CALL FOR PROPOSALS

Guidelines and Submission Instructions

RECS 2022

Research and Evaluation Conference on Self-Sufficiency

June 1–3, 2022
Capital Hilton
Washington, DC

OPRE

Table of Contents

QUESTIONS

Please direct questions about conference content to Lauren Deutsch (Lauren.Deutsch@acf.hhs.gov) or Marie Lawrence (Catherinemarie.Lawrence@acf.hhs.gov).

Please direct all other questions to RECS@impaqint.com.

RECS 2022 Call for Proposals Guidelines

Thank you for preparing a proposal submission for the Research and Evaluation Conference on Self-Sufficiency (RECS) 2022.

To submit a presentation for RECS 2022, visit the RECS Proposal Submission System**.**

RECS 2022 is currently being planned as an in-person event, to be held at the Capital Hilton in Washington, DC, on June 1–3, 2022. All accepted presenters should be prepared to present in-person at the conference. Should future public health guidelines affect the ability of conference attendees to gather in person, all accepted presenters will be notified of any changes to the conference schedule or format.

The conference focuses on programs, policies, and services that support families on the path to economic self-sufficiency. Conference presentations will feature research findings and their policy and practice implications for an audience that includes researchers, practitioners, state and local administrators, and federal officials and policymakers. OPRE invites proposals for full conference sessions, individual presentations, and roundtables.

OPRE will consider the following criteria for proposals:

- Relevance to family self-sufficiency policy or program design and administration as outlined in the conference track descriptions

- Methodological rigor, including the use of experimental and quasi-experimental designs, strong qualitative work, innovative uses of data, or well-designed alternative research methods

- Innovative approaches or new contributions to the field

- Accessibility to a range of attendees, including non-researchers

- Clarity of description

OPRE has a strong preference for presentations that highlight recent findings from empirical research, particularly research based on rigorous, experimental designs. OPRE also welcomes studies using other innovative methodologies that do not use traditional randomized controlled trials. Presentations that feature or combine research findings with input from state and local practitioners are especially welcome. OPRE encourages session organizers to broaden their networks and familiarize themselves with other work in their topic area in order to submit full conference proposals when possible. OPRE may request a draft presentation or paper prior to making a final decision.

Equity Focus

In response to the Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government issued on January 20, 2021, OPRE invites proposals with a focus on equity. If a presentation has an equity focus, please indicate that in your submission and provide a brief 1–2 sentence description (50 word limit). An equity focus is not required for acceptance into RECS.

Proposal Submission Types

All sessions should reserve 15 minutes at the end for audience questions and discussion.

Full conference sessions will be 75 minutes in length and may consist of up to three individual presentations, two individual presentations and prepared commentary on the presentations from one discussant, or some other format. If the session is accepted, a moderator will be assigned if one is not identified in the proposal submission. **OPRE reserves the right to accept individual presentations from a proposed full conference session and not the whole session.**

A minimum of two individual presentations must be entered to submit a full conference session.

The *session organizer* of a full conference session will be responsible for gathering and entering all speaker and presentation details to be submitted within the session. It is recommended that session organizers review the **full conference session instructions** prior to starting a submission. An email template that session organizers can use to request speaker and presentation details from anyone will participate in the session is available separately in a Microsoft Word document.

Individual presentations are content to be presented by one person at the conference. Individual presentations should be approximately 15 minutes in length. Conference organizers will group accepted individual presentations together to form full conference sessions. It is recommended that presenters review the **individual presentation instructions** prior to starting a submission.

Roundtables will be 60 minutes in length and may include up to two facilitators. This discussion-based format is intended to be an opportunity for attendees to participate in interactive conversations on topics relevant to the research highlighted at the conference. Roundtables should be planned to be discussion-focused rather than a lecture-based presentation with slides. It is recommended that roundtable facilitators review the **roundtable instructions** prior to starting a submission.

Emerging Scholars

OPRE is particularly interested in fostering the work of new and emerging scholars in the family self-sufficiency field. To support this effort, OPRE will feature work from emerging scholars at the 2022 conference. Emerging scholars are early in their research careers and can include recent PhD and Master's graduates (2017 and later), as well as individuals who are currently in graduate school. OPRE will host specific opportunities to feature the work of emerging scholars during the conference, which may include a special poster session. You will be asked to denote whether you are an emerging scholar on the proposal submission form.

