

# CUPS - Host Organization Application\_2024-2025

Agencies/Organizations must apply online. It is highly recommended that agencies/organizations use this document to prepare responses, and then, cut and paste responses into the online application. The application is available here:

[https://memphis.co1.qualtrics.com/jfe/form/SV\\_b2W5k6wmCzykf1Y](https://memphis.co1.qualtrics.com/jfe/form/SV_b2W5k6wmCzykf1Y)

---

## Background

### **Collaborative Urban Problem-Solving Agency Application - Due February 8, 2024**

The Collaborative Urban Problem-Solving Course (CUPS) is a year-long studio designed to provide PhD students in the Urban Affairs program with the necessary skills in research, evaluation, evidence-based practice, and policy design to address the kinds of socioeconomic challenges that face Memphis and other cities like it. The agency/organization(s) selected to partner with the CUPS course will have a team of dedicated doctoral-level researchers working with them to address a critical urban issue. We are particularly interested in projects that will allow doctoral students to add value to an agency and the community while enabling them to have a robust research and analytical experience.

**Timing and structure:** CUPS follows a two-course sequence that allows doctoral students to engage with a community partner to collaboratively address community problems with interdisciplinary knowledge and expertise. In the Fall semester, students work with community stakeholders to develop the scope of the response to a problem an organization or community is facing. Students are responsible for collecting and analyzing data, describing existing conditions, and conducting best practices research in preparation for following semester. In the Spring semester, the class will complete data analysis, and develop strategies, and prepare a final product or products (e.g., community action plan, policy white paper, program effectiveness evaluation, etc.). Each course in the sequence will include classroom and field-based experiences so organizations who apply will be required to supply necessary access to staff and meeting space if needed to facilitate student work and community participation.

**Roles:** The success of CUPS relies on cooperation and collaboration between the host agency, course instructors, and students. The host agency will designate a liaison that will work closely with CUPS' faculty and students. A faculty member will work with the organization to ensure that the process and final product will meet the organization's needs and work with the student-researchers to guide the research design, implementation, and reporting. Students will work collaboratively (internally and externally) to address a complex community challenge, bringing to bear knowledge and skills from a variety of perspectives.

**BENEFITS:** Organizations that are selected will work alongside students and will have a team of dedicated doctoral-level researchers working to solve a critical issue. Students will receive

experience working on the planning and execution of a project that is beneficial to a community-based organization. Overall, CUPS program will increase the capacity to address urban challenges in Memphis and the Midsouth.

**Criteria: Project Requirements** - The proposed project should be one that is significantly sized and requires research that will take more than a few months to complete and be relevant to addressing a challenge/question identified by the host organization. Strong projects will be interdisciplinary, address an urban or metropolitan issue(s), and give students the opportunity to learn through engaging in local research that benefits the greater Memphis community. **Organization Requirements** - Organizations should have the capacity to provide necessary workspace, data, and supervision throughout the duration of the academic year. They should be able to provide guidance on the desired research products (e.g. literature reviews, organizational analysis, or environmental scanning) in order to ensure the appropriate data is collected, analysis strategies are relevant, to the agency/organization's goals for the project.

**Questions**

**Q2 AGENCY/ORGANIZATION PROFILE**

Organization Name (2) \_\_\_\_\_

Year Founded (11) \_\_\_\_\_

Mission Statement (21) \_\_\_\_\_

Geographic Service Area (12)  
\_\_\_\_\_

Street Address (3) \_\_\_\_\_

City (4) \_\_\_\_\_

State (5) \_\_\_\_\_

Zip (6) \_\_\_\_\_

Phone (7) \_\_\_\_\_

Organization Website (30)  
\_\_\_\_\_  
\_\_\_\_\_

Q3 AGENCY/ORGANIZATION STAFF PROFILE

Number of Full Time Staff (10)

\_\_\_\_\_

Number of Part Time Staff (21)

\_\_\_\_\_

Name of Main Organization Contact (1)

\_\_\_\_\_

Title (31) \_\_\_\_\_

Contact Phone (7) \_\_\_\_\_

Email (9) \_\_\_\_\_

Q4 What is the nature of your organization? Check all that apply

Community Development Corporation (1)

Neighborhood Association (2)

Other Community Based Organization (3)

Government Agency (4)

Social Services Organization (6)

Other (5) \_\_\_\_\_

Q5 Who will serve as the organizational lead/liaison during the 2024-2025 academic year?

Name (1) \_\_\_\_\_

Title (2) \_\_\_\_\_

Email (3) \_\_\_\_\_

Phone (4) \_\_\_\_\_

Q6 Describe the challenge(s) the organization/agency is trying to address through its programs/initiatives and how they impact the population(s) the organization/agency serves. (200 words)

---

---

---

---

---

Q7 Describe the current programs/initiatives the organization/agency is engaged in, including population(s) being served and activities, and how they address the challenges identified above. (350 words)

---

---

---

---

---

Q8 Describe the specific challenge(s) and/or question that you want the CUPs studio to explore (200 words).

---

---

---

---

---



Q9 Identify the types of data and products (e.g. reports, policy summaries, white papers) that would be most useful, and describe how the agency/organization intends to use them. (200 words).

---

---

---

---

---

Q10 Please upload a word document that provides the scope of work that the doctoral students would be engaged in. Please be specific about projects and outcome expectations, be realistic and set achievable goals. Please provide a sample 8-month work plan that describes how the organization/agency's primary supervisor will support the student's work (500 words).

Q11 By clicking "AGREE" below and submitting this application, I affirm that I am the contact person noted in the application, a legally authorized representative of the named organization applying for an intern. I also affirm that the organization agrees to comply with the guidelines of the UAPP 8012 and 8013 course, including providing necessary data to students, providing reports where needed, allowing students to plan site visits, providing access to clients if the project requires, and any other host organization materials not outlined above.

- Agree (1)
- Disagree (2)