



# Catalyst Grant Program Request for Proposals (RFP)

Issued 9/30/2024

<b>Purpose of Solicitation</b>	To support local activities related to advancing racial equity and reform at the front end of the adult criminal legal system through data and technology.
<b>Lead-Organization Eligibility</b>	Locally embedded 501(c)(3) organizations based in the US, excluding colleges and universities. We have a focus on those organizations embedded in communities of color, particularly Black communities. Lead organizations may include in their proposals partner organizations that do not meet lead-organization eligibility criteria.
<b>Award and Benefits</b>	Selected applicants will receive \$40,000 in grant funds; assistance on data, policy, and community engagement from the Urban Institute; access to Microsoft technology and related support; and peer-learning opportunities.
<b>RFP Issue Date</b>	<b>Monday, September 30, 2024</b>
<b>Deadline for Proposals</b>	<b>Friday, November 22, 2024, 8:00 p.m. Eastern Standard Time</b>
<b>Application Process and Content</b>	You will need to register and submit your application through the grant application website: <a href="https://catalystapplications.urban.org">https://catalystapplications.urban.org</a> . A full list of application questions and instructions are in <a href="#">appendix A</a> . Given word limits for the 10 narrative questions, application responses are expected to total roughly five pages.
<b>Project Topic Requirements</b>	Projects must focus on reform and racial equity at the front end of the criminal legal system (i.e., criminal legal system activities and

	<p>relevant actors up to and including sentencing and activities to prevent unnecessary criminal legal system involvement). Projects must also incorporate data and technology and be locally focused. Additional information on eligibility is provided in the <a href="#">Project Topic Requirements</a> section and in the FAQs.</p> <p>Grants will <b>not</b> be given to projects that specifically focus on</p> <ul style="list-style-type: none"> <li>• people under 18 years of age,</li> <li>• people who are currently incarcerated,</li> <li>• people returning from incarceration, or</li> <li>• activities at the state or national level.</li> </ul>
<p><b>Register for Grant Program Updates</b></p>	<p><a href="#">Register</a> to receive notifications of FAQ updates, webinar reminders, and other deadlines. (This registration is not required to apply for the grant.)</p>
<p><b>Webinar: RFP Overview</b></p>	<p>An optional informational webinar will be held <b>October 16, 2024</b>, from 3:00 p.m. to 4:00 p.m. Eastern Standard Time (<a href="#">register here</a>).</p>
<p><b>Microsoft Technology Use: Benefits and Workshop</b></p>	<p>Projects are not required to use Microsoft technology, but projects that use Microsoft technology in ways that are integral to the proposed data and technology activities will be eligible for additional in-kind technology access and support.</p> <p>Workshops to assist in learning about relevant Microsoft technology solutions will be available on <b>October 22</b> from 4:00 p.m. to 5:00 p.m. Eastern Standard Time (<a href="#">register here</a>) and <b>October 24</b> from 11:00 a.m. to noon Eastern Standard Time (<a href="#">register here</a>).</p>
<p><b>Deadline for Questions</b></p>	<p>Additional useful details are available in the FAQs. You can also send questions to <a href="mailto:catalystapplications@urban.org">catalystapplications@urban.org</a>.</p> <p>The deadline for submitting questions about project topics, eligibility, or other RFP content is <b>Wednesday, November 13, 2024 at 8:00 p.m. Eastern Standard Time</b>. We will be posting FAQ updates on the grant application website and the Urban Institute</p>

	will continue to answer technical questions related to the grant application website until the proposal deadline.
<b>Notice of Decision to Applicants and Project Awards</b>	<ul style="list-style-type: none"> <li>• Notice of decision to all applicants: April 2025</li> <li>• Project awards to selected organizations: April 2025</li> </ul>
<b>Timing of Project Activities</b>	<ul style="list-style-type: none"> <li>• Overall project activity timing: May 2025–December 2025 <ul style="list-style-type: none"> <li>○ Preparation phase: May 2025–June 2025</li> <li>○ Project execution (with project assistance and cohort activities): July 2025–December 2025</li> </ul> </li> </ul>

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## Program Overview

Issues around inequality and the criminal legal system pose fundamental societal questions about bias, fairness, and equity. Racism and racial biases are embedded in the criminal legal system and lead to disproportionate harm to communities of color, particularly Black communities. Research shows that Black people are more likely to be arrested and experience vehicle and pedestrian stops than white people, they disproportionately experience injury and death in police interactions, and they are ultimately incarcerated for longer periods. Even brief incarceration or unnecessary involvement with the legal system can have negative impacts including lost employment and housing, burdensome fines and fees, and destabilized family relationships, which in turn can compound disparities and inequity in communities.<sup>1</sup>

Local organizations are at the forefront of systemic change in the criminal legal system. With improved access to relevant data and technology, communities can inform and improve policies and practices that advance equity and fairness in the criminal legal system. Data analysis, visualization, and dissemination and responsible deployment of technology can help communities share experiences; inform, organize, and advocate for change; and implement programs and track progress toward better systems and outcomes for all people.

The [Urban Institute](#) and [Microsoft Justice Reform Initiative](#) are collaborating on the Catalyst Grant Program to help organizations use data and technology to advance racial equity and reform at the front end of the criminal legal system.

We are seeking project proposals that advance the focus areas of the Microsoft Justice Reform Initiative, which include supporting policies, programs, and practices that prevent unnecessary system involvement and decrease racial and ethnic disparities at the front end of the adult criminal legal system.

We are building on the impact of 91 grantees across four previous cohorts across the US.

The goals of the Catalyst Grant Program include the following:

- To create a space for locally embedded nonprofit organizations to implement data- and technology-focused projects to advance racial equity and reform at the front end of the criminal legal system.
- To enhance the technological and data capacity of nonprofit organizations focused on promoting justice and racial equity through project assistance, peer-learning opportunities, and financial support.

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<sup>1</sup> Susan Nembhard and Lily Robin, "Racial and Ethnic Disparities throughout the Criminal Legal System," Urban Institute, August 18, 2021, <https://www.urban.org/research/publication/racial-and-ethnic-disparities-throughout-criminal-legal-system>

- To disseminate innovative practices and lessons learned during implementation to stakeholders throughout the criminal legal reform community.

