

Community Partnership Research Program Application Instructions

Application Deadline: October 31, 2018

APPLICATION

There is no application form for this award. Please review the program guidelines before preparing your submission.

Application materials are to be submitted electronically, via [MRA](#) (My Research Applications) in PDF format as one file using the naming convention: LastFirst_CPRP_2018. The PDF file must contain the following documents in this order:

Proposed Partnership

Submissions should be no more than **5 pages** in length (12 point font, 1" margins) and should describe the proposed initiative using the following headings:

1. Partnership objectives and goals

Describe the research question challenge and/or opportunity, the specific goals of the partnership and how they respond to stakeholder needs.

2. The team

List the names, titles and organizational affiliations of initiative leaders and other participants

3. Partnership development and sustainability plan

Provide a description of team members' and partners involvement in the partnership, the plan to develop the partnership and potential for long-term sustainability beyond the proposed timeframe. Where applicable, explain how the proposed partnership is new or emerging.

4. Research approach and methods

Describe the research approach and activities planned to achieve the project objectives.

5. Anticipated outcomes and impacts

Describe the anticipated outcomes, expected outputs (deliverables), and the potential impacts and benefits for stakeholders and society.

Budget: A tabular (up to three year) budget and detailed budget justification (2 pages). Include any matching funds or in-kind support if applicable. Please refer to program guidelines for eligible expenses.

Letters of Engagement: Append a letter(s) 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.

SUBMISSION INSTRUCTIONS:

Please ensure that your application is presented according to the following specifications:

- Single-spaced
- Body text in a minimum 12 pt font
- All margins set at a minimum of 1 inch margins

Applicants are encouraged to login to MRA well in advance of the submission deadline to ensure login credentials are correct. Once the MRA has been submitted, it is recommended that you notify both your Chair/Director and Vice-Dean/Principal Research that your application is pending their approval and needs action before the competition deadline.

For program queries, contact Steven Hermans, Partnership Development Officer, Agency and Foundation Funding, at 416-946-5502, or steven.hermans@utoronto.ca