Call for Proposals
Guidelines for Submission
Submission Deadline – Friday, February 5, 2010

SUBMITTING YOUR PROPOSAL
Proposal submissions will only be accepted online at: https://www.regonline.com/Proposal_2010_CBR_Conference. If you cannot submit the proposal electronically or encounter technical difficulties, please contact Judy Botelho at jbotelho@calstate.edu or (562) 951-4749.

You should receive an automatic message indicating receipt of your proposal when submitted. If you do not receive this message, please contact Judy Botelho at jbotelho@calstate.edu or (562) 951-4749.

Important Dates to Remember:
- **Friday, January 15** Online conference registration is available
- **Friday, February 5** – Proposals for Panel Presentations, Workshops and the CBR Project E-Publication must be submitted by 5:00 P.M.
- **February 12** – Proposal acceptance notification
- March 5 – Northern California CBR Regional Conference
- March 12 – Southern California CBR Regional Conference
- **April 1** – E-publication released

Please Note: All conference session facilitators are responsible for the appropriate conference registration fees and travel. Please be sure all co-presenters have this information.

**We are only accepting proposals for workshops and panel presentations from CSU community partners, faculty, staff and students, but attendance at the conference is open to everyone interested/involved with CBR.

ONLINE FORM INSTRUCTIONS
Email Address:
I am submitting a proposal for (please select one)*
- Panel Presentation
- Experiential and Interactive Workshop
- CBR Project E-Publication Submission

At which regional conference are you proposing to present?
Northern Regional, March 5, Hotel Shattuck Plaza, Berkeley, CA
Southern Regional, March 12, CSU Los Angeles
I could present at either conference
I would like to present at both conferences

Your name
Check One: Community Partner, Faculty, Staff/Administrator, Student
(NOTE: You may play more than one role. Please indicate which role you play primarily in the context of the community-based research project you are writing this proposal about)

(Drop down Menu) The community-based research I am proposing is affiliated most with the following CSU campus:
Co-presenters/Co-researchers (up to 2)
Name, organization/institution, address, phone, email

*Please note each conference session format has different submission guidelines. Those who submit a panel presentation or interactive workshop proposal will also have the opportunity to submit a CBR Project description.

PANEL PRESENTATIONS
Name of Community-Based Research Project:

Description of the Research Project (300 words or less):

- What is the purpose of the project?
- Who are the partners involved? How did the partners come together?
- How did community partners and faculty/staff/students collaborate on: developing the research question, designing the study, engaging community members, collecting, analyzing and interpreting data, disseminating findings, etc.?
- What were the benefits of the project for the community, the student, the faculty, the university?
- What is one key thing your research team learned from the process that you think might be helpful to other community-based research teams?

Would you like this description to be included in the Post-Conference E-Publication of CBR across the CSU? Yes X  No X

NOTE: Your description as written, provided it follows the guidelines, is what will be included in the e-publication. (See CBR Project E-Publication section for guidelines.)

AV Needs
The Chancellor’s Office will provide a basic audio visual (AV) package for each session. This includes an easel, chart pad and markers, LCD projector, screen and laptop (pc). Additional AV needs beyond that will be charged to the presenter. Due to time constraints, presenters will not be able to use their personal laptops, however, you will be asked to submit your presentations to the Chancellor’s Office prior to the Conference, or bring it with you on a flash drive.

Will you need an LCD projector and laptop? Yes X  No X

Will you need additional AV equipment that you will pay for at the conference (e.g. overhead projector, television, vcr/dvd player, internet access)?

Yes X  No X

If yes, please indicate what you are requesting here and we will check availability and be in contact with you:

INACTIVE AND HANDS-ON WORKSHOPS
Reminder, the purpose of the workshops is not to showcase a particular community-based research project. The purpose is to provide a larger framework for engaging in community-based work. Facilitators can draw from their experience; however, the focus should be broader than a particular project. The workshops focus more on the how of community-based research. Workshops are to be interactive, hands-on and highly engaging. Didactic presentation of material should be quite limited.
We encourage you to draw from the sample workshop topics listed in the Call for Proposals: Session Format in developing your proposal, however, you are not limited to these suggestions.

Workshop Title:

Workshop Description (300 words):
- What is the purpose of the workshop?
- By the end of the workshop, what will participants have learned, experienced, or gained? What will they take away with them?
- What interactive and hands-on activities will the participants be engaged in?
- What core concepts of CBR will participants explore?
- What is your experience with CBR?

Audience:
Who is this workshop intended for? (Check all that apply):
Community Partners, Students, Faculty, Staff/Administrators

What is the intended skill-level/experience of the audience?
- People new to community-based research
- People experienced in community-based research
- All skill and experience levels

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Will you need an LCD projector and laptop? Yes X No X

Will you need additional AV equipment that you will pay for at the conference (e.g. overhead projector, television, vcr/dvd player, internet access)? Yes X No X

If yes, please indicate what you are requesting here and we will check availability and be in contact with you:

Would you also like to submit a description to be included in the Post-Conference E-Publication of CBR across the CSU? Yes X No X

If yes, please see CBR Project E-Publication section for guidelines. Provide a description of the research project, 300 words or less in the space provided.

CBR PROJECT E-PUBLICATION SUBMISSIONS
Name of Community-Based Research Project:

Is this project: Completed X On-going X Well underway X

Description of the Research Project (300 words or less):
NOTE: Your description as written, provided it follows the guidelines, is what will be included in the e-publication.

- What is the purpose of the project? What are the goals?
- Who are the partners involved? How did the partners come together? Who or what inspired the project?
- How did community partners and faculty/staff/students collaborate on: developing the research question, designing the study, engaging community members, collecting, analyzing, and interpreting data, disseminating findings, etc.?
- What were the benefits of the project for the community, the student, the faculty, and the university?
- What is one key thing your research team learned from the process that you think might be helpful to other community-based research teams? What are your next steps?

If you have additional information available on your campus website about your CBR project, please provide the URL with your campus description.

*These conferences are coordinated in part by the generous volunteer contributions of our [31 member Community-Based Research Conference Advisory Board.]*