Those selected to participate in the Catalyst Grant Program will benefit from the following:

- \$40,000 in funding to support project implementation expenses during the grant period
- light-touch expert project assistance on data, policy, and community engagement from Urban as needed
- access to Microsoft technology for nonprofits and related support as needed (see appendix B)
- virtual peer-learning opportunities with Urban, Microsoft, and other awardees
- amplification of their work through public-facing communications such as blogs, webinars, and conference panels

## Organization Eligibility

### Lead-Applicant Organizations

Eligibility requirements for lead-applicant organizations are as follows:

- Lead applicants must be 501(c)(3) organizations based in the United States.
- Colleges and universities are **not** eligible to be lead organizations but can be partner organizations with eligible lead organizations.
- Any organization that, as of January 2, 2025, is executing a project funded by the Microsoft Justice Reform Initiative outside of the Catalyst Program is not eligible to be a lead applicant but can be a partner organization with an eligible lead organization.

Each organization may submit only one application.

We are seeking lead organizations that are locally embedded with demonstrated relationships, trust, and connections with the communities where project activities will occur and with those impacted by the policies, programs, or practices that are the focus of the project.

Trust and connections can be demonstrated in a variety of ways, including in collaborative relationships and activities with individuals and other community organizations in your local area and/or with groups representing the communities the project serves; by engaging community members and people with relevant lived experiences in project execution, programmatic decisionmaking, agenda setting, and other meaningful activities in your organization; having leadership, staff, or board members who reflect the

communities relevant to your project; and through other approaches that enable communities to bring critical perspectives to system-reform efforts.

Understanding that inequities in the criminal legal system disproportionately affect communities of color and particularly Black communities, organizations that demonstrate trusted relationships with communities of color are encouraged to apply.

We also encourage small community-based organizations to apply.

## Partner Organizations and Individuals

- A partner is any organization or individual outside of the lead-applicant organization that is providing personnel or expertise necessary to key project tasks or deliverables, whether paid or unpaid.
- All partner organizations and individuals playing key roles in the proposed activities must be on the application, and their roles described in the proposal.
- As part of the application, you must provide a participation letter from each partner that outlines the project role as described in the proposal and confirms their commitment to participate (it is permissible for two or more partners to submit one participation letter, as long as it clearly explains each partner's role). This includes partners that are paid or unpaid partners and organizations or individuals.
- Organizations eligible to be partners include the following:
  - » local, state, and national nonprofit organizations, with or without 501(c)(3) status
  - » colleges and universities (public and nonprofit)
  - » local and state governments
  - » for-profit organizations
- The above organizations can receive funding as part of the grant **with the exception of local and state governments and their employees**; they can be partners in proposed projects but cannot receive funds.
- Individuals can be partners on an application and can receive funding as part of the grant.

## Project Topic Requirements

Proposed projects and activities must do the following:

- Advance equity and reform and decrease racial and ethnic disparities at the front end of the criminal legal system:
  - » In the Catalyst Grant Program, the front end of the criminal legal system comprises criminal legal system activities and relevant actors up to and including sentencing, as well as activities to prevent unnecessary criminal legal system involvement.
  - » Some examples of front-end topics include community violence intervention and prevention initiatives; cosponder and alternative-to-police response; diversion from arrest, sentencing, or incarceration; law enforcement activities; charging, bail, and sentencing decisions in criminal court; court appearances and warrants; fines and fees related to criminal court and charges; resentencing in criminal court; pretrial conditions; the behaviors of court actors such as judges, prosecutors, and defense attorneys; and criminal court case processing.
- Focus on adults (18 and older).
- Incorporate data and technology.
- Be locally focused, meaning focused on a specific geographic area where the participating organizations have connections and trust with relevant local communities. A geographic area could, for example, be one or more neighborhoods, a city, a county, or a tribal area.

## Ineligible Topics and Activities

Grants will **not** be given to projects that specifically focus on the following:

- people younger than 18
- people who are currently incarcerated
- people returning from incarceration
- activities at the state or national levels

Projects supported by Catalyst must be grounded in criminal legal system institutions, programs, or policies, or use models focused primarily on preventing criminal legal system contact or reducing violence in communities. We will not consider projects focused on areas outside of the criminal legal system, such as employment, youth development, education, or health care, although we recognize their value and contributions to equity and safety in local communities.

Organizations that undertake ineligible activities as part of their missions are eligible for the Catalyst Grant Program if their proposed projects do not include ineligible populations and activities. If your organization



is active in the ineligible areas, please ensure that the description of your proposed project clearly explains how the work will focus on eligible topics and populations.

## More Information

Additional information about these project topic eligibility criteria is available in the Frequently Asked Questions (FAQs) document available on the [grant application website](#), and specific questions about the eligibility of your project topic can be directed to Catalyst program staff as described in the [Learn More](#) section of this RFP.

## The Role of Data and Technology in Projects

We are open to creative strategies for using data and technology, but examples of how projects could incorporate them include the following:

- data acquisition (e.g., collecting, extracting, and cleaning existing or new data)
- data analysis (e.g., calculating descriptive statistics, calculating point-in-time statistics, examining disparities by race or geography, interpreting indicator trends, identifying themes from focus groups or interview data)
- data visualization and design (e.g., designing online tools, automating fact sheets, designing data-focused education and engagement materials)
- technology development and implementation (e.g., setting up an application programming interface, creating an app, customizing technology to help with program operations such as intake)

Data are any collected statistics or information. Data may be quantitative, like information from surveys or administrative operations of governments, nonprofits, or foundations. They may also be qualitative, such as stories from people's lived experience and information collected from focus groups and interviews. Catalyst projects can include qualitative data as long as the data collection is structured so that the data can be analyzed and the project involves using technology to collect, analyze, visualize, or share the qualitative data.

For a variety of the above examples of how data and tech can be incorporated into Catalyst projects, AI-enabled tools and solutions may be applicable to support people on specific tasks. Examples include accelerating or automating document and data processing and visualization, extracting information from forms, transcribing or sorting information, and identifying insights from text. As with all data and technology applications, Catalyst encourages the use of AI when it helps advance project goals and is deployed responsibly.

Projects are not required to use Microsoft technology, but projects that do so in ways that are integral to the proposed data and technology activities will be eligible for additional in-kind technology access and support. See appendix B for details. (Independent of this grant program, there are additional [Microsoft for Nonprofits](#) programs that provide donated and discounted technology offerings to all nonprofits that meet those programs' separate eligibility criteria, listed [here](#)).

