UNIVERSITY OF SASKATCHEWAN

Vice-President Research

107 Administration Place
Saskatoon SK S7N 5A2 Canada
Telephone: (306) 966-8514
Facsimile: (306) 966-8736
http://www.usask.ca/vpresearch

USask Community Engagement Grant

Community Engagement Grant Co-Applicant Resource

PREPARING YOUR NARRATIVE CV

Prompts for Community-Based Co-Applicants

You do not need an academic CV or academic credentials to complete this document. We are interested in the experience, knowledge, relationships and contributions you bring to the partnership. Please respond in your own words and include specific examples where possible. Point form is welcome.

Purpose

Your responses will help the project team prepare a short narrative description of your experience, expertise and anticipated contributions. The final narrative will demonstrate your capacity to participate as a genuine co-applicant and co-leader in the proposed community-engaged project.

Suggested length: Approximately 150-250 words per prompt, or concise point-form notes. Focus on the examples that are most relevant to the proposed project.

1. Relevant Experience and Expertise

Please describe the experiences, knowledge, skills and relationships you bring to this project.

You may wish to address:

- Professional, community, cultural, place-based or lived experience
- Leadership, volunteer work or previous project involvement
- Knowledge of the community need or opportunity the project addresses
- Relationships or networks that will support respectful and effective engagement
- Knowledge of community protocols, permissions or decision-making processes the team should understand
- Knowledge of community expectations concerning data, stories, recordings, cultural materials or research findings

Helpful focus: Explain why your background positions you to contribute meaningfully. Community and lived expertise are as important here as formal education or job titles.

2. Community Leadership and Engagement

Please provide one or two examples of initiatives, projects, programmes or community activities in which you played a significant role.

You may wish to address:

- The community need, issue or opportunity being addressed
- Your role and specific contribution
- The people, organizations or communities with whom you worked
- What changed, was created, learned or achieved as a result

Helpful focus: Use concrete examples. “I organized three community conversations and incorporated participant priorities into the programme plan” is stronger than “I have consultation experience.”

3. Sharing and Mobilizing Knowledge

How have you helped knowledge, experience or community perspectives reach people who could benefit from them?

You may wish to address:

- Community meetings, workshops, presentations or training
- Reports, practical resources, public education or advocacy
- Storytelling, cultural activities, digital media or creative products
- Policy engagement or bringing different groups together
- Shaping the ways in which particular knowledges (i.e., cultural knowledge) should be documented, interpreted or shared
- Sharing knowledge of appropriate approaches to community review, interpretation, ownership, control, access, possession or stewardship, where applicable
- Who benefited and how the knowledge was used or shared

Helpful focus: Knowledge mobilization can be oral, relational, cultural, creative, practical or written. Include the approaches that are meaningful in your context.

4. Contribution to this Partnership and Project

What specific knowledge, relationships, perspectives and capabilities will you bring to this project as a community co-applicant?

You may wish to address:

- How you will help shape project priorities and decisions
- Your role in engaging community members or partner organizations
- How you may contribute to project activities, interpretation of findings or next steps
- How you will help return or share results in accessible, culturally appropriate and community-directed forms
- How your experience will help make the work inclusive, accessible, culturally appropriate and responsive to community priorities
- How you could help assess whether the project remains accountable to community priorities

Helpful focus: Describe an active co-leadership role. Be clear about the decisions, activities or relationships for which you expect to share responsibility.

Before submitting your responses

- Use first-person language such as “I led,” “I contributed,” or “I worked with.”
- Name your contribution rather than only describing the organisation or project.
- Include specific examples and outcomes wherever possible.
- Avoid confidential information or personal details about community members.
- Use language that is accurate and comfortable for you. The project team can assist with editing and formatting.

Name
Organization / community
Date returned