

**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: Mary Beth Damm, Center ManagerDetroit Urban Research Center detroiturc@umich.edu**Submit by 11:59pm on** **May 20, 2024** |

**All Applicants:**

**As listed below, there are several different funding opportunities available through this funding mechanism, please indicate below which category or categories your project fits. Check all that apply.**

* [ ]  **Youth focus**

One grant, funded by the William T. Grant (WTG) Foundation, will be awarded to a community-academic partnership with a research focus on policies and practices that affect the lives of young people ages 5 to 25 in the United States from any faculty at University of Michigan-Ann Arbor, Dearborn or Flint campuses. Consistent with WTG priorities, proposals in this focus area are encouraged to focus on: i) programs, policies, and practices that [reduce inequality in youth outcomes](https://wtgrantfoundation.org/focus-areas/reducing-inequality); or ii) strategies to [improve the use of research evidence](https://wtgrantfoundation.org/focus-areas/improving-use-research-evidence) in ways that benefit youth. However, all youth-focused proposals will be considered.

* [ ]  **School of Social Work faculty partnership**

Up to four grants will be awarded to community-academic partnerships involving School of Social Work faculty.

* [ ]  **School of Environment and Sustainability (SEAS) partnership**

One grant will be awarded to a community-academic partnership involving SEAS faculty.

* [ ]  **Michigan Institute for Clinical Health Research (MICHR) partnership**

One grant will be awarded to a community-academic partnership.

**Have you applied to a Detroit Urban Research Center small planning grant program in the past?** \_\_Yes \_\_No

*The Detroit URC’s Small Planning Grant Program is supported by funds from the following sources: William T. Grant Foundation, School of Social Work (SSW), School for Environment and Sustainability (SEAS), and Michigan Institute for Clinical Health Research (MICHR).*

 **Guidelines for Grant Application:**

1. **For New Partnerships:** 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. **For New Partnerships:** Provide a brief description of the partners involved including:

1) roles and responsibilities of the partners; 2) what, if any, previous experience partners have in working together; and 3) what, if any, previous experience partners have with collaborative research (up to 1 page).

**For Established Partnerships,** 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).

1. Provide a brief description of your overall goals and objectives (½ page).
2. Describe your proposed activities for meeting each of your stated objectives. Please include a project timeline for these activities (see template below). (1 ½ pages)
3. Provide a brief description of how you will use a collaborative research approach to meet your goals, objectives and activities (½ page).
4. Provide a brief description of how your 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).

**All Applicants**:

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

**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; July 2024- June 2025 |
|   |
|   | J | A | S | O | N | D | J | F | M | A | M | 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 |   |   |   |   |   |   |   |   |   |   |   |   |

|  |  |
| --- | --- |
| **TABLE X:** SAMPLE TIMELINE | July 2024- June 2025 |
| J | A | S | O | N | D | J | F | M | A | M | 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 |   |   |   |   |   |   |   |   |   |   |   |   |