Conference Tracks

Each submission requires that a primary track be selected from the list below. A secondary track may also be selected.

- **TANF Programs, Policies, and Populations (TANF)**

  This track focuses on Temporary Assistance for Needy Families (TANF) and TANF-related programs, including innovative practices and strategies for promoting employment and serving populations eligible for and/or served by TANF programs. It will feature studies that further our knowledge of state, local, and tribal TANF programs and how TANF populations are served by and access related programs.

- **Employment and Mobility in the Labor Market (Employment)**

  This track focuses on stable employment as a pathway out of poverty and will address a variety of topics related to job placement, retention and training strategies that promote upward mobility in the labor market for vulnerable populations, including career pathways initiatives and other innovative approaches.

- **Youth Well-Being and the Transition to Adulthood (Youth)**

  This track explores ways to support youth well-being, the integral relationship between youth well-being and family economic security, and the promotion of self-sufficiency for young adults. This includes studies on promising approaches such as home visiting and strategies that coordinate adult and youth services. This track also features work related to youth employment and the transition to adulthood.

- **Strengthening Families, Fatherhood, Marriages, and Relationships (Families & Fatherhood)**

  This track features studies examining strategies to strengthen relationships within families, support father involvement, and promote healthy relationships. This includes studies related to healthy marriage, responsible fatherhood, and teen pregnancy prevention.

- **Evaluating Social Programs, Building Evidence, and Using Data (Evidence)**

  This track features a range of presentations focused on how to build, replicate, and use evidence in social service programs. It will also include sessions relevant to practitioners and non-research audiences, such as program approaches to using data to support continuous quality improvement and alternatives to randomized controlled trials.

- **Approaches to Alleviate Poverty and Expand Opportunity (Alleviate Poverty)**

  This track presents a broad range of research on poverty, stability, and approaches to assisting low-income families become employed as they receive federal safety net benefits (e.g., Medicaid, food assistance, EITC, housing subsidies, child support, etc.). This track will feature studies on poverty reduction programs aimed at supporting family economic self-sufficiency among low-income and vulnerable populations.

Speaker Travel

OPRE may be able to support travel and lodging for a limited number of speakers, including emerging scholars. The proposal submission site includes an application for travel support. You MUST complete this application to be considered for travel support. OPRE cannot consider requests for travel support without a completed application. OPRE has limited travel funds and will not be able to cover travel costs for all speakers.

Scheduling Requests

If your proposal is accepted, you will be expected to be available to present in-person during any of the conference sessions. If you have scheduling limitations, please email them to RECS@impaqint.com. Please limit scheduling requests to reasons of great importance including religious observances, medical needs, or international travel limitations. OPRE does not guarantee that it will be able to honor all scheduling requests.

CATALYST Proposal Submission Site Quick Start Guide

Tips for Using the CATALYST Proposal Submission System:

- Google Chrome is the preferred browser.

- All proposals must be in English.

- Proposals must adhere to the word limit for each section.

- Your submission dashboard will reflect all proposals in progress, submitted, and withdrawn.

- When logged in, all messages sent from the proposal system are reflected in the messages tab. Messages can be accessed by clicking on the arrow next to your name in the top right corner and selecting **Messages**. In the event than an email from CATALYST goes to the spam folder of your inbox, you can still view all messages sent by CATALYST here.

- Click **Save** on the bottom right of your screen as necessary. Submissions do not autosave. *If required fields are missing information when you click **Save**, those fields and/or tabs will be indicated with a red triangle.*

- A submitted proposal can be edited until the deadline of **August 27, 2021 at 11:59 pm ET**. After completing edits, you must click **Submit** again for your submission to be considered for the conference.

Technical Support:

- To submit a support ticket, click **Support** at the top of the page in CATALYST.

- Type your question or keyword in the **Search** field.

- If you don't get an answer that solves your question, click **Leave Us a Message** and complete the form.

How to Create an Account and Submit a Proposal:

1. Access the RECS 2022 Call for Proposals Submission Site.

2. Click **Sign In / Create Account** at the bottom of the page.

3. Click **Create New Account** to register an account.

4. Enter your email address, password and confirm password. Click **Create Account**. CATALYST will send you a "Confirm your account" email.