Below are examples of activities that could be supported by this program, assuming they meet the project topic requirements listed above. This list is not exhaustive, and Urban and Microsoft welcome creative and innovative projects focused on using data and technology to advance racial equity and reform in the criminal legal system. We encourage you to review the [program website](#) to see previous grantees' projects.

Using data or technology to inform and organize communities:

- Train community members to use public sources of criminal legal system data.
- Coordinate local residents in data collection or technology development.
- Create and/or launch data-informed education campaigns for your community to highlight criminal legal system disparities.
- Use technology or data systems to collect, organize, analyze, or share the experiences of people in your area most affected by racial and ethnic disparities in the criminal legal system.
- Engage community stakeholders by creating and disseminating fact sheets that reflect data-driven insights and incorporate data analysis and visualizations, as well as toolkits for advocacy.

Using data or technology to facilitate justice reform among government officials:

- Develop and/or implement data-driven reports and recommendations to inform government policy or the decisionmaking of local elected officials and agency staff.
- Work with local government to demonstrate the need for and value of investing in criminal legal system data and in making such data public and usable.
- Collect, organize, and/or analyze data related to identifying or raising awareness of racial and ethnic disparities in the criminal legal system.
- Develop data-and-technology-enabled systems to advance the transparency and accountability of law enforcement agencies and criminal court proceedings for the communities they serve.
- Use insights from data on criminal legal system actions and community experiences to inform and shape advocacy for changes to policy and practice.

Using data or technology for program operations, monitoring, or performance management:

- Improve one or more aspects of data management (e.g., extraction, transformation, loading, quality assurance, cleaning) with technology.
- Analyze program data to improve your organization's capacity to address racial and ethnic disparities at the front end of the criminal legal system.
- Use technology to improve a process in program operations that is inefficient, inaccurate, or perpetuates racial bias.
- Develop or improve systems to enable data sharing among organizations, such as for coalitions or for cross-organization service delivery.

## More Information

Additional information about use of and support for data and technology is available in the FAQ document and appendix B. Specific questions about your approach to incorporating data or technology in your project activities can be directed to Catalyst staff as described in the Learn More section below.

## Use of Funds

Funds from this award must be used for the proposed project activities. Allowable uses of funds include but are not limited to the following:

- salaries for staff undertaking qualified project activities
- internship and fellowship stipends
- payments to consultant and partner organizations for project activities
- fees for data and technology training relevant to project activities
- meeting costs, supplies, and other direct project expenses such as hardware or software licenses

Funds may not be used for political activities. Awardees may allocate up to 20 percent of their award budgets to cover overhead expenses.

## Expectations of Awardees

Awardees will be expected to do the following:

- Commit to participate in the Catalyst Grant Program and advance proposed projects over the project performance period.
- Engage with Urban experts and other grantees. This includes engaging with the Urban project-assistance teams through periodic calls and email communications and participating in three or four virtual peer-learning opportunities, which may include giving informal presentations to other grantees.
- Complete reporting requirements (a final report to Urban and Microsoft and periodic brief feedback surveys from Microsoft).
- Reflect on and plan for responsibly and ethically using data and technology in the project, including protecting individuals and data as appropriate for the proposed activities, technology uses, and data sources (and, if needed, identifying and receiving approval for research activities from an institutional review board). See appendix C.
- If using Microsoft technology, engage with available in-kind expert assistance as needed for execution of your project. (More information is available in appendix B.)
- Acknowledge the support from the Catalyst Grant Program in any products resulting from this grant.
- Follow the Urban Institute Justice Policy Center's code of conduct in Catalyst Grant Program meetings, written communications, and events, including treating program staff and local participants with respect and professional courtesy, assuming good intentions, and appreciating participants' different backgrounds.

## Learn More

### Additional Information

The FAQ document contains additional details about eligible project topics, using data and technology, organizational eligibility, partnering, and answering application questions (including those on connections and trust with communities of focus, milestones, timing, and capacity to implement).

In addition, the [Catalyst Grant Program website](#) contains descriptions of all the past projects awarded through the program as well as insights, learnings, and best practices.

## Webinars and Workshops

To inform applicants' proposals, Urban and Microsoft will host an RFP overview webinar and a technology workshop. In the webinar, we will describe the Catalyst Grant Program and application process and answer questions about applicants' proposals. A recording of the webinar will be posted on the grant application website.

In the technology workshop, which will be offered twice, we will demonstrate relevant Microsoft technology and provide an overview of the additional in-kind technology access and support offered to those using Microsoft solutions in their projects. This will include specific nonprofit use cases. Applicants will also be able to ask questions about their data and technology needs. Like the webinar, the workshops will be recorded and uploaded to the grant application website.

Applicants are encouraged to attend the webinar and workshop for their own benefit, but not attending will not affect eligibility, scoring, or the selection process.

### RFP Overview Webinar

- October 16, 2024, 3:00 p.m. to 4:00 p.m. Eastern Standard Time ([register here](#))

### Workshops to Learn about Microsoft Technology Solutions

- October 22 from 4:00 p.m. to 5:00 p.m. Eastern Standard Time ([register here](#))
- October 24 from 11:00 a.m. to 12:00 p.m. Eastern Standard Time ([register here](#)).
- Each workshop session will cover the same material; the workshop is being offered twice for scheduling flexibility.
- Interested organizations should consider having data or technology staff participate in the workshop (e.g., information technology personnel, data scientists, program evaluators, program managers), in addition to whoever will be drafting the proposal.

## Questions

Answers to an array of questions about this opportunity are available in the FAQ document on the [Catalyst application website](#). If there are updates to the FAQs, we will post those on the grant application website.

Catalyst staff can answer general questions about the program and questions about applicants' project ideas. Questions should be directed to [catalystapplications@urban.org](mailto:catalystapplications@urban.org) or (202) 261-5670.

More specifically, Catalyst staff can offer feedback to help organizations determine whether to apply and whether their projects align with the program's goals and requirements. Based on past rounds of

applications, examples of areas where applicants might benefit from improving their understanding of the Catalyst Grant Program as it applies to their project concepts include the following:

- alignment with the program's requirement for projects to be at the front end of the criminal legal system
- a project's connection to specific activities related to criminal legal system reform
- how data and technology are integral to and included in the project activities

Question topics are not limited to the above areas. Questions submitted to Catalyst staff should include a paragraph describing the elements of the applicant's project concept as it relates to the topic of the submitted question. Responses to questions will comment on the alignment and clarity of key information related to Catalyst eligibility and program goals, not on the likelihood of a project being funded.

