

Creating Proposals

The items listed below should be included for all online proposals. (The information may be typed in a word-processing document and copied into the online screen.)

1. Program Title
2. Federal CIP Code
3. Inside/Outside Institution's Band of Authority
4. Degree Level (associate, baccalaureate, masters, specialist, first-professional, residency [house staff], doctorate)
5. Program Description (200-250 words)
6. Statement of Need (200-250 words)
7. Proposed Options (concentrations, areas)
8. Job opportunities for Program Graduates
9. Plans for Program Delivery Through Distance Learning
10. Name(s) of Primary Contact(s) at Proposing Institution
11. Name(s) of Individuals Contacted at Other Institutions
12. Program Type (Cooperative, Collaborative, Joint, or Single Institution)
13. Preliminary Plans for Collaboration with Other Institutions
 - List university, community college, technical college, independent institution, and non-collegiate partners in cooperative and joint programs
 - Indicate primary and secondary institutions, when needed
14. Tentative Program Implementation Date (mm/yyyy)

The name of the submitting institution, the e-mail address of the individual submitting the proposal, the proposal submission date, and the end-date of the 45-day review will be entered automatically.