5. In this email, click **Confirm Account**.

6. A new window will appear stating, "Thank you for confirming your email." Click **Sign In**.

7. Once logged in, scroll down to the bottom of the Home page, and click **New Submission** to create a submission.

8. **Submissions do not autosave.** As you fill in information, please click **Save** at the bottom right corner of your screen as necessary. *If required fields are missing information when you click **Save**, those fields and/or tabs will be indicated with a red triangle.*

9. Click **Next** at the bottom right corner of the screen to move through the submission tabs. Alternately, you can click on the tabs at the top of the page.

10. Click **Submit** on the bottom right of the screen when you are ready to submit your proposal. Submissions can be edited up to the deadline on **Friday, August 27 at 11:59 pm ET**.

How to Access a Submission In Progress/Already Submitted:

1. Access the RECS 2022 Call for Proposals Submission Site.

2. **Sign in** to your account.

3. Click on **Dashboard** at the top left side of the screen.

4. Under **Research and Evaluation Conference on Self-Sufficiency (RECS) 2022**, click on **My Submissions** or **View All**.

5. Click on the submission that you would like to access.

6. If your proposal is **in progress**, you can make edits and click **Save**, **Submit**, **Withdraw** or **Print** at the bottom right corner of your screen.

7. If your proposal is **already submitted**, you can click **Edit**, **Withdraw**, or **Print** at the bottom right corner of your screen.

   a. You also can reference the confirmation email from *noreply@omnipress.com* with the subject line, "RECS 2022 Proposal Submission Confirmation."

8. If you edit your proposal, you must do two things:

   a. Save all edits by clicking **Save**.

   a. Re-submit the proposal by clicking **Submit** prior to the deadline of **Friday, August 27 at 11:59 pm ET**. There is no limit on the number of re-submissions.

How to Withdraw a Submission:

1. Access the RECS 2022 Call for Proposals Submission Site.

2. **Sign in** to your account.

3. Click on **Dashboard** at the top left side of the screen.

4. Under **Research and Evaluation Conference on Self-Sufficiency (RECS) 2022**, click on **My Submissions** or **View All**.

5. Click on the submission that you would like to access.

6. Click **Withdraw** at the bottom right corner of the screen.

7. When you confirm, the proposal will be withdrawn from consideration and appear as "Withdrawn" in your CATALYST list of submissions.

How to Share a Submission:

1. Access the RECS 2022 Call for Proposals Submission Site.

2. **Sign in** to your account.

3. Click on **Dashboard** at the top left side of the screen.

4. Under **Research and Evaluation Conference on Self-Sufficiency (RECS) 2022**, click on **My Submissions** or the **View All** button.

5. Click on the submission that you would like to share.

6. Click **Share** at the top right side of the screen.

7. In the pop-up box, enter the email address of the user who should be granted access. Click the pencil icon to the right and select **Can Edit** or **Can View**. The system will provide **Can Edit** access by default.

8. Click **+Add Person**, then click **Save**.

9. Copy the submission link into an email from your inbox to the user who has been added. CATALYST will not automatically send a notification email when a user is granted access.

Information on How CATALYST Uses and Stores Data:

Omnipress-CATALYST Privacy Policy

Full Conference Session Submission Instructions

A full conference session is comprised of a minimum of two and maximum of three individual presentations. Full conference sessions will be 75 minutes in length including time for Q&A at the end, and may consist of up to three individual presentations, two individual presentations and prepared commentary on the presentations from one discussant, or some other format. All conference sessions will include a moderator. If the session is accepted, a moderator will be assigned if one is not identified in the proposal submission. **OPRE reserves the right to accept individual presentations from a proposed full conference session and not the whole session.**

Tips for Using the CATALYST Proposal Submission System:

- Google Chrome is the preferred browser.

- All proposals must be in English.

- Proposals must adhere to the word limit for each section.

- Your submission dashboard will reflect all proposals in progress, submitted, and withdrawn.

- When logged in, all messages sent from the proposal system are reflected in the messages tab. Messages can be accessed by clicking on the arrow next to your name in the top right corner and selecting **Messages**. In the event than an email from CATALYST goes to the spam folder of your inbox, you can still view all messages sent by CATALYST here.

- Click **Save** on the bottom right of your screen as necessary. **Submissions do not autosave**. *If required fields are missing information when you click Save, those fields and/or tabs will be indicated with a red triangle.*

- A submitted proposal can be edited until the deadline of **August 27, 2021 at 11:59 pm ET**. After completing edits, you must click **Submit** again for your submission to be considered for the conference.

Technical Support:

- To submit a support ticket, click **Support** at the top of the page in CATALYST.

- Type your question or keyword in the **Search** field.

- If you don't get an answer that solves your question, click **Leave Us a Message** and complete the form.

How to Create an Account and Submit a Proposal:

1. Access the RECS 2022 Call for Proposals Submission Site.

2. Click **Sign In / Create Account** at the bottom of the page.

3. Click **Create New Account** to register an account.

4. Enter your email address, password and confirm password. Click **Create Account**. CATALYST will send you a "Confirm your account" email.

5. In this email, click **Confirm Account**.

6. A new window will appear stating, "Thank you for confirming your email." Click **Sign In**.

7. Once logged in, scroll down to the bottom of the Home page, and click **New Submission** to create a submission.

8. **Submissions do not autosave.** As you fill in information, please click **Save** at the bottom right corner of your screen as necessary. *If required fields are missing information when you click Save, those fields and/or tabs will be indicated with a red triangle.*

9. Click **Next** at the bottom right corner of the screen to move through the submission tabs. Alternately, you can click on the tabs at the top of the page.

10. Click **Submit** on the bottom right of the screen when you are ready to submit your proposal. Submissions can be edited up to the deadline on **Friday, August 27 at 11:59 pm ET**.

Full Conference Submission – Required Information:

The session organizer is responsible for gathering all information required for the submission. An email template that the session organizer can use to gather all required information from presenters is available on page 14 of this PDF and also as a Microsoft Word document. All fields can be entered manually or copied and pasted from Word documents.

Please note that if the session organizer is not otherwise associated with the session as a moderator, discussant, or presenter, their information will not be included in the conference program.

The session organizer will need to gather the following information in advance of completing the submission:

- Full Conference Session title (15 word limit)

- Primary track (required) and secondary track (optional)

    - View conference tracks

- Full conference session rationale/description that includes an overview of the issue, relevance to the RECS themes and audience, rationale for featuring the presentations proposed, and a brief description of each of the presentations, including how they relate to one another (500 word limit).

- Contact information for the session organizer, proposed moderator and discussant (if applicable), and the presenter associated with each presentation submitted. The contact information for the session organizer, moderator, and/or discussant should be entered

on the **Session Contacts** tab. The presenter contact information should be entered on the **Presentation** tab. These details include:

- First and Last Name

- Phone Number

- Email Address

- Organization Name

- Job Title

- Biographical Sketch (250 word limit)

- Emerging Scholar details (if applicable)

  - Emerging scholars are early in their research careers, and can include recent PhD and Master's graduates (2017 and later), as well as individuals who are currently in graduate school.

  - The year or anticipated year of graduation is required if a session participant identifies as an emerging scholar.

- Application for Travel Support to RECS 2022 (if applicable)

  - RECS 2022 is currently being planned as an in-person event, to be held in Washington, DC, on June 1–3, 2022. The Office of Planning, Research, and Evaluation (OPRE) may be able to support travel and lodging for a limited number of speakers, including emerging scholars. Each speaker wishing to be considered for travel support is required to complete these fields as part of the proposal submission process. Note that OPRE cannot consider travel support requests made outside of this system. OPRE asks that speakers only apply for travel support if they would otherwise not be able to attend the conference.

  - If a speaker would like to request travel support, the following fields are required:

    - Reason for attending (500 word limit)

    - Without travel support, would you be able to attend and present at RECS 2022? (Yes/No)

    - Would you be able to attend with partial travel support (i.e., OPRE supports your hotel costs but not your airfare, for example)? (Yes/No)

- Presentation Details for a minimum of two and maximum of three individual presentations. All details will need to be added for each presentation.

