

Application Information for CURA Community-Based Research Programs

Application Deadlines

The CURA Community-Based Research Programs consider applications for applied research assistance three times a year. Proposals are due by the following dates for assistance during the time periods indicated:

March 15 (for Summer Semester assistance—early June through August)

June 30 (for Fall Semester assistance—early September to mid-January)

October 30 (for Spring Semester assistance—mid-January through May)

Eligibility Requirements

The following are the eligibility requirements for CURA's Community-Based Research Programs:

Community Assistantship Program (CAP)—community organizations and government agencies in greater Minnesota are eligible

Communiversity—nonprofit organizations in Minnesota are eligible, especially those that serve diverse communities

Neighborhood Planning for Community Revitalization (NPCR)—neighborhood organizations in Minneapolis, St. Paul, and metro-area suburbs are eligible if they

- represent a neighborhood area, defined either by city-designated boundaries or subjective boundaries that reflect cultural, emotional, or historical ties to an area;
- are governed by a board with the majority of the members selected from the community being served and open to all members of the community.

All three programs provide graduate or undergraduate student assistance for **applied research projects, program planning and development, program evaluation,*** and **other short-term projects**. Student assistantships are generally 10–20 hours per week for three to four months.

**** NOTE: CURA does not support funder-required evaluations, and will not support evaluations for which other funding has already been provided.***

Application Process

1. **Complete a CURA Community-Based Research Programs Application Form** for each research project you would like assistance with. Use the attached application form, or complete our online application form at <http://www.cura.umn.edu/Programs/curaappform.html>

Submit applications via U.S. mail, e-mail, or fax to:

Community-Based Research Programs
Center for Urban and Regional Affairs
330 HHH Center
301—19th Ave. S.
Minneapolis, MN 55455
E-mail: curacbr@tc.umn.edu
Fax: 612-626-0273

The CURA Community-Based Research Program directors can help you with your application. You are **strongly** encouraged to contact the appropriate program director to discuss potential projects prior to submitting your application:

CAP—Will Craig, 612-625-3321, capcura@umn.edu
Communiversity—Tom Scott, 612-625-7340, scott001@umn.edu
NPCR—Kris Nelson, 612-625-1020, nelso193@umn.edu
Unsure?—Jeff Corn, 612-625-0744, curacbr@tc.umn.edu

2. **Your application will be reviewed by a committee from the appropriate CURA program.** You will be notified as soon as possible of the committee's decision regarding your application. Successful Applications have clearly defined research questions which, if answered, will help the organization or group move toward sustainable community development goals.
3. If approved, **a job description is developed by CURA**, approved by the community organization, and posted online for students to see.
4. **Students apply directly to the community organization.**
5. **The community organization chooses interview candidates** from among those students who apply for the position. The organization is responsible for scheduling and conducting interviews, and selecting the candidate of its choice.

CURA Community-Based Research Programs Application Form

NOTE: This form serves the Neighborhood Planning for Community Revitalization (NPCR) program, Community Assistantship Program (CAP), and Communiversity program

You may type answers to the following questions on this form or on separate sheets of paper attached to this form, but please clearly label every answer. We prefer applications to be no more than three pages long and to be submitted as an e-mail attachment.

Organization Name:

Street Address:

City:

State:

Zip:

Main Phone:

Main Fax:

Location where student will work (if different from address above):

Which of the following best describes your organization:

- Neighborhood organization
- Nonprofit organization
- Government agency
- Other (please specify) _____

Primary Contact Person:

Phone:

E-mail:

Project Supervisor (person who will directly supervise the student):

Phone:

E-mail:

Organization or Board Chair:

Phone:

E-mail:

- 1. Briefly describe your organization.**
- 2. Briefly describe the specific neighborhood, community, or group that will be served by the proposed project (including, if possible, demographic and geographic description).**
- 3. What is the title of the proposed project?**
- 4. Project Description.**
 - a. Describe the project for which you are seeking a student researcher, including the specific problem the project is trying to address.
 - b. What specific question(s) do you want the research to help answer?
 - c. What will be the final research product?
 - d. How will your organization use the results of this research to benefit the neighborhood, community, or group you serve?
- 5. How will the people who are served by your organization be involved in this research project, especially those affected by the results?**
- 6. Does this project involve other organizations beyond yours? If so, please describe these organizations and how they will contribute to the project.**
- 7. Describe the duties and responsibilities of (a) the student research assistant and (b) the project supervisor, including the specific tasks each will be expected to complete.**
- 8. What specific skills, experience, and qualifications will be required of the student research assistant?**
- 9. Project Support.**
 - a. What material support (e.g. desk, telephone, access to a computer, access to a copy machine, etc.) can your organization provide for the research assistant?
 - b. What financial support (i.e., contributions toward the cost of student wages, funds for travel or other expenses, etc.) can your organization provide for this project?
 - c. What additional support will be required for this project that your organization cannot provide, and how might it be obtained?

Submit applications via one of the following methods:

- as an e-mail attachment (preferred) to curacbr@tc.umn.edu
- by fax to 612-626-0273
- by U.S. mail c/o Community-Based Research Programs, CURA, 301—19th Ave. S., 330 HHH Center, Minneapolis, MN 55455

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation