



# Community Research & Action Fund Application Guidelines

The Community Research & Action Fund was created to assist community-based organizations in projects that involve collaborative community-based research or putting that research into action. Each year, the CRU will distribute \$20,000 through our fund to community organizations. Deadlines for applications are Nov. 1<sup>st</sup> and April 1<sup>st</sup> of each fiscal year. The availability of this funding is subject to financial constraints within the Faculty of Arts.

## Eligibility criteria

Community-based organizations may apply to this fund to:

- a) Initiate a collaborative community-based research project, or
- b) To disseminate research results and/or put research outcomes into action at the community or organizational level.

Each project is eligible for a maximum of \$5,000. Community-based organizations may apply to this fund for new projects in future rounds, providing that their past project has met all fund requirements (including financial and narrative reports).

All Community Research & Action projects must fit these criteria:

- the project will demonstrably benefit a **substantive** community of people, or serve the common good in a way that is intended to reach beyond the principals involved
- the project is expected to facilitate a meaningful action or impact (consider both the research process and outcome).
- the project is compatible with the mission, goals and principles of the CRU
- the project is required to involve a university partner(s) (i.e. faculty members and/or students)
- the project application outlines how both university and community partners will contribute to and benefit from the project
- the project application should outline anticipated challenges

The Community Research Unit's mandate is to build connections between the university and community. We can help you involve university partners by facilitating connections; please speak to us about potential partnerships.

In addition, research projects must be acceptable to the University of Regina's Research Ethics Board (not applicable to program evaluations and action projects). Research results are usually expected to be available to the general public.

## **Eligible Expenses**

Budgets should adhere to the following guidelines whenever applicable:

- Equipment purchases are limited to 50% or less of the total budget (see note)
- We recommend wages for hiring U of R students that is reflective of CUPE 2419 union rules
- Travel expenses must follow University of Regina travel policy guidelines: if organizations anticipate travel expenses, they can speak to the CRU.

*Note: The CRU has the following equipment available to research projects: a digital recorder, camera and potentially a workspace for a student if necessary (phone, computer).*

Indirect costs, which will not be covered by this grant, are expenditures incurred that are not directly related to the project. Costs include: space, heating, lighting, administrative services, insurance, liabilities and maintenance costs

## **Tips for Successful Applications**

- **Applications must include a “Research Proposal” and a “Research and Action Fund Application”.** Both are found on our website [www.uregina.ca/arts/community-research/funding.html](http://www.uregina.ca/arts/community-research/funding.html).
- Please demonstrate how the community (however you and your organization define your community) will be involved in your project or how the community will benefit from this project. Projects focusing on an individual(s) or for individual benefit will not be funded.
- Successful applicants are expected to have a bank account.
- Applicants are encouraged to submit letters of support from project partners (community or university partners).
- Please ensure that your timeline is achievable, and keep in mind student schedules/busy academic times of year if funding is to be used to hire student researchers.
- We recommend the following wages for hiring University of Regina students:
  - Undergraduate students (4<sup>th</sup> year Bachelor): \$17/hour
  - Graduate students: Masters level: \$19/hour, PhD level: \$20/hour

## **Expectations for Successful Applicants**

Successful applicants are expected to submit a narrative and financial report within one month of project completion. Applicants must also acknowledge Community Research Unit and University of Regina support in any final outcome.

**We encourage applicants to contact the Community Research Unit. We would be happy to assist you in filling out an application.**

Contact CRU Coordinator Lynn Gidluck @ 306-585-4084 or [lynn.gidluck@uregina.ca](mailto:lynn.gidluck@uregina.ca).