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**URBAN LEARNING & LEADERSHIP COLLABORATIVE**

**PARTNERSHIP APPLICATION PROCESS**

***HOPE VILLAGE INITIATIVE – FOCUS: HOPE***

The Urban Learning and Leadership Collaborative (ULLC) is a partnership forged between HOPE Village leaders and stakeholders to leverage and coordinate university resources in support of neighborhood initiatives in the HOPE Village community.   It is an innovative model of community –campus collaboration which builds on the assets of all groups in order to enhance learning and knowledge and become a catalyst for accelerating community change.

Thank you for expressing interest in launching a research project or program in the HOPE Village.    The ULLC provides a common point of entry and review for university projects in the HOPE Village, and provides a process for ensuring that the community learns from and benefits from projects. The process is outlined below. If you have any questions or comments, please do not hesitate to reach out to Julie Phenis, Manager of Strategic Initiatives and Partnerships, [julie.phenis@focushope.edu](mailto:julie.phenis@focushope.edu).

**APPLICATION PROCESS**

1. Submit completed and appropriate ULLC application to Hannah Julie Phenis.
2. Schedule a time for presenting the project at a ULLC Core Team Meeting (typically 2 – 4 weeks).
3. Present the project at a ULLC Core Team meeting, and respond to questions.
4. If necessary, revise project plan and submit to the ULLC Core team for approval.
5. Once approved by the ULLC Core Team, sign a project memorandum of understanding and proceed with project.

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**URBAN LEARNING & LEADERSHIP COLLABORATIVE APPLICATION**

**RESEARCH PROJECT/PROGRAM IMPLEMENTATION FORM**

*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Research Project/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Department/School of (Optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

1. Please provide a general abstract of your research project or program concept.

1. Please explain the following aspects of the project you would like to deploy within HOPE Village
   1. How residents will be involved with the project or program
   2. What the process will be for the residents’ involvement
   3. Anticipated number of residents/stakeholders that you will be in contact/working with
   4. Your budget and funding source(s) for this project
   5. Expected tangible outcomes or deliverables for the university’s benefit (i.e. student thesis, support for an application, etc.)
   6. Number of volunteers/students involved

1. How will this partnership help to address a HOPE Village goal or objective? Additionally, how will you be benefitting HOPE Village residents?

1. What is the anticipated timeline for your program or project?
   1. Start date & end date
   2. Date(s) for when deliverables will be completed
   3. Other predicted milestone dates
   4. First draft for review

1. How will this partnership benefit you and your university?

1. Will your work involve human subject research? If yes, and you already have approval, please provide a copy of the approval letter, research protocol, and research instruments (questionnaires, interview questions, etc.) with submission of this form. If you do not yet have approval, please describe what you may need from the ULLC/Focus: HOPE to obtain approval.

1. Do you expect and/or need any specific support from Focus: HOPE? (I.e. bi-weekly meetings with a designated team, meeting space, etc.)

Feel free to attach any additional information that will provide the ULLC Core Team further insight into your program or research project.

**URBAN LEARNING & LEADERSHIP COLLABORATIVE APPLICATION**