To guarantee a response, questions about project topics, eligibility, and other RFP content must be submitted by Wednesday, November 13, 2024, at 8:00 p.m. Eastern Standard Time.

The Urban Institute will continue to answer all technical questions about the submission process until the proposal deadline (8:00 p.m. Eastern Standard Time on Friday, November 22, 2024). Also, see the [FAQs](#) about applicants' accounts and using the SurveyMonkey Apply application system.

## Application Process

Please submit your proposal by following the instructions on the [application website](#) by **Friday, November 22, 2024 (8:00 p.m. Eastern Standard Time)**.

You will need to register on the grant application website to apply. After registering, you will receive an email to verify your email address. After confirming your email address, you can start an application. You will need to complete the following parts:

- Pre-Check: Lead Organization Eligibility Questions
- Verify 501(c)(3) Status
- Part 1: Organizational and Project Information
- Part 2: Narrative Questions, where you describe how your project and your organization align with the Catalyst Grant Program goals
- Part 3: Budget Template and Narrative
- Part 4: Additional Information

Applicants must complete all required sections as part of their proposals. All questions and instructions are provided (for reference) in [appendix A](#). Given the word limits for the 10 narrative questions, application responses are expected to total roughly 5 pages. Applicants must use our standard Excel budget template, which can be downloaded from the grant application website. Please note that any software costs covered through the Microsoft for Nonprofits program (listed in appendix B) should not be included in the budgets.

We will only accept completed proposals that are submitted by the deadline. Because we want to treat everyone with fairness and respect, proposals received after the deadline will not be considered. We encourage you to submit your proposal well before the deadline so that any unforeseen difficulties, such as technical problems, can be addressed. Microsoft is not obligated to award an agreement based on this RFP and is not committed to paying any costs incurred in preparing and submitting a proposal.

## Notice of Awards and Program Timeline

**Organizations selected for funding will be notified in April 2025** and will be required to engage with Microsoft payment processes, including providing W-9 and payment-related information, to accept grant funds. **Failure to begin the grant payment process and provide the necessary documentation within 10 business days after notification will result in revocation of the award offer.** The grant funds (\$40,000) will be paid to a grantee shortly after the payment process steps are completed.

Organizations will be encouraged to begin preparatory activities related to their projects, such as staff hiring, data agreements, and initial steps to access in-kind Microsoft technology benefits, as soon as funds are received.

Ongoing project assistance from Urban experts, in-kind assistance with Microsoft technologies, and cohort activities for grantees will run from July 1 to December 31, 2025. A public announcement of the awardees is expected in July 2025.

Final reports on the supported projects will be due January 31, 2026.

### Selection

We anticipate providing awards to approximately 25 organizations. Reviewers will assess the quality of the applications based on the following:

- projects' alignment with the grant program's goals of advancing racial equity and reform at the front end of the criminal legal system
- whether the project activities are reasonable in scope and timing and meet the program's goals for integral use of data and/or technology
- organizational and staff capacity to implement the proposed work

- organizations' connections and trust with local communities of focus
- alignment of the budget with project activities

We are prioritizing lead organizations that are locally embedded with demonstrated relationships and connections to the communities where project activities will occur and with those impacted by the policies, programs, or practices that are the focus of the project.

We welcome projects that require new data to be collected and/or accessed that may contain personally identifiable information (PII) (see appendix C for more information). When reviewing proposals, the selection team will consider how, as appropriate for the proposed types of activities and data sources, organizations plan to responsibly protect individuals and data, including managing sensitive data, research, or PII. For example, these protections may be minimal if all the data are public but more extensive if an organization proposes collecting sensitive data from participants or analyzing confidential data. In addition, projects that will be implementing machine learning or AI tools or methods will be expected to do so consistent with principles and practices for ethical and responsible use. (See appendix C for further discussion of expectations for equitable, ethical, and responsible use of data and technology.)

In addition to evaluating the quality of the individual proposals, Urban and Microsoft will consider the characteristics of the overall portfolio in selecting the final grants. Every effort will be made to recruit and include applicants representing places large and small, urban and rural, and in different regions of the country. We will also select a cohort that uses data and technologies in varied ways. Consistent with the program's long-term goal to support communities from across the US, Urban and Microsoft will prioritize the inclusion of organizations that have strong proposals and that have not previously received the benefits of Catalyst Grant Program participation.

The selection process will include a reviewer pool of people with relevant perspectives and expertise drawn from the Urban Institute, Microsoft, and some organizations that previously received Catalyst grants. Final determination of awards will be made by the Catalyst team at Microsoft and Urban. If you wish to opt out of having experts from previous grantee organizations participate in the review of your proposal, please note that at the appropriate question in your application.

## About the Catalyst Grant Program

### About the Urban Institute

The Urban Institute is a nonprofit research organization that provides data and evidence to help advance upward mobility and equity. We are a trusted source for changemakers who seek to strengthen decisionmaking, create inclusive economic growth, and improve the well-being of families and communities. For more than 50 years, Urban has delivered facts that inspire solutions—and this remains our charge today.



The Urban Institute's Justice Policy Center works to inform solutions to crime and safety. By conducting rigorous research and policy analysis, we provide the best data, guidance, training, and technical assistance to our partners who share a mission to promote functional and fair justice systems. For more evidence on justice and safety, visit [urban.org/justice-policy-center](https://urban.org/justice-policy-center).

### **About the Microsoft Justice Reform Initiative**

At Microsoft, we're committed to addressing racial injustice and inequity for the Black and African American community and advancing fair and equitable societal systems that support people's fundamental rights and address the challenges created by technology. As part of this commitment, the Microsoft Justice Reform Initiative partners with justice-focused organizations to protect and advance the fundamental right to racial equity and fairness in the criminal legal system to help communities thrive. We do this through building data capacity and support for responsible adoption of AI-enabled technologies, piloting and scaling technology solutions that advance community-centered justice and public safety, and influencing new policies and practices grounded in fairness, transparency, and community well-being. By providing access to relevant tools and solutions, we enable our partners to help prevent unnecessary justice system involvement and eliminate racial disparities in policing and prosecution practices in communities around the US. More information about the Microsoft Justice Reform Initiative is available at [Microsoft.com/JRI](https://Microsoft.com/JRI).

