



CALL FOR PROPOSALS

RECS 2024

**Research and Evaluation
Conference on Self-Sufficiency**

May 29–31, 2024
Capital Hilton
Washington, DC

Guidelines and
Submission Instructions

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Please direct all questions to RECS@air.org.

RECS 2024 Call for Proposals Guidelines

To submit a proposal for RECS 2024, visit the [CATALYST Proposal Submission Site](#).

RECS 2024 is being planned as an in-person event, to be held at the [Capital Hilton](#) in Washington, DC, on May 29-31, 2024. All accepted speakers should be prepared to present in person at the conference. If changes to the conference schedule or format become necessary, all accepted speakers will be notified by email.

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, roundtables, and Emerging Scholars posters.

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

Additionally, OPRE encourages proposers to consider the following:

For full conference session proposals and roundtable proposals with more than one facilitator, **OPRE strongly encourages proposals that include speakers with diverse perspectives.**

OPRE is committed to incorporating more equitable approaches into our research, evaluation, technical assistance, and data practices. As part of your submission, please consider the diversity of speaker perspectives; this diversity can be with respect to social identities (e.g., age, gender, race and ethnicity, ability status, sexual orientation), project roles (e.g., researchers, practitioners, individuals with lived experience of the programs under study), fields or disciplines, methodological approaches, and/or organizational affiliations. While including speakers with diverse perspectives is not required for acceptance into RECS, it is an important factor that OPRE will consider when reviewing and selecting proposals.

OPRE encourages the submission of full conference session proposals when possible. Full conference session proposals include a minimum of two and a maximum of three

speakers. If you are considering submitting an individual presentation and would like to connect with potential collaborators to submit a full conference session instead, please join the [RECS LinkedIn Group](#) and (once admitted to the group) post to the group's page to describe your topic and invite potential collaborators to reach out.

Finally, **OPRE strongly encourages proposers to submit their strongest proposal for a given project** rather than submitting multiple proposals for the same project. Submitting multiple proposals for the same project does not necessarily increase the odds of acceptance.

Equity Focus

In response to the [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#) and the [Executive Order on Further Advancing Racial Equity and Support for Underserved Communities through the Federal Government](#) issued 2021 and 2023, respectively, OPRE encourages proposals with a focus on equity. A proposal can be considered related to equity if the project or study presented used an equitable *process* in carrying out its work (e.g., including people most affected by the research in decision making) and/or if the *content* presented from the project or study addresses questions of equity (e.g., differential effects of a program by participant race and ethnicity). If a presentation has an equity focus, there are fields for you to indicate that in your submission, including a brief 1–2 sentence description (50 word limit). An equity focus is not required for acceptance into RECS.

Proposal Submission Types

Full conference sessions include a minimum of two and maximum of three speakers, plus a session moderator. Full conference sessions will be 75 minutes total in length, including at least 15 minutes for questions from the audience.

A variety of formats is available for full conference sessions. Acceptable formats include but are not limited to:

- Three related individual presentations.
- Two related individual presentations followed by prepared commentary by a discussant, practitioner, or person with lived experience of the program under study. Commentary could be about the methods and findings of presented research, how the presentations fit into the broader field, the practical applications of the presentations, or the experiences and reflections of staff or participants of the program under study.
- Moderated discussion among the speakers (no formal presentations).
- Interactive panel (e.g., providing a demonstration of a tool or database including or followed by hands-on audience engagement).

The full conference session submission form requests information about the session overall and for each speaker. **Though the roles of speakers in a full conference session vary by format, the term “presentation” is used throughout the submission form to refer to the contribution of each speaker (other than the moderator).** Please note that each presentation can have only one presenter; co-presenters are not allowed.

All full conference sessions will include a *session moderator* who will introduce the session and facilitate Q&A with the audience at the end. If the session is accepted, OPRE will assign a moderator if one is not identified in the proposal submission.

The *session organizer* of a full conference session will be responsible for gathering and entering all speaker and presentation details to be submitted. 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 gather speaker and presentation details for the proposal is available separately in a [Microsoft Word document](#).

Individual presentations consist of content to be presented by **one person** at the conference as part of a conference session. Individual presentations should be 15 to 20 minutes in length. RECS conference organizers will group accepted individual presentations together to form full conference sessions. Please note that co-presenters are not allowed. 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 small-group discussion-based format is intended to be an opportunity for attendees to meaningfully connect with one another while participating in interactive conversations on topics relevant to

RECS track(s) and audiences. Each accepted roundtable will be assigned a table in the conference space, and facilitators will hold the session around this table. Topics that have made successful roundtables at past RECS include in-progress research that could benefit from external input, emerging research methods and trends, and topics of interest to affinity groups (e.g., developments in research analysis; promising practices to help practitioners overcome challenges in the field). Because roundtables are discussion-focused and will not have access to a projector, facilitators should not plan to lecture or use slides. It is recommended that roundtable facilitators review the [roundtable instructions](#) prior to starting a submission.

Emerging Scholars posters are printed posters to be displayed in a poster gallery at the conference hotel. During at least one session of the conference, Emerging Scholars poster presenters will be asked to present their research in a short 5- to 10-minute talk and then engage with individual attendees who visit their poster to learn more. Please note that each poster can have only one presenter; co-presenters are not allowed. Emerging Scholars poster presenters are expected to print their own posters. Emerging Scholars poster presenters will also be invited to join special conference events for Emerging Scholars, described below. It is recommended that Emerging Scholars poster presenters review the [Emerging Scholars poster instructions](#) prior to starting a submission.

Emerging Scholars

OPRE is particularly interested in fostering the work of new and Emerging Scholars in the field of family self-sufficiency. To support this effort, OPRE will feature work from Emerging Scholars at the 2024 conference. **Emerging Scholars are early in their research careers and can include recent PhD and Master's graduates (2019 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, including the poster session described above, and networking opportunities. You will be asked to indicate 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 different, secondary track may also be selected but is not required.

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

This track focuses on 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 features 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 features studies that examine topics related to job placement and retention, and training strategies that promote upward mobility in the labor market for people with low incomes, 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 also includes sessions on topics 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 families with low incomes to become employed as they receive federal safety net benefits (e.g., Medicaid, food assistance, EITC, housing subsidies, child support, etc.). This track features studies on poverty reduction programs aimed at supporting family economic self-sufficiency among people with low incomes and in vulnerable situations.

Speaker Travel

OPRE may be able to support travel and lodging for a limited number of speakers, including Emerging Scholars. The CATALYST 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@air.org. 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 Site:

- 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 CATALYST Proposal Submission Site to your email are shown 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 your email account's spam folder, you can still view it in CATALYST in the Messages tab of the site.
- 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. You will not be able to submit your proposal until all required fields are complete. You can save and return to edit your submission until the Call for Proposals deadline.*
- A submitted proposal can be edited until the extended deadline of **Monday, August 21, 2023 at 11:59 pm ET**. After completing edits, you must click **Submit** again for your submission to be considered for the conference.

Technical Support:

- If you need support, click **Support** at the top of the page in CATALYST.
- First try searching for your question using a 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.
- Messages are addressed within regular business hours only, and not on nights or weekends. For additional assistance or if you do not receive an answer to your question within one business day, please contact RECS@air.org.

How to Create an Account and Submit a Proposal:

1. Access the [CATALYST Proposal 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**.

5. CATALYST will send you a “confirm your account” email. 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 extended deadline of **Monday, August 21 at 11:59 pm ET**.

How to Access a Submission In Progress/Already Submitted:

1. Access the [CATALYST Proposal 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) 2024**, 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, “Confirmation: RECS 2024 Proposal Submission.”
8. If you decide to reopen and edit your previously submitted proposal, you must do two things:
 - a. Save all edits by clicking **Save**.
 - b. Re-submit the proposal by clicking **Submit** prior to the extended deadline of **Monday, August 21 at 11:59 pm ET**. There is no limit on the number of re-submissions until the deadline.

