



The Center for Urban and Regional Affairs (CURA) is an all-University applied research and technical assistance center at the University of Minnesota whose mission is to connect faculty and students with organizations and institutions working on significant public policy issues in Minnesota.

Communiversiti Personnel Grants
Center for Urban and Regional Affairs
330 HHH Center
301—19th Avenue South
Minneapolis, MN 55455

ADDRESS CORRECTION REQUESTED

Communiversiti Personnel Grants



UNIVERSITY OF MINNESOTA

An Opportunity!

WHO: Community-based nonprofit organizations, especially but not limited to those serving diverse constituencies.

WHAT: A quarter-time graduate student (195 hours total) to assist with applied research, program development, program evaluation, or other short-term projects. The student will work under the direction of the community organization.

Communiversity is looking for proposals that deal with topics of broad interest, and where the student can make a significant contribution to the project and learn from the experience. Projects should go beyond the organization's normal operations, but should be within the capability of a graduate student to accomplish during the course of one semester. Communiversity staff welcome discussion with interested community organizations prior to submission of a proposal.

GENERAL INFORMATION:

- ◆ Only registered University of Minnesota students may be hired to assist the community organization. Generally the job will be posted for graduate students only.
- ◆ Communiversity supports the student's salary and benefits; all other costs associated with the project are the responsibility of the community organization.
- ◆ Other in-kind assistance for the project—such as survey design, computer mapping, and literature searches—may be provided, but only on a limited “as available” basis.
- ◆ Requests for extension of support for a previously funded project will be given low priority.

PROCEDURE FOR SUBMITTING PROPOSALS:

1. Complete the attached CURA Community Assistantship Application Form. For your convenience, the application form is also available online at www.cura.umn.edu/Programs/ApplicationProcess.php.
2. Submit a completed application by the appropriate deadline:
 - ◆ March 30 for summer semester support
 - ◆ June 30 for fall semester support
 - ◆ October 30 for spring semester support
3. The selection committee reviews all applications received by the deadline and selects those that will receive support. Approximately one of every three proposals is chosen to receive support.
4. A Communiversity staff member notifies those organizations that have been chosen to receive assistance. Applicants will be notified of the decision approximately 3–4 weeks after each deadline.
5. For each proposal selected for support, Communiversity posts a job description for a research assistant at the University of Minnesota's student employment website.
6. Students apply directly to the community organization. The organization screens applicants and selects the candidate with whom they would like to work. Communiversity covers the cost of the student's time; the organization provides supervisory support.

For more information or to discuss a specific proposal, contact CURA community program assistant Jeff Corn at 612-625-0744.

CURA Community-Based Research Programs APPLICATION FORM

Instructions: You may reply to the questions below on this form or on separate sheets of paper attached to this form, but please clearly label every answer.

We prefer applications to be no more than three pages long and to be submitted in electronic/digital format. (Note: This application form is available both as a downloadable Microsoft Word document that you can complete and submit as an e-mail attachment, and as a web form that you can complete and submit online. Visit www.cura.umn.edu/Programs/ApplicationProcess.php.)

This form serves CURA's Communiversiity program, Community Assistantship Program (CAP), and Neighborhood Planning for Community Revitalization (NPCR) program

Organization Name:

Street Address:

City:

State:

Zip:

Main Phone:

Main Fax:

Location where student will work (if different from address above):

Which of the following best describes your organization:

- Nonprofit organization
- Neighborhood organization
- Government agency
- Other (please specify) _____

Primary Contact Person:

Phone:

E-mail:

Project Supervisor (person who will directly supervise the student):

Phone:

E-mail:

Organization or Board Chair:

Phone:

E-mail:

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Please reply to the questions below on separate sheets of paper attached to your application form, and clearly label every answer.

1. Briefly describe your organization.
2. Briefly describe the specific neighborhood, community, or group that will be served by the proposed project (including, if possible, demographic and geographic description).
3. What is the title of the proposed project?
4. **Project Description.**
 - a. Describe the project for which you are seeking a student researcher, including the specific problem the project is trying to address.
 - b. What specific question(s) do you want the research to help answer?
 - c. What will be the final research product?
 - d. How will your organization use the results of this research to benefit the neighborhood, community, or group you serve?
5. How will the people who are served by your organization be involved in this research project, especially those affected by the results?
6. Does this project involve other organizations beyond yours? If so, please describe these organizations and how they will contribute to the project.
7. Describe the duties and responsibilities of (a) the student research assistant and (b) the project supervisor, including the specific tasks each will be expected to complete.
8. What specific skills, experience, and qualifications will be required of the student research assistant?
9. **Project Support.**
 - a. What material support (e.g. desk, telephone, access to a computer, access to a copy machine, etc.) can your organization provide for the research assistant?
 - b. What financial support (i.e., contributions toward the cost of student wages, funds for travel or other expenses, etc.) can your organization provide for this project?
 - c. What additional support will be required for this project that your organization cannot provide, and how might it be obtained?

Submit completed application forms to Jeff Corn, CURA community program assistant, via one of the following methods:

- ▶ as an **e-mail attachment** (preferred) to: curacbr@umn.edu
- ▶ by **fax** to: 612-626-0273
- ▶ by **U.S. mail** to: Communiversity Personnel Grants, Center for Urban and Regional Affairs, 301—19th Ave. S., 330 HHH Center, Minneapolis, MN 55455

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation