



Request for Applications

San Luis Valley Community Research Liaison (CRL) Contractor Opportunity – Q&A (April/May 2025)

Questions & Answers

What is this opportunity about?

We are seeking an independent contractor to serve as a Community Research Liaison (CRL) in the San Luis Valley (SLV). This part-time role (approx. 10 hours/week) helps bridge community health, clinical research, and academic partnerships. The CRL serves as a connector, educator, and collaborator to strengthen community-based research efforts.

Contractors must reside in the six-county SLV region.

Is this a full-time role?

No. This is a **part-time independent contractor** position requiring an average of approximately 10 hours of work per week. Some weeks may require more or fewer hours, depending on project needs and timing of activities. The expectation is that the overall effort will balance out to roughly 40 hours per month.

Could this opportunity expand to full-time in the future?

There are no current plans to expand this role to full-time.

Is this work remote or in person?

Most work is remote. However, contractors are expected to attend bimonthly in-person meetings (typically in the Denver Metro area) and one 2-day retreat in September. Additional in-person events may occur throughout the year. Travel and lodging costs are reimbursed separately.

Do I need to live in the San Luis Valley?

Yes. We are seeking a contractor who lives within the six-county SLV region and has strong community ties.

Will the CRL be an employee of the University of Colorado or CCTSI?

No. This is not a University of Colorado or CCTSI employee position. The CRL will be engaged either as an **independent contractor** (through our partners at the Trailhead Institute) or through a **partnership with a community-based organization (CBO)**. In the latter case, we are open to compensating a portion of an existing CBO staff member's time



to fulfill the CRL role. In either arrangement, this is not an employment position with the university, and no university-sponsored benefits are provided.

Are health or other benefits provided?

No. As a part-time contractor, this opportunity does not include benefits.

What's the expected start date?

We aim for a start date in the first week of June 2025, depending on availability and the review timeline.

Who determines the scope of work?

The contractor will collaborate closely with the CCTSI Community Engagement and Research (CE&R) team and other CRLs to co-develop and carry out a work plan. The contractor will report on progress and participate in regular coordination meetings but will maintain autonomy over how they complete their tasks.

What is the pay?

The contractor will receive a monthly stipend of \$1,717, based on an average of approximately 10 hours of work per week. Some weeks may require more or fewer hours, depending on project needs and timing of activities. The expectation is that the overall effort will balance out to roughly 40 hours per month. This stipend does not include travel-related expenses, which will be reimbursed separately.

What types of tasks are expected?

CRLs foster relationships with both community and academic partners, support local research efforts, and participate in CE&R programs and trainings. Day-to-day work may include attending virtual or in-person meetings, facilitating connections, contributing to research proposals, or sharing community feedback with the CE&R team.

What does the weekly schedule look like?

Contractors set their own schedules in coordination with project needs. Most meetings occur Monday–Friday, 8 a.m.–5 p.m., though some events may happen in the evenings or on weekends. Flexibility is key.

What is the timeline after applications are submitted?

- **Application deadline:** May 7, 2025, at 11:59 p.m. MT
- **Review begins:** May 8
- **Interviews (via Zoom):** Week of May 19
- **Additional materials (if needed):** Week of May 26
- **Offer extended:** Week of May 26
- **Start date:** Ideally the week of June 2, 2025



What qualities are important for this role?

We're looking for someone who is organized, adaptable, communicative, culturally responsive, deeply connected in the San Luis Valley, and comfortable working independently as well as collaboratively.

About the CCTSI Community Engagement and Research (CE&R&R) Core

What is CCTSI-CE&R?

The Community Engagement and Research (CE&R) Core of the Colorado Clinical and Translational Sciences Institute (CCTSI) builds bridges between communities and researchers to ensure research is relevant and responsive. Learn more: <https://cctsi.cuanschutz.edu/community>

What is the culture like on the CE&R team?

The CE&R team is collaborative and supportive, often described as a "community family." In 2024, CRLs engaged in 36 counties across Colorado, supported more than 18 research projects, and connected with over 135 community members and organizations.

How to Apply

Deadline:

Wednesday, May 7, 2025, at 11:59 p.m. MT

Send application materials via email to: cctsicommengage@cuanschutz.edu

Late or incomplete applications may not be reviewed.

Required Application Materials:

1. **Cover Letter and Resume or CV**
2. **Written Responses (1–2 pages total):**
 - **Background & Experience:** Brief summary of your work in community engagement, research partnerships, facilitation, or advocacy
 - **Expertise & Skills:** How your skills align with the RFA qualifications
 - **Relevant Work:** Examples of similar projects or roles you've undertaken
 - **Fit for This Role:** Strengths and experience that make you well suited for the CRL role
3. **Three References:**

Include name, email, phone (if available), and relationship



4. **Optional:** Any additional information to support your application

Additional Notes:

- All submissions will be reviewed based on the qualifications described in the RFA.
- We may request additional materials during the review process.

Questions?

Contact us at cctsiengage@cuanschultz.edu. We appreciate your interest and look forward to reviewing your materials!