How to Withdraw a Submission:

1. Access the [CATALYST Proposal 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) 2024**, 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.
8. If you withdraw a submission by mistake, click on the title from your CATALYST submissions list to reopen the session. Click **Un-Withdraw** at the bottom right corner of your screen.

Information on How CATALYST Uses and Stores Data:

[Omnipress-CATALYST Privacy Policy](#)

Submission Instructions by Proposal Type

Full Conference Session Submission Instructions

Full conference sessions include a minimum of two and maximum of three speakers, plus a session moderator. Full conference sessions will be 75 minutes total in length, including at least 15 minutes for questions from the audience.

A variety of formats is available for full conference sessions. Acceptable formats include but are not limited to:

- Three related individual presentations.
- Two related individual presentations followed by prepared commentary by a discussant, practitioner, or person with lived experience of the program under study. Commentary could be about the methods and findings of presented research, how the presentations fit into the broader field, the practical applications of the presentations, or the experiences and reflections of staff or participants of the program under study.
- Moderated discussion among the speakers (no formal presentations).
- Interactive panel (e.g., providing a demonstration of a tool or database including or followed by hands-on audience engagement).

The full conference session submission form requests information about the session overall and for each speaker. **Though the roles of speakers in a full conference session vary by format, the term “presentation” is used throughout the submission form to refer to the contribution of each speaker (other than the moderator).** Please note that each presentation can have only one presenter; co-presenters are not allowed.

All full conference sessions will include a *session moderator* who will introduce the session and facilitate Q&A at the end. If the session is accepted, a moderator will be assigned if one is not identified in the proposal submission.

The *session organizer* of a full conference session will be responsible for gathering and entering all speaker and presentation details to be submitted. 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 gather speaker and presentation details for the proposal is available separately in a [Microsoft Word document](#).

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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 extended deadline of **Monday, August 21 at 11:59 pm ET**.

Full Conference Session 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 speakers is available on [page 15](#) of this PDF and also as a [Microsoft Word document](#).

All fields in the CATALYST Proposal Submission Site can be completed manually or by copying and pasting from a Word document.

Please note that if the session organizer is not otherwise associated with the session as a moderator 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 track(s) and audiences, proposed format for the session, 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).
- How the proposal incorporates speakers with diverse perspectives (if applicable). This diversity may be with respect to different social identities (e.g., age, gender, race and ethnicity, ability status, sexual orientation), project roles (e.g., researchers, practitioners, individuals with lived experience of programs under study), fields or disciplines, methodological approaches, and/or organizational affiliations (300 word limit).
- Contact information for the session organizer and proposed moderator (if applicable), and the presenter associated with each presentation submitted. The contact information for the session organizer and moderator should be entered on the **Session Contacts** tab. Presenter contact information should be entered on the **Presentation** tab. These details include:
 - First and Last Name
 - Cell Phone Number (this will be used only if your session is accepted and the conference planning team needs to contact you with time-sensitive information during the conference)

- Organization Name
- Job Title
- Email Address
- Alternate Contact Name and Email Address (Optional: Please provide the name and email address of an alternate contact for this presenter – e.g., administrative assistant).
- 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 (2019 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.
 - If the session is not accepted, would the Emerging Scholar be interested in being considered for an Emerging Scholars poster presentation? Learn more about Emerging Scholars posters [on page 26](#) of this PDF. (Yes/No)
- Application for Travel Support to RECS 2024 (if applicable)
 - RECS 2024 is currently being planned as an in-person event, to be held in Washington, DC, on May 29-31, 2024. 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 2024? (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 (described below). All details will need to be added for each presentation.
 - Presentation Title (15 word limit)
 - You may include co-authors in your proposal summary. However, please note that OPRE invites only one presenter per presentation and can only list that presenter in the conference program book due to space constraints. If selected, you are encouraged to recognize co-author contributions during your presentation.