# Appendix A: Full Application Process and Content

## Application Tasks

Applicants must complete all required sections as part of their proposals:

- Pre-Check: Lead Organization Eligibility Questions
- Verify 501(c)(3) Status
- Part 1: Organizational and Project Information
- Part 2: Project Narrative Questions
- Part 3: Budget Template and Narrative
- Part 4: Additional Information

## Pre-Check: Lead Organization Eligibility Questions

Each application to the Catalyst Grant Program must be submitted by the lead organization on the project. This lead organization must be a US-based nonprofit with IRS-approved 501(c)(3) status (with an EIN number), excluding colleges and universities. Government agencies are also not eligible to be lead organizations.

This section is intended to confirm that the lead organization meets basic Catalyst Grant Program eligibility requirements.

- Is your organization based in the United States, including US territories? (Y/N)
- Is your organization a nonprofit with IRS-approved 501(c)(3) status? (Y/N)
- Is your organization a local or state government? (Y/N)
- Is your organization a college or university? (Y/N)

If a lead organization is not eligible, the application system will not allow the user to mark this section as complete and will not allow the application to be submitted.

## Verify 501(c)(3) Status

The system will verify your organization's 501(c)(3) status by checking your EIN against the IRS database. If your EIN is not found, you will not be able to submit an application. If you receive a response that your EIN is not found and you believe it is incorrect, please email [catalystapplications@urban.org](mailto:catalystapplications@urban.org) with a copy of

your IRS determination letter. In particular, recent approvals for 501(c)(3) status may not be represented in the system database.

- Enter Employer Identification Number

## **Part 1: Organizational and Project Information**

### **Organizational Information**

- Organization name
- Optional: Legal name (if different than operating name)
- Organization street address
- Organization city
- Organization state
- Organization zip code
- Employer Identification Number (EIN)
- Optional: Organization website
- Optional: Organization X handle (formerly Twitter)
- Optional: Organization Instagram
- Optional: Organization Facebook
- Primary point of contact: first name
- Primary point of contact: last name
- Primary point of contact: phone number
- Primary point of contact: email
- Alternate point of contact: first name
- Alternate point of contact: last name
- Alternate point of contact: phone number
- Alternate point of contact: email

- Optional: Project point of contact: first name
- Optional: Project point of contact: last name
- Optional: Project point of contact: phone number
- Optional: Project point of contact: email
- Was this organization a lead or partner organization on a previously funded Catalyst Grant Program project? (Y/N) (If yes, the narrative portion of the application [in Question 8] should include an explanation of how the proposed new project is distinct from the prior Catalyst project.)

Note: A partner is any organization or individual outside of the applicant organization that is providing personnel or expertise necessary to key project tasks or deliverables, whether paid or unpaid. A participation letter will be required from **all** partners.

- Will you partner or subcontract with any other organization for the proposed work? (Y/N) [repeat as needed for second partner organization]

If yes, please complete:

- Partner organization name (if relevant)
- Partner organization street address
- Partner organization city
- Partner organization state
- Partner organization zip code
- Partner organization point of contact: first name
- Partner organization point of contact: last name
- Partner organization point of contact: phone number
- Partner organization point of contact: email
- Was this organization a lead or partner organization on a previously funded Catalyst Grant Program project? (Y/N) (If yes, the narrative portion of the application [in Question 8] should include an explanation of how the proposed new project is distinct from the prior Catalyst project.)

Each partner, whether an organization or individual, must provide a letter of participation that confirms their commitment to participate in the project consistent with their role as described in the proposal.

- Button to upload letter or letters of participation.

#### **How did you find out about the Catalyst Grant Program?**

- Check all that apply.
  - » Urban Institute notice: Outreach email, Justice Policy Center Newsletter, etc.
  - » Social Media: LinkedIn, X (Twitter), Instagram
  - » Referral from Microsoft employee
  - » Other (fill in)
  - » If you recall the specific person, organization, or network from which you heard about it, please list here (fill in)

#### **Project Title**

Please enter the title of the project that you are proposing to carry out in your application.

- Project Title

#### **Project Geography**

We welcome projects that focus on a neighborhood, city, county, or tribal area. Please enter the information below about the location of the project activities. If your activities cover more than one city, county, or tribal area, please list them here and describe in the project narrative.

- County where proposed project is located
- State where proposed project is located
- Optional: City where proposed project is located
- Optional: Tribal area where proposed project is located

#### **Project Use of Microsoft Technology**

Use of Microsoft technology is not required, but projects that use Microsoft technology in ways that are integral to the proposed data and technology activities will be eligible for additional grant benefits and in-kind support (see appendix B of this RFP for more details). We recognize that you may not yet know exactly how you could use Microsoft products, and that you may use multiple products, but this question will help Microsoft anticipate support needs. The answer is not used in evaluating your proposal.

Please select which Microsoft technology product you anticipate being the most central to your project activities, or indicate whether you do not intend to use any Microsoft products. (Check all that apply.)

- Power BI and/or Excel
- Microsoft Forms
- Azure Cloud Services
- Azure AI Services
- Power Apps
- Fabric data platform
- Other (fill in)
- Not using any Microsoft products

## Part 2: Project Narrative Questions

This section includes questions in which you will describe your project, its purpose, and your organization's qualifications. There are 10 questions below with word count limits; the total text to be submitted will total roughly 5 pages or less.

### Description of Project

1. Please provide a brief overview of your proposed project, noting your community of focus, and explain how it advances racial equity and reform at the front end of the criminal legal system. [Up to 300 words]

*This should be a summary of your project so reviewers can understand the basics of your proposal.*

*What we are looking for: a compelling case for how your project advances front-end system reform, and a clear discussion of the relevant racial and ethnic disparities and how your project contributes to advancing equity. See detailed information in the FAQs about ineligible project topics and populations (especially related to people under 18, incarcerated people, reentry, and national activities).*

2. Please provide more detail on the key activities you propose to undertake with this grant. [Up to 500 words]

*What we are looking for: a description of activities you plan to do during the grant period that are aligned with Catalyst Grant Program goals and that are clear and reasonable in scope and timing.*

3. Explain how data and/or technology will be used in the context of your project. [Up to 400 words]
  - If relevant to your activities, what specific data source(s) will you use, and do you currently have access to those data?

