

Request for Proposals: Community Research Projects for 2017-18

Issued by:	Homeward Trust Edmonton (HTE) through the HTE Research Committee
Award Amount:	Up to \$20,000 per award <i>(inclusive of GST and all project expenses)</i>
Date of RFP Release:	June 21, 2017
RFP Information Session:	July 12, 2017 (2:00 – 3:30PM MST)
Optional Deadline for Completeness Review:	July 24, 2017 (responses by July 26, 2017)
Application Deadline:	July 28, 2017 11:59PM MST
Awards Announcement:	August 30, 2017
Interim Report Deadline:	February 28, 2018
Final Report Deadline:	November 30, 2018

In order for a proposal to be considered, it must include the following documents:

Application Content	Attachments to Email Submission	
	Word (can be combined in single document)	PDF
1. Contact details (Project Contact & Financial Contact)	✓	
2. Project Summary (maximum 100 words)	✓	
3. Description of the Intended Work (maximum 1000 words)	✓	
4. Meaningful Community Engagement (maximum 250 words)	✓	
5. Ethics (maximum 250 words)	✓	
6. Budget	✓	
7. Project Timeline	✓	
8. Team Composition, Roles, Responsibilities, & Signatures		✓
9. Curriculum Vitae		✓
10. Letter(s) of Support		✓

Request for Proposals:

Community Research Projects for 2017-18

Overview

The Homeward Trust Edmonton Research Committee is seeking applicants interested in generating community-based research in key priority areas related to homelessness issues which have been identified by the committee for 2017-18, in support of the *Edmonton Area Community Plan on Housing and Supports: 2011-2015*. **The maximum funding per approved research project is \$20,000¹.**

Community-based research project funding is intended to support the generation of knowledge and community research capacity within the priority research areas identified by the Research Committee. Potential community-based research project activities include, but are not limited to:

- Demonstration studies, pilot studies, and data collection and analysis
- Secondary data analysis
- Feasibility assessments
- Environmental scans
- Addressing methodological issues
- Building research partnerships (with academic researchers or other community groups)
- Preparation of proposals for larger research funding bodies
- Integrated knowledge generation/translation/mobilization activities
- Innovative, original, and creative research projects

The proposed research should be carried out in Edmonton, seek to influence policy and practices, and help achieve the goal of ending homelessness in the city. Following the conclusion of the project, project partners are strongly encouraged to disseminate their findings as widely as possible. The Research Committee may make projects' findings and final reports publicly accessible and will support further knowledge transfer and mobilization as appropriate and as resources allow.

Project Sponsor: Homeward Trust Edmonton

Homeward Trust Edmonton is a community-based, comprehensive organization that provides leadership and resources towards ending homelessness in Edmonton. We fulfill our mandate by leading initiatives and programs, engaging community stakeholders and partners, conducting research, creating awareness, and funding housing and support projects.

In 2009, the City of Edmonton and the Government of Alberta both adopted 10 Year Plans to End Homelessness. Homeward Trust is a key organization in the management and implementation of the goals in these plans. The Government of Canada, through its Homelessness Partnering Strategy (HPS), provides funds that support the application of housing first in Edmonton as well as funds for local research, partnership development, and information collection and sharing, including those projects selected through this Request for Proposals.

¹ The Research Committee (and Homeward Trust as the fiscal agent to projects awarded funding through the RFP process) reserves the right to modify or cancel the terms and conditions of funding as well as the funding amounts outlined in the Request for Proposals: Community Research Projects 2017-18.

About the Research Committee

The Research Committee is a standing committee of Homeward Trust Edmonton and continues to provide expert guidance, advice, and support to Homeward Trust's administration and stakeholders in the community. It consists of a complementary mix of community-based researchers, academic researchers, and community leaders, acting as a bridge between academic and on-the-ground epistemologies and an incubator for collaborative, community-engaged research. The Research Committee supports Homeward Trust's mandate to fund community-based research projects and engage in strategic research to better understand the issues around homelessness in Edmonton and to develop the evidence-base to inform practice and policy in order to end it.

For examples of past projects funded by Homeward Trust Edmonton, please see Appendix A and the Resources section of our website: <http://homewardtrust.ca/homelessness/resources.php#cat9>.

Research Topics

Preference will be given to submissions that align with the following research areas of focus, determined by the community, including:

- Lived or living experience of gaps in service or other system gaps
- Identifying solutions for addressing housing insecurity and homelessness among marginalized populations such as:
 - Indigenous peoples (First Nations, Metis, and Inuit)
 - Youth (between the ages of 13 and 24)
 - Older adults and seniors (50 years and older)
 - Women
 - People fleeing exploitation or violence
 - Families (i.e., with children)
 - Immigrants, refugees, and migrants
 - Persons living with disabilities
 - Individuals with complex and/or intensive needs
 - Lesbian, gay, bisexual, queer, transgender (LGBTQ) people
- Permanent supportive housing, including (but not limited to) community engagement and neighbourhood integration, legislation/inclusionary zoning, program models, clinical interventions and cultural supports
- Housing First outcomes post-graduation, e.g. housing stability and retention, system interactions, natural supports, quality of life, income and employment

Please note that projects receiving funding from Homeward Trust must be carried out within Edmonton.

Homeward Trust is committed to developing and maintaining an accurate, evidence-based understanding of the housing and supports needs of Indigenous peoples, as well as promising practices to meet those needs. Indigenous organizations, researchers, and service providers are strongly encouraged to submit community-engaged proposals relevant to ending Indigenous homelessness in Edmonton.

Who Can Apply

- Community-based organizations (e.g., non-profit organizations) or health services agencies (e.g., Alberta Health Services) addressing policies or practices related to homelessness.
- Academic researchers or government stakeholders working in collaboration with one or more such community-based organizations.
- Emerging researchers such as graduate students and non-academic practitioners must be supported by an experienced researcher who is familiar with the research process. It is imperative that the applicant has demonstrated capacity to frame research questions, develop appropriate methodological approaches to address the research questions, and conduct rigorous analyses that will generate internally valid and credible results.

Research Involving Indigenous People

"In traditional protocols there are relationships that precede the gifting of knowledge; an investment is made first in the relationship before asking for teachings. Presentations of traditional gifts are required, as is an agreement that the knowledge will only be shared and used appropriately according to the way it is shared and used by the teacher. Knowledge is essential to survival, so the maintenance and transference of knowledge is a sacred trust. Trust and respect are essential elements of the relationship."

(Blue Quills First Nation College Research Ethics Policy: <http://www.bluequills.ca/research-ethics/>)

Homeward Trust encourages applications that address issues relevant to Indigenous people, but insists that any research with Indigenous people be done in a respectful way. Any applications proposing research involving Indigenous people will be subject to review by members of Homeward Trust's Indigenous Advisory Council to ensure research is conducted in an ethical and culturally competent manner, and in keeping with Indigenous values and traditions. Homeward Trust encourages applicants to visit the First Nations Environmental Health Innovation Network's (FNEHIN) website, which provides examples of protocols, guidelines, and principles developed in indigenous community and partnership contexts at the national, provincial, and regional levels, available here: <http://www.fnehin.ca/research-tools/research-guidelines>.

The Homeward Trust Indigenous Advisory Council also recommends the following as background resources to inform research and collaboration with Indigenous communities:

- First Nations Centre @ NAHO, *OCAP: Ownership, Control, Access, and Possession*, <http://www.naho.ca/firstnations/health-a-to-z/research-ethics-sp-new/>
- Alberta Mental Health Board, *Indigenous Research Protocols*, http://www.mentalhealthresearch.ca/Resources/Documents/AMHB_Indigenous%20Research%20Protocols.pdf
- Council of Aboriginal Initiatives, *Elder Protocols and Guidelines*, <https://cloudfront.ualberta.ca/-/media/ualberta/office-of-the-provost-and-vice-president/indigenous-files/elderprotocol.pdf>
- Royal Commission on Indigenous Peoples, *Ethical Guidelines for Research*, http://www.wrrb.ca/sites/default/files/15.%20RCAP_Guidelines_1993.pdf
- Indigenous Peoples' Health Resource Centre, *Ethics of Research Involving Indigenous Peoples* http://iphrc.ca/pub/documents/ethics_review_iphrc.pdf
- University of Victoria, *Protocols & Principles for Conducting Research in an Indigenous Context* <https://www.uvic.ca/hsd/research/igovprotocol.pdf>
- Government of Canada, *Research Involving the First Nations, Inuit and Metis Peoples of Canada* <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter9-chapitre9/#toc09-1>

Application Content

All content must be submitted in Word, except CV's and Letters of Support which may be PDFs.

1. Contact Details

Provide contact information, including name, email and mailing address for the Project Contact Person or Principal Investigator and, if different, the Financial Contact Person. If the applicant is a higher education establishment, please identify the full name of the institution, the persons responsible for financial and contractual matters as well as the persons responsible for the research / scientific matters, their addresses, emails and telephone numbers.

2. Project Summary (maximum 100 words)

The project summary will be used in Homeward Trust communications and should briefly describe the project in plain, accessible language.

3. Description of the Intended Work (maximum 1000 words)

The project description should cover the following information:

- A. *Background and research objectives:* including relevance of the intended work to the priority research areas, and research question(s). Clearly state how the proposed research contributes to existing knowledge, including a brief highlight of key literature on the topic (can include academic articles and/or 'grey literature' reports/publications).
- B. *Methods:* including proposed methods for sample selection, data collection, and analysis.
- C. *Dissemination and Impact:* Briefly outline the potential of the proposed research to impact homelessness policy and practice. Identify further intended work for which seed money will act as a catalyst (if applicable). Include a short description of plans for knowledge sharing and mobilization including identification of anticipated knowledge users and how the project will reach/engage them. Identify one knowledge sharing/mobilization deliverable or activity that will be completed within the project timeframe.

4. Meaningful Community Engagement (maximum 250 words)

Describe how the proposed project builds capacity in, emerged from and/or engages with the community. Identify the community groups, organizations, agencies or individuals who will be involved in the project and how they will be able to use the findings of the research. Letter(s) of support from key partners should be appended (see section 9, below).

5. Ethics (maximum 250 words)

Briefly outline key ethical considerations (i.e., maintaining privacy and confidentiality and potential risks and benefits) and how these will be addressed in the research design.

Homeward Trust is committed to supporting research that respects and protects all participants. Ethics approval is not required at the time of application, but successful applicants will be responsible for obtaining such approval from the relevant research ethics review board prior to commencing research activities. Funded projects that, based on the judgment of the Research Committee, require

review but do not have access to one of the university or other research ethics boards in Alberta, will be referred to the Health Research Ethics Board of Alberta– Community Health Committee (HREBA-CHC) for review (<http://hreba.ca/community-health-committee/>). The HREBA-CHC is a multi-disciplinary committee that meets monthly to provide ethical review of research done in the community that is not covered by other ethics boards in Alberta. CREBA’s meeting schedule is available at <http://hreba.ca/chc-dates-and-deadlines-2017/>. *The time required for ethics review varies by project and by ethics review board. Successful applicants are encouraged to plan for a minimum of 2-3 months following submission to any research ethics board for review.*

6. Budget

Provide a detailed budget breakdown for the period of September 2017 to November 2018. Specific payment schedules will be negotiated based on the needs of approved projects.

Community research project funds should contribute to the direct costs of the research project.

Eligible expenses include:

- Compensation for direct costs of project-related work.
- Costs of focus groups or honoraria for participants.
- Travel within the Edmonton region directly related to the research project.
- Project related materials and supplies – *please note that funds are not intended for purchase of office equipment and supplies normally supplied by an organization or institution. If the proposed budget includes equipment expenditures, the following additional documentation must be included with the proposal:*
 - Explanation of the necessity of the equipment, and its direct use in the research project;
 - Confirmation that the equipment is not available through any of the project partners;
 - Specific cost quote based on actual market value.
- Administrative costs, not to exceed 15% of total project costs, directly related to conducting the research project, including:
 - Wages and MERCS for administrative staff;
 - Office supplies; and
 - Rental of office space.

Ineligible uses of project funds include:

- Travel/participation in research dissemination events/conferences.
- Hospitality and entertainment expenses.
- Costs not associated with the project.
- Unless demonstrated as essential to the project with the supporting documentation outlined above, capital expenditures (including computers) are not considered eligible expenses.
- General overhead cost recovery not directly related to conducting the research project.

