CHEAT SHEET: CONCEPT STAGE

USCCR
Regional Programs Unit

OBJECTIVE:

Select a topic for the Committee to study

KEY DECISION:

Study a topic to support a Commission project or study an issue of state significance to report to the Commision

TIMELINE

2 to 4 months

COMMITTEE MEMBERS

1. Review list of Commission projects
2. Research other potential civil rights topics to present
3. Complete Survey Monkey Project Proposal Prompt
4. Share Project Proposal Prompt with public stakeholders who may be interested in submitting a topic for Committee consideration
5. Review all proposed topics of study and attend meeting prepared to discuss them
6. Review ethics requirements and consider any potential conflicts of interest

DFO

1. Provide Committee with list of Commission projects
2. Facilitate communication with the Commission to provide additional information regarding Commission projects as necessary/requested
   a. invite Commissioner to speak at Committee meeting regarding study topic
3. Serve as a resource to Committee members

SUPPORT SPECIALIST

1. Prepare and share Project Proposal Prompt through Survey Monkey with the Committee.
2. Ensure Committee members receive Project Proposal Prompt and remind them of applicable deadlines
3. Collect and distribute completed Project Proposal Prompts to the Committee in a timely fashion
4. Share Project Proposal Prompt with Commission's public contact list, including stakeholders in the relevant state

DELIVERABLES + ACTIONS STEPS

1. Project topic