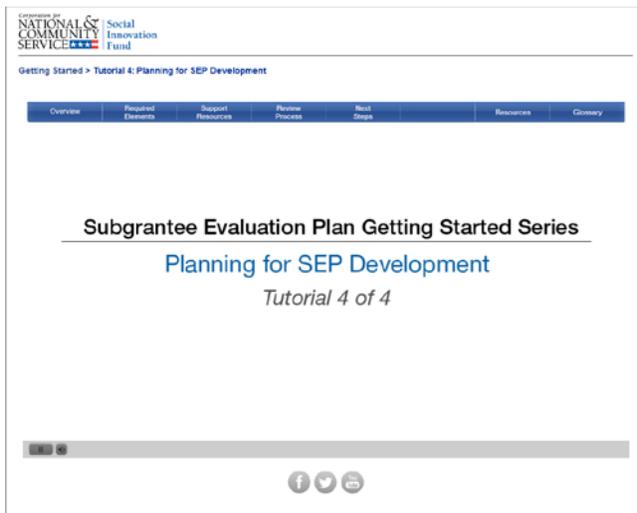


SEP TUTORIAL 4 – PLANNING FOR SEP DEVELOPMENT

SCREEN 1



Corporation for
NATIONAL & COMMUNITY
SERVICE  Social
Innovation
Fund

Getting Started > Tutorial 4: Planning for SEP Development

Overview Required Elements Support Resources Review Process Next Steps Resources Glossary

Subgrantee Evaluation Plan Getting Started Series

Planning for SEP Development

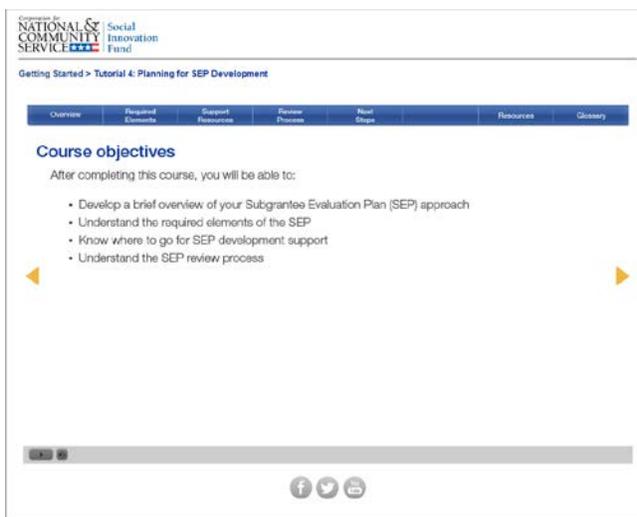
Tutorial 4 of 4

0:00

Narrator: Welcome to the SEP Development Tutorial Module 4: Planning for SEP Development

SCREEN 2



Corporation for
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Getting Started > Tutorial 4: Planning for SEP Development

Overview Required Elements Support Resources Review Process Next Steps Resources Glossary

Course objectives

After completing this course, you will be able to:

- Develop a brief overview of your Subgrantee Evaluation Plan (SEP) approach
- Understand the required elements of the SEP
- Know where to go for SEP development support
- Understand the SEP review process

0:00

Narrator: This course will help prepare you to prepare a high-level overview of your SEP approach for review.

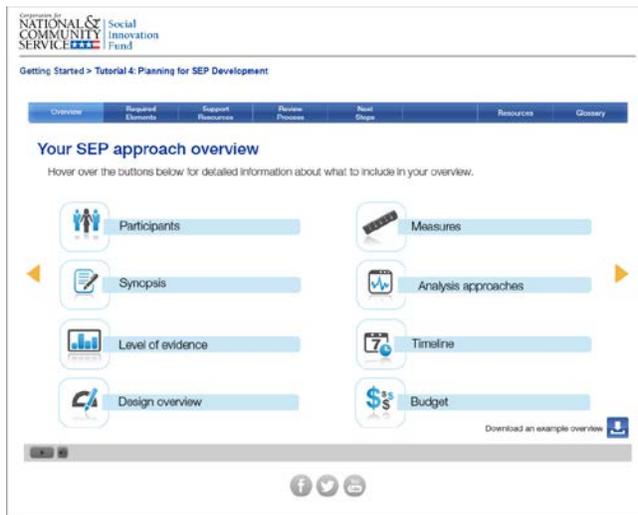
Additional Screen Text:

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SCREEN 3



Narrator: The Corporation for National and Community Service, or CNCS, encourages you to write a high-level overview of your SEP to ensure it will be in line with the program and available resources. Your overview will need to provide enough detail for CNCS to understand your intent and whether or not your approach will reach moderate or strong level of evidence. Ensure that you include the following items in your SEP overview:

Additional Screen Text:

Your SEP approach overview:

Participants – The names of the grantee, subgrantee (if applicable), and evaluation contractor.

Measures – A list of the measures/instruments to be used, and the types of data to be collected from them, to the extent that these are available.

Synopsis – A one-paragraph synopsis of the program and what it intends to change/impact.

Analysis approaches – If possible, a one-paragraph description of the proposed analysis approaches.

Level of evidence – The level of evidence targeted (preliminary, moderate, or strong), and a brief explanation of why that level is targeted.

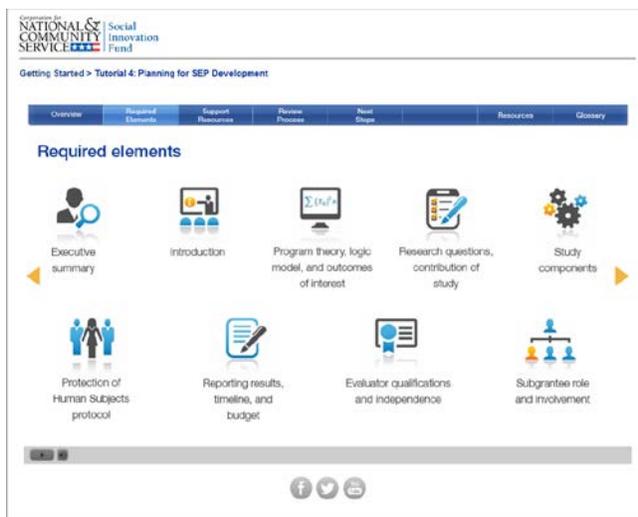
Timeline – A rough timeline (e.g. dates that participant recruitment and data collection need to start/end, and when analysis and reporting will take place).

Design overview – A one-paragraph overview of the proposed evaluation design, including a description of the comparison group, control group, or other counterfactual, and how the comparison group (if used) will be identified.

Budget – The estimated budget.

Download an example overview: http://sep-tutorials.org/docs/4_BridgeEvaluationPlanSummary.pdf

SCREEN 4



Narrator: Your SEP must contain the elements listed on this slide. Click a button to learn more about each topic.

You can find more detailed information in the Guidance document, available on the Knowledge Network. You can access the document by clicking the Resources button above.

Additional Screen Text:

Required elements:

1. **Executive summary** – Your executive summary may run between one and two pages, and should include a description of the following:
 - Program and intended outcomes/impacts

- Prior research
- Targeted level of evidence
- Evaluation design, including comparison/control group approach
- Measures/instruments
- Proposed analysis approaches
- Evaluation timing/Timeline and budget
- Evaluation team

2. Introduction – Should include:

Overview of prior research

Include the following:

- A description of prior research conducted on this program
- Sufficient information to identify the prior level of evidence attained by the program
- A description of prior research conducted on similar programs
- Sufficient information to identify the prior level of evidence attained for similar programs

Finally, indicate whether an ongoing evaluation effort is being proposed for the SIF evaluation, and if so, a description of its advantages/disadvantages.

Program background and problem definition

Ensure that:

- The policy issue or problem the program is designed to address and why it should be addressed is succinctly described
- The issue or problem is framed based on a review of research
- The program model is described briefly in the introduction, and includes key information such as who participants will be, the intervention level, and key outcomes

3. Program theory, logic model, and outcomes of interest – Your logic model should include:

- Both a narrative and a graphical display that follows the chain of reasoning
- The logic model concepts, including all outcomes to be measured
- How the resources and activities lead to the outcomes
- Only aspects directly related to the theory of change
- Existing literature to describe the theoretical or research basis that the model draws upon
- Existing literature to support the connections between the activities and outcomes

4. Research questions, contribution of study – This section should address the following SEP elements:

Impact questions: Your impact questions should...

- Be consistent with the logic model's stated outcomes
- Include confirmatory and exploratory questions (if there are multiple questions related to the same outcome)
- Include confirmatory questions that are based on statistical power
- Address programmatic activity in the program participant group and, when feasible, the comparison or control group
- Be phrased so that groups can be compared to understand net effect of intervention and differences

Implementation:

- The SEP should include implementation questions that focus on how, and how well, the program is put into operation
- These questions should be separate from the impact questions, aligned with the program logic model, and measureable

Contribution of the study:

- Describe the level of evidence the program is targeting
- Address how the proposed evaluation meets the criteria for this level of evidence
- Describe why a preliminary level of evidence is appropriate (if applicable), and when and how the program will move to a higher level of evidence

5. **Study components** – This section should address the following SEP elements:

Impact evaluation designs: All SEPs must choose one or more types of impact evaluation design. Refer to the Guidance for detailed information on design types.