7. Project Timeline

Include key milestones and deliverables in your project timeline. If applicable, please include at least 2 to 3 months for ethics review in your timeline. Other aspects of the project not involving research with human subjects such as literature review and environmental scans can commence while awaiting the completion of ethics review.

8. Team Composition, Roles and Responsibilities

List all key team members and their roles, including specification of responsibility for completion of deliverables (e.g., final reports), and signatures of each member indicating that they acknowledge their involvement in the project, in the following format:

Name	Position & Organization	Role in Proposed Project	Responsibilities	Signature

9. Curriculum Vitae

Provide CVs or résumés of core team members who are involved directly in the proposed work.

10. Letter(s) of Support

Letters of support must be provided from any partner organization(s) working with the applying organization or lead researcher, including details of their involvement and any contributions.

Reporting Requirements of Successful Applicants

- Completed interim report, using the report template provided by Homeward Trust, delivered by February 28, 2018 (See Appendix B).
- Completed final report delivered November 30, 2018. The final report must include an executive summary of 2 to 3 pages, and must adhere to Homeward Trust's Final Report Guidelines (see Appendix C).
- Invoices for payments, as per the payment schedule in the funding agreement: for the initial payment (upon signing of the agreement) and accompanying the interim and final reports.
- At least one additional deliverable or activity, of the applicant's choice, designed to share findings with target audiences, such as a presentation, newsletter article, web-based communication, or workshop, among others.

Application Process

Optional Preliminary Review for Completeness

To facilitate an equitable review process and reduce the number of incomplete proposals, Homeward Trust will provide an opportunity for proponents to submit applications for a preliminary review of completeness in advance of the final application deadline. The Research and Evaluation Analyst will review proposals and provide feedback regarding any missing content. The Research and Evaluation Analyst does not sit on the Review Subcommittee responsible for providing funding recommendations, and any feedback provided as part of the preliminary review will not prejudice funding decisions. It should also be noted that participation in the preliminary review process will NOT increase the likelihood of approval nor play a part in the Review Subcommittee's consideration.

If you wish to take advantage of this optional completion review, a Microsoft Word version of your draft proposal must be submitted to Andrea Diamond, Committees & Information Coordinator at adiamond@homewardtrust.ca by July 24, 2017, 11:59 pm Mountain Standard Time (MST).

Feedback will be provided by July 26, 2017, and proponents must then submit their final proposal to proposals@homewardtrust.ca by July 28, 2017 11:59 pm MST. Any final proposals that are incomplete will not be considered for funding.

Timeline for Applications and Funded Projects

Application Process

RFP release	June 21, 2017
RFP Information Session	July 12, 2017, 2:00 PM-3:30 PM MST
Optional deadline for completion review of proposal	July 24, 2017, 11:59 PM MST
Homeward Trust will provide feedback to any proponents who submitted proposal for preliminary completion review	July 26, 2017
Application deadline	July 28, 2017, 11:59 PM MST
Announcement of Awards	August 30, 2017

Accepted Projects

Project start date	September 1, 2017
Successful projects initiate ethics review process if not already underway	September 2017

Deliverables

Interim report deadline	February 28, 2018
Final report deadline	November 30, 2018

Community Information Session on the 2017-18 Community Research Projects RFP

An information session on this RFP will be offered on **July 12, 2017 from 2:00 – 3:30 PM at Homeward Trust Edmonton (10642 – 105 St).**

Please RSVP to adiamond@homewardtrust.ca by **July 10, 2017.**

Submissions and Deadline

Please note that all final applications must be submitted via email to the attention of:

Susan McGee, Chief Executive Officer
Homeward Trust Edmonton
6th Floor, 10242 105 Street
Edmonton AB, T5J 3L5
Email: proposals@homewardtrust.ca

Application Submission Deadline: July 28, 2017, 11:59 PM MST

All proposals received will be treated as confidential and due diligence will be exercised to maintain the applicants' confidentiality. Acknowledgement of the receipt of an application will be given within one week of the final deadline. If you have not received notification by this time, please contact Andrea Diamond, Committees & Information Coordinator, at adiamond@homewardtrust.ca or 780-702-4502.

