

# Manual for Students and Early-Career Researchers on How to Contact Municipalities Based on the Academic Bridge Matchmaking Map

## 1. Explore the Academic Bridge Matchmaking Map

- Open the map or table and familiarize yourself with their interface and features.
- Note that the map contains markers representing individual municipalities interested in collaborating with academia. The table provides the same information in a clear format.

## 2. Identify Areas of Your Research Interest

- Reflect on your research interests and areas in which you would like to conduct research.
- Consider how your research could contribute to solving problems and challenges faced by municipalities.

## 3. Filter Municipalities by Areas of Interest

- Use the filtering options on the map or in the table to display only municipalities interested in collaborating in your research areas.
- You can filter by categories such as Environment and Sustainability, Energy and Technology, Social Services and Community Development, etc.
- Alternatively, you can also filter by region if you want to focus on a specific geographical area.

## 4. Explore Municipality Details

- On the map, click on the marker of a municipality that interests you to display detailed information. In the table, you can find this information directly in the corresponding row.
- The details include the municipality name, region, areas of interest, a detailed description of interests, the municipality's website, and a contact email.
- Carefully read the detailed description of the municipality's interests to determine if they align with your research interests and goals.

## 5. Prepare an Introductory Email

- If you have found a municipality whose interests align with your research goals, prepare an introductory email.

- In the email, introduce yourself, state your academic affiliation, and briefly describe your research intent.

- Explain how your research relates to the municipality's interests and how it could contribute to solving their problems or challenges.

- Be concise but informative. Indicate what cooperation or support you expect from the municipality.

- Attach any relevant attachments, such as your CV or a more detailed description of your research project.

## 6. Send the Email and Monitor Responses

- Send the prepared email to the contact address provided for the selected municipality in the table or map detail.

- Be patient, as it may take some time to receive a response. If you don't receive a reply within a week, you can send a polite follow-up email.

- If you receive a positive response, express your gratitude and arrange further steps for collaboration, such as an in-person meeting or a phone call for a more detailed discussion.

## 7. Establish Collaboration and Communicate Regularly

- After establishing contact, maintain regular communication with the municipality.

- Keep them informed about the progress of your research, partial results, and any problems or needs that arise.

- Be open to feedback and suggestions from the municipality. The collaboration should be mutually beneficial.

- If possible, involve representatives of the municipality in your research, for example, through consultations, interviews, or presentations.

## 8. Share Results and Express Gratitude for Collaboration

- After completing the research, remember to share the results and conclusions with the municipality.

- Prepare a clear summary of the research and its impacts on the municipality. You can also organize a personal presentation.

- Thank the municipality for their cooperation and support. Consider possibilities for further collaboration in the future.

- Offer the municipality access to your publications or reports resulting from the research.

## Example Email:

Subject: Interest in Research Collaboration

Dear Madam Mayor / Dear Mr. Mayor,

My name is [Your Name], and I am a student of [Field of Study] at [University/Faculty Name]. I am writing to express my interest in research collaboration with your municipality based on the information provided on the Academic Bridge Matchmaking Map.

While browsing the map and exploring the areas of interest of individual municipalities, I was drawn to your municipality, specifically your interest in [Municipality's Areas of Interest]. This interest directly aligns with my research focus, which is [Brief description of your research focus].

I believe that my research work could contribute to solving the problems and challenges your municipality faces in the area of [Specific area where you see potential for collaboration]. My goal is to [Briefly describe the objectives of your research and how they could benefit the municipality].

I would like to establish a collaboration with you, within which I could [Describe what cooperation or support you expect from the municipality, e.g., access to data, interviews with local stakeholders, the possibility of field research, etc.]. Of course, I am also open to other forms of collaboration and would be happy to adapt to your needs and possibilities.

Attached to this email, you will find my CV and a more detailed description of my research project. If you have any questions or would like to discuss the possibilities of collaboration in more detail, I would be happy to meet with you in person or have a phone conversation.

Thank you in advance for your time, and I look forward to your response.

Best regards,

[Your Name]

[Contact Information]

Attachments:

- CV

- Research Project Description