



**Research on Thinking Maps®:
Leadership and Learning**

Request for Proposals No. 2013-1

ISSUE DATE: June 1, 2013

Proposal DUE DATE: December 10, 2013

Announcement of Grant Awards DATE: December 20, 2013

Completion of Research DATE: December 31, 2014

Thinking Foundation
P.O. Box 268
Lyme, NH 03768-0268

www.thinkingfoundation.org

davidhyerle@thinkingfoundation.org

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**Research on Thinking Maps®
Leadership and Learning**
Request for Proposals No. 2013-1

ISSUE DATE: June 1, 2013
Proposal DUE DATE: **December 10, 2013**

I. DESCRIPTION of Request for Proposals

Thinking Foundation (TF) invites those in the field of pre-kindergarten to college level education, including teachers, administrators, and researchers, to submit research proposals under this Request for Proposals. Proposals should focus on the influence of Thinking Maps® on leadership and learning across whole schools and/or whole school systems. We are primarily interested in research investigating how school site administrators and teacher leadership teams are using Thinking Maps® as a language for facilitating communication, collaboration, and problem-solving across their learning organization. A secondary focus of proposals could include an investigation of how these changes in leadership practices may be influencing the use of Thinking Maps® as instructional tools by teachers and as learning tools by students.

The grants funded may range from a minimum of \$250. for individual and smaller scale research to a maximum of \$2,500. Approximately ten to fifteen grants may be awarded after consideration of the range and quality of proposals submitted. The proposed research must directly pertain to TF's mission. Please consult Thinking Foundation website for information, existing research, and our mission (www.thinkingfoundation.org).

II. STEPS for Completion of your Proposal

There are four forms that you must complete and submit with a **postmark of December 10, 2013** in order to be included in the review of proposals by Thinking Foundation, and possible award of grant monies. Section IV, below, contains FORMS A, B, C, and D along with a simple step by step process for completing your proposal. **The combination of the four completed forms must not exceed 10 pages in length.** Here is an overview of what needs to be submitted:

Form A. COVER SHEET (1 page). This is the one page cover sheet that includes basic contact information and required signature(s) by you as the Principal Investigator (PI) and co-researchers if applicable. This should be the first page of your proposal.

Form B. RESEARCH SUMMARY (1 page) This is the one page summary of your research proposal that includes the topic and description, your background, and a research abstract. Form B summarizes the Research Proposal (Form C) you have written.

Form C. RESEARCH PROPOSAL (5 pages maximum). The main body of the proposal includes: defining the research question, benefits of research, related research, objectives, research plan, personnel involved, description of school/system, and outside consultants who you may hire/and or work with on the research. We are looking for clarity of purpose and writing in this proposal.

Form D. BUDGET SUMMARY and Description (3 pages maximum) The one page Budget Summary includes the cost breakdown for the proposal followed by detailed descriptions on the following pages in these areas: labor and direct costs, overhead and administrative costs, and travel and outside consultants (such as videographers and data analysts).

REMEMBER: No Thinking Maps, Inc. resources materials or consultant services may be purchased using grant monies from Thinking Foundation.

III. PROPOSAL PREPARATION and SUBMISSION INSTRUCTIONS

A. An original paper copy of your proposal must be received at one of the following addresses by:

4:30 p.m. EST on December 10, 2013.

U.S. MAIL:

**Thinking Foundation
RFP #2013-1
P.O. Box 268
Lyme, NH 03768-0268**

COURIER:

**Thinking Foundation
RFP #2013-1
144 Goose Pond Road
Lyme, NH 03768**

B. At the time of mailing the paper document, you must also send an email enclosure of your complete proposal in WORD format to:

davidhyerle@thinkingfoundation.org

C. The proposal should be self-contained and written with the care and thoughtfulness accorded papers for publication. Please make sure pages are numbered and submitted in order.

Proposals submitted in response to this RFP should be

- **10 pages** or less
- single-sided, single spaced
- using a 12pt. font size (Helvetica font is preferred)

D. Do not use special bindings or covers. Staple the pages in the upper left corner of the cover sheet of the proposal.

ALL Inquiries concerning this solicitation may be submitted to the following e-mail address: davidhyerle@thinkingfoundation.org

IV. PROPOSAL FORMS A, B, C, and D with INSTRUCTIONS

On the following pages are the actual Forms to complete and submit to Thinking Foundation. Simply copy and paste the Forms into your own word document and adapt spacing to your needs. We have given you guidance on topics and length for each Form. **The TOTAL proposal should not exceed 10 pages** within these guidelines:

Form A	(Cover Sheet, 1 page)
Form B	(Research Summary, 1 page)
Form C	(Research Proposal, 5 pages maximum)
Form D	(Budget Summary and Description, 3 pages maximum).