- Overview of the presentation. This includes contextual information on the project, study, or topic being presented; issues addressed; and relevance to RECS track(s) and audiences. For research presentations, discuss research questions, hypotheses tested (if applicable), research methods, data sources, and key findings. If research findings are not yet available, please indicate when they are expected. For discussants, describe the type of commentary the discussant will deliver and why they are well positioned to provide such commentary. For sessions proposed as moderated discussions, describe the unique contributions of the proposed speaker and provide sample questions the moderator may pose to this speaker to stimulate discussion. For sessions proposed as interactive panels, provide information about how the audience will be engaged (400 word limit).
- Equity Focus
 - In response to the [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#) and the [Executive Order on Further Advancing Racial Equity and Support for Underserved Communities through the Federal Government](#) issued 2021 and 2023, respectively, 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 2024? (50 word limit).
- Study/Project Funding Details
 - Is this study or project federally funded? (Yes/No)
 - Please identify the funding office, agency, and department. (For example, if the funder is OPRE, type “Office of Planning, Research, and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services”). (50 word limit)
 - Study/Project Name (50 word limit)
 - Federal Project Officer(s) Contact Information
 - Please enter the names and email address(es) of the Federal Project Officer(s) for this study/project.

Email Template for Organizers of the Full Conference Session to Gather Necessary Information

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. You can share the confirmation email you receive by forwarding it to speakers.]

Subject: Response Requested by **[add suggested deadline]** – RECS 2024 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) 2024. As the session organizer, I will enter all proposal details into the submission site.

To facilitate our full conference session submission, please provide the following information for you and 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 extended deadline of **Monday, August 21, 2023 at 11:59 pm ET**.

Required Information:

- I need to include information about whether and how our session includes speakers with diverse perspectives. This diversity can be with respect to social identities (e.g., age, gender, race and ethnicity, ability status, sexual orientation), project roles (e.g., researchers, practitioners, individuals with lived experience of the programs under study), fields or disciplines, methodological approaches, and/or organizational affiliations. Please indicate any social identities that you are comfortable sharing and any project-specific diversity information (300 word limit).
- Your contact information. Please include:
 - First and Last Name
 - Cell Phone Number (this will be used only if our session is accepted and the conference planning team needs to contact you with time-sensitive information during the conference)
 - Organization Name
 - Job Title

- Email Address
- Alternate Contact Name and Email Address (Optional: Please provide the name and email address of an alternate contact for you – e.g., administrative assistant).
- Biographical Sketch (250 word limit)
- Emerging Scholar Details (if applicable)
 - Indicate whether you are an Emerging Scholar
 - Emerging Scholars are early in their research careers and can include recent PhD and Master's graduates (2019 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.
 - If the session is not accepted, would you be interested in being considered for an Emerging Scholars poster presentation? (Yes/No)
- Application for Travel Support to RECS 2024 (if applicable)
 - If you would like to request travel support, the following fields are required:
 - Reason for attending the conference (500 word limit)
 - Without travel support, would you be able to attend and present at RECS 2024? (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)
 - Overview of the presentation. This includes contextual information on the project, study, or topic being presented; issues addressed; and relevance to RECS track(s) and audiences. For research presentations, discuss research questions, hypotheses tested (if applicable), research methods, data sources, and key findings. If research findings are not yet available, please indicate when they are expected. For discussants, describe the type of commentary the discussant will deliver and why they are well positioned to provide such commentary. For sessions proposed as moderated discussions, describe the unique contributions of the proposed speaker and provide sample questions the moderator may pose to this speaker to stimulate discussion. For sessions proposed as interactive panels, provide information about how the audience will be engaged (400 word limit).
 - You may include co-authors in your proposal summary. However, please note that OPRE invites only one presenter per presentation and can only list that presenter in the conference program book due to space constraints. If selected, you are encouraged to recognize co-author contributions during your presentation.

