

## **Foundation for Community Association Research Research Request Time Line**

### Request received

Within 10 business days a letter is sent acknowledging the request and setting out the time frame for the review process and when they can expect a response.

### If the form is complete

One member of the Research Request Subcommittee is tasked with reviewing the proposal and sending comments to the rest of the committee. This action should be completed within 10 calendar days

Once the recommendation is sent to the full Subcommittee a teleconference or request for vote via email is solicited by the Subcommittee Chair

After the vote – if the project concept is approved – it is sent to the Chair of the Research Committee for further action

It is proposed that the Chair of the Research committee obtains the consent of the research committee within 15 calendar days – once again either by a teleconference vote or an email solicitation at the discretion of the Chair of the research committee.

The Finance Committee may be involved in developing a budget for the research; and Fundraising Committee/Development Director may be involved in determining viable funders for the research. 15 days has been allowed in the overall time frame for this step.

If the project is approved by the Research Committee it then is sent to the Foundation Board for consideration. That decision is sent to the Chair of the Research Committee who advises the applicant.

The maximum period of time permitted for the Foundation action is 45 days. In that they meet monthly this should not be a problem and allows for 15 days for the time to calculate a budget.

*Potential conditions upon approval* – at both the Sub Committee and Committee level a condition of approval may be funding by the applicant of all or a portion of the costs of the research – or the Foundation being able to solicit funds for the project from others. Finding funders may extend the time frame before the project can be fully approved or started.

### If the application form is not complete or additional information is needed regarding the request

The Chair of the Subcommittee forwards written communication to the applicant advising of the deficiency and requests the additional information that is needed. No further action is taken on the application unless and until it is resubmitted.