**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](mailto: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.* | |
|  | |
| 1. Howdo you intend to **recruit participants** from Casa (*if applicable*)? *Response limited to 300 words.* | |
|  | |
| 1. What **project activities** will have proposed roles/responsibilities for Casa? *Response limited to 300 words.* | |
|  | |
| 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.* | |
|  | |
| 1. What **other community based organizations** does the applicant plan to engage in the project? *Response limited to 300 words.* | |
|  | |
| 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.* | |
|  | |
| 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.* | |
|  | |
| 1. What are the **expectations** for the outcome of the project for the **applicant**? *Response limited to 300 words.* | |
|  | |
| 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.* | |
|  | |
| 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](mailto: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: