# Community Partnership Research Program Application Form

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

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

[*Submission Instructions*](#Bookmark1)

# 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: | |

**Please note**: Only initiatives for which an LOI was previously submitted by the March 31, 2025 deadline are eligible to submit a full application.

# Project Title

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# Total Budget Requested:

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# University of Toronto Based Team Members

*\* Add additional fields as needed*

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| Last Name, First Name: |  |
| Department, Faculty: |  |
| Email Address: |  |

# Community Partners (Partner Organizations)

*\* Add additional fields as needed*

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| Organization: |  |
| Organization Website (if applicable): |  |
| Do you have a letter of engagement: | Yes  (please include with submission) No |

1. Collaborators

*\* Add additional fields as needed*

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| Last Name, First Name: |  |
| Organization: |  |
| Email Address: |  |

# Project Summary

Provide a plain language summary of the proposed partnership, suitable for public use. If your proposal is funded, this summary will be used for promotional purposes. *250 words maximum.*

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# Partnership Objectives and Goals

Describe the research question, challenge and/or opportunity, the specific goals of the partnership and how they respond to community partner and other stakeholder needs. Describe how these were developed in partnership with the community partners. *500 word maximum.*

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# Description of Partnership

Describe the partnership, so committee members can clearly understand that your proposal is a meaningful [partnership](https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a10) by explaining:

* why a partnership approach is appropriate for the proposed activities;
* how the partner organizations will participate in the intellectual leadership of the partnership;
* how your application integrates the expertise of all partner organizations in the conduct of the activities;
* how partner organizations will benefit from participating in the partnership

*500 word maximum.*

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# Description of the Team

Describe the roles, responsibilities and contributions of the applicant, co-applicants, co-directors, and collaborators, as well as other key participants. Describe how the activities and expertise of each member will support and enhance the proposed partnership. *500 word maximum.*

# Equity, Diversity and Inclusion in Research Practices

Describe how equity, diversity, and inclusion have been addressed in the development of the project team and will be embedded in team practices. *500 word maximum.*

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# Research Approach and Methods, Including EDI Considerations

Describe the research approach and activities planned to achieve the project objectives. Describe how considerations of diversity, GBA+ (gender-based analysis plus), and decolonization have been integrated into the research design, as applicable. If diversity factors are not relevant to the project, please provide a brief justification. For more information of incorporating these principles into research partnerships, please consult [SSHRC’s Guide to Addressing Equity, Diversity and Inclusion Considerations in Partnership Grant Applications](https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/guides/partnership_edi_guide-partenariats_guide_edi-eng.aspx).

*500 word maximum*.

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# Anticipated Outcomes and Impacts

Describe the anticipated outcomes, expected outputs and deliverables, and the potential impacts and benefits for stakeholders and society. Describe how the partnership may evolve over time and the potential for long-term sustainability beyond the proposed timeframe. Specifically indicate which sources of external funding the research team intends on applying for in the future to sustain and build upon the partnership program (e.g. SSHRC Partnership Grant.) *500 word maximum.*

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# Budget

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| **Expense Category** | **Year 1** | **Year 2** |
| **Personnel** |  |  |
| **Materials & Supplies** |  |  |
| **Professional & Technical Services** |  |  |
| **Travel** |  |  |
| **Hosting conferences/symposiums** |  |  |
| **Other Expense Categories (please list):** |  |  |
| **Annual Total:** |  |  |
| **Total Funding Request:** | |  |

# Budget Justification

*500 word maximum.*

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# In-Kind Contributions

List and describe any in-kind contributions that will support the project and dollar value, where possible*. 250 word maximum.*

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# References

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# Letters of Engagement

Append Letters of Engagement from the community partner(s), describing their planned involvement in the proposed project, their desired outcomes and benefits, and how these outcomes and benefits contribute to their organizational goals and objectives. Partner letters must be embedded as a single file with the application PDF.

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| **Submission Instructions:**  Both a Letter of Intent (LOI) and Full Application form must be submitted for each project by the above noted deadlines. Please refer to guidelines for further information.  Only final Community Partnership Research Program applications are to be submitted electronically in **PDF format** as **one file** (including the partner letters of engagement) using the naming convention: **LastFirst\_CPRP\_2025**, via [MRA](https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/) (My Research Applications).  Once the MRA has been submitted, it is recommended that you notify your Chair/Director that your application is pending approval and needs action on or before the competition deadline.  As long as your final application is uploaded and submitted to the MRA by deadline, your submission will be accepted (even if the Chair approves the following day). As such, there is no need to upload a penultimate version of your application.  If you encounter problems, contact the RAISE Help Desk (416-946-5000, [raise@utoronto.ca](mailto:raise@utoronto.ca)).  For program queries, contact Cheryl Nash, Research Funding Officer, Research Services Office – [cheryl.nash@utoronto.ca](mailto:cheryl.nash@utoronto.ca) |