**Casa Familiar Research Interest Form: Stage 1**

*Please use the Casa Familiar Research Collaboration Guidelines as a basis for responding to these questions.*

| **Request Submission Date** *MM/DD/YYYY* |  |
| --- | --- |

| ***PRIMARY CONTACT PERSON*** |
| --- |
| **Full Name**  |  |
| **Title** |  |
| **Organization** |  |
| **Email** |  |
| **Phone Number***(XXX) XXX-XXXX ext. XXXX* |  |

| ***SECONDARY CONTACT PERSON*** *(if applicable)* |
| --- |
| **Full Name** |  |
| **Title** |  |
| **Organization** |  |
| **Email** |  |
| **Phone Number***(XXX) XXX-XXXX ext. XXXX* |  |

| ***PROPOSED RESEARCH PROJECT*** |
| --- |
| **Project Title** |  |
|  **Project Abstract** *Limit to 500 words* |  |
| **Project Timeline** *(MM/YYYY - MM/YYYY)* | **Funding dates**: |
| **Proposed Casa Program to Partner with***Limit to 50 words* |  |
| **Scope of Work for the Project** (including involvement from Casa and community members)*Limit to 100 words* |  |
| **Funding Information** *(if known)* | **Funding Status**: e.g., Funded, Seeking funding |
| **Funding Agency**:  |
| **Funding Mechanism** (include link):  |
| **Total Direct Costs**: **If known, amount or percent of the overall project budget available for Casa to carry out the proposed activities**: **Funding agency F&A rate**:  |
| **Due Date**:  |
| **Letter of Intent Needed?** Yes / No | **Date LOI Needed**:  |

**Please submit your completed Research Interest Form: Stage 1 to the following email address**

development@casafamiliar.org

**Casa Familiar Research Interest Form: Stage 2**

*Please use the Casa Familiar Research Collaboration Guidelines as a basis for responding to these questions.*

|  |
| --- |
| 1. What would you **need from Casa** to *submit the* *grant application*?
 |
| *Yes* | *Add “Yes” or “No” to the left column to specify your needs* |
|  | Support with writing portions of the grant application |
|  | Feedback and guidance on the development of project activities |
|  | Information about Casa services |
|  | Other, please specify: \_\_\_\_ |
| 1. What **participants** from Casa will be included in the project, how many participants do you intend to include, and what will their participation involve (*if applicable*)? *Response limited to 300 words.*
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| 1. Howdo you intend to **recruit participants** from Casa (*if applicable*)? *Response limited to 300 words.*
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| 1. What **project activities** will have proposed roles/responsibilities for Casa? *Response limited to 300 words.*
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| 1. To what extent will Casa’s **space and staff be needed for the project activities?** What partner staff need to be involved in the project and for how much time? Will staff training be needed in advance? *Response limited to 300 words.*
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| 1. What **other community based organizations** does the applicant plan to engage in the project? *Response limited to 300 words.*
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| 1. Will Casa be involved in **presentations and publications** associated with this research project (e.g., presentations at relevant conferences)? *Response limited to 300 words.*
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|  |
| 1. What are the **expected outcomes** of the project as it relates to Casa? In what ways may the project benefit Casa, Casa services and/or the wider community? *Response limited to 300 words.*
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|  |
| 1. What are the **expectations** for the outcome of the project for the **applicant**? *Response limited to 300 words.*
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|  |
| 1. What **percent of the overall project budget** will be available for Casa to carry out the scope of work? *Response limited to 300 words.*
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|  |
| 1. Do you have any **questions** that you would like to discuss with Casa staff? *Response limited to 300 words.*
 |
|  |
| 1. Please include any other pertinent links/URLs to supplement the application:
 |
|  |

**Please submit your completed Research Interest Form: Stage 2 to the following email address**

development@casafamiliar.org

CASA FAMILIAR INTERNAL STAFF USE ONLY

Date Received:

Date Reviewed:

Casa Staff/Point of Contact Identified:

Casa Sites/Locations Identified:

Approved by CEO: