

CHECKLIST AND GUIDELINES

FOR THE 2020 HELEN CARSWELL PROPOSALS

Proposals for community-engaged research should demonstrate how your research project will address a real concern or problem in the community. The purpose of this guideline is to keep you focused on describing how your project will help the community.

The sections and questions below may be used to create an outline for your proposal. However, the questions are not mandatory; they should be regarded as prompts to help you articulate your ideas in a community-engaged way.

In total, you should have around four to six sections, with most sections on a separate page: the heading/cover page and the project description. The appendices should include a bibliography, a timeline, a budget, and a biography.

Heading/Cover page: Project title/ date/ name and contact information of the principal investigator(s)/ current position of investigator(s)/ faculty affiliation(s) of the investigator(s)

Outline and Description of the project (300 – 500 words): Use subheadings in your project description; it will be easier to read.

Paragraph 1: *Introduction – background and definitions*

- Which problem(s) in the community will your project address? /What is your claim?
(use statistics, anecdotes, quotations, etc.)
- What is the general concept and the narrow topic?
- How is this problem relevant to RPSM? /Why is it important for RPSM to address this problem? (Make reference to the questions in the CFP if applicable)
- What will happen if this problem is not addressed? / Why should they care?

Paragraph 2: *Describe your project*

- What is your objective? What will your project achieve?
What are your deliverables?
- Who will benefit most from this project in the community?
- Why is this approach best for RPSM? / Are there any limitations?
- Will your research involve human participants?

Paragraph 3: *Methodology*

- How will you achieve your objectives?
- Will you use qualitative/quantitative methods?
- In what ways do you hope to share your findings?

Paragraph 4: *Restate* the relevance/importance of your project.

Make reference to the goal /objectives/questions in the CFP

APPENDICES (not included in the word limit)

1. Bibliography

2. Timeline

- How long will your project last? Outline the stages of your project.

3. Budget

- How many hours will you work per month? (for graduate students only)
- Do you need special equipment? How much will it cost?
- Are there costs for travelling?
- Do you need to consult with anyone? How much will they charge?

4. Biography

- Mention relevant qualifications and experiences of the principal investigator(s).
Testimonials, supporting letters etc.

Use the following checklist to ensure that you have addressed the requirements of the CFP.

- ☐ Heading/Cover page
- ☐ Description of the project (300-500 words)
- ☐ Appendices
 - Timeline
 - Budget
 - Biography
 - Bibliography