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DESCRIPTION OF SEED GRANT/AWARD OPPORTUNITY

With the generous support of the Edward W. Hazen Foundation (a private foundation which is committed to supporting organizing and leadership of young people and communities of color in dismantling structural inequity based on race and class), URBAN.Boston is pleased to announce the availability of seed funding to help incubate four (4) collaborative research projects during the 2013-2014 academic year. **Specifically, the seed grant awards are to be used for (1) the development of a new collaborative research proposal or (2) the development of a new phase of an existing collaborative research project.** Awards will be up to \$1,000 each and must be used for the planning of a collaborative research project (that may or may not be submitted elsewhere for funding); funds are not intended for the execution of collaborative research. Funding can be used for meeting expenses, consultant fees (e.g., grant writer, facilitator), transportation, stipends for community volunteers, data collection for pilot studies, and/or other non-personnel expenses. The funding may not be used for salaries or fringe benefits.

ELIGIBILITY

Applications must be submitted jointly between at least one (1) community organization and a researcher(s) located in a higher education institution (including community colleges). Either the higher education institution or the community-based organization (CBO) can serve as the lead applicant. If the CBO is the lead applicant, it must be incorporated or have a fiscal agent named in the application. Priority will be given to applications where at least one of the applicants has attended a meeting of the URBAN.Boston network from July 2012 - present; however, others may also apply and be considered for funding. Preference will also be given to projects that involve collaborative research planning with a community located within the City of Boston, although others may still apply.

SUBMISSION REQUIREMENTS

- Applications must be submitted by Friday, January 17, 2014.
- Applications should be addressed and submitted to:
 - Mark R. Warren, Associate Professor, UMASS Boston, urban.boston@umb.edu
- Applications should be submitted electronically and should arrive by 5:00 pm on 1/17/14.

CRITERIA FOR EVALUATION

- Projects will be reviewed by members of the URBAN.Boston planning team and will be evaluated for funding based on (1) the capacity of the organizations to complete the award requirements and (2) the importance and relevance of the collaborative research idea to Boston communities. The executive director of the community organization and an institutional representative of the academic/research partner must both sign all submissions.

AWARD NOTIFICATIONS, AWARD PERIOD, AND FUNDING AVAILABILITY

- All award submissions will be reviewed and awardees notified electronically by Monday, February 17, 2014. Public announcements of awards will occur by Friday, February 21, 2014.
- The award period will run from March 1, 2014 - June 30, 2014. Awardees may be required to complete paperwork prior to the start date in order to receive the financial award. Summary accounts of award expenditures may be due at the end of the award period.

SOME EXAMPLES OF ELIGIBLE PROJECTS

- A pilot project collecting data from Roxbury high school students' about their summer job-seeking strategies in order to explore the potential for developing a citywide project.
- The development of a collaborative grant application with a community health center in Dorchester and a university located in Cambridge to be submitted to the Robert Wood Johnson Foundation about obesity and local food sources.

APPLICATION GUIDELINES

All submissions must include the information listed below, but also must be limited to 3 pages in total (excluding cover page).

- ✓ Name and contact information of individuals in each of the organizations who will programmatically responsible for ensuring completion of tasks associated with this award;
- ✓ The name and responsible person in the organization(s) to receive the funds (e.g., fiscal agent);
- ✓ Description of collaborative research idea and why this research opportunity is important to consider;
- ✓ Identification of other partner organizations and/or individuals to be involved in proposed collaborative research planning;
- ✓ History of prior experience in conducting collaborative research projects, if any; and
- ✓ A narrative summary of how the organizations plan to use the \$1,000 award, including a general description of how the award funds will support the planning and development of a full grant submission for the collaborative research project.

DELIVERABLES:

All four (4) awardees must agree to participate in the following activities and submit the following materials within the timelines listed below:

1. 1-page summary of the proposed collaborative research project developed with the seed planning award, substantiating the need for the research (e.g., pertinence to the Boston community and addition to information and knowledge relevant to Boston communities), the feasibility of completing the project, and a description of the roles that both the community and research partner will play in the proposed collaboration (Due Friday, June 20, 2014).
2. 1-page draft workplan for your proposed collaborative research project with tasks, activities, responsible parties, projected timelines, and the preliminary ideas for distribution of the collaborative research findings (format will be provided) (Due Friday, June 20, 2014).
3. 1-page detailed budget for the collaborative research project including in-kind and out of pocket expenses (format to be provided) (Due Friday, June 20, 2014).
4. A preliminary review of the published research relevant to the proposed collaborative research project identifying what is and is not known on related and relevant topics (Due Friday, June 20, 2014).
5. A 1-page summary of lessons learned (Due Friday, June 20, 2014) + a public presentation about building a collaborative research project for URBAN.Boston network members during the summer/fall 2014.

