**Community-Based Research (CBR) Project Proposal Form** 

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**U-Links Administration Only**

**Project Number** *(automatically generated by CBR database):*

**Recommended Courses and/or Disciplines** *(i.e. GEOG, FRSC, IDST, ERSC, PSYCH or Alternatives):*

**Recommended Faculty Advisors:**

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**PROJECT TITLE:**

**A – CONTACT INFORMATION**

Date:

Contact person:

Phone:

Email:

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**B – COMMUNITY ORGANIZATION**

Organization’s name and address:

Briefly state the organization’s purpose and the products or services offered:

Has an immediate supervisor or board approved this application?

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**C - PROJECT SCOPE**

Select the theme(s) for your project (check all that apply):

 Cultural Economic Environmental Social Other:

Potential project scale (check all that apply):

 Single year project

 Multi-year project

 Ideal for undergraduate students

 Ideal for graduate students

Is your project appropriate for a single student or a group?

Describe the purpose of the project:

How will the project benefit your organization and/or clients?

How will the results of this project benefit Haliburton County?

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**D – RESEARCH DESIGN**

What are the proposed research questions to be answered?

What are your ideas on how these questions might be answered (i.e. survey, literature review, field work etc.)?

If you are familiar with research designs, check those that apply below:

 Descriptive (i.e. case-study, naturalistic observation, survey)

 Correlational (i.e. case-control study, observational study)

 Semi-experimental (i.e. field experiment, quasi-experiment)

 Review (literature review, systematic review)

 Meta-analytic (meta-analysis)

What will the student(s) complete as part of the research (i.e. manual, program evaluation, survey, etc.)?

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**E - SCREENING AND/OR TRAINING**

Do the students require any specific screening or training? (e.g. police checks, confidentiality agreements, CPR, WHMIS):

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**F – RESEARCH ETHICS**

Does the research involve human subjects? (i.e. surveys, interviews)

 Yes No

*NOTE: If yes, the students may be required to submit an application for ethical review of the research. This process may take up to 4-6 weeks and will need to be taken into consideration when creating project timelines.*

If your project involves collecting human subject data (i.e. interview transcripts), would you like access to that “raw” data at the end of the project, in addition to receiving the “summary” of data in the final report?

 Yes No

Does the organization/employer have policies about research ethics approval?

 Yes No

If yes, please explain:

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**G – PROJECT TASKS AND TIMELINE** *(This section should be completed by the final draft)*

Please outline the major tasks and timelines involved in completing the project.

*These tasks include important information to be gathered, key stakeholders who should be involved, relevant dates for your organization, and critical meetings for the student to attend.*

Task:

Objective:

Date:

Task:

Objective:

Date:

Task:

Objective:

Date:

Etc:

Indicate important start and end dates for the project, if applicable:

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**H – RESOURCES**

What non-financial resources are needed and in place to support the research? *All known resources should be listed here (i.e. available data, staff support, access to pre-existing office supplies, training, etc.).*

Do you have the financial resources needed, and in place, to support the research?

Do you anticipate needing further funding or other types of resources? *If so, please explain including any ideas on where resourcing may be obtained:*

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**I – KNOWLEDGE SHARING**

How are the project results to be disseminated and made useful to the broader community (check all that apply)?

 Academic article

 Conference/forum

 Manual

 Marketing, promotional, newsletter, outreach materials

 Policy brief

 Report

 Roundtable

 Video

 Workshop

 Not sure of the above, let’s talk some more

*NOTE: Please note the researcher(s) will own the copyright for all work completed as part of his/her involvement, but the lead organization/group/employer may use all project outputs in whole or in part, as it sees fit as long as the researcher(s) is duly credited as the author. If work is completed collaboratively, copyright will be decided by all project participants.*

When will project results be disseminated and made useful to the broader community? *If there are special circumstances where results might not be made public, please explain:*

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**J - ACKNOWLEDGEMENT**

How you will credit U-Links when utilizing project results for the development of new programs, funding applications, policy, and other community endeavors (i.e. citing U-Links in documents or displaying our logo in your organization’s printed matter, both online and printed etc.)?

Following successful completion of the research project, with results beneficial to the goals of your organization, would you consider a financial contribution to U-Links?

Can we post your logo on our website? ☐ Yes ☐ No

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**K – PROJECT PROMOTION**

Please “insert” an image below to help promote your project proposal.