



THE UNIVERSITY OF ARIZONA

College of Social  
& Behavioral Sciences

## COMMUNITY ENGAGEMENT

*Peter and Pat Hirschman University-Community Research Partnership Fund*

### PREPARING YOUR APPLICATION | APPLICATION MATERIALS

#### SECTION 1 | GRANT PROPOSAL (4 PAGE, SINGLE SPACED)

PLEASE ORGANIZE YOUR PROPOSAL BY FOLLOWING THE BELOW FORMAT

##### ALIGNMENT WITH DONOR INTENT & COMMUNITY INVOLVEMENT

- Name the organization that is the beneficiary of this grant, if awarded, and the community of which the organization is part.
- Describe the nature of what the university/community partnership will be.
- State a problem or issue that the community faces that this application intends to address?
- State the relevance to the purpose of the fund.
- Include a community impact statement from the community partner, describing the anticipated impact.

##### RESEARCH, MERIT, SUSTAINABILITY AND ACHIEVABILITY OF RESULTS

- What is needed to know to solve the problem? (research question).
- How will this proposal find out what they need to know (methodology).
- What are the proposed activities?
- What are the anticipated outcomes? How will you disseminate the anticipated outcomes and to whom?

##### POTENTIAL IMPACT

- What is the anticipated impact of the project to the community?
- Will this project lead to a program for the community? Describe. How long will the program last? What further would you need to sustain the program and increase its capacity?

#### SECTION 2 | BUDGET

- Applicants must use the budget and justification template provided [here](#).
- Budgets and budget justifications should only reflect expenses and line items related to this particular competition.
- Include if this grant stands alone or combines with other funding sources in the budget justification.



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#### **SECTION 3 | ADDITIONAL MATERIALS**

Applications may be initiated by University of Arizona faculty, Ph.D. candidates, and post-doctoral fellows. Additionally, a regional community or governmental (or quasi-governmental) organizations, in collaboration with a university faculty member or researcher can initiate an application. Please include the following:

- Letter(s) of support from each participating university and/or and community partner in this project. Maximum of 1-page per letter of support.
- Short bios of all project partners. Maximum of 1 paragraph for each bio.
- Research authorization letter
  - If your research requires institutional approvals (e.g., human or animal subjects), you must acquire these before you can engage in your research. However, such documentation is not required at time of application submission.
  - A research authorization letter is required at the time of application submission and should be a letter from the community/community based site providing permission to conduct the research.
- 1 Community reference letter. Maximum of 2-pages.
  - We ask that the community reference provide a letter where they write about their relationship with the applicant, including examples of when they worked alongside the applicant, why they value the applicant as a member of the community, and how trust has been built over time between the applicant and the community or the reference as a member of that community.
  - This could be a letter initiated by the community partner of this proposed project or a community partner who you have worked with in the past.



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### DEFINITIONS

#### **SEED GRANT**

A small project that is generally funded through internal sources to help develop a project to the point where external funding can be obtained.

#### **COMMUNITY BASED RESEARCH**

A partnership based approach to research that equitably involves community members, organizational representatives, researchers, and others in all aspects of the research process, with all partners in the process contributing expertise and sharing in the decision-making and ownership.

#### **AUTHENTIC PARTNERSHIP**

Allows for equal contributions between partners, includes community involvement in all phases of the project, establishes a long-term sustainable partnership and looks for a broader sustainable change.

#### **SOUTHERN ARIZONA**

Includes the counties of: Cochise, Pima, Pinal, Greenlee, Graham, Santa Cruz, and Yuma.

#### **SOCIAL JUSTICE**

Broadly stated to cover such issues as immigration and asylum, housing, civil rights health issues, and healthcare, criminal justice, voting rights, poverty, employment opportunity and advancement including meaningful and justly compensation employment and educational opportunities, including training and retraining.

#### **HISPANIC SERVING INSTITUTIONS**

defined in federal law as an accredited, degree-granting, public or private nonprofit institution of higher education with 25% or more total undergraduate Hispanic or Latino full-time equivalent (FTE) student enrollment.

#### **LAND GRANT INSTITUTIONS**

An institution that provides research-based programs and resources for residents within their state.