

Youth and Young Adult Mentorship Program Instructions for Submitting via ProposalCentral

Thank you for applying to the Youth Mentorship Program!

To begin a **NEW SUBMISSION**, you may [click here](#), OR create an account or sign in to [ProposalCentral](#) and navigate to the “Grant Opportunities” tab. From here, use the “Filter by Grant Maker” option and select “Huntington’s Disease Society of America,” identify the “Youth Mentorship Program” and click “Apply Now.”

To **CONTINUE A SUBMISSION**, log in to <https://proposalcentral.com/>, navigate to the “Proposals” tab, and click into your submission in progress to keep working.

Submitting a Mentorship Program Application in ProposalCentral

- 1) **Participant Type:** Please indicate whether you are applying as a mentor or mentee, and whether you are applying for your own participation or on behalf of a young person below the age of 18 to participate in the program. Please note that if you are below the age of 18 and applying to join the program, you will need a parent or guardian to consent to your participation. If you are a parent or guardian applying on behalf of a young person below the age of 18, please note that your young person will need to consent to their participation.
- 2) **Next of Kin/Emergency Contacts:** All applicants must share the information of a family member or a trusted individual who may be contacted in case of emergency. If you are below the age of 18, please share the information of a parent or legal guardian who can consent to your participation in the program. If you are applying on behalf of someone below the age of 18, please share the young person’s information so that they may consent to participation in the program.
- 3) **Download Templates and Instructions:** The Instructions for completing the application can be found here. If you are a parent or guardian applying on behalf of a young person below the age of 18, please also download and complete the Parent/Guardian supplement to re-upload into your submission in section 8.
- 4) **Enable Other Users:** You can give other ProposalCentral users access to edit, read, or complete certain parts of the proposal. If you are applying as a mentor or are above the age of 18 and applying as a mentee, there is no need to allow other users to access your application unless you prefer to. If you are under the age of 18 and will need a parent or guardian to consent to your participation in the program, please grant them “Edit” access in this page.
- 5) **Participant Information:** The information in this section is a combination of information from your ProposalCentral profile and some additional information about your education history. If you would like to make updates to any information already in your profile, you may do so here, or you can add new information if none already exists by clicking “Edit Professional Profile.”

If you are a parent or guardian completing this application on behalf of a young person, please ensure that the information in this page is relevant to the prospective participant, not yourself.

- 6) **Family Situation, Medical History, Personality:** In this page we are looking to learn a bit more about you to ensure your mentorship program pairing will be best suited to you. Please share a bit more about your family situation, and medical information we may need to know, and your personality. There are two questions labeled ‘Mentors only;’ if you are not applying as a mentor you may leave these sections blank.
- 7) **References (Mentors Only):** If you are applying as a mentor, please provide a list of three individuals we can contact that are willing to act as a reference for you. These references may include peers, teachers, and employers and may include one family member. These individuals should be aware of your desire to participate in the Youth Mentorship Program. Please do not include someone as a reference who does not know of your personal connection to Huntington’s disease. The responses of those acting as a reference will remain confidential.
- 8) **Attachments:** If you are a parent or legal guardian applying on behalf of a young person below the age of 18, please complete the Parent/Guardian supplement to provide more information about your motivations for pursuing your young person’s participation in the program.
- 9) **Experience and Interest:** Please share about your experiences with the HD community, working with young people (if applying as a mentor), expectations or reservations about joining the program, or any other information you would like to share.
- 10) **Participant Data Sheet:** In this optional section, you may self-identify demographic information including gender, race, and ethnicity. Please note that this information will not be used to determine your eligibility for the program.
- 11) **Validate:** Check for any required missing fields before proceeding to the next step.
- 12) **Signature:** Please authorize your submission. Note that the Applicant/PI signature should be completed by the person completing the application. If you are below the age of 18, please ask a parent or guardian to authorize your participation in the program as well by completing the parent/guardian signature. You may also print your submission here if desired.
- 13) **Submit:** Finalize your submission and submit.

If you have questions about the application, please reach out to MaryAnn Emerick, MEmerick@hdsa.org. If you have technical support questions relating to the application platform, please contact Proposal Central Support, pcsupport@altum.com.