**FORM A: Cover Sheet
Request for Proposal No. 2013-1**

FORM A Proposal Cover Sheet. (1 page)

The principal investigator (PI) needs to complete this Proposal Cover Sheet as page 1 of the proposal. You may reformat all of the forms to correct spacing and pagination concerns. This cover sheet must contain the *original* signature of the Principle Investigator (PI) and key research team members (if any).

Proposal Title:

Principal Investigator(s) Name/Title/School

Your Mailing Address:

Contact Name: _____ Tel # _____

E-mail: _____

AMOUNT REQUESTED: \$ _____
(Not to Exceed \$10,000)

FINAL REPORT DATE: _____
(Not later than 12/31/08)

CERTIFICATION By signing below, the PI and team members certify that he/she/they meet the eligibility criteria described in Section VII, page 14.

ENDORSEMENT BY PI and RESEARCH TEAM)

Signature _____ Print Name

Mailing Address:

Signature _____ Print Name

Mailing Address:

Signature _____ Print Name

Mailing Address:

Signature _____ Print Name

Mailing Address:

**FORM B: Project Summary
Request for Proposal No. 2013-1**

FORM B Research Summary. (1 page)

You need to complete FORM B as page 2 of the proposal. FORM B is limited to 1 page. The abstract should include a brief description of the research question and a description of the proposed methodology. In summarizing the anticipated results below, please discuss the possible implications for the field of education.

Topic and Description:

Name and Qualifications of Principal Investigator:

Summary, Method(s) of Research, and Anticipated Results (Limit to 400 words)

**FORM C: Research Proposal
Request for Proposal No. 2013-1**

FORM C: Research Proposal (5 pages maximum)

Begin the main body of the proposal on page 3. Please write with a focus on *clarity* and *brevity*, not on length. As a minimum, the following topics should be addressed. You may add additional topics that you deem important to best represent your ideas.

1. Identification and Significance of the Problem. Write a clear statement of the research question(s) and/or hypothesis addressed through this proposal as well as the benefits of the possible results.

2. Objectives. State the specific objectives of the research.

3. Work Plan. A detailed description of the research plan including research methods. The plan should indicate what will be done, where it will be done and how the research will be carried out. The work planned to achieve each objective or task should be discussed, to enable a complete evaluation of the work plan. A month-by-month work schedule should be provided.

4. Related Research. Describe significant research that is directly related to the proposal including any previously conducted by the PI. Describe how it relates to the proposed effort, and any planned coordination with outside sources.

5. Key Personnel. Identify key personnel on the research team and their directly related education, experience, and bibliographic information (we **do not** want complete resumes).

6. Facilities. A description of the schools site or other location of research should be provided.

7. Consultants. Involvement of consultants, videographers, and other research specialists may be involved in the planning and research stages of the project.

**FORM D: Budget Summary and Description
Solicitation No. 2013-1**

FORM D: Budget Summary and Description (3 pages maximum)

On this page is your Budget Summary followed by two pages where you provide detailed Descriptions for each area. There is no need to go into fine detail concerning all anticipated expenditures. We are looking for a budget clearly defines major costs.

PROPOSALS MUST NOT EXCEED \$10,000.

SUMMARY BUDGET PAGE

A. DIRECT LABOR: Total \$ _____

B. OVERHEAD: Total \$ _____

C. OTHER DIRECT COSTS: Total \$ _____

D. TRAVEL: Total \$ _____

E. CONSULTANTS: Total \$ _____

F. GENERAL AND ADMINISTRATIVE: Total \$ _____

TOTAL PROJECT PRICE (Total of A-F above) \$ _____

A. DIRECT LABOR:

Total \$ _____

List individually all personnel included, the estimated days or hours to be expended, and the rates of pay (salary or wages).

B. OVERHEAD:

Total \$ _____

Specify current rate(s) and base(s). PI may use whatever number and types of overhead rates that are in accordance with your accounting systems.

