

## **BRG Institute Associates Program**

### **About the BRG Institute and the Associates Program**

The BRG Institute was founded by Berkeley Research Group, LLC as an independent nonprofit corporation to advance knowledge in policy and management through research, open publication, and public engagement. Areas of particular interest include the global economy, the corporation, technological innovation, financial institutions, and elements of law and policy. BRG Institute is a 501(c)(3) entity headquartered in Emeryville, California. For more information about the Institute, please visit [www.brginstitute.org](http://www.brginstitute.org).

The BRG Institute Associates Program (“Associates Program”) is designed to encourage professionals to develop and implement, under the guidance of a senior advisor, a research paper or a pro bono consulting project addressing a business, management, or policy issue aligned with the mission of the BRG Institute, as described above.

### **Eligibility**

The Associates Program is open to anyone interested in advancing the mission of the BRG Institute.

It is recommended that Associates Program candidates have an undergraduate degree or higher; coursework or training in fields such as statistics, economics, policy, or management; at least two years of professional work experience; and excellent research, writing, and project management ability.

All proposals and project work must comply with the laws of the United States and California.

### **Application, Review, and Program Timeline**

The Associates Program will accept applications on a rolling basis. Upon receipt of an application, an independent review committee will meet and issue a decision regarding acceptance of the proposal within an estimated timeframe of thirty to forty-five days.

It is expected that projects will occur over a six-month period, with the resulting research paper or pro bono project summary and analysis submitted to the Institute before the end of the six-month term. If necessary, and with the endorsement of the candidate’s advisor and approval of the BRG Institute, a one-time extension of three months will be allowed.

### **Program Options**

Two program options are available for proposals:

- Option 1, Research Paper: Associates Program candidates will author a research paper of twenty to thirty pages with references, footnotes, and an abstract. Topics may relate to economic, social, environmental, health, and/or political issues at the city, regional, national, or global level. Research papers should be theory informed, evidence based, and insight driven.

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- Option 2, Consulting Project: Associates Program candidates will develop and implement an advising or consulting project with a charitable or nonprofit organization, with the goal of improving the organization's programmatic work or operational performance. The candidate, upon completion of the project, will author a paper of five to ten pages, covering lessons learned, potential next steps, and best practices for similar organizations.

A proposal for either option may be submitted by an individual or by a team. For all options, a senior advisor with academic or professional expertise in the topic area must be willing to advise and mentor the candidate (or in the case of a team submission, all involved participants) throughout the project term.

### **Associates Program Benefits**

Candidates accepted into the Associates Program are eligible for reimbursement of project-related expenses, subject to prior request and authorization via email from BRG Institute staff. Example allowable expenses include data licenses and subscriptions that are otherwise not available to the participant, and travel to and from a pro bono client site. Expenses may be reimbursed up to \$2,500 USD per project, and all such expenses must be preapproved by BRG Institute staff.

We understand that the BRG Institute will encourage managers of participants in the Associates Program (including the senior advisor and any managers supervising work outside of the Associates Program) to both (1) acknowledge the individual's investment in the BRG Institute Associates Program as professional development time, and (2) as much as feasible, allow flexibility in scheduling so the participant can best balance work in the Associates Program with other projects and deliverables.

Completed academic or professional papers of sufficient quality and importance will be accepted into the BRG Institute's working papers series and highlighted on the Institute website (at the sole discretion of the Institute).

### **Submission and Acceptance Process**

To apply, an Associates Program participant (or team) should submit the following:

1. Proposal summary, with a suggested length of three to five pages (at the length to best describe the proposal and include discussion of all points below).

Prospective candidates should make a compelling, evidence-based argument for their project. This document should be written carefully and clearly, and should be understandable to a knowledgeable general audience. This section must include all of the items below:

- a. Introduction to the topic, including a brief literature review or overview of the project area, based on relevant and recent quantitative evidence.
- b. Overview of the project being proposed and an explanation of why it is important to pursue this research or consulting project.
- c. Description of the proposed research or consulting methods (for a team submission, there must be a clear explanation of team member roles and responsibilities).
- d. List of proposed project-related expenses, if any.
- e. Anticipated lessons learned or outcomes.

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- f. Potential risks related to successful completion of the project, and planned mitigation for such risks:
    - i. Programmatic risks, such as conflicts with client practice areas.
    - ii. Operational risks, such as security issues in conducting research or pro bono client work.
    - iii. Timeline risks, such as events that could result in the project not being completed within the allotted project period.
  - g. Whether personally identifying data or health-related data (such as data covered under the Health Insurance Portability and Accountability Act (HIPAA)) will be collected, or if the research will involve groups or individuals such as minors or those with disabilities, and, if so, planned management, retention, and security for that data.
  - h. Whether nonpublic personal information or financial data (such as data covered under the California Consumer Privacy Act (CCPA) or General Data Protection Regulation (GDPR)) will be collected, and, if so, planned management, retention, and security for that data.
2. Letter of recommendation from the candidate's proposed advisor for the project.
  3. Current resume or CV for the candidate.
  4. Candidate phone number and email address.

Materials should be submitted to the point of contact listed on the BRG Institute website:

<https://www.brginstitute.org/institute-associates>

### **Additional Information for Submissions**

BRG Institute welcomes the submission of innovative project proposals that might not align precisely with Options 1 or 2 above. All projects must be theory informed, evidence based, and insight driven.

### **Additional Information for Projects**

Advance planning is essential to project success, as is good communication between the candidate, their project team members (if applicable), manager(s), advisor, and the Institute staff.

It is expected that the participant will ensure the following during the term of the project:

1. Meet regularly (at least once every two weeks) with their advisor about their project
2. Submit an update on project progress (not to exceed one page), once per month, via email to BRG Institute staff
3. Attend check-in calls of fifteen to thirty minutes, once per month, with BRG Institute staff

### **Questions and Further Information**

Please direct questions to the point of contact listed on the BRG Institute website:

<https://www.brginstitute.org/institute-associates>