



**Request for Applications
Mountain West Community Research Liaison (CRL)
Contractor Opportunity – Q&A**

Questions & Answers

What is this opportunity about?

We are seeking an independent contractor to serve as a Community Research Liaison (CRL) in the Mountain West Region; defined as including **Eagle, Summit, Pitkin, and the eastern end of Garfield County**. 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 one of the counties listed above.

Is this a full-time role?

No. This is a **part-time independent 1099 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 Mountain West Region?

Yes. We are seeking a contractor who lives within **Eagle, Summit, Pitkin, and the eastern end of Garfield County** 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 November or December 2026, 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 \$1,768**, 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:** Sunday, October 4th at 11:59pm MT
- **Review begins:** Tuesday, October 6th
- **Interviews (via Zoom):** Starting October 19th
- **Offer extended:** Early November 2026
- **Start date:** November/December 2026, as communicated with final applicant

What qualities are important for this role?

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

About the CCTSI Community Engagement and Research (CE&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 2025, CRLs engaged in 31 counties across Colorado, supported more than 16 research projects, and connected with numerous community members and organizations.

How to Apply

Deadline: Sunday, October 4th at 11:59pm MT



Interested applicants should submit their application materials via Google Form:

<https://forms.gle/SMP48aeJvKzpgLgi7>

Late or incomplete applications may not be reviewed.

Required Application Materials:

1. Resume or CV

2. Response to the following questions:

1. **Background & Experience:** Provide a summary of your current and previous work, including relevant roles in community engagement, research partnerships, facilitation, or advocacy, particularly related to working with marginalized communities and those disproportionately affected by health challenges.
 2. **Expertise & Skills:** Describe how your expertise aligns with the qualifications outlined in the RFA, including community engagement, facilitation, partnership development, and research support.
 3. **Relevant Projects & Roles:** Share examples of previous or current work similar to, or in with alignment with, the CRL role. Highlight key accomplishments and the impact.
 4. **Connections to Role Expectations:** Identify how your skills and experience align with the responsibilities of a CRL. What strengths would you bring to this position?
3. **References:** Include three professional references: Name, email address, phone number (if available), organization or other relationship.
4. **Additional Information (Optional):** Any other details that demonstrate your suitability for this role.

Additional Notes:

- Applications will be reviewed based on the qualifications outlined in the RFA.
- We reserve the right to request additional information as needed to assess applicants.

Questions?

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