- Equity Focus
 - If your presentation has an equity focus, please indicate that and provide a brief 1–2 sentence description (50 word limit). In response to the [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#) and the [Executive Order on Further Advancing Racial Equity and Support for Underserved Communities through the Federal Government](#) issued 2021 and 2023, respectively, OPRE invites proposals with a focus on equity. However, 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 2024? (50 word limit).
- Study/Project Funding Details
 - Is this study or project federally funded? (Yes/No)
 - Please identify the funding office, agency, and department. (For example, if the funder is OPRE, type “Office of Planning, Research, and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services”). (50 word limit)
 - Study/Project Name (50 word limit)
 - Federal Project Officer(s) Contact Information
 - Please enter the name(s) and email address(es) of the Federal Project Officer(s) for this study/project.

Thank you for providing the required proposal submission information.

[Session Organizer Name]

Individual Presentation Submission Instructions

RECS conference organizers will group accepted individual presentations together to form full conference sessions. If you are considering submitting an individual presentation and would like to connect with potential collaborators to submit a full conference session instead, please join the [RECS LinkedIn Group](#) and (once admitted to the group) post to the group's page to describe your topic and invite potential collaborators to reach out.

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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 a Word document.

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

- Presentation Details
 - Presentation Title (15 word limit)
 - Primary Track (required) and Secondary Track (optional)
 - [View conference tracks](#)
 - Overview of the presentation. This includes contextual information on the project, study, or topic being presented; issues addressed; and relevance to RECS track(s) and audiences. For research presentations, discuss research questions, hypotheses tested (if applicable), research methods, data sources, and key findings. If research findings are not yet available, please indicate when they are expected (400 word limit).
 - You may include co-authors in your proposal summary. However, please note that

OPRE invites only one presenter per presentation and can only list that presenter in the conference program book due to space constraints. If selected, you are encouraged to recognize co-author contributions during your presentation.

- Equity Focus
 - In response to [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#) and the [Executive Order on Further Advancing Racial Equity and Support for Underserved Communities through the Federal Government](#) issued 2021 and 2023, respectively, 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 2024? (50 word limit).
- Study/Project Funding Details
 - Is this study or project federally funded? (Yes/No)
 - Please identify the funding office, agency, and department. (For example, if the funder is OPRE, type “Office of Planning, Research, and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services”). (50 word limit)
 - Study/Project Name (50 word limit)
 - Federal Project Officer(s) Contact Information
 - Please enter the name(s) and email address(es) of the Federal Project Officer(s) for this study/project.
- Presenter Contact Information
 - First and Last Name
 - Cell Phone Number (this will be used only if your session is accepted and the conference planning team needs to contact you with time-sensitive information during the conference)
 - Organization Name
 - Job Title
 - Email Address
 - Alternate Contact Name and Email Address (Optional: Please provide the name and email address of an alternate contact for this presenter – e.g., administrative assistant).
 - 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 (2019 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.
- If the session is not accepted, would the Emerging Scholar be interested in being considered for an Emerging Scholars poster presentation? Learn more about Emerging Scholars posters [on page 26](#) of this PDF. (Yes/No)
- Application for Travel Support to RECS 2024 (if applicable)
 - RECS 2024 is currently being planned as an in-person event, to be held in Washington, DC, on May 29-31, 2024. 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 2024? (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)

Roundtable Submission Instructions

Roundtables will be 60 minutes in length and may include up to two facilitators. This small-group discussion-based format is intended to be an opportunity for attendees to meaningfully connect with one another while participating in interactive conversations on topics relevant to the research highlighted at the conference. Each accepted roundtable will be assigned a table in the conference space, and facilitators will hold the session around this table. Topics that make successful roundtables include in-progress research that could benefit from external input, emerging research methods and trends, and topics of interest to affinity groups. Because roundtables are discussion-focused and will not have access to a projector, facilitators should not plan to lecture or use slides.