Review Process

A Research Review Subcommittee will consist of five to seven individuals representing the homelessness research, policy and practice communities, and Homeward Trust Edmonton. Proposals will be reviewed using a score sheet by each Review Committee member, assigning a score of 1 to 5 based on strengths in the following areas. Final funding recommendations also take into account feedback, when applicable, from Homeward Trust's Indigenous Advisory Council and senior administration.

A. Relevance and Significance

- Does the proposal address one or more of the priority research areas?

B. Activities and Methods

- Do the methods chosen fit with the research question?
- Are the methods adequate to conduct research, i.e., recruitment, data collection, and data analysis?

C. Ethical Considerations

- Does the proposal address ethical considerations and potential risks?

D. Team Composition

- Does the team have sufficient capacity to conduct the research properly?

E. Impact and Future Outcomes

- Will the findings likely influence policy and practice? Will the project contribute to the implementation of the Plan to End Homelessness? What are the recommendations for evaluating and reporting on the implementation of the research project?

F. Budgeting and Project Planning

- Is the budget appropriate? Are the timelines reasonable?

G. Meaningful Community Engagement

- How will the proposed project engage with or build capacity of community partners?

H. Support Letters

- How is the quality of the content of the support letters? Do the letters make mention of the collaboration and/or contribution between the proponent and partners?

I. Overall Quality of Proposal

- Is the proposal well written and easy to follow?

Contacting Homeward Trust

For any questions regarding the RFP, please contact Andrea Diamond, Committee & Information Coordinator, at adiamond@homewardtrust.ca or 780-702-4502.

Please note that all final proposals **must be submitted** by email to: Susan McGee, Chief Executive Officer, Homeward Trust Edmonton, at proposals@homewardtrust.ca.

Revisions

No revisions to the application will be accepted after the closing date.

Appendices

- Homeward Trust Edmonton – Community Research Projects
- Homeward Trust Edmonton Community Research Project Interim Report Template
- Homeward Trust Edmonton Community Research Project Final Report Guidelines
- Terms and Conditions of community research project contracts with Homeward Trust

Appendix A

Community Research Projects Funded by Homeward Trust Edmonton

Project	Partnership	Principle Investigator(s)
2011-2012		
Housing Needs of Adults Post-Incarceration in Edmonton	Mustard Seed Edmonton and University of Alberta	Jana Grekul, PhD
Intensive Case Management Considerations to Improve Housing Stability Amongst Women Involved in High-Risk and/or Exploitive Situations	OrgCode Consulting Inc. and E4C	Iain De Jong MES, Pl. and Gwen Potter-King
Pathways to Housing – Edmonton: A Homelessness Housing Initiative – Phase II	Alberta Health Services and Boyle McCauley Health Centre	
Understanding Tenancy Failures and Success	Edmonton Social Planning Council and Edmonton Coalition on Housing and Homelessness	John Kolkman and Joseph Ahorro
A Visual Narrative Inquiry Concerning the Experience on At Risk Youths and Mental Health Services	Faculty of Nursing, University of Alberta and iHuman	Vera Caine PhD and Solina Richter, PhD
2012-2013		
Beyond Survival: A Qualitative Study of the Impact of Homelessness and Incarceration on Women’s Health	Faculty of Medicine & Dentistry, University of Alberta	Rabia Ahmed, MD and Louanne Keenan, PhD
Cornerstone Apartments: An Innovative Housing Project for People with Concurrent Disorders	Alberta Health Services	Shireen Surood, PhD and Diane McNeil, PhD
Emergency Department visits by homeless patients in Canadian Emergency Departments	Departments of Medicine and Pediatrics; School of Public Health, University of Alberta; Alberta Health Services, and Brain Care Centre	Garnet Cummings, MD, FRCPC
Accessibility of Housing Programs for Brain-injured Homeless Populations	Departments of Medicine and Pediatrics; School of Public Health, University of Alberta; Alberta Health Services, and Brain Care Centre	Garnet Cummings, MD, FRCPC
Housing and Supports Need of Indigenous Fathers in Edmonton Involved with Child Welfare and Justice Systems	Creating Hope Society	Jean Lafrance, PhD
Route to Homes: Transit and Social Skills Support Intervention for Homeless Youth	Social Support Research Program, Faculty of Nursing, University of Alberta	Miriam Stewart, PhD
2013-2014		
The Hidden Homeless: Residential Tenancies Issues of Domestic Violence	University of Alberta and Centre for Public Legal Education	Lois Gander, QC and Rochelle Johannson
Indigenous Seniors’ Housing in Edmonton	Edmonton Indigenous Seniors’ Housing	John Douglas Crookshanks, PhD

