****

**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:**

**A – CONTACT INFORMATION**

**Date:**

**Contact person:**

**Phone:**

**Email:**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B – COMMUNITY ORGANIZATION**

1. **Organization’s name and address:**
2. **Briefly state the organization’s purpose and the products or services offered:**
3. **Has an immediate supervisor or board approved this application?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C - PROJECT SCOPE**

1. **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:

1. **Select the theme(s) for your project:**

 • Cultural • Economic • Environmental • Social • Other:

1. **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
1. **Is your project appropriate for a single student or a group?**
2. **Describe the purpose of the project:**
3. **How will the project benefit your organization and/or clients?**
4. **How will the results of this project benefit Haliburton County?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D – RESEARCH DESIGN**

1. **What are the proposed research questions to be answered?**

 *e.g. How much do local residents know about which types of plastics to recycle?*

1. **What are your ideas on how these questions might be answered (i.e. survey, literature review, field work etc.)?**
2. **Do you have knowledge of or expertise with these types of research methods?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E - SCREENING AND/OR TRAINING**

1. **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**

1. **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.*

1. **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

1. **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)*

1. **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:** *Example – Meet with hosts*

 **Objective:** *Familiarize students with projects*

 **Date:**

 **Task:** *Example – complete detailed project outline/project agreement*

 **Objective:**  *Finalize project details, responsibilities, logistics, etc.*

 **Date:**

 **Task:** *Example - receive ethics approval*

 **Objective:**  *Meet university ethics requirements for interviews*

 **Date:**

 **Etc:**

1. **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.*

1. **What resources are needed to support the research – financial or otherwise? Please indicate what, if any, resources your organization might be able to provide.**
2. **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.*

1. **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**
1. **If there are special circumstances where results might not be made public, please explain:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**J - ACKNOWLEDGEMENT**

1. **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

1. **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

1. **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.**