*What we are looking for: a strong case of how data and/or technology will be integral to the project and whether you have any proposed data in hand or a reasonable plan to access them.*

4. What key software, platforms, or applications do you plan to use to implement your project's data/technology activities? Indicate whether your organization or your partner(s) have experience using the technology. Please include Microsoft and non-Microsoft technologies, if applicable. [Up to 200 words]

*What we are looking for: a brief description of the software and technology you plan on using and good relevant experience.*

5. If proposed activities include collecting or accessing sensitive data or personally identifiable information (PII), please describe how you will responsibly protect individuals and data. See appendix C for background. If not relevant, please list "not applicable." [Up to 200 words]

*What we are looking for: a thoughtful plan to protect sensitive data or PII used in your project. See appendix C of this RFP for more details.*

6. Please list key milestones and timing for the proposed activities over the grant performance period. [Up to 250 words]

*What we are looking for: milestones and timing for the activities you plan to do during the grant period that are clear and reasonable in scope and timing. (See additional information on milestones and timing in the FAQs.)*

## **Qualifications**

7. Please describe how your organization develops and maintains connections and trust with the community of focus for the proposed work. [Up to 250 words]

*What we are looking for: strong connections and trust with relevant communities of focus (for instance, collaborative relationships and activities with relevant groups, meaningful engagement of community members in project and organizational activities, having leadership or staff members reflective of those communities). (See additional information on community connections in the FAQs.)*

8. Please describe your organization's (or your partners') past experiences or current activities that are relevant to the proposed activities. [Up to 150 words]

*What we are looking for: strong organizational ability and experience to implement the proposed work. (In addition, if any organization participating in the proposed project worked on a previously funded Catalyst project (as a lead or partner), this answer should include an explanation of how the proposed new project is distinct from the prior Catalyst project.)*

9. What are the qualifications and experience of the key project staff in your organization that will complete the proposed work? Please specifically address those skills related to the data/technology components. [Up to 250 words]

*What we are looking for: a description of staff members' skills and experience related to implementing the proposed activities. (See additional information on organizational and staff capacity in the FAQs.)*

10. If relevant, what are the qualifications and experience of the key project staff in the partner organization(s) to complete the proposed work? Please specifically address those skills related to the data/technology components. If not relevant, please list "not applicable." [Up to 250 words]

*What we are looking for: a description of partner staff members' skills and experience related to implementing the proposed activities.*

### **Part 3: Budget Template and Narrative**

This section relates to the proposed budget for your project activities. The application will require you to upload a completed version of the budget in the provided Excel template and to provide a narrative explanation of the costs.

Total costs should not exceed \$40,000 and all should fall under the allowable expenses (see the "Use of Funds" section in this RFP).

#### **Budget Template**

Download and save the budget template from the [grant application website](#) to your computer so you can fill in your budget, and then upload the completed budget template.

- Upload completed budget template. Acceptable formats: \*.xls, \*.xlsx

#### **Budget Narrative**

In the narrative section, please provide bullets that correspond to the line-item cost components in your uploaded budget spreadsheet.

Responses only need enough detail for reviewers to understand the costs.

Please include the following categories if they are included in your submitted budget [up to 1,000 words]:



- **Salaries/Wages:** Detail each grant-funded position and person's role in your project. Note: This section should include personnel employed by your organization only; staff from partner organizations, consultants, and other contractors should be detailed in the Subcontracts/Consultants line item.
- **Subcontracts/Consultants:** Costs of staff or services from partner organizations or individuals, consultants, and other contractors should be detailed here.
- **Hardware Costs:** If your project involves the purchase of any hardware (laptops, tablets, physical devices, etc.), including but not limited to Microsoft hardware, those costs must be reflected in your budget and budget narrative, as Microsoft cannot purchase any hardware products on behalf of a grantee.
- **Software Costs:** If your project involves the purchase of any Microsoft software, please refer to appendix B when determining whether to include these costs in the budget and budget narrative, as some costs are covered by Microsoft's Tech for Social Impact program. If your program involves non-Microsoft software, please include those costs in the budget and budget narrative.
- **Other Direct Costs:** Provide information on other requested costs, such as events or meetings, internship or fellowship stipends, participant costs, or technology training, and please include the purpose and frequency.
- **Overhead Costs:** Provide your overhead rate, which is subject to a cap of 20 percent of the total requested amount.
- **Funding Sources Other Than the Catalyst Grant:** If you are applying for or have secured funding from any other sources for these activities, please briefly describe the source, status, and amount. Do not include this amount in the budget spreadsheet.

#### **Part 4: Additional Information**

**Question 1:** To assist in our understanding of the organizations that apply for Catalyst grants and guide our outreach in the future, we are asking the below question. This question is optional; an answer is not required.

Please select all of the below that apply to your organization:

- having organizational leadership reflective of communities that the proposed project serves

- having organizational leadership who self-identify as having been incarcerated, arrested, or convicted
- having staff or board members reflective of communities that the proposed project serves
- having staff or board members who self-identify as having been incarcerated, arrested, or convicted
- none of the above
- prefer not to answer

**Question 2:** The selection process will include a reviewer pool of people with relevant perspectives and expertise drawn from the Urban Institute, Microsoft, and some organizations that previously received Catalyst grants. Final determination of awards will be made by the Catalyst program team at Microsoft and Urban. If you wish to opt out of having experts from prior grantee organizations participate in the review of your proposal, please note that below.

- I wish to opt out of having people from former Catalyst grantee organizations be reviewers of my application.

# Appendix B: Microsoft Technology Benefits

There is a wide array of Microsoft technology solutions that may enable your proposed projects. Some examples include Power BI and Excel for data analysis and visualization; Forms for data collection and stakeholder engagement; Azure AI Services for automating document and data processing and identifying insights from text; Power Apps for building apps to streamline processes and manage collaboration; Azure/Cloud Data Solutions for secure data storage, sharing, and compute power; and more.

The examples above are not exhaustive and Microsoft has a complete list of donated or discounted technology available to nonprofits and an array of solutions that may be relevant to your project. More information regarding these and other Microsoft solutions can be found on the [Microsoft for Nonprofits website](#).

**As noted in this RFP, projects are not required to use Microsoft technology, but projects that use Microsoft technology in ways that are integral to the proposed data and technology activities will be eligible for additional in-kind benefits and support.** This appendix describes

- how you can learn more about Microsoft solutions and their use in the Catalyst Grant Program,
- how the use of Microsoft technology should affect your budget preparation,
- the additional in-kind technology support and assistance available to projects using Microsoft technology, and
- how all eligible nonprofits can access discounted technology from Microsoft (independent of the Catalyst Grant Program).