  - Presentation Title (15 word limit)

  - Overview of the presentation, including context, issues addressed, relevance to RECS themes and audiences, and (if applicable) hypothesis tested and research questions (175 word limit)

- You may include co-authors in your proposal summary. However, please note that OPRE typically invites only one speaker to present and can only list that speaker in the conference program book due to space constraints. If selected, you will have the opportunity to add co-author(s) to your presentation, and you are encouraged to recognize their contributions during your presentation.

- Data Sources and Research Methods (100 word limit)

- Key Findings or Summary of Main Points (150 word limit)

- Equity Focus

  - In response to the [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#) issued on January 20, 2021, OPRE invites proposals with a focus on equity. If a presentation has an equity focus, please indicate that in your submission and provide a brief 1–2 sentence description (50 word limit). An equity focus is not required for acceptance into RECS.

- Previously Presented Details (if applicable)

  - Where were the findings presented, and what new information will be presented if accepted to RECS? (50 word limit).

- Study/Project Funding Details

  - Is this study or project federal-funded? (Yes/No)

  - Is this study funded by the U.S. Department of Health and Human Services? (Yes/No)

  - Is this study funded by OPRE? (Yes/No)

  - If the project is not funded by U.S. HHS or OPRE, please provide the funding agency and project name.

Email Template for Full Conference Session Organizers

The template is available as a [Microsoft Word document](#).

*[**Note to Session Organizers:** This template can be used to request necessary information for full conference session submissions by copying and pasting the language below into an email to anyone who will participate in this session. Remember to include a suggested deadline to receive presentation details in order to submit the full proposal by the deadline. Also, please include your name at the end.*

*When you submit a proposal, speakers will not automatically receive an email notification. By using the Share function outlined in the [**CATALYST Quick Start Guide**](#), speakers can create a CATALYST account and have access to edit or view the submission.]*

Subject: Action Needed – RECS 2022 Request for Proposal Details

Hello,

I am the session organizer for the full conference session we plan to propose for the Research and Evaluation Conference on Self-Sufficiency (RECS) 2022. As the session organizer, I am responsible for entering all proposal details into the submission system.

To facilitate our full conference session submission, please provide the following information for your presentation in a Word document by ***[add suggested deadline]***. Providing your information by this date will allow me to complete our submission by the Call for Proposals deadline on **August 27, 2021 at 11:59 pm ET**.

Required Contact Information:

- First and Last Name

- Phone Number

- Email Address

- Organization Name

- Job Title

- Biographical Sketch (250 word limit)

- Emerging Scholar details (if applicable)

   - Emerging scholars are early in their research careers, and can include recent PhD and Master's graduates (2017 and later), as well as individuals who are currently in graduate school.

   - Provide year or anticipated year of graduation if a session participant identifies as an emerging scholar.

- Application for Travel Support to RECS 2022 (if applicable)

  - RECS 2022 is currently being planned as an in-person event, to be held in Washington, DC, on June 1–3, 2022. The Office of Planning, Research, and Evaluation (OPRE) may be able to support travel and lodging for a limited number of speakers, including emerging scholars. Each speaker wishing to be considered for travel support is required to complete these fields as part of the proposal submission process. Note that OPRE cannot consider travel support requests made outside of this system. OPRE asks that speakers only apply for travel support if they would otherwise not be able to attend the conference.

  - If a speaker would like to request travel support, the following fields are required:

    - Reason for attending (500 word limit)

    - Without travel support, would you be able to attend and present at RECS 2022? (Yes/No)

    - Would you be able to attend with partial travel support (i.e., OPRE supports your hotel costs but not your airfare, for example)? (Yes/No)

Required Presentation Information:

- Presentation Title (15 word limit)

- Overview of the presentation, including context, issues addressed, relevance to RECS themes and audiences, and (if applicable) hypothesis tested and research questions. (175 word limit)

  - You may include co-authors in your proposal summary. However, please note that OPRE typically invites only one speaker to present and can only list that speaker in the conference program book due to space constraints. If selected, you will have the opportunity to add co-author(s) to your presentation, and you are encouraged to recognize their contributions during your presentation.

- Data Sources and Research Methods (100 word limit)

- Key Findings or Summary of Main Points (150 word limit)

- Equity Focus

  - In response to the [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#) issued on January 20, 2021, OPRE invites proposals with a focus on equity. If a presentation and/or session has an equity focus, please indicate that in your submission and provide a brief 1–2 sentence description (50 word limit). An equity focus is not required for acceptance into RECS.

