# Community Partnership Research Program Letter OF INTENT FORM

**Letter of Intent Deadline: March 31, 2025**

**Full Application Deadline: May 1, 2025**

# Applicant Information

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| Last Name, First Name: | Personnel Number: |
| Department: | Faculty: |
| Academic Rank: | Email Address: |
| Provide the **UTRAC Fund Number (5xxxxx)** for the Tri-Agency grant currently held at U of T, or the **MRA Application Number** **(7xxxxxxx)** for a pending Tri-Agency grant application: | |

**All University of Toronto applicants are required to complete the Employment Equity Survey in order for their applications to move forward to the review stage of the competition.**

In order to be considered for this funding opportunity, all UofT Principal Investigators are required to answer the University of Toronto’s Employment Equity Survey, available through [Employee Self-Service](https://easi.its.utoronto.ca/administrative-management-systems/employee-self-service-ess/), by no later than the application deadline. Applicants may voluntarily self-identify in all applicable groups, or they may log a response indicating that they decline the survey. *Aggregated* results as of the closing of this posting will be sent to the Research Equity and Development Strategist and may be accessed by only a small number of designated senior administrators within the Division of the Vice-President, Research and Innovation (VPRI). Any information directly related to you is confidential and cannot be accessed by the reviewers or by VPRI staff. The aggregated information will be used by VPRI as part of our ongoing efforts to identify barriers to participation and to embed the principles of equity, diversity, and inclusion in the administration of internal funding programs. If you have already completed the survey, thank you; your responses will be included in the aggregated results.

# Project Title

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# Project Keywords

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# Proposed Partners

Provide a list of proposed partner organizations for this project. You will be required to include Letters of Engagement from partner organizations at the application stage.

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| **Submission Instructions:**  Both a Letter of Intent (LOI) and Full Application form must be submitted for each project before the above noted deadlines. Please refer to guidelines for further information.  LOIs are to be submitted electronically to the Connaught Secretariat at: [connaught.secretariat@utoronto.ca](mailto:connaught.secretariat@utoronto.ca) by the LOI deadline in **PDF format** using the naming convention: **LastFirst\_CPRP\_LOI\_2025**.  For program queries, contact Cheryl Nash, Research Funding Officer, Research Services Office – [cheryl.nash@utoronto.ca](mailto:cheryl.nash@utoronto.ca) |