C. OTHER DIRECT COSTS:

Total \$ _____

List all other direct costs that are not otherwise included in the categories described above, i.e., computer services, publication costs, subcontracts, etc. List each item of permanent equipment to be purchased, its price, and explain its relation to the project.

D. TRAVEL:

Total \$_____

Address the type and extent of travel and its relation to the project.

E. CONSULTANTS:

Total \$_____

Indicate name, daily compensation, and estimated days of service.

F. GENERAL AND ADMINISTRATIVE:

Total \$_____

List costs for administration of the project not for tasks directly related to the research component.

V. METHOD OF SELECTION AND EVALUATION CRITERIA

All proposals will be evaluated and judged on a competitive basis by the TF Grants Review Panel. Each of the criteria for evaluation are equal in value. The TF Grants Review Panel will assign each proposal a rating of “excellent”, “very good”, “good”, “fair” or “poor”, using the specified criteria. The proposals assigned “excellent” and “very good” ratings, will then be subjected to the relevancy review to further evaluate these applications using the criteria specified in (a.ii.) below. Each proposal will be judged on its own merit.

a. Technical Evaluation Criteria.

i. **General Review.** The Review Panel will utilize the following evaluation criteria (the criteria are of equal importance) to rate each proposal:

1. The significance of the proposed research topic
2. The quality of the proposed research methods and design.
3. Qualifications of the principal investigator, supporting staff, and consultants. Time commitment of principal/key investigator, adequacy of equipment and facilities, and proposed budget to accomplish the proposed research.

All TF reviewers will be required to sign an agreement to protect the confidentiality of all proposal material, and to certify that no conflict of interest exists between the reviewer(s) and the PI. A copy of both forms is available upon request; however, the identity of the reviewer(s) will not be released.

ii. **Relevancy Review.** The proposals that received ratings of “Excellent” or “Very Good” by the Review Panel will be subject to the relevancy review by TF using the criteria set forth below to select which, if any, of those proposals will be funded. The evaluation criteria are of equal value and will be used to evaluate the applications in relation to program priorities, balance, and relevancy.

1. The potential of the research to reflect TF’s overall research strategy.
2. The potential of the research for significant educational benefits and for strengthening the scientific basis for Thinking Maps®.
3. The potential of the research to impact large segments of the educational population.

b. **Release of Proposal Review Information.** After final award decisions have been announced, the evaluation of the proposal will be provided to the PI if requested. The identity of the reviewer(s) shall not be disclosed.

VI. CONSIDERATIONS.

a. **Awards.** TF anticipates award of approximately ten - fifteen (10-15) fixed-price contracts for between \$250.00 and \$2,500.00 each. It is expected that these contracts will be awarded with a contract of no later than January 1, 2014. The period of performance for the contracts should not normally exceed twelve (12) months except where TF needs or research plans require otherwise. Exceptions should be minimized. The primary consideration in selecting proposals for award will be the quality of the research question(s) and how the research design aims to address the question(s). Cost or price will be evaluated to determine whether the price is fair and reasonable and whether the PI understands the work and is capable of performing the contract.

b. Reports. The PI shall submit to TF:

- i.** A quarterly letter report stating progress. Specific areas of interest should include progress made and difficulties encountered during the reporting period, and a statement of activity anticipated during the subsequent reporting period. The report should include any changes in personnel associated with the project. Also, the first report shall contain a work plan and schedule of accomplishments for the subsequent months of the project.
- ii.** A comprehensive final report on the project by the completion date of the contract. This final report shall include a single-page project summary as the first page, identifying the purpose of the research, a brief description of the research carried out, the research findings or results, and potential applications of the research in a final paragraph. The balance of the report should indicate in detail the research objectives, research work carried out, results obtained, and estimates of technical feasibility.
- iii.** Two (2) printed copies and one (1) copy on a CD in WordPerfect, Word or PFD of a publishable 2-3 page Executive Summary of the final report by the completion date of the contract. This special report should be a true summary of the report, including the purpose of the project, work carried out, and results. The Executive Summary will be placed on TF's web site, and therefore, it should include the specific results the awardee wishes to be released to the public.

c. Payment Schedule. Contract payments will be made as follows: Twenty percent (20%) within five (5) business days following receipt and acceptance of the signed funding agreement; sixty percent (60%) distributed in two payments during the research process (to be determined by TF and the PI); and the remaining twenty percent (20%) within ten (10) business days following receipt and acceptance of a proper invoice and the final report.

d. Intellectual Property Rights.

- i. Proprietary Information.** Information contained in unsuccessful proposals will remain the property of the PI. TF may, however, retain copies of all proposals. If proprietary information is provided by an PI in a proposal which constitutes a trade secret, proprietary commercial or financial information, confidential personal information, it will be treated in confidence to the extent permitted by law, provided this information is clearly marked by the PI with the term "confidential proprietary information." PI shall limit proprietary information to only that absolutely essential to their proposal.
- ii. Rights in Information Developed Under Funding Agreements.** For a period of six (6) months after acceptance of information delivered under a funding agreement, TF shall have an exclusive right to use the information. All reports and data submitted under a funding agreement shall be considered works for hire. Awardees shall have a royalty-free license to use, and to authorize others to use on their behalf, such reports and data, in a manner consistent with the right of others. TF assumes no liability for unauthorized use of such reports and data by third parties. A notice shall be contained in all publications of such reports and data, in whole or in part, to the effect that neither TF nor the author claims any copy or other rights in the work except those permitted under 17 U.S.C. §107.

iii. Rights of Third Parties. Certain trademarks contained in and on, and copyrights in Thinking Maps® materials are the property of third parties. TF does not own and therefore cannot grant the right to practice the rights owned by others. Marks claimed to be registered or claimed by others must be so-indicated in all publications of information delivered under a funding agreement.

e. Research and Analytical Work. A minimum of two-thirds of the research and/or analytical effort must be performed by the PI and research team unless otherwise provided in the funding agreement.

f. Contractor Commitments. Before the granting of award, the PI will be required to make certain legal commitments through acceptance of a funding agreement. The outline that follows is illustrative of the types of clauses to which the PI would be committed. This list should not be understood to represent a complete list of clauses to be included in funding agreements, nor to be specific wording of such clauses. Copies of complete terms and conditions are available upon request.

Inspection. Work performed under the contract is subject to inspection and evaluation by TF at all times.

Examination of Records. TF (or a duly authorized representative) shall have the right to examine any directly pertinent records of the PI involving transactions related to this contract.

Default. TF may terminate the contract if the Contractor fails to perform the work contracted.

Termination for Convenience. The contract may be terminated at any time by TF if it deems termination to be in its best interest, in which case the Contractor will be compensated for work performed and for reasonable termination costs.

Disputes. Any dispute concerning the funding agreement that cannot be resolved by agreement shall be decided by binding arbitration.

Officials Not to Benefit. No TF representative shall benefit personally from the contract.

Covenant Against Contingent Fees. No person or agency has been employed to solicit or secure the contract upon an understanding for compensation except bonafide employees or commercial agencies maintained by the Contractor for the purpose of securing business.

Gratuities. The contract may be terminated by TF if any gratuities have been offered to any representative of TF to secure the contract.

Patent and Copyright Infringement. The Contractor shall report each notice or claim of patent or copyright infringement based on the performance of the contract.

g. Additional Information.

- 1.** The Program Solicitation is intended for informational purposes and reflects current planning. If there is any inconsistency between the information contained herein and the terms of any resulting funding agreement, the terms of the funding agreement are controlling.
- 2.** Before an award under a funding agreement, TF may request the offeror to submit certain organizational, management, personnel, and financial information to assure responsibility of the offeror.
- 3.** TF is not responsible for any monies expended by the offeror before entering into a any funding agreement.
- 4.** This Solicitation is not an offer by TF and does not obligate it to make any specific number of awards.
- 5.** Unsolicited proposals shall not be accepted.
- 6.** If an award is made pursuant to a proposal submitted under this Solicitation, the recipient will be required to certify that he or she has not previously been, nor is currently being, paid for essentially equivalent work by any person or entity.

VII. ELIGIBILITY

To be eligible for consideration, proposals must be submitted by either an individual or identified group of individuals whose primary employment is full or part time at an accredited educational institution. Published researchers in the field of leadership, instruction and learning practices may also submit proposals

VIII. DEFINITIONS

For purposes of this RFP, the following definitions apply:

Funding Agreement: Any contract, grant, or cooperative agreement entered into between TF and a grant recipient for the performance of experimental, developmental, or research work funded in whole or in part by TF.

Primary Employment: More than one-half of the principal investigator's time is spent in the employ of the institution.

Subcontract: Any agreement, other than one involving an employer-employee relationship, entered into by a grant recipient calling for supplies or services required solely for the performance of the original funding agreement.