- Previously Presented Details (if applicable)

  - Where were the findings presented, and what new information will be presented if accepted to RECS? (50 word limit)

- Study/Project Funding Details

    - Is this study or project federal-funded? (Yes/No)

    - Is this study funded by the U.S. Department of Health and Human Services? (Yes/No)

    - Is this study funded by OPRE? (Yes/No)

    - If the project is **not** funded by U.S. HHS or OPRE, please provide the funding agency and project name.

Thank you for providing the required proposal submission information.

[Session Organizer Name]

Individual Presentation Submission Instructions

Conference organizers will group accepted individual presentations together to form full conference sessions.

Tips for Using the CATALYST Proposal Submission System:

- Google Chrome is the preferred browser.

- All proposals must be in English.

- Proposals must adhere to the word limit for each section.

- Your submission dashboard will reflect all proposals in progress, submitted, and withdrawn.

- When logged in, all messages sent from the proposal system are reflected in the messages tab. Messages can be accessed by clicking on the arrow next to your name in the top right corner and selecting **Messages**. In the event than an email from CATALYST goes to the spam folder of your inbox, you can still view all messages sent by CATALYST here.

- Click **Save** on the bottom right of your screen as necessary. **Submissions do not autosave.** *If required fields are missing information when you click Save, those fields and/or tabs will be indicated with a red triangle.*

- A submitted proposal can be edited until the deadline of **August 27, 2021 at 11:59 pm ET**. After completing edits, you must click **Submit** again for your submission to be considered for the conference.

Technical Support:

- To submit a support ticket, click **Support** at the top of the page in CATALYST.

- Type your question or keyword in the **Search** field.

- If you don't get an answer that solves your question, click **Leave Us a Message** and complete the form.

How to Create an Account and Submit a Proposal:

1. Access the RECS 2022 Call for Proposals Submission Site.

2. Click **Sign In / Create Account** at the bottom of the page.

3. Click on the **Create New Account** to register an account.

4. Enter your email address, password and confirm password. Click **Create Account**. CATALYST will send you a "Confirm your account" email.

5. In this email, click **Confirm Account**.

6. A new window will appear stating, "Thank you for confirming your email." Click on **Sign In**.

7. Once logged in, at the bottom of the Homepage, click **New Submission** to create a submission.

8. **Submissions do not autosave.** As you fill in information, please click **Save** at the bottom right corner of your screen as necessary. *If required fields are missing information when you click **Save**, those fields and/or tabs will be indicated with a red triangle.*

9. Click **Next** at the bottom right corner of the screen to move through the submission tabs. Alternately, you can click on the tabs at the top of the page.

10. Click **Submit** on the bottom right of the screen when you are ready to submit your proposal. Submissions can be edited up to the deadline of **Friday, August 27 at 11:59 pm ET**.

Individual Presentation – Required Information:

The presenter is responsible for gathering all information required for the submission. All fields can be entered manually or copied/pasted from Word documents.

The presenter will need to gather the following information in advance of completing the submission:

- Presenter Contact Information:

  - First and Last Name

  - Phone Number

  - Email address

  - Organization Name

  - Job Title

  - Biographical Sketch (250 words)

  - Emerging Scholar details (if applicable) –

    - Emerging scholars are early in their research careers, and can include recent PhD and Master's graduates (2017 and later), as well as individuals who are currently in graduate school.

    - The year or anticipated year of graduation is required if a session participant identifies as an emerging scholar.

- Application for Travel Support to RECS 2022 (if applicable)

  - RECS 2022 is currently being planned as an in-person event, to be held in Washington, DC on June 1–3, 2022. The Office of Planning, Research, and Evaluation (OPRE) may be able to support travel and lodging for a limited number of speakers, including emerging scholars. Each speaker wishing to be considered for travel support is required to complete these fields as part of the proposal submission process, and OPRE cannot consider travel support requests made outside of this system. OPRE asks that speakers only apply for travel support if they would otherwise not be able to attend the conference.

