## COMMUNITY RESEARCH GRANT APPLICATION INSTRUCTIONS PRIORITY DEADLINE: NOVEMBER 4, 2024

## Prepare the following items to upload into the online application portal.

- 1. **Statement of interest** explaining your motivation for being a mentor, relevant expertise, and commitment to community-based research and student mentorship. (*One page maximum*)
- 2. **Curriculum vitae** (CV) highlighting relevant experience.
- 3. Research Proposal (Three pages maximum)
  - a. Tentative Title of project
  - b.Overview: Provide an overview of the research topic and its relevance to the community.
  - c.Indicate prospective community partners or organizations that your team will engage throughout the project.
  - d. **Research Objectives and Research Questions:** Clearly state the main research objectives and specific research questions that the project aims to address.
  - e. **Methodology:** Describe the research design, approach, and methods that will be used to achieve the research objectives.
  - f. **Community Engagement and Collaboration:** Detail how the community partners or stakeholders will be involved in the research process.
  - g.Describe the roles and responsibilities of the college undergraduates who will serve as Research Fellows on your team.
  - h.**Timeline:** Provide a realistic timeline that outlines the major stages of the research project.
  - i. **Expected Outcomes and Impact:** State anticipated outcomes, findings, or contributions the research project aims to achieve.
  - j. Explain how the research outcomes will benefit the community, advance knowledge, or inform policy/practice.
  - k. **Mentorship and Training:** Describe the mentorship and training provided to college undergraduates, including how they will be guided through the research process.
  - I. **Evaluation and Assessment:** Describe the methods for tracking progress and measuring the achievement of research objectives.
  - m. **Dissemination Plan:** Explain how the research findings will be communicated to the community, academic audiences, and other relevant stakeholders (in addition to the Washington DC Social Justice Summit).
- 4. Budget (Complete and upload the Community Research Grant Budget Template) Include an Itemized budget for all program-related expenses. Your budget must include the travel expenses for the Washington DC Social Justice Summit of up to \$800 per person (paid for by the grant).

Allowable expenses include supplies, travel, publication costs, conference registration fees to disseminate research project findings; and refreshments for community gatherings. Unallowable expenses: Entertainment expenses; Local individual expenses (meals, mileage, etc.); honoraria; membership dues.

5.**Signature of Authorized Organizational Representative** (*Use the AOR Approval Form*) Your institution's AOR must include a statement indicating that they have reviewed and approved your proposal and budget.