

**Detroit Community-Academic Urban Research Center**

**Collaborative Research Small Planning Grant Program**

**Application Cover Page**

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| GENERAL INFORMATION | | |
| **Project Title:** | | |
| **Host Organization:** | | |
| **Street Address:** | | |
| **City:** | **State:** | **Zip:** |
| **Phone:** | | **Fax:** |
| **Employer Identification # (EIN):** | | |
| **Website (if applicable):** | | |

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| LEAD COMMUNITY CONTACT | LEAD ACADEMIC CONTACT |
| **Name:**  **Title:**  **Organization:**  **Phone:**  **E-mail:** | **Name:**  **Title:**  **Organization:**  **Phone:**  **E-mail:** |

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| INSTRUCTIONS FOR SUBMISSION | |
| Materials for Submission:   1. Cover Page 2. Proposal Narrative 3. Budget and Justification 4. Timeline 5. Letters of Commitment (from each partner) 6. (Optional) Up to 5 additional supporting documents as appropriate included as appendices | Please e-mail the application to:  Katie Corbit, Center Manager  Detroit Urban Research Center  detroiturc@umich.edu  **Submit by 11:59pm on December 10, 2021** |

**All Applicants:**

**Please indicate which type of proposal you are submitting (Mark with an X).**

\_\_ Partnership Formation & Maintenance \_\_ Project Development

**Have you applied to this or other community-academic grant programs in the past?** \_\_Yes \_\_No

**If yes, please note the grant program to which you have applied:**

*The Detroit URC Small Planning Grant Program is supported by the Detroit URC and the Michigan Institute for Clinical & Health Research (MICHR), and partnerships with U-M School of Social Work faculty will be supported by the U-M School of Social Work.*

**Please note there are different guidelines for the type of application.**

For Partnership Formation see guidelines #1. For Project Development see guidelines #2.

**Guidelines 1: Partnership Formation & Maintenance Grant Applicants:**

Please answer the following questions.

1. Provide a brief description of the background and rationale for the need for this partnership and describe its relevance to the Detroit communities involved (1 page).
2. Provide a brief description of the partners involved including: 1) roles and responsibilities of the partners; 2) what, if any, previous experience you have in working together; and 3) what, if any, previous experience you have with collaborative research (up to 1 page).
3. Provide a brief description of your overall partnership formation goals and objectives (½ page).
4. Describe your proposed partnership formation activities for meeting each of your stated objectives. Please include a project timeline for these activities (see template below). (1 ½ pages)
5. Provide a brief description of how your partnership formation activities may lead to future research collaboration and/or funding opportunities, including steps you will take to pursue funding and to sustain your partnership (½ page).

**Guidelines 2: Project Development Grant Applicants:**

Please answer the following questions.

1. Provide a brief description of your collaborative research partnership, including: 1) the partners involved and how they work together (e.g., principles, procedures, infrastructure); 2) the history of your partnership; 3) current projects being conducted; and 4) relevance to the Detroit communities involved (2 pages).
2. Provide a brief description of your overall project development goals and objectives (½ page).
3. Describe the proposed project development activities for each of your stated objectives. Please include a project timeline for these activities (see template below). (1 ½ pages)
4. Provide a brief description of how you will use a collaborative research approach to meet your goals, objectives and activities (½ page).
5. Provide a brief description of how your project development activities may lead to future research collaborations and/or funding opportunities, including steps you will take to pursue such funding, and to sustain the partnership (½ page).

**All Applicants**:

Please complete the below Budget and Justification Form as part of your application packet (2 pages).

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**Budget and Justification Form**

|  |  |
| --- | --- |
| **Budget Category** | **Support Requested (Amount)** |
| **\*Personnel** | |
| Lead Community Partner  (if applicable) |  |
| Lead Academic Partner  (if applicable) |  |
| Other Partners/Staff |  |
|  |  |
|  |  |
|  |  |
| ***Sub-total: Personnel*** |  |
| **\*Non-Personnel** | |
| Supplies |  |
| Copying & Printing |  |
| Hosting |  |
| Travel |  |
| Other (please specify below) |  |
|  |  |
|  |  |
|  |  |
| ***Sub-total: Non-personnel*** |  |
| **TOTAL Requested** |  |
| **Justification (Personnel/Non-Personnel):** \*Indirect Costs cannot be included | |
|  | |

**Timeline Templates**

The below timelines are intended as guides as you develop your own. Please use either one, or another format of your choice—but note that all of the information below should be included (year, month, objectives, activities, and proposed occurrence).

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| TABLE X: Sample Timeline; 2022-2023 | | | | | | | | | | | | |
|  | F | M | A | M | J | J | A | S | O | N | D | J |
| **Objective 1** | | | | | | | | | | | | |
| Activity 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.3 |  |  |  |  |  |  |  |  |  |  |  |  |
| **Objective 2** | | | | | | | | | | | | |
| Activity 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.3 |  |  |  |  |  |  |  |  |  |  |  |  |
| **Objective 3** | | | | | | | | | | | | |
| Activity 3.1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 3.2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 3.3 |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SAMPLE TIMELINE** | 2022-2023 | | | | | | | | | | | |
| F | M | A | M | J | J | A | S | O | N | D | J |
| Objective 1 | | | | | | | | | | | | |
| Activity 1.1 | X | X | X |  |  |  |  |  |  |  |  |  |
| Activity 1.2 |  | X | X | X | X | X | X |  |  |  |  |  |
| Activity 1.3 |  |  | X | X | X | X | X | X | X | X | X | X |
| Objective 2 | | | | | | | | | | | | |
| Activity 2.1 |  |  |  |  | X | X | X |  |  |  |  |  |
| Activity 2.2 |  |  |  |  |  | X | X | X | X | X | X | X |
| Activity 2.3 |  |  |  |  |  | X | X | X | X | X | X | X |
| Objective 3 | | | | | | | | | | | | |
| Activity 3.1 | X | X | X | X | X | X | X | X | X | X | X | X |
| Activity 3.2 |  |  | X |  |  | X |  |  |  | X |  |  |
| Activity 3.3 |  |  |  |  |  |  |  |  |  |  |  |  |