  - If a speaker would like to request travel support, the following fields are required:

    - Reason for attending (500 word limit)

    - Without travel support, would you be able to attend and present at RECS 2022? (Yes/No)

    - Would you be able to attend with partial travel support (i.e., OPRE supports your hotel costs but not your airfare, for example)? (Yes/No)

- Presentation Details:

  - Presentation Title (15 word limit)

  - Primary track (required) and secondary track (optional)

    - [View conference tracks](#)

  - Overview of the presentation, including context, issues addressed, relevance to RECS themes and audiences, and (if applicable) hypothesis tested and research questions. (175 word limit)

    - You may include co-authors in your proposal summary. However, please note that OPRE typically invites only one speaker to present and can only list that speaker in the conference program book due to space constraints. If selected, you will have the opportunity to add co-author(s) to your presentation, and you are encouraged to recognize their contributions during your presentation.

  - Data Sources and Research Methods (100 word limit)

  - Key Findings or Summary of Main Points (150 word limit)

  - Equity Focus

    - In response to the [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#) issued on January 20, 2021, OPRE invites proposals with a focus on equity. If a presentation has an equity focus, please indicate that in your submission and provide a brief 1–2 sentence description (50 word limit). An equity focus is not required for acceptance into RECS.

- Previously Presented Details (if applicable)

  - Where were the findings presented, and what new information will be presented if accepted to RECS? (50 word limit).

- Study/Project Funding Details

  - Is this study or project federal-funded? (Yes/No)

  - Is this study funded by the U.S. Department of Health and Human Services? (Yes/No)

  - Is this study funded by OPRE? (Yes/No)

  - If the project is not funded by U.S. HHS or OPRE, please provide the funding agency and project name.

Roundtable Submission Instructions

Roundtables will be 60 minutes in length and may include up to two facilitators. This discussion-based format is intended to be an opportunity for attendees to participate in interactive conversations on topics relevant to the research highlighted at the conference. Roundtables should be planned to be discussion-focused rather than a lecture-based presentation with slides.

Tips for Using the CATALYST Proposal Submission System:

- Google Chrome is the preferred browser.

- All proposals must be in English.

- Proposals must adhere to the word limit for each section.

- Your submission dashboard will reflect all proposals in progress, submitted, and withdrawn.

- When logged in, all messages sent from the proposal system are reflected in the messages tab. Messages can be accessed by clicking on the arrow next to your name in the top right corner and selecting **Messages**. In the event that an email from CATALYST goes to the spam folder of your inbox, you can still view all messages sent by CATALYST here.

- Click **Save** on the bottom right of your screen as necessary. **Submissions do not autosave**. *If required fields are missing information when you click Save, those fields and/or tabs will be indicated with a red triangle.*

- A submitted proposal can be edited until the deadline of **August 27, 2021 at 11:59 pm ET**. After completing edits, you must click **Submit** again for your submission to be considered for the conference.

Technical Support:

- To submit a support ticket, click **Support** at the top of the page.

- Type your question or keyword in the **Search** field.

- If you don't get an answer that solves your question, click **Leave Us a Message** and complete the form.

How to Create an Account and Submit a Proposal:

1. Access the RECS 2022 Call for Proposals Submission Site.

2. Click **Sign In / Create Account** at the bottom of the page.

3. Click on the **Create New Account** to register an account.

4. Enter your email address, password and confirm password. Click **Create Account**. CATALYST will send you a "Confirm your account" email.

5. In this email, click **Confirm Account**.

6. A new window will appear stating, "Thank you for confirming your email." Click on **Sign In**.

7. Once logged in, at the bottom of the Homepage, click **New Submission** to create a submission.

8. **Submissions do not autosave.** As you fill in information, please click **Save** at the bottom right corner of the screen as necessary. *If required fields are missing information when you click **Save**, those fields and/or tabs will be indicated with a red triangle.*

9. Click **Next** at the bottom right corner of the screen to move through the submission tabs. Alternately, you can click on the tabs at the top of the page.

10. Click **Submit** on the bottom right of the screen when you are ready to submit your proposal. Submissions can be edited up to the deadline of **Friday, August 27 at 11:59 pm ET**.

Required Roundtable Submission Details:

The session organizer is responsible for gathering all information required for the submission. All fields can be entered manually or copied/pasted from Word documents.