Project	Partnership	Principle Investigator(s)
Street Life in Edmonton: Stories of Resilience	Paradigm Consultants Ltd & CIET Canada, University of Alberta	Nancy Gibson, PhD and John Whittaker, PhD
Working with High-risk, Marginalized Youth: Youth-led Development of a Framework of Youth Engagement	Community-University Partnership for the Study of Children, Youth, and Families	Yoshi Iwasaki, PhD and Youth 4 YEG Team
Youth Housing Services “Being the Dad I Never Had”	iHuman Youth Society and Terra Centre	Catherine Broomfield and Karen Mottershead
2015 - 2016		
Youth Bans: Policy, Implementation and Perspectives of Youth and Stakeholders	MAPS Alberta Capital Region	Amanda Almond
The Life We Deserve: A Model of Supportive Housing for Teen Families	Community-University Partnership for the Study of Children, Youth and Families	Rebecca Gokiert
Immigrant Seniors	Department of Medicine, University of Alberta	Louanne Keenan, PhD
Role of Landlords in Supporting Victims of Domestic Violence	Centre for Public Legal Education	Lois Gander, PhD
Voices From The Street: Stories of Vulnerable Youth in the Shadow of Urban Development	Faculty of Health & Community Studies, MacEwan University	Cynthia Puddu
2016 - 2017		
Provider Perspectives: Understanding Support Barriers for LGBTQ People	NorQuest College	Cindy Boucher
Housing and Immigrant and Refugee Communities in Edmonton	Multicultural Health Brokers Co-Op	Yvonne Chiu

Appendix B

Homeward Trust Edmonton Interim Report Template for Community Research Projects

<i>Project Title (As it appears on the contract)</i>	
<i>Report Completed By:</i>	
<i>Organization</i>	
<i>Email</i>	
<i>Phone Number</i>	

Have there been any changes to your project design or activities workplan? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have there been any changes to your project team? (i.e., Have any of the team members or sub-contractors named in your proposal changed?) Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you need to revise your project timeline? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If you answered yes to any of the above, please provide a summary of changes made to your research team, project design, workplan, and/or timeline below and attach a revised version of your project workplan and timelines to the Interim Report.</i>

Do you anticipate that the funding for the project will be spent as proposed in the project budget? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If no, please provide an explanation for any deviation from the proposed project budget.</i>

Have there been any project activities since the beginning of the contract period? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes, please provide a summary of major activities since the beginning of the contract period. If no, please provide reasons for delays to project start-up.</i>

Have there been any significant project milestones or achievements (e.g., timeline, ethics application completed, etc.) ?

Yes No

If yes, please provide a summary of significant milestones or achievements. If no, please explain.

Please describe any significant challenges or barriers you have experienced in implementing your project activities, including sample recruitment, partner engagement, or other issues.

What strategies have you used (or do you plan to use) to address the challenges or barriers identified above?

Please provide any additional comments in the space below.

Please submit the completed Interim Report via email to Andrea Diamond at adiamond@homewardtrust.ca by January 31, 2018, along with an invoice for the amount of your second payment as indicated in the contract. If you have any questions or concerns about your project, contact Andrea at the email above or 780-702-4502.

Appendix C

Homeward Trust Edmonton Final Report Guidelines for Community Research Projects

Overview

All community research project final reports submitted to Homeward Trust Edmonton should follow the following guidelines.² Reports should be submitted in both Microsoft Word and PDF formats. Style and formatting conventions should follow the guide of your choice (e.g. APA, MLA, Chicago). Reports should include the following funder acknowledgement: “Funded by the Government of Canada's Homelessness Partnering Strategy through Homeward Trust Edmonton's Community Research Projects.”

Audience and Writing Style

The Homeward Trust Edmonton Research Committee funds community research projects to inform and influence existing policy and practices, with the goal of ending homelessness in Edmonton. The Research Committee may make projects' findings and final reports publicly accessible, and potential audiences include decision makers, community organizations, service providers and practitioners, and other community stakeholders. Therefore, **the writing style and language of final reports should be engaging and easy to understand for those without formal research training.**

Executive Summary

The report should include an executive summary of 2-3 pages that outlines the project's context/background, methodology, significant findings, and implications. It should provide enough information for a busy decision-maker or practitioner to get a basic understanding of the project and its relevance to their work.

Report

The final report should be less than 30 pages (not including appendices) and shorter reports are strongly encouraged. Use plain language and a writing style that is accessible to an audience with some background and interest in the subject, but who are not academics. As a guide, the following seven categories should be covered in the report, although the specifics of order and sub-headings are up to the writer:

- **Context:** outline the issue or problem your research addresses. State the research question clearly. Highlight earlier research and the contribution current research may make.
- **Implications:** State what your findings mean for decision makers (whether in the realms of policy or practice). Outline the key messages of your report.
- **Approach:** Outline your methods, including the overall research design, data sources, data collection and analysis methods, and plans for dissemination. Explain why the approach was chosen and how it might affect the study results and conclusions.
- **Results:** Summarize your results to show how they support the conclusions you have presented, highlighting themes and messages.
- **Further research:** Outline gaps in knowledge; frame questions on practice and policy issues you've identified.
- **References and bibliography:** Consistently follow a citation and format style of your choice (e.g. APA, MLA, Chicago).

² These guidelines are adapted from the Canadian Health Sciences Research Foundation's *Communication Notes: Reader-Friendly Writing* available at: http://www.chsrf.ca/migrated/pdf/communicationnotes/cn-1325_e.pdf.

Appendices

Additional materials that were relevant components of the project but too lengthy or detailed for inclusion in the final report may be included as appendices. For example, projects that included a full literature review as a separate deliverable may wish to summarize the literature review in the body of the report and append the full version. Similarly, extensive technical details of data analysis or details of results that do not relate to the conclusions of the report can be included in an appendix if necessary.

Appendix D

Terms and Conditions of Community Research Project Funding

*The terms and conditions below are provided as a reference to proponents responding to the Community Research Projects RFP 2017. They are **subject to change** and may differ from the terms and conditions included in your contract if your proposal is approved for funding.*

1. The Sub-contractor will provide professional services using qualified personnel.
2. The Sub-contractor will maintain books and records consistent with generally accepted accounting principles and keep said books and records available for a period not less than 7 years, which may be requested for an audit by Homeward Trust or its representatives.
3. The Sub-contractor will indemnify and save harmless Homeward Trust and the Government of Canada from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributed to any injury to or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Sub-contractor, the Sub-contractor's servants or agents in performing the work or as a result of the work.
4. This contract will be governed by and construed in accordance with the laws in force in the Province of Alberta.
5. Where specific work is subject to copyright, the copyright in the work shall vest in the Sub-contractor however the Sub-contractor will grant Homeward Trust and the Government of Canada a non-exclusive, irrevocable and royalty free license to use, translate, adapt, record by any means or reproduce, except for commercial sale in competition with the Sub-contractor, any such work which is produced by the Sub-contractor.
6. Homeward Trust, by giving notice to the Sub-contractor, may terminate or suspend the work with respect to all or any part or parts of the work not completed. For greater certainty, the Sub-contractor shall own the data arising from the work.
7. The Sub-contractor shall implement and strictly enforce security arrangements that will ensure that all personal information that it may collect or use on behalf Homeward Trust and the Government of Canada is protected at all times from unauthorized access or disclosure.
8. The Sub-contractor shall ensure that in any and all communication activities, publications, advertising and press releases referring to the Project, include an appropriate acknowledgement, in terms satisfactory to Homeward Trust and the Government of Canada. The Sub-contractor shall notify Homeward Trust **a minimum of 20 working days (4 weeks)** in advance of any and all such communication activities, publications, advertising and press releases. If Homeward Trust does not reply to the notification within the time period specified, the Sub-contractor may proceed with the communication activities, publications, advertising or press release in the form originally provided to Homeward Trust.