## **How can I learn more about Microsoft solutions and their potential use in Catalyst Grant Program projects?**

Microsoft will host a technology **workshop** to demonstrate some relevant solutions (see the first paragraph of this appendix) with specific nonprofit use examples and provide the opportunity for attendees to ask questions. This workshop will be presented on two dates, with the same content each time. See the “Learn More” section in the main body of this RFP for dates and registration links. Interested organizations should consider having data or technology-centric staff (e.g., IT personnel, data scientists, program evaluators, program managers) participate in the workshop in addition to whoever will be drafting the proposal.

## **How will the use of Microsoft technology affect the budget submitted in the application process?**

The licenses and credits for Microsoft technology that are currently available to all eligible nonprofits at no cost or discounted rates, and hence to all Catalyst Grant awardees, are as follows:

<b>Microsoft product</b>	Available to all eligible nonprofits at no cost	Discounted rate for all eligible nonprofits for additional use or users
<b>Microsoft 365 Business Premium (Word, Excel, Outlook, Teams, OneDrive, SharePoint, Forms)</b>	10 licenses	\$5.50 per additional user per month
<b>Power Apps</b>	10 Licenses	\$2.50 per additional user per month
<b>Power Apps Premium</b>	-	\$5.00 per user per month
<b>Power BI Desktop</b>	Free to download	-
<b>Power BI Pro</b>	-	\$3.00 per user per month
<b>Azure Credits</b>	\$2,000 credit	-
<b>MSFT Cloud for Nonprofits Basic Plan</b>	Free	-
<p><i>In some cases, a \$1 per user license fee may apply when organizations are accessing the no cost or discounted rates for the Microsoft products above.</i></p> <p><i>This chart is based on information from September 2024 and is subject to changes due to any future modifications in the underlying global Microsoft Tech for Social Impact program and policies.</i></p>		

**Budgets submitted with the application should NOT contain costs for expenses associated with the above Microsoft technology available at no cost as described in the middle column above.** Technology costs beyond those costs (including the additional discounted costs listed in the far-right column above) may be included in the budget if needed.

Note that access to the licenses and credits described here is contingent upon active 501(c)(3) status. If a grantee organization’s 501(c)(3) status is revoked or changes during the project, the organization will no longer have access to these resources.

**What in-kind support and assistance can I receive?**

Participants in the Catalyst Grant Program will be considered for additional in-kind technology support and assistance to help them implement or adopt Microsoft technology.

During onboarding support, assistance can be provided with Microsoft technology setup, user license registration, activation and configuring of grants and licenses, and associated troubleshooting.

During project-specific support, projects that use Microsoft technology in ways that are integral to the proposed data and technology activities will have access to Microsoft technology experts who can provide additional targeted assistance.

This may include discussing and identifying the most appropriate Microsoft applications and services to use, identifying your organization’s technical requirements, creating a technology project plan, providing product-specific guidance and training, assistance with building out the technology solutions, and assistance with documenting the solution.

Overall, the goal of the in-kind Microsoft technology support is to help your organization leverage Microsoft technology solutions to achieve your project objectives, build your organization’s technical capacity, and equip you with the skills and resources needed to successfully implement and maintain the Microsoft technology–related elements of your project.

The exact structure and amount of in-kind support for each project will depend on the types of activities, the capacity of the grantee organizations to execute them, and the specific technology used in relation to key project activities. The information in this RFP is current as of September 2024, and the final details of provision of in-kind support are subject to Microsoft’s discretion.

While organizations may use non-Microsoft technology as part of the grant, the technology support team is only available to assist with implementing Microsoft solutions.

**What if I am not awarded a Catalyst Grant or want to use Microsoft technology for work beyond my proposed project?**

You can still benefit from the donated and discounted licenses available through the Microsoft for Nonprofits Tech for Social Impact program.

Nonprofits with 501(c)(3) status can access donated and discounted Microsoft solutions regardless of participation in the Catalyst Grant Program; offers are listed below. These benefits remain available as long as your nonprofit continues to meet the Microsoft Tech for Social Impact eligibility requirements (full eligibility requirements and exceptions are listed [here](#)).

Microsoft product	Available to all eligible nonprofits at no cost	Discounted rate for all eligible nonprofits for additional use or users
Microsoft 365 Business Premium (Word, Excel, Outlook, Teams, OneDrive, SharePoint, Forms)	10 licenses	\$5.50 per additional user per month
Power Apps	10 Licenses	\$2.50 per additional user per month
Power Apps Premium	-	\$5.00 per user per month
Power BI Desktop	Free to download	-
Power BI Pro	-	\$3.00 per user per month
Azure Credits	\$2,000 credit	-
MSFT Cloud for Nonprofits Basic Plan	Free	-
<p><i>In some cases, a \$1 per user license fee may apply when organizations are accessing the no cost or discounted rates for the Microsoft products above.</i></p> <p><i>This chart is based on information from September 2024 and is subject to changes due to any future modifications in the underlying global Microsoft Tech for Social Impact program and policies.</i></p>		

To access these offerings, go [here](#) and validate your nonprofit status. There are also other resources for nonprofits offered through this site.

For reference, Microsoft technology solutions frequently of interest to nonprofits include the following:

**Productivity & Creativity (Microsoft 365),** which includes:

- **Office apps:** Excel, Outlook, PowerPoint, Word, and more.
- **Teams, SharePoint, OneDrive:** Cloud-based platforms to streamline teamwork and enable data sharing and collaboration with partner organizations.
- **Power Platform, including Power BI,** which helps connect, clean, and model your data without affecting the underlying source and facilitates the discovery, visualization, and publication of important insights.
- **Microsoft Forms:** a web-based application that lets you design, administer, and analyze online forms and surveys, track real-time results, use built-in analytics to evaluate responses, and export results to Excel for additional analysis or grading.
- **Copilot for Microsoft 365:** Many of Microsoft's most popular products now include private, secure "Copilots" integrated with the existing applications to help streamline tasks, enhance productivity, and add AI acceleration to your daily work needs, such as Copilot in Outlook, Copilot in Word, Copilot in Excel, Copilot in PowerPoint, Copilot in PowerApps, and several others.

