

CVE GRANT – Quarterly Report Narrative

Performance Period: 8/1/17 – 9/30/17

Grant Acceptance Logistics. Upon receipt of the announcement that the Illinois Criminal Justice Information Authority's grant proposal was accepted our ICJIA team within our grants and fiscal units undertook the steps necessary to remove any holds on our grant funding, and executed the acceptance documentation.

Grant Execution Planning. Dr. Megan Alderden, Lily Gleicher, Dr. Stevan Weine, and Junaid Afeef met to review the grant proposal and discussed the execution of the grant. A working timeline was developed (which will be subject to on-going modifications as necessary).

Community Partners Meetings. Community partners in our grant proposal were notified that the funding came through, and that ICJIA is moving ahead with the project. Some community organizations discussed next steps via telephonic conversations, while others (Elgin and Springfield communities) convened in-person meetings to discuss the project.

Experts. The experts identified in the grant proposal were contacted. Dr. Nancy Zarse, Dr. Stevan Weine, and Dr. Linda Langford have all executed contracts with ICJIA for their work on terms detailed in the grant proposal. Dr. Matthew Clarke, an expert in curriculum design, was unable to participate as planned. The experts and Mr. Afeef, Ms. Gleicher, and Dr. Alderden convened one hour long telephone conference call on 9/19/17 to begin planning the content of the training curriculum.

Miscellaneous/Other. Dr. Alderden and Ms. Gleicher began developing focus group questions and an Institutional Review Board application. Mr. Afeef participated in a three-day intensive training on instructional design offered by the American Management Association (using funds outside of this grant) to develop the requisite knowledge of the ADDIE (analysis, design, development, implementation, evaluation) methodology for training development. Mr. Afeef participated in several of the webinars offered by the Office of Community Partnerships to develop a greater understanding of online resources and social media optimization. Mr. Afeef has also engaged with other OCP recipients of the CVE grant to informally collaborate and to provide insights and technical assistance as requested.