THE UNIVERSITY OF ARIZONA
College of Social
& Behavioral Sciences

COMMUNITY ENGAGEMENT

Douglass Building
1100 E University Blvd.
Tucson, AZ 85721

Peter & Pat Hirschman University-Community Research Partnership Fund

Application Guidelines

Deadline: March 22, 2024, by 5:00 pm

Eligibility

Applicants must include (1) A UArizona project director of record. Must be a faculty member holding a tenured, tenure eligible, continuing, continuing eligible, or career track position); (2) At least one representative of a regional community-based organization (may be non-profit, non-governmental, governmental, or quasi-governmental). The organization must be active in Southern Arizona (counties of Cochise, Pima, Pinal, Greenlee, Graham, Santa Cruz, Yuma).

Applicant teams may include multiple partner organizations and additional UArizona researchers including faculty, staff, postdoctoral scholars or graduate students. De facto, the proposed partnership concept may be initiated and co-led by any of the applicants. However, there must be a UArizona faculty project director of record for administrative purposes.

Application submission portal

The application portal is located on [SBS's Arizona Cultivate](). Sign in to Arizona Cultivate with your NetID/ SSO (*Note the online application must be initiated and submitted by the UArizona project director of record). Navigate to the open Hirschman University-Community Fund application where you will fill out the relevant form and upload the proposal elements, listed below. You can save a draft of your application in Arizona Cultivate prior to submission.

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Proposal Elements

1. Applicant information (Online form in competition space portal, see following page for more detail)
2. Proposal narrative (PDF upload, 4-page single spaced)
3. Bios of project partners (PDF upload, 1 paragraph per partner)
4. Budget and justification (Excel upload, use required template)
5. Community partner letter(s) of collaboration (PDF upload, max 1 page each; combine all letters into a single PDF)
6. Community letter of reference (PDF upload, max 2 pages)
7. Statement of approval from UArizona project director or record's supervisor (PDF upload, see template).

1. **Applicant Information**

   - Contact Information for UArizona Project Director
   - Contact Information for Community Organization(s)
   - Acknowledgement of Project Director's Responsibility

2. **Proposal Narrative (PDF, 4 page single-spaced)**
Please organize your proposal by following the below format

Alignment with Donor Intent & Community Involvement

∉ Name the organization that is the beneficiary of this grant, if awarded, and the community of which the organization is part.
  Describe the nature of what the university/community partnership will be.
∉ State problem or issue does the community face that this application intends to address.
∉ Relevance to the purpose of the fund.

Research Merit, Sustainability and Achievability of Results

∉ What is needed to know to solve the problem (research question).
∉ How will this proposal find out what they need to know (methodology)
∉ What are the proposed activities?

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∉ What are the anticipated outcomes? How will you disseminate the anticipated outcomes and to whom?

Potential Impact

∉ Include a community impact statement from the community partner, describing the anticipated impact. Will this project lead to a program for the community? Describe. How long will the program last? What further would you need to sustain the program and increase its capacity?

3. Bios
- Provide brief narrative bios of all project partners. Maximum of 1 paragraph for each bio.
- Include all bios in a single pdf document.

4. Budget
∉ Applicants must use the budget and budget justification template provided in AZ Cultivate (see Supplemental Documents in the submission portal).

∉ Budgets and budget justifications should only reflect expenses and line items related to this particular competition and be within the funding period (August 2024-August 2025).

∉ Indicate if this grant is stand alone or combines with other funding sources in the budget justification.

∉ Allowable costs include:
- Operations: honorariums, costs related to engaging human subjects, costs related to internships and/or service learning, workshops
- Travel: travel and related expenses associated with the research project
- Small Equipment & Supplies: acquisition of research supplies and small equipment (audio recorders, transcription equipment, etc.), acquisition of software and/or databases
- Other: Consultants

∉ Unallowable costs include:
- Personnel: salaries, course buyouts, scholarships, tuition remission or reimbursement
- Large Equipment: such as computers, laptops, etc.

5. Community Letter(s) of Collaboration

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- Provide a letter from each participating community partner in the project. The letter should describe the scope of expected participation and anticipated benefits to the partner organization. If relevant, the letter should confirm permission for university partners to conduct any research through the community-based organization or site.
- Letters may be a maximum of one page each.
- Combine all collaboration letters into a single merged PDF document.

6. Community Reference Letter
- A community reference letter should describe a community's relationship with the applicant, including examples of when they worked alongside the applicant, why they value the applicant as a member of the community, and how trust has been built over time between the applicant and the community or the reference as a member of that community.
- This may be a letter initiated by the community partner of this proposed project, or a community partner with whom you have worked in the past.
- The community reference letter may be a maximum of 2 pages.

7. **Supervisor Statement of Approval**
- A brief statement is required from the supervisor of the project director (or the supervisor's designee). This is typically a department head of director. The statement should read as follows.
  - "I support <<Project Director name>> in assuming the role of Project Director of Record for the proposed project submitted to the Peter and Pat Hirschman University-Community Research Partnership Fund. I have reviewed and approve the project budget."
- Please do not add additional narrative. This is an approval statement, not a reference or endorsement letter.
- The statement may be in the form of an email from the supervisor to the project director, or a letter on letterhead.

Questions? Please contact Stephanie Noriega (smnoriega@arizona.edu). For technical support related to the application portal, Arizona Cultivate, contact Rachel Small (rachelsmall@arizona.edu).