



**TERMS OF REFERENCE  
& APPLICATION INSTRUCTIONS**

**Community-Engaged Research Grants Program**

Community Engagement and Research Centre (CERC), Faculty of Arts

## Background and Objectives

The Community Engagement and Research Centre (CERC) provides independent, participatory research support in response to needs expressed by communities with a view toward building capacity and enhancing our quality of life.

Community-Engaged Research Grants (hereafter “CER grants”) are funded by the Faculty of Arts Dean’s office. CER grants are intended to support small-scale and/or early-stage research projects or knowledge mobilization initiatives undertaken by Faculty of Arts members in partnership with a non-profit organization, community group, or local government. The program is administered by CERC as part of our mandate to enhance community-campus collaborations.

The objectives of the CER grants program are to:

- Build meaningful and reciprocal partnerships between community and campus-based researchers.
- Support ongoing community-driven research collaborations between community organizations and Faculty of Arts researchers.
- Enhance the value and uptake of social sciences and humanities research in the broader community through partnered KM outputs and activities.

## Timelines

Applications will be accepted twice annually on **February 1** and **September 1**.

**Note:** For the 2026-2027 year, applications may be accepted on a rolling basis.

## Eligibility

To be eligible, a project team must include, at minimum, one Faculty of Arts researcher and one community partner.

### Researcher Eligibility:

- The principal applicant must hold a tenured or tenure-track academic appointment in the Faculty of Arts at the University of Regina for the duration of the proposed project.

### Community Partner Eligibility:

- The community partner must be a non-profit organization, community-based organization, community group, local government, or First Nation.
- For-profit entities or corporations are not eligible.
- Community partner organizations must be based in Saskatchewan.

## Project Eligibility:

- Eligible projects must demonstrate a commitment to community-building, wellbeing, social or environmental justice, and/or positive social change.
- Eligible projects must align with the mandate of CERC.
- Eligible project must address a need or interest identified by the community partner and/or broader community.
- CER grants may support a variety of topics and methodological approaches, including needs assessment, program development, primary data collection, secondary data analysis, workshops, capacity-building initiatives, or knowledge mobilization outputs and activities.
- CER grants may support new or established partnerships and projects at any stage; however, projects should support mutual benefit and learning between the community and the university.
- The project results must not be commercialized (except for scholarly publications published in a commercial journal).
- Eligible projects must include a plan for ensuring that results are co-produced and/or shared with the community partner in an accessible way.

## Funding Amount, Duration, and Use

- CER grants are valued up to \$5000.
- Funded projects will typically range from 1-3 years in duration.
- Funds will be held at the University of Regina in an account created for the researcher.
- Expenditures should align with the [Tri-Agency Guide on Financial Administration](#). Transfer of funds to support meaningful community partner involvement (e.g., honoraria) is permitted.

## Rules and Reporting Requirements

Projects involving data collection with human participants must receive and maintain ethical approval from the University of Regina Research Ethics Board. REB approval must be received before research begins and must be maintained throughout the project's duration.

Project teams must submit a **short midterm report** (approximately 1-2 pages) to CERC in their second year of funding. This report should outline the following:

- A summary of the project topic, objective(s), and research question(s).
- Progress to date, including activities completed and currently in progress.
- A summary of funds used and funds remaining.
- Remaining activities to be completed.
- A timeline for remaining activities, including a final report to CERC.

Project teams must submit a **final report** (approximately 3-5 pages) no later than 6 months after completion of the project and/or by September 30 of year 4 – whichever comes first. This report should outline the following:

- An executive summary\* to be shared on the CERC website, outlining the project partners, purpose, activities/methods, and key findings. \*Please note that this summary will be made publicly available.
- A summary of the project topic, objective(s), and research question(s).
- Major project activities completed.
- Research methods used / KM activities conducted.
- Key findings/results.
- Completed and planned outputs (e.g., reports, publications, presentations, theses, policy briefs, creative outputs) and other KM activities.
- An overview of how funds were spent, using the categories in the original application spreadsheet (e.g., student salaries, materials).
- Any outstanding activities yet to be completed.

All publications, presentations, and other outputs should include the following statement:

*“This project was supported by funding from the Community Engagement and Research Centre in the Faculty of Arts at the University of Regina.”*

## **Application Process**

### **To Apply:**

Please use the provided application form and budget spreadsheet available [here](#). The application form includes the following sections:

- Project title and summary
- Description of the partnership between researcher and community partner
- Description of community-identified need, objectives, and expected outcomes
- Roles and responsibilities: clearly identify the Faculty of Arts researcher (PI), community lead(s), and student or staff involvement. Students must be hired according to the terms of the CUPE 2419 collective agreement.
- Proposed or requested role of CERC staff
- Proposed timeline and budget (please use the provided spreadsheet available on the form)

Applications should be submitted to: [Community.Engagement@uregina.ca](mailto:Community.Engagement@uregina.ca) by either **September 30 or February 1**.

### **Review Process:**

- Applications will be reviewed by the CERC CER grants committee.
- Review criteria include: alignment with the CER grant project objectives; alignment with the eligibility criteria; demonstrated relevance to community, evidence of community engaged approach; evidence of reciprocal partnership between researcher and community partner; strength of research and/or KM plan; plan to co-produce and/or share results with community partner.