



CAYT TERMS OF AGREEMENT

Submission of Studies for Scoring and Placement in CAYT Virtual Library

TERMS AND CONDITIONS

Mentor UK welcomes the submission of programme evaluations focusing on prevention and transitions in children and young people. The Centre for Analysis of Youth Transitions (CAYT) is a database of evidence-based information and quality-assured impact studies that assesses programmes centred on the transitions made by children and young people. CAYT is a resource to assist researchers, practitioners, and policy makers in using evaluation evidence for practical decision making and programme implementation. It is not intended to be an exhaustive list of programmes that merit investment. CAYT also welcomes innovative approaches and programmes that may not yet have extensive evidence.

Being listed in the catalogue hosted in the CAYT virtual library will help raise the profile of each programme, in the UK and internationally and will allow for the sharing of information and collective learning to enrich services provided to young people.

Each application will be assessed by a team of reviewers from Mentor UK. Submissions will be scored on standard of evidence and programme impact according to CAYT recognised standards. Reports including programme outlines, general feedback and allocated scores will be uploaded to the CAYT virtual library where members of the public will be able to view and download from the catalogue of evidence-based information and quality-assured impact studies.

Criteria for inclusion

To be eligible for inclusion in the CAYT database, a programme must meet the following minimum requirements:

- Research or evaluation of programmes focusing on children and young people's transitions and prevention from risky behaviours.
- The programme must present clear and defined outcomes, which evidence has been demonstrated in at least one study
- The results of these studies have been published in a peer-reviewed journal or other professional publication, or documented in a comprehensive evaluation report

Ineligible for Review

- Programmes with an unethical design
- Programmes that are not based on evidence
- Programmes that have been developed or evaluated by organisations whose goals or activities are inconsistent with Mentor's mission and values

Material for submission

Applicants should provide full-text documents at the time of submission that demonstrate the programme meets the requirements. Other research articles, published or unpublished evaluation reports, grant reports, lesson plans, training resources and replication studies may be submitted as additional supporting documents.

Applicants should submit a CAYT application form and at least one of the following:

- One or more programme evaluations that examine programme outcomes and clearly outline the research methodology and findings
- Published peer reviewed article related to the programme evaluation and/or implementation

Please note

- **We will conduct assessments based only on the information provided at the time of submission. We will not consider incomplete submissions or attachments.**
- **Applicants who wish to withdraw their submission from the review and publication process must do so within seven days of submission and a valid reason should be provided.**
- **If an application is submitted and not withdrawn within seven days of the date of submission, the assessment procedure will continue and the report will be published online.**

Assessment

We will assess and score submissions for programme impact and standard of evidence according to a standardised scoring system as well as giving an overall performance grade (see appendix for further information). During the scoring, we will consider rigor (methodology), effect size, programme fidelity and conceptual framework.

Publication of Results

Once the assessment has been completed and scoring finalised we will publish the assessment report online. This shall be published no later than two months from the time of assessment.

By applying for CAYT scoring you are confirming that you have informed and received permission from all relevant parties and agreeing, on behalf of your organisation, independent

practitioner(s) and/ or stakeholders (e.g. funders), to the publication of the related impact assessment report. In the eventuality of a dispute over assigned scores, there may be an appeal (see below). During this process, the report will continue to be published and made available, with a clear notice that an appeal is pending.

Feedback

A draft feedback report will be shared with applicants prior to publication. During this time, agreed changes can be made to the programme descriptions but not to the feedback or scores which are final and will be published as reported unless changed during appeal – in which case a new score will be published in the CAYT catalogue.

Score Rereview

A provisional courtesy report, including scores, will be shared with applicants who may make an appeal for one or all scores if they consider that the CAYT criteria have not been applied or if they believe there has not been a fair reading of the evidence. Applicants may make one application for review within two weeks of the report being shared. Once a request for a score re-review is received the application will be reassessed and the grading will either upheld or amended. Information on the CAYT website and CAYT catalogue will also be updated.

Applicants cannot appeal a CAYT scoring decision because they don't understand, are unaware of or unhappy with the scoring system and criteria, or because the score was lower than expected. They must show that they have **grounds** for appeal and include a concise summary of their concerns, clearly explaining why they disagree with the decision. Alternate or additional material will not be considered during appeal.

Cost

No cost will be involved in the process or for inclusion in the CAYT catalogue.

Future Assessment

Applicants may apply for reassessment of their programme at minimum of 18 months from the date of publication in the CAYT catalogue. A new application form will need to be completed and any original and/ or additional material submitted for review.

PLEASE USE CAPITAL LETTERS

I confirm that I have read and understood this agreement and agree to the terms and conditions. I accept the decision of the assessment panel is final and wish to submit my application for scoring and review.

On behalf of Applicant

Name _____ Signature _____

Position _____ Organisation _____

Date _____

On behalf of Mentor-ADEPIS/ CAYT

Name _____ Signature _____

Position _____ Organisation **Mentor UK**

Date _____