



Letter of Intent Template

Introduction: Please read the below if you are a current student interested in pursuing a *Community Engagement Scholarly Project*. The fulfillment of this scholarly project is a requirement for all HMS students and is designed to provide every Harvard medical student with an opportunity to pursue a mentored scholarly experience analyzing a medical or health-related question, issue or problem in depth.

Objectives of the *Community Engagement Scholarly Project* are as follows:

- Address a problem or idea related to medicine approached from a variety of scientific or social science fields
- Demonstrate work by the student in partnership with a community, and centering community needs
- Foster an extended, mutually beneficial partnership between the student, faculty and community mentors
- Spark curiosity, develop critical thinking skills, and offer analytical tools for the future physician-scholar

Students pursuing a *Community Engagement Scholarly Project* are required to identify a Community Based Organization and a community mentor who will guide them throughout the project. Students will also have an HMS faculty mentor who will be part of the mentoring team. Please draft a Letter of Intent and submit to the OCCME OSE Committee (OCCME@hms.harvard.edu) by December 1 of your penultimate year.

The purpose of the Letter of Intent (LOI) is to initiate collaboration with the OCCME regarding your intended community engagement scholarly project. Please submit a LOI even if you do not yet have a fully-formed project idea and/or if you do not yet have a CBO partner in mind - the OCCME team will work with you to refine your ideas.

Include the following in your LOI:

- Description of community engagement topic/project you're interested in pursuing.
 - *Has this project been co-created with or under the guidance of community members?*
- Preferred CBO (or type of CBO) you'd like to work with and whether or not you have an existing relationship with that CBO
 - Optional: *Describe how your proposal fits in the CBO's priorities, and how you will balance the scope of your project with HMS's longer term engagement with the community.*
- Additional **optional** elements to include in LOI:
 - Name of Faculty Mentor (Harvard-affiliated) if identified
 - Name of co-Mentor (CBO-affiliated), if relationship exists.



Note: if the CBO and or Mentor has not been identified, after submission of the LOI, the OCCME will help you identify. You do not need to have identified a CBO and/or Mentors to submit your LOI. establish.

LOI Template

{Date}

Dear OCCME OSE Committee,

{Opening statement that identifies your intention to pursue a Community Engagement Scholarly Project. Please include any applicable background as to why this topic is of interest to you.}

{Brief description of community engagement topic/project you're interested in pursuing. Has this project been co-created with or under the guidance of community members?}

{Preferred CBO (or type of CBO) you'd like to work with and whether or not you have an existing relationship with that CBO. *Optional: Describe how your proposal fits in the CBO's priorities, and how you will balance the scope of your project with HMS's longer term engagement with the community. Optional: Please outline the organization's needs that you will be able to address during the scholarly project.*}

{*Optional: Name of Faculty Mentor (Harvard-affiliated) if identified and name of co-Mentor (CBO-affiliated), if relationship exists.*}

Sincerely,

{Signature, class year, date}