



Community-Based Research (CBR) Project Proposal Form

U-Links Administration Only

Project Number (automatically generated by CBR database):

Recommended Courses and/or Disciplines (i.e. GEOG4030Y, FRSC4890Y, IDST3700Y/3710H/3720H, ERSC3160H, PSYCH or Alternatives):

Recommended Faculty Advisors:

PROJECT TITLE: “The Missing Element”: - Stories of the Mountain Street Red Cross Outpost

A – CONTACT INFORMATION

Date: July 20, 2025

Contact person: Roxanne Casey

Phone: 7054571009

Email: roxanne@canoefm.com

B – COMMUNITY ORGANIZATION

a) **Organization’s name and address:** CanoeFM

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

Briefly state the organization’s purpose and the products or services offered: Canoe FM – ‘The Voice of Haliburton Highlands’- is a not for profit volunteer based community radio station. Their mission is to provide balanced programming, including entertainment and vital information. They strive to showcase local talent and meet community needs. Canoe FM will remain a strong partner in the development of our community.

c) **Has an immediate supervisor or board approved this application?** Yes

C - PROJECT SCOPE

a) **Full year undergraduate CBR projects are allotted 220 hours total, per 1-2 students on a single project. The condensed hours are similar to six weeks of full-time work. Full term students would be working on this project from September to April as part of a course, while balancing work from other courses as well. Half term students will be working on this project from September - December or January to April. Does the scope of your project fit within this timeframe?**

Yes • No • Comments:

b) Select the theme(s) for your project:

- Cultural • Economic • Environmental • Social • Other:

c) Based on the timeframe and complexity of your project, please indicate the potential project scale:

- Single year project
- Multi-year project (requiring follow up or several parts)
- Ideal for undergraduate students
- Ideal for graduate students (requires specialized knowledge/in-depth consideration of theory)

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

Single or Group

e) Describe the purpose of the project:

The Canoe FM/Haliburton Highlands Land Trust are non profit organizations working out of a historic building on Mountain Street in Haliburton that was once a Red Cross outpost. A small 1983 book by Martha Perkins, "A Hospital of our Own", was written about its history. The purpose of this project is to discover more about the building and the health professionals who worked there in order to develop a better understanding of the hospital's connection to history and its contributions to the local community. Existing data will be augmented through oral history interviews and a visual media display.

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

A focus on collecting oral history will help employees, visitors and community members develop a better understanding and appreciation of the specific times, people and events that took place in the building space, and give insight into how the services of the outpost impacted the community.

The visual materials created as part of the project will help make the space more inviting to people who work at and visit Canoe FM.

g) How will the results of this project benefit Haliburton County?

See above

h) How did you hear about U-Links Centre for Community Based Research?

Word of Mouth Social Media Newsletter News Article Other: _____

D – RESEARCH DESIGN

a) What are the proposed research questions to be answered?

1. *How did the hospital impact the community? What stories can be highlighted?*
2. *Who were the health professionals that worked at the outpost? What did it feel like to work there?*
3. *How did the use of the building evolve after the hospital closed? What structures, equipment remain?*

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

Oral history or semi-structured interview

c) Do you have knowledge of or expertise with these types of research methods? Yes

E - SCREENING AND/OR TRAINING

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

Yes No

Comments:

EXAMPLES: Projects involving vulnerable populations may require police checks. Some types of field work may involve WHMIS or other safety related training. Students and hosts working on boats need to understand and follow the U-Links Boat Safety Guidelines.

F – RESEARCH ETHICS

- a) **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 several weeks and will need to be taken into consideration when creating project timelines.

- b) **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

- c) **Does the organization/employer have policies about research ethics approval?**

Yes No

If yes, please explain:

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

- a) **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. Your Coordinator can help you complete this section.

Task: Orientation Meeting with Host Organization Contact Person

Objective: Familiarize with program and project details. Finalize contacts to interview and questions

Date: September

Task: Draft Project Agreement

Objective: Define project expectations documented and approved by host, students, faculty and U-Links

Date: Early October

- Task: Draft Ethics submission including interview draft
Objective: Submit to departmental ethics committee for approval
Date: Early October
- Task: Oral history interviews commence
Objective: Collection of descriptive material for oral history report
Date: Late October
- Task: Progress Report
Objective: Inform host of progress of project
Date: November/December
- Task: Begin draft media display materials
Objective: Develop media component from oral history narratives and book for display
Date: Mid-late January
- Task: First draft of oral history report and media display
Objective: Ensure host can give feedback on materials produced
Date: Mid-March
- Task: Celebration of Research Event
Objective: Mandatory participation in U-Links Annual Celebration of Research Event
Date: Late March
- Task: Final Report and Visual display due
Objective: Provide Host Organization with report and visual media display
Date: Early April

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

H – RESOURCES

NOTE: All known and needed resources should be listed in this section (e.g. for project coordination, data collection and analysis, software, hardware, photocopying, office supplies, workspace, travel expenses, food and refreshments, training, etc.). Students' travel expenses are reimbursed by U-Links at the end of the term.

- a) What resources are needed to support the research – financial or otherwise? Please indicate what, if any, resources your organization might be able to provide.**
- b) Do you anticipate needing funding or other types of resources? If so, please explain (including any ideas on where resourcing may be obtained):**

I – KNOWLEDGE SHARING

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.

a) **How are the project results to be circulated and made useful to the broader community? Please indicate all that applies from the list below:**

- Academic article
- Conference/forum
- Manual
- Marketing, promotional, newsletter, outreach materials
- Policy brief
- Report
- Roundtable
- Video
- Workshop
- Presentation to the host organization
- Not sure of the above, let's talk some more

b) **If there are special circumstances where results might not be made public, please explain:**

J - ACKNOWLEDGEMENT

a) **Are you able to credit U-Links when utilizing project results for the development of new programs, funding applications, policy, and other community endeavors?** *(Suggestions: cite U-Links and display our logo in your organization's printed matter and on your website, credit U-Links when speaking about your project in public and in the press, social media etc.)*

Yes No Possibly

b) **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?**

Yes No Possibly

c) **Can we highlight your project on our website and in social media?**

Yes No

K – PROJECT PROMOTION

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

