PROPOSAL TEMPLATE | Community Engagement Scholarly Project

Introduction:

Each student is expected to design, conduct, present, and disseminate a project deliverable. This project can be based on the student's interest however it must also align with at least one of the community partner's goals. When a project is grounded in community engagement, it may fall outside of traditional research methods described below. In that case, opportunities for project deliverables exist along the full spectrum of research and application and may include; Research (such as large database analyses, systemic review, meta-analyses, or observational studies), survey tool development, perspectives piece, commentary, literature reviews, toolkit, program evaluation, curriculum, or policy brief. OSE has maintained a broad definition of "final product" or deliverable, and students should focus their efforts on what the community identifies as most beneficial.

Student Name and Email:
Mentor Name and Email (CBO affiliated):
Mentor Name and Email (HMS affiliated):
Date:
Proposal Title:
Proposal Status: New or Revised
1.   Specific Aims: What is the question you want to answer and/or the rationale for the project you wish to pursue? (½ page)

- Brief orientation: 1 paragraph that explains the motivation and rationale for the project
- Hypothesis (if applicable) or rationale for the approach you have chosen
- Goal of the project and how this project meets your service, academic, and professional goals
- Potential contribution to the field: Define your community and describe how your project will be of value to that community

2.   Significance: What is the problem or need you are addressing with your project? Include the following: (½ page)

- Background
- How was this problem or need identified? If not defined in collaboration with the community, please share how you will involve the community in validating this problem/need.
- Importance of the topic and potential impact of the project for the community

3.   Value: What is the value of this work to the community? (½ page)

- What is the value of this work to the community?
- How will this project contribute to the ongoing relationship between Harvard and your identified community?

4.   Approach: How will the aims be accomplished? (1½ pages)

- Project Planning:
  - Questions to address at the start of engagement:
    - What community assets will be brought to this project?
    - What community resources are needed to complete this project, and how will this be managed?
    - What assets will you bring to this project?
    - What assets will HMS bring to this project?

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- ▪ What has been done before and lessons learned? How is this different from previous work by you or others?
- Methods: Define your deliverable and describe your methodological approach, and how it is centered on community collaboration.
- Data analysis, including primary and secondary outcomes or associations (if applicable)
- Biostatistical methods (if applicable): You should include a formal sample size estimate to document that the sample size you chose is sufficient to detect clinically meaningful effects with adequate power. If your sample size is fixed, a power calculation is required to document your power to detect meaningful effects. These calculations are required for all proposed studies that involve animals and humans, as they are integral to the rigor of the proposed work.
- IRB/Ethical considerations
- Limitations: What are the potential limitations of your approach? How will you minimize these limitations? (Note: limitations are inherent to your methods and are generally predictable.)

5. **Student Role:** What is your specific role? What are *you* going to do? (1 page)

- Locating yourself within the work: What was the inspiration for work and how was the focus identified?
- What, if any, personal or professional motivations bring you to this work?

6. **Feasibility:** Can the work be done as proposed? (1-2 pages) This section must include 8 subsections:

- *Mentor:* Why are these two people the right mentors for the project? What is their experience in this area?
- *Environment:* Where is the work being done? Is this project part of a larger project? How is the work being done in collaboration with the community?
- *Resources:* Are all the resources that are needed available?
- *Obstacles and Challenges:* What do you anticipate might prevent the work from being completed as proposed? How will you deal with these obstacles and challenges? (Note: obstacles and challenges are potential operational/organizational problems.)
- *Language requirement:* Will your work be conducted in English? If not, do you speak the language in question? How will you address/overcome language barriers?
- *Longitudinality / Sustainability:* How does this support Harvard's ongoing relationship with the community? How will any benefits of this project be sustained for the community?
- *Dissemination:* How do you intend to communicate the outcomes of your project to your community sponsors and members?
- *Timeline*

7. **References** (can be outside the 5 page limit)