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.
   l. **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.