**Azure / Cloud Data Solutions,** which includes:

- **Azure:** Cloud-based data storage, rather than local computers and servers, that keeps data secure and allows access from anywhere, plus a host of additional functionality and efficiencies.
- **Azure AI Services:** Use cognitive skills for vision, language, speech, or custom machine learning models to uncover insights from all types of content. Built-in AI capabilities include optical character recognition, key phrase extraction, customer service chat agents, and named entity recognition.
- **Microsoft Fabric:** An integrated platform of services connecting Power BI, Azure Synapse Analytics, Azure Data Factory, and more into one seamless solution for your data storage, analysis, and visualization needs.
- **Nonprofit Data Warehouse Quickstart:** A prepackaged, "one-click" setup, Azure-based warehouse for storing data specifically designed for nonprofits.

**Business Applications:**

- **Power Apps:** Provides an accessible tool for building custom web and mobile applications, requiring minimal coding skills, to help automate and streamline common business activities.

**Microsoft Cloud for Nonprofit:** Align the capabilities of Microsoft 365, Power Platform, Dynamics 365, Azure, and LinkedIn to address common nonprofit scenarios, including donor and volunteer management and engagement and data security. All based on the Nonprofit Common Data Model to unite disparate data sources.

**Microsoft Community Training:** Supports personalized learning for a large-scale mobile-based community. It is affordable, easy to manage, and provides robust security and privacy protection through an easy-to-use interface, or it can be integrated with existing systems via REST application programming interfaces.

# Appendix C: Expectations for Equitable, Ethical, and Responsible Use of Data and Technology

The Microsoft Justice Reform Initiative and the Urban Institute are strongly committed to the ethical and equitable use of data and technology. In the Catalyst Grant Program, we expect our grantees to maintain respectful relationships and trust with communities of focus. In support of this, we encourage and support grantees to learn and follow the principles of ethical, equitable, and responsible data and technology use, especially for any activities involving people.

Below we describe some elements of responsible data stewardship. We expect the Principles for Equitable Use of Data to be relevant to most proposed projects, while protecting personally identifiable information (PII) and submitting research projects to an institutional review board will be relevant for a smaller subset.

As part of proposal reviews, the selection team will consider how, as appropriate for the proposed type of activities and data sources, the organization plans to responsibly protect individuals and data, including managing sensitive data, research, or PII. These protections may be minimal if, for example, all the data are public, but more extensive if an organization proposes collecting sensitive data from participants or analyzing confidential data. In addition, projects that will be implementing machine learning or AI tools or methods will be expected to do so consistent with principles and practices for responsible use (see [Microsoft's AI principles and approach](#), for example).

After grantee organizations are selected, they will be required to reflect on and plan for how they will follow ethical standards and consider equity as they use data and technology throughout their projects (collecting, analyzing, publishing, developing, deploying, etc.), especially how they will consider and protect people participating in research or impacted by the technology use. Urban will be available to review and advise on any approaches and plans.

## Principles for Equitable Use of Data

Principles for equitable use of data require people, including Catalyst grantees, to consider how any collection, analysis, and publishing of data and related products during a project will affect the people and communities reflected in the data. As a reference, the Urban Institute's "[Principles for Advancing Equitable Data Practice](#)" offers a framework and examples for thinking through the equity implications of your data-related activities. These principles include the following:

- Maximize benefits and avoid causing harm to the extent possible, even if it is not a formal or legal requirement. This requires considering risks and benefits holistically.
- Uphold people's power to make decisions that are in their best interest and to protect people who do not have that power. People can make informed decisions when they have information, the capability to understand it, and the freedom to act on it.



- Fairly distribute burdens and benefits among people. This principle underscores that communities and people who bear risks and burdens deserve to benefit. It also emphasizes the responsibility to ensure that undue burden is not put on people unlikely to benefit.

## **Informed Consent**

To provide fully informed consent for participation in research, a person must first understand (1) the purpose of the research, (2) who is conducting the research and who is funding it, (3) the risks and benefits of participation, (4) what confidentiality is being promised, and (5) that their choice to participate or not is fully voluntary.

## **Protection of Personally Identifiable Information**

We expect all grantees to follow any data-governance policies that their organizations, or partner organizations, have established and to have procedures in place for protecting any personally identifiable information (e.g., names, social security numbers, or personal characteristics) used in their projects.

For reference, Section 4 of the National Institute of Standards and Technology's [Guide to Protecting the Confidentiality of Personally Identifiable Information \(PII\)](#) provides recommendations on the ways PII should be protected. Organizations should implement safeguards for any PII they house, such as by

- creating policies and procedures to protect PII,
- minimizing the use, collection, and retention of PII,
- deidentifying information, and
- storing and sharing the data securely.

## **Submission to an Institutional Review Board to Approve Data Collection**

As one mechanism to protect the rights and welfare of people participating in data collection, organizations, such as colleges, universities, and hospitals, may have institutional review boards (IRBs) to review data-collection procedures, risk to research subjects, and data-security plans for research projects. These boards review proposed research projects and have the authority to approve, require modification of, or disapprove research activities.

Projects that support the operations of a program or service are less likely to fall into the category of research and hence less likely to be appropriate for an IRB review. If your project is a research study involving the collection of individuals' private or identifiable information, such as through a survey or interviews of community members, IRB review may be beneficial to ensure you are protecting participants appropriately. Research projects that may not need an IRB review according to federal standards are those

accessing data, documents, and records that are publicly available or collecting data in such a way (e.g., through an anonymous survey) that the subjects cannot be identified, either directly or through identifiers linked to the subjects.

**If your project is a research study collecting or accessing data with PII, we strongly recommend you explore undertaking IRB review in the interest of protecting the people represented in the data.** If you are partnering with an academic institution or other research organization in data collection, we recommend that you inquire whether their procedures require an IRB review for your project.

**If an IRB review is appropriate for your project, any anticipated IRB costs and time for review should be factored into your proposed project's budget and timeline.** We will recommend that grantees pursue the submission as soon as they are notified of the award.

Nonprofit organizations without their own IRBs may use the IRB of a local partner or university or contract with a commercial IRB available to review proposals for a fee. The US Department of Health and Human Services provides an advanced search of its [online directory](#) that can suggest institutions with accredited IRBs in your area that you can reach out to and inquire about external submissions.

If you are unsure whether your intended activities might merit an IRB review under this grant program, you can contact the Urban team to discuss your proposed project, though Urban cannot issue any legal decisions related to IRBs. Given the implications for budgets and timelines, we recommend you reach out as early as possible in the proposal process. After grants are awarded, Urban Institute staff will be available to provide assistance to grantees submitting their projects to IRB review.