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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 a Word document.

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

- Roundtable Details
 - Roundtable Title (15 word limit)
 - Primary Track (required) and Secondary Track (optional)
 - [View conference tracks](#)
 - Overview of the roundtable. This includes contextual information on the project, study, or topic being presented; issues to be discussed; and relevance to RECS track(s) and audiences. Please explain why the session is appropriate to a small-group discussion-based format and provide sample questions that will stimulate discussion among attendees. (500 word limit)

- Diverse Perspectives
 - OPRE is committed to incorporating more equitable approaches into our research, evaluation, technical assistance, and data practices. As part of your submission, please consider the diversity of speaker perspectives; this diversity can be with respect to social identities (e.g., age, gender, race and ethnicity, ability status, sexual orientation), project roles (e.g., researchers, practitioners, individuals with lived experience of the programs under study), fields or disciplines, methodological approaches, and/or organizational affiliations. While including speakers with diverse perspectives is not required for acceptance into RECS, it is an important factor that OPRE will consider when reviewing and selecting proposals.
 - If more than one facilitator is proposed, does this proposal incorporate speakers with diverse perspectives? (Yes/No)
 - If Yes:
 - Diverse Perspectives Description *
 - Please describe how the session incorporates speakers with diverse perspectives. This field has a limit of 300 words.
- Equity Focus
 - In response to the [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#) and the [Executive Order on Further Advancing Racial Equity and Support for Underserved Communities through the Federal Government](#) issued 2021 and 2023, respectively, 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 2024? (50 word limit).
- Study/Project Funding Details
 - Is this study or project federally funded? (Yes/No)
 - Please identify the funding office, agency, and department. (For example, if the funder is OPRE, type “Office of Planning, Research, and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services”). (50 word limit)
 - Study/Project Name (50 word limit)
 - Federal Project Officer(s) Contact Information
 - Please enter the name(s) and email address(es) of the Federal Project Officer(s) for this study/project.

- Roundtable Facilitator Contact Information for up to two facilitators
 - First and Last Name
 - Cell Phone Number (this will be used only if your session is accepted and the conference planning team needs to contact you with time-sensitive information during the conference)
 - Organization Name
 - Job Title
 - Email Address
 - Alternate Contact Name and Email Address (Optional: Please provide the name and email address of an alternate contact for this presenter – e.g., administrative assistant).
 - 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 (2019 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 2024 (if applicable)
 - RECS 2024 is currently being planned as an in-person event, to be held in Washington, DC, on May 29-31, 2024. 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 2024? (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)

Emerging Scholars Poster Submission Instructions

OPRE is particularly interested in fostering the work of new and Emerging Scholars in the field of family self-sufficiency. To support this effort, OPRE will feature work from Emerging Scholars at the 2024 conference. Emerging Scholars are early in their research careers and can include recent PhD and Master's graduates (2019 and later), as well as individuals who are currently in graduate school. **Submitters for this session type must be Emerging Scholars in order to be considered for acceptance to RECS.**

Emerging Scholars posters are printed posters to be displayed in a poster gallery at the conference hotel. During at least one session of the conference, Emerging Scholars poster presenters will be asked to present their research in a short 5- to 10-minute talk and then engage with individual attendees who visit their poster to learn more. Please note that each poster can have only one presenter; co-presenters are not allowed. Emerging Scholars poster presenters are expected to print their own posters. Emerging Scholars poster presenters will also be invited to join special conference events for Emerging Scholars.

