

Community Projects Process

Proposal

1. Community organization identifies an issue or concern
2. Community completes the [CURA Community-Based Research Programs Application](#), consults with CURA program staff, and submits proposal
3. Proposal is assigned to the appropriate CURA program and reviewed by the program review committee
4. Proposal is approved, referred to another CURA program, or denied, and organization is notified of decision

Hiring

5. If approved, a job description is developed, approved by the organization, and posted
6. Students apply directly to the community organization, or online via the U of M employment system
7. Community organization completes [Student Recommendation Form](#) to recommend to CURA a student for hiring
8. If the community is providing matching funds, commitment needs to be formalized at this point, before the student is hired (See [CURA Administrative Procedures](#))
9. Student is contacted by the CURA administrator and completes hiring paperwork

Project

10. Program director meets with the student and project supervisor to develop a [work plan](#)
11. At the student researcher's request, community and faculty mentors are recruited
12. [Mid-point check-in](#) is completed and returned to the appropriate CURA Program
13. Student completes [final report](#), presents to organization and sends an electronic copy to the CURA Community Program Assistant

Wrap Up

14. Report is bound, sent to all participants, placed in the CURA library, and made available on the [CURA website](#)
15. Project participants complete a program evaluation
16. Publicize project results