

CURA Final Report Requirements

CURA Community Based Research Programs **REQUIRE** research assistants to complete and submit a final report to both CURA and the community organization directing the project. This *final report* assures the project research will be available to other community organizations. The report will be posted on the CURA website and placed in the CURA library for researchers and community organizers to utilize.

If the research assistant completes a report for the community organization as part of his or her research project, this same report will also fulfill the report obligation to CURA. If the project does **not** include a formal final report (for example, a project that involves the creation of a database or web site), the research assistant still must provide a *project summary* in lieu of a final report. A project summary should include a summary of the research assistant's work on the project, outlining the goals and objectives of the project, the tasks and tools that were used, the research findings, and the project's final outcome.

Please observe the following requirements for ANY report or project summary produced as part of a CURA-supported project:

- ▶ **Use of CURA logo:** Please consult and follow the “Guidelines for use of CURA’s Visual Identity” (available at www.cura.umn.edu/CuraStaff/CURA_Identity_Guidelines.pdf).
- ▶ **Acknowledgment and disclaimer:** The following statement **MUST** appear on either the title page, copyright page, or acknowledgements page of any report created as a result of a CURA-supported project:

This project was supported by _____ [choose one: the Community Assistantship Program (CAP), Communiversity, or Neighborhood Planning for Community Revitalization (NPCR)], a program of the University of Minnesota’s Center for Urban and Regional Affairs (CURA). The contents of this report are the sole responsibility of the author, and are not necessarily endorsed by the University of Minnesota, CURA, or _____ [choose one: CAP, Communiversity, or NPCR].

- ▶ **Table of Contents:** Include a table of contents at the beginning of the report. If possible, use the “Format” > “Style. . .” feature in Microsoft Word to automatically generate a table of contents.
- ▶ **Executive Summary:** Include an executive summary that briefly summarize the project’s goals, objectives, and findings.
- ▶ **Section Headings:** Use section headings to distinguish parts of the report. Be sure they are clearly labeled and are used consistently throughout the report.
- ▶ **Page Numbers:** Number pages consecutively throughout the report. Include page numbers on each page—including appendices—and center them at the bottom or top of the page.
- ▶ **Page Size:** Pages size should be 8 1/2 “ by 11”. If you wish to include larger maps on 11 X 17” paper, these pages should be incorporated as foldouts.
- ▶ **Appendices:** The following types of data should be included in appendices: maps, survey instruments, and aggregate data.

- ▶ **Bibliography:** It is the author's responsibility to properly cite the source of all materials referenced in the report, and to include a bibliography of such materials at the end of the report. Authors should follow source citation and bibliographic guidelines from a recognized reference manual, such as the *MLA Handbook*, *Publication Manual of the American Psychological Association*, or the *Chicago Manual of Style*.
- ▶ **Using Copyrighted Material:** It is an author's responsibility to follow fair use standards when citing or reproducing copyrighted materials (including figures, maps, and photographs obtained from other sources) and, where appropriate, to acquire permission to reproduce any such materials. When using photos, graphics, or when quoting another person's work, always use an appropriate credit line or cite the source of the quotation. Those unfamiliar with copyright laws or fair use standards should consult the University of Minnesota Copyright Information and Education Initiative website at www.lib.umn.edu/copyright/.
- ▶ **Copyrighting Your Report:** It is important to protect intellectual property from misuse by others. CURA suggests that the research assistant or community organization copyright any report produced by adding "Copyright _____ [researcher or organization name], 2006" to the title page.

Helpful Hints in Creating a Resource Tool for Community Organizers:

- ▶ Highlight key findings (what is likely to be most useful information for the community organization).
- ▶ Recommendations for next steps or further research are appropriate.
- ▶ Recommendations for community action should not just be the author's opinion, but rather should be presented as alternatives that may be pursued, with an analysis of the pros, cons, and implications of each alternative.

When sending the final report or project summary to CURA, research assistants should be sure to include the following:

- ▶ One complete UNBOUND hardcopy of the report.
- ▶ An electronic copy saved as a PDF document (preferred) or a Microsoft Word document.
- ▶ Original (native format) electronic files for any maps, charts, diagrams, photos, or other graphics that appear in the report.

Send all final reports and project summaries to: Jeff Corn, CURA Community Program Assistant, 330 HHH Center, 301 19th Avenue South, Minneapolis, MN 55455, e-mail: cura-cbr@umn.edu, phone: 612-625-0744.