**

PEER-TO-PEER MENTOR RESEARCH TEAM ACADEMY  
FELLOWSHIP APPLICATION

**INSTRUCTIONS: (Please Type).**

**Before Mailing, Please Be Sure You Have:** (1) answered all questions completely; (2) verified your social security number; and (3) signed and dated this application and all supplemental documents.

1. Applicant's Full Legal Name \_\_\_\_\_  
Last Name First Middle Initial
2. Other Names under which you may appear:  
\_\_\_\_\_  
Last Name First Middle
3. Present Title: \_\_\_\_\_
4. Department/School: \_\_\_\_\_
5. Institution: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Work Phone Number: \_\_\_\_\_
6. Home Mailing Address: \_\_\_\_\_  
Number Street City State Zip Code  
Home Phone Number: \_\_\_\_\_ Cell \_\_\_\_\_
7. Emergency Contact (optional):  
\_\_\_\_\_  
Last Name First Middle Relationship  
Address: \_\_\_\_\_  
Number Street City State Zip Code  
Phone Number: \_\_\_\_\_ Cell \_\_\_\_\_
8. Social Security Number: \_\_\_\_\_ E-Mail Address \_\_\_\_\_
9. Are you a veteran? Yes \_\_\_ No \_\_\_  
If yes, what is your discharge date? \_\_\_\_\_
10. Gender: Male \_\_\_ Female \_\_\_
11. Race/Ethnic Background:  
African American \_\_\_\_\_ Asian American \_\_\_\_\_ Hispanic \_\_\_\_\_ White \_\_\_\_\_  
American Indian \_\_\_\_\_ Other (please specify) \_\_\_\_\_

12. Citizenship/Residency: Are you a citizen of the United States? Yes\_\_ No \_\_  
 If no, country of citizenship \_\_\_\_\_.  
 Do you have permanent resident alien status? Yes\_\_\_\_ No: \_\_\_\_\_. If you have permanent resident alien status, please include a photocopy of your registration card (front and back).

13. List all colleges and universities attended. List in order of attendance (most recently attended first). If sufficient space is not provided, please list additional schools on a separate sheet of paper and submit with application.

Name of College/Address/City/State	Degree Earned	Dates Attended

*Please attach a list with the application if there is not enough space provided.*

**Each faculty fellow will agree on a plan for a Peer-To-Peer Mentor Research Team Academy partnership. Answers to the questions below will help us pair mentors and selected faculty fellows.**

14. Please describe in a few sentences your disability and rehabilitation research interests.

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15. Please describe in a few sentences the kinds of teaching you do or expect to do (undergraduate teaching, graduate teaching, and advising, etc.)

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16. Please state three areas where you feel a mentor could help you:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

17. Do you currently have a research mentor? YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, please provide your mentor's contact information(optional):

Name of mentor: \_\_\_\_\_  
School: \_\_\_\_\_ Department: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

18. How did you hear about the LU-RRTC Fellowship?

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19: Is your total salary/wages paid on:

(A) 9 months \_\_\_\_\_ (B) 12 months \_\_\_\_\_ (C) other (specify) \_\_\_\_\_

**Required of All Applicants**

By my signature below, I certify that the information provided above is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
**Print Name Here**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**LU Rehabilitation Research and Training Center (RRTC) on Research and Capacity Building for  
Minority Entities  
FORM II**

**PEER-TO-PEER MENTOR RESEARCH TEAM ACADEMY FELLOWSHIP RECOMMENDERS**

*Each candidate for the academy must submit three letters of recommendation (1 from the University President, 1 from the Dean or Department Head, and 1 from a professional familiar with the candidate's research work).*

**REFERENCES**

1. Applicant's University President:

Name Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

2. Applicant's Dean or Department Head:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

3. Applicant's professional recommender:

Name \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**LU Rehabilitation Research and Training Center (RRTC) on Research and Capacity Building for  
Minority Entities**

**FORM III  
Peer-To-Peer Mentor Research Team Academy Fellowship Application  
Recommender's Statement**

Applicant's references must use this form or a letter that follows these headings and format. Additional sheets may be attached, if needed. To ensure confidentiality, this form and any accompanying materials should be submitted in an envelope with the signature of the advisor across the sealed flap.

This form must be submitted by the applicant with the full application, and received by May 15, 2014.

PLEASE NOTE: It is allowable to write a recommendation statement for more than one applicant.

To be completed by the applicant's home institution advisor:

Name \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

1. How long have you known the applicant and in what capacity?

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2. Please comment on the qualifications and (professional) accomplishments, and research capabilities of the applicant. What are the applicant's strengths and skills that could be (further) developed in the area of disability and rehabilitation research?

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3. Please comment on the applicant's communication and interpersonal skills, and ability to collaborate with peers on research projects.

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4. Please comment on the applicant's proposed research project, its feasibility, and potential to generate findings that will advance disability and rehabilitation research and/or vocational rehabilitation policy or practice?

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5. What would be the nature of your involvement with the applicant in his program, and in supervising any component of the project to be conducted in the home institution?

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6. Please feel free to provide, in an attached letter, any other information you believe would be of assistance in evaluating the applicant's qualifications for this fellowship award, the potential value of the applicant's research in the field of disability and rehabilitation research and vocational rehabilitation policy and practice, and the potential value of the LU-RRTC Fellowship to his/her career development.

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Please confirm by your signature below that you support the applicant's proposed fellowship plan.

Signature of recommender: \_\_\_\_\_

Name (Typed or printed): \_\_\_\_\_



**LU-RRTC FELLOWSHIP APPLICATION  
LETTER OF REFERENCE INSTRUCTIONS**

**A.THE PROGRAM**

The **MISSION** of the Langston University RRTC is to improve Minority Entities' (e.g., historically Black colleges/universities [HBCUs], Hispanic-serving institutions [HSIs], and American Indian tribal colleges/universities [AITCUs]) disability and rehabilitation research capacity and infrastructure by conducting a programmatic line of research examining experiences and outcomes of persons from traditionally underserved racial and ethnic populations and communities and capacity-building efforts.

Applicants must demonstrate training, experience, OR interest in disability and rehabilitation research in social sciences such as education, economics, sociology, social work, psychology/counseling or health and allied health professions (e.g., rehabilitation counseling, physical therapy, medicine, nursing, occupational therapist, orientation and mobility, public health, public administration, health care administration, health economics, health statistics, medicine, dentistry, and pharmacology). Applicants must be faculty members currently teaching at a minority entity (ME) and may be at any stage in their teaching/research career (i.e., junior or senior faculty). LU-RRTC may select up to three applicants from each selected ME. Fellows will conduct their research at their respective institutions. The duration of LU-RRTC Fellowship is at least 42 months.

**B.INSTRUCTIONS FOR LETTERS OF REFERENCE**

In submitting a letter of reference, please include the following information:

- 1) Indicate the period of time you have known the applicant and in what capacity.
- 2) Comment on the applicant's qualifications and accomplishments, specifically in the disability and rehabilitation services research field.
- 3) Describe what you would see as the applicant's strengths or skills that could be (further) developed in the area of disability and rehabilitation research.
- 4) Evaluate the caliber of the applicant's work and potential for productive research in and contribution to disability and rehabilitation research.
- 5) Assess the value of the LU-RRTC Fellowship experience to the candidate or the contributions the fellowship will make on the applicant's career development. Explain how this fellowship will be a productive experience for the applicant.
- 6) Comment on the applicant's communication and interpersonal skills, and ability to collaborate with peers on research projects.
- 7) Explain any particular qualifications, experiences, or reasons why the applicant should be selected.

To ensure confidentiality, the letter of reference should be submitted in an envelope with the signature of the person making the recommendation across the sealed flap. In order to be considered in the application process, the letter of reference must be submitted by the applicant with the full application and be received by May 15, 2014.

**Important Dates and Deadlines for the Institutional Research Capacity Building Infrastructure Model (IRCBIM) Application Process**

<b>Date</b>	<b>Description</b>
<b>March 10, 2014</b>	Call for 2013 IRBIM Applications Open
<b>April 3-4, 2014</b>	Informational for Minority Entities-Higher Education Institutions (Colleges/Universities) Administrators
<b>May 1, 2014</b>	Pre-Application Teleconference – Information for Potential Applicants
<b>June 16, 2014</b>	Deadline – Applications Due
<b>September 1, 2014</b>	Selected Minority Entities Notified
<b>September 15, 2014</b>	Selected Applicants to Submit any Required Information

Thank you for your time and effort in applying to participate in the Minority Entity Institutional Research Capacity Building Infrastructure Model (IRCBIM). We look forward to giving your application our most serious consideration. If you have any questions, please contact Dr. Corey L. Moore, Principal Investigator/Research Director at (405) 530-7531 or email: [capacitybuildingrrtc@langston.edu](mailto:capacitybuildingrrtc@langston.edu).