OVERVIEW OF URBAN.Boston

Urban Research-Based Action Network (URBAN) is an emerging network of researchers and community members who have come together (1) in order to identify opportunities for collaborative research (and thinking) that addresses critical needs facing urban communities. Additionally, (2) URBAN provides a platform for ‘engaged’ scholarship where individual faculty members from multiple disciplines (and institutions) can connect with one another and members of communities to share ideas and be supported within the academy as they endeavor to pursue a community based ‘activist’ research agenda.

URBAN was initiated over the past two years, first on the national level with a group of activist thinkers from around the country who remain committed to community-based urban research as a tool for social change. Initially inspired by Professor Marilyn Gittell and with the support of her friends as well as SAGE publications, URBAN was born as a concept, but one that required shaping from those already working in the field. MIT Community Innovators Lab (MIT CoLab) agreed to be the centralized coordinator for the national URBAN initiative and over the past two years, MIT CoLab has convened a core-working group to launch URBAN. This planning team has convened meetings with scholars and community members in select communities around the country to understand people’s interests in URBAN. Through this exploration, the planning team decided to pursue a two-pronged strategy: 1. Grow a national URBAN presence and advance community-based research within the academy through building relationships in core academic fields such as Sociology, Political Science, Geography, and Urban Affairs; and 2. Develop nodes in select urban areas across the country including Boston, Los Angeles, New York, Chicago and the Bay Area (among potential others) to connect scholars and community groups and advance collaborative research projects. The MIT CoLab is the convener for the national URBAN initiative and the University of Massachusetts Boston (UMB) serves as the convener for the URBAN.Boston node.

In Boston, a first exploratory meeting was held in July 2012 and since then, the URBAN.Boston node has continued its network development through a series of meetings with community organizations around the BOSTON area, including the Massachusetts SMART Growth Alliance, the Dudley Street Neighborhood Initiative, Viet-AID, the Boston-area Youth Organizing Project, and ABCD Mattapan Family Service Center/Mattapan United. Over 200 scholars, community members and graduate students are part of URBAN.Boston and during the upcoming year, URBAN.Boston is committed to continuing the dialogue with community members, practitioners, and academics in order to further incubate ideas for applied and collaborative research.



GUIDING PRINCIPLES FOR APPLIED COLLABORATIVE WORK

(from ABCD Mattapan Family Service Center/Mattapan United Meeting in October 2013)

As part of the thought process for the issuance of this RFA, members of URBAN.Boston network developed a draft list of guiding principles for collaborative research at its October 28th, 2013 public meeting. These principles will be posted on the URBAN.Boston website by November 8, 2013 and will be distributed among URBAN.Boston network members. These principles should be used to guide applicants on developing their seed grant proposals as well as to guide awardees as they are designing their collaborative research project.

QUESTIONS AND CONTACT INFORMATION

For questions regarding the URBAN.Boston Collaborative Research Planning RFA, please contact Mark Warren, Associate Professor, Department of Public Policy and Public Affairs, McCormack Graduate School, University of Massachusetts Boston at urban.boston@umb.edu. All answers to questions will be posted on the URBAN.Boston website at www.urban-boston.org within 3 business days of receipt. All questions must be submitted by Friday, December 13, 2013.

SEED GRANT/AWARD PLANNING AND TECHNICAL ASSISTANCE MEETING ON DECEMBER 4, 2013 FROM 6:00 - 8:00 PM

URBAN.Boston will be holding a seed grant/award planning and technical assistance meeting on **WEDNESDAY, DECEMBER 4, 2013 FROM 6:00 - 8:00 PM** (dinner will be served), at **University of Massachusetts Boston, 100 Morrissey Boulevard, CAMPUS CENTER, 3rd Floor, Conference Room 3545** to provide a forum where potential applicants for the seed grants can work together with their partners to develop their Collaborative Research Planning RFA submission to URBAN.Boston. At the meeting, members of the faculty and staff from UMB and other local higher education institutions will be available to provide information about the award development and administration process. To register for the December 4th meeting, please go to www.URBAN-Boston.org.