# Community Partnership Research Program Application Form

**Notice of Intent Deadline: Wednesday March 15, 2023**

**Full Application Deadline: Monday May 1, 2023**

*Submission Instructions on last page*

# Applicant Information

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| --- | --- |
| Last Name, First Name: | Personnel Number: |
| Department: | Faculty: |
| Academic Rank: | Email Address: |

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

All [U of T Principal Investigators](https://research.utoronto.ca/engaging-research/who-can-be-principal-investigator-u-t) 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, 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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# Does this project include or impact Indigenous individuals, communities, peoples, topics, lands, or areas of interest?

Yes ☐ No ☐

**If yes, complete supplemental Appendix A**

# 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 maxim*

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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*. *(Details about research with Indigenous peoples and communities should be provided in* [*Appendix A*](#_Appendix_A:_Impact)*, below.)*

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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, MITACS funding, NFRF Transformation Grant, foundation funding, etc.). *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 Notice of Intent (NOI) 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\_2023**, via [MRA](https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/) (My Research Applications).  Please ensure: that your application is presented according to the following specifications:   * Single-spaced * Body text in a minimum of 11pt font * No condensed fonts   Once submitted, notify both your Chair/Director and Vice-Dean/Principal Research that the application is pending approval.  The system utilizes your UTORID and password (the same used to check @utoronto.ca email). 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 |

# **Appendix A:** Impact on Indigenous individuals, communities, peoples, topics, lands, or areas of interest.

Complete only if ***yes*** was indicated in Section 3. There is no word count for this section but do provide enough detail to fully evaluate the area of interest.

1. Does your research take place with or in an Indigenous community or communities? (Provide details).

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1. How was the research topic identified? Provide details of the process and the relationship with the community.

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1. Provide details about the community engagement process and activities of the research (timing, nature of engagement and involvement).

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1. Describe the benefit(s) of the research for Indigenous communities, and who decides what the benefits are and how they are measured (researcher, university, community, other).

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1. Describe accommodations for local Indigenous language, culture and community protocols in the research.

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1. How will Indigenous community members be involved in data analysis and knowledge translation? (Please provide details.)

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1. Describe how the research uses and operationalizes the OCAP (Ownership, Control, Access, and Possession) principles. Provide details about procedures.

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1. How will the Indigenous community have access to the data?

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1. How is Indigenous data governance being addressed in the research? (Be specific).

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