Implementation evaluation: Implementation evaluations focus on the process by which a program provides services or otherwise accomplishes its mission. Refer to the Guidance for specific information.

Sampling, measures, and data analysis: Include...

- A sampling plan that provides a complete description of who will participate in the study and how they will be selected
- A description of all measures to be collected
- A clear indication of how each measure aligns with the outcomes in the logic model
- A list of sources for all measures and the type of data to be collected along with how it will be collected

Statistical analysis: The statistical technique chosen will depend on the types of research questions and outcomes or impacts specified in the research design.

6. **Protection of human subjects protocol** – If the evaluation includes personally identifiable data, then the SEP should include the following:
 - The name of the Institutional Review Board (IRB) that will be used
 - The type of approval sought
 - The process used by the named IRB for securing the approval
 - What data will be subject to informed consent
 - The overview of how informed consent will be obtained

7. **Reporting results, timeline, and budget** – This section should contain:
 - A list of the reports that will be produced and when they will be produced
 - A detailed and feasible timeline (sample below) that lists all the key events in the evaluation, including their start and end dates
 - A detailed budget that reflects both the time and costs it will take to achieve your targeted level of evidence

8. **Evaluator qualifications and independence** – This section should include:
 - The evaluator’s experience with both the content area and type of evaluation
 - Examples of the evaluator’s experience with an evaluation of the same size and scope
 - A description of the relationship between the program and the evaluator
 - A description of any possible conflict of interest related to the evaluation, and if present, measures that will mitigate them

9. **Subgrantee role and involvement** – This section should address:
 - How subgrantee staff was involved in the development of program impact and program implementation questions
 - Major concerns of the subgrantee staff during the SEP development process
 - Any technical assistance the subgrantee will receive as part of the evaluation

SCREEN 5

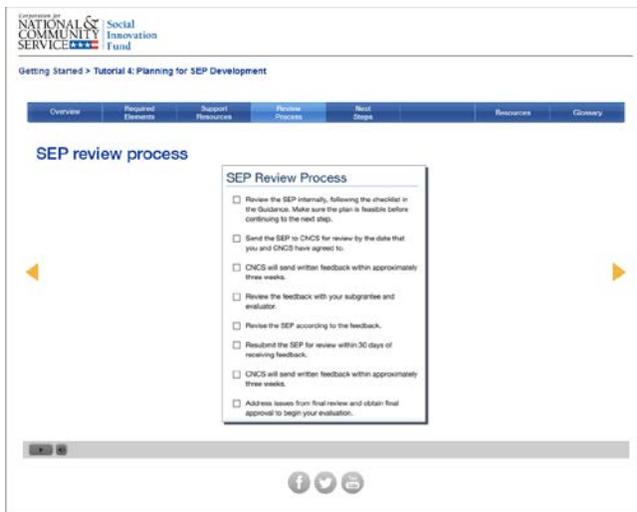


Narrator: Always refer to the latest *SIF Content Requirements for Subgrantee Evaluation Plans* document for the latest, detailed guidance. You can also connect with other grantees on the Knowledge Network. If you still have questions, contact your Program Officer.

Additional Screen Text:

SIF Content Requirements for SEPs: http://sep-tutorials.org/docs/SIFSEPGuidance_February2012Release.pdf

SCREEN 6



Narrator: After you have developed your full SEP, follow these steps to have it reviewed by CNCS.

Additional Screen Text:

SEP review process:

- Review the SEP internally, following the checklist in the Guidance. Make sure the plan is feasible before continuing to the next step.
- Send the SEP to CNCS for review by the date you and CNCS have agreed to.
- CNCS will send written feedback within approximately three weeks.
- Review the feedback with your subgrantee and evaluator.
- Revise the SEP according to the feedback.
- CNCS will send written feedback within approximately three weeks.
- Address issues from your final review and obtain final approval to begin your evaluation.

SCREEN 7



Narrator: Here are the next steps you will want to take. Be sure to visit the resources page and the Knowledge Network for answers to questions as they arise, or check with your Program Officer.

Additional Screen Text:

Next steps:

1. Today – Get started developing your strategy with participation of evaluation partner. Ask questions early.
2. ASAP – Review Effective Examples of SEPs.
3. Early Spring – CNCS will release final guidance outlining written plan expectations.
4. Early Summer – Share first draft of your SEP with CNCS.
5. Summer – Receive written feedback on your plan, revise and meet with CNCS as needed.
6. Fall – Share your final SEP with CNCS.