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Emerging Scholars Poster Presentation – Required Information:

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

- Presentation Details
 - Presentation Title (15 word limit)
 - Primary Track (required) and Secondary Track (optional)
 - [View conference tracks](#)

- Overview of the presentation. This includes contextual information on the project, study, or topic being presented; issues addressed; and relevance to RECS track(s) and audiences. For research presentations, discuss research questions, hypotheses tested (if applicable), research methods, data sources, and key findings. If research findings are not yet available, please indicate when they are expected (400 word limit).
 - You may include co-authors in your proposal summary. However, please note that OPRE invites only one presenter per presentation and can only list that presenter in the conference program book due to space constraints. If selected, you are encouraged to recognize co-author contributions during your presentation.
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 - Study/Project Name (50 word limit)
 - Federal Project Officer(s) Contact Information
 - Please enter the name(s) and email address(es) of the Federal Project Officer(s) for this study/project.
- Presenter Contact Information
 - First and Last Name
 - Cell Phone Number (this will be used only if your session is accepted and the conference planning team needs to contact you with time-sensitive information during the conference)

- Organization Name
- Job Title
- Email Address
- Alternate Contact Name and Email Address (Optional: Please provide the name and email address of an alternate contact for this presenter – e.g., administrative assistant).
- Biographical Sketch (250 word limit)
- Emerging Scholar Details
 - Emerging Scholars are early in their research careers, and can include recent PhD and Master's graduates (2019 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 2024 (if applicable)
 - RECS 2024 is currently being planned as an in-person event, to be held in Washington, DC, on May 29-31, 2024. 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.
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 - 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)

Glossary of Terms: Proposal Submission & Review Process

Call for Proposals: This is the overarching process of requesting and receiving proposals for conference sessions from the field.

Discussant: A person who provides prepared commentary on the presentations included in a full conference session. The discussant is expected to be able to provide commentary based on their knowledge and experience. Commentary could be about the methods and findings of presented research, how the presentations fit into the broader field, the practical applications of the presentations, or the experiences and reflections of staff or participants of the program under study. (Note that in the CATALYST proposal submission site, discussant information is entered in one of the “Presenter” tabs within a full conference session submission).

Emerging Scholar: Emerging Scholars are early in their research careers and can include recent PhD and Master’s graduates (2019 and later), as well as individuals who are currently in graduate school. Emerging Scholars may be speakers in any session type who self-identify as Emerging Scholars. Additionally, RECS hosts a poster session specifically for Emerging Scholars to share their work with conference attendees. Emerging Scholars are invited to participate in special networking events throughout the conference.

Facilitator: A person who plans and moderates the discussion in roundtables. A roundtable facilitator should not plan to lecture or present slides, but rather is expected to lead a discussion with a small group about a topic they propose.

Full Conference Session: Consists of a minimum of two and a maximum of three speakers, plus a session moderator. RECS accepts a variety of full conference session formats (described in the [full conference session instructions](#)). A full conference session is submitted by a session organizer. (Note that in the CATALYST proposal submission site, each speaker’s information is entered in a “Presenter” tab).

Individual Presentation: Describes the contributions of a speaker to a session. Individual presentations can be submitted as part of a full conference session proposal or can be submitted on its own and grouped with other individual presentations by the RECS planning committee 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 a full conference session. The moderator may be identified as part of full conference session submission or identified and assigned by the RECS planning committee as part of the review and session scheduling process.

Presenter: A person (other than the moderator) who is a speaker in a *full conference session*, in an *individual presentation*, or for an *Emerging Scholars poster*.

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

Roundtable: A small-group discussion-based session facilitated by 1 or 2 individuals at a table within the conference space.

Session Organizer: A person who manages the submission of a full conference session comprised of up to three presentations or a roundtable involving one or two facilitators. They may also be a moderator, presenter, or facilitator for the session.

Speaker: Anyone who has a speaking role at the conference (e.g., moderator, presenter, facilitator).

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

- a. TANF Program, Policies, and Populations (TANF)
- b. Employment and Mobility in the Labor Market (Employment)
- c. Youth Well-Being and the Transition to Adulthood (Youth)
- d. Strengthening Families, Fatherhood, Marriages, and Relationships (Families & Fatherhood)
- e. Evaluating Social Programs, Building Evidence, and Using Data (Evidence)
- f. Approaches to Alleviate Poverty and Expand Opportunity (Alleviate Poverty)