The presenter will need to gather the following information in advance of completing the submission:

- Presentation Details:

  ▪ Roundtable Title (15 word limit)

  ▪ Primary track (required) and secondary track (optional)

    ○ View conference tracks

  ▪ Roundtable description, including overview of the topic, relevance to the RECS themes and audience, description of why the topic is well-suited to the roundtable discussion format, and whether or not the information will have been previously presented in another setting before the 2022 RECS. If applicable, please also include: research questions, data sources, methods used, and key findings. (500 word limit)

  ▪ Equity Focus

    ○ In response to the Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government issued on January 20, 2021, OPRE invites proposals with a focus on equity. If a presentation has an equity focus, please indicate that in your submission and provide a brief 1–2 sentence description (50 word limit). An equity focus is not required for acceptance into RECS.

- Session Organizer Contact Information:
    - First and Last Name
    - Phone Number
    - Email address
    - Organization Name
    - Job Title
    - Biographical Sketch (250 word limit)
    - Emerging Scholar details (if applicable) –
        - Emerging scholars are early in their research careers, and can include recent PhD and Master's graduates (2017 and later), as well as individuals who are currently in graduate school.
        - The year or anticipated year of graduation is required if a session participant identifies as an emerging scholar.
    - Application for Travel Support to RECS 2022 (if applicable)
        - RECS 2022 is currently being planned as an in-person event, to be held in Washington, DC on June 1–3, 2022. The Office of Planning, Research, and Evaluation (OPRE) may be able to support travel and lodging for a limited number of speakers, including emerging scholars. Each speaker wishing to be considered for travel support is required to complete these fields as part of the proposal submission process, and OPRE cannot consider travel support requests made outside of this system. OPRE asks that speakers only apply for travel support if they would otherwise not be able to attend the conference.
        - If a speaker would like to request travel support, the following fields are required:
            - Reason for attending (500 word limit)
            - Without travel support, would you be able to attend and present at RECS 2022? (Yes/No)
            - Would you be able to attend with partial travel support (i.e., OPRE supports your hotel costs but not your airfare, for example)? (Yes/No)
    - Additional Facilitator Contact Information (if applicable)

Proposal Submission & Review Process Glossary of Terms

Call for Proposals: This is the terminology used in the RECS solicitation, and is the overarching process of requesting and receiving proposals from the field.

Discussant: A person who provides prepared remarks on the presentations included in a full conference session.

Emerging Scholar: Emerging scholars are early in their research careers and can include recent PhD and Master's graduates (2017 and later), as well as individuals who are currently in graduate school. Emerging Scholars typically develop and present posters, and are invited to participate in networking events throughout the conference.

Facilitator: A person who plans and moderates the discussion in roundtables.

Full Conference Session: Consists of three individual presentations, two presentations and one prepared commentary, or some other format. A full conference session is submitted by a session organizer, and is comprised of individual presentations. Individual presentations within a full conference session are reviewed on their own, and also within the broader context of the other presentations submitted as part of the full conference session.

Individual Presentation: Can be submitted as part of a full conference session, or can be submitted on its own and grouped with other individual presentations as part of the review and session scheduling process. All accepted individual presentations will be grouped to form full conference sessions.

Moderator: A person who introduces the speakers and facilitates the Q&A portion of the session. They may be identified as part of full conference session submission, or identified and assigned by OPRE as part of the review and session scheduling process.

Presenter: A person who submits a presentation either as part of a full conference session or as an individual presentation, and plans to present it at the conference.

Reviewer: A person who reviews and scores the submitted proposals.

Roundtable: A discussion-based session facilitated by 1 or 2 individuals.

Session Organizer: A person who manages the full conference session comprised of individual presentations. They may also be a presenter, moderator, or discussant.

Speaker: A presenter, moderator, or discussant.

Track: The topic area of a session. The RECS conference tracks are:

- TANF Program, Policies, and Populations (TANF)

- Employment and Mobility in the Labor Market (Employment)

- Youth Well-Being and the Transition to Adulthood (Youth)

- Strengthening Families, Fatherhood, Marriages, and Relationships (Families & Fatherhood)

- Evaluating Social Programs, Building Evidence, and Using Data (Evidence)

- Approaches to Alleviate Poverty and Expand Opportunity (Alleviate Poverty)