

**RESOURCE GUIDE**

**CATEGORY I PROPOSALS: FULL AND ABBREVIATED**

**[Stage 1: Academic Unit Preparation, Review, and Approval]**

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| **Proposal Documents** | **Source** | **Contact** | **CPS Placement** |
| **Accessibility Form** | Office of Equity and Inclusion | **Gabriel Merrell**Gabriel.Merrell@oregonstate.edu7-3671 | Attach Accessibility Form to the proposal (see the web link at the bottom of this table). |
| **Budget****Information** | OSU Budget Tables (Recurring, One-Time, Summary) and Narrative | Business Center by (Academic Unit)* Agricultural Sciences and Marine Sciences

(AGR)* Arts and Sciences

(ED, LA, SCI, UHC)* Business and Engineering

(BUS, ENGR)* Forestry, Oceanic, and Atmospheric

(EOAS, FOR)* Health Sciences

(PHAR, PHHS, VM)* University Administration

(GS, OSU-C) | OSU Budget Tables/Narrative: In the CPS, post the tables and the description to the “Budget Information” section:Budget Year 1: all budget docsBudget Year 2: repeat sameBudget Year 3: repeat sameBudget Year 4: repeat same |
| **Graduate****Program Learning Outcomes Evaluation** | Graduate School | **Stephanie Bernell**Stephanie.Bernell@oregonstate.edu7-9162 | Adjust the proposal (main document) based on the recommendations contained in the Program Learning Outcomes Evaluation.Attach the Program (Master’s and/ or Doctorate) Assessment Plan Matrix to the “Other Attachments” section of the CPS (see the web link at the bottom of this table). |
| **Letters of Support** | (Letters of Support are documents that are external to OSU) | * Government Agencies
* Higher Education Institutions
* Private Industries
* Etc.
 | Attach letters of support to the “Letters of Support” section of the CPS. (Minimum of 1) |
| **Liaison Contacts** | (Liaison Contacts are documents that are internal to OSU) | * Academic Units
* Administrative Offices
* Faculty
* Etc.
 | Attach liaison contact responses to the “Liaisons” section of the CPS. (Minimum of 1) |
| **Library Evaluation** | Valley Library | **Anne-Marie Deitering**anne-marine.deitering@oregonstate.edu7-4667  | Request a library evaluation once an initial draft of the proposal has been completed. Attach the Library Evaluation report in the “Library Evaluation” section of the CPS.If a dollar amount is indicated, this information needs to be entered into the budget tables and within the proposal text. |
| **Space Evaluation** | Office of Capital Planning and Development; Space Management Unit | **Libby Ramirez**Libby.Ramirez@oregonstate.edu74246 | Request a space evaluation once an initial draft of the proposal has been completed.Attach the Space Evaluation or Space Correspondence in the “Other Attachments” section of the CPS.Respond to any issues identified in the Space Evaluation or Space Correspondence in the main proposal document. |
| **Transmittal Sheet** | Office of Academic Programs and Assessment (APA) | **Gary Beach**Gary.Beach@oregonstate.edu7-2815 | Attach the Transmittal Sheet to the proposal in the “Transmittal Sheet” section of the CPS (see the web link at the bottom of this table). |
| **Undergraduate****Program Learning Outcomes** | Office of Academic Programs and Assessment (APA) | **Heath Henry**Heath.Henry@oregonstate.edu7-9650 | Adjust the proposal (main document) based on the recommendations either contained in the Program Learning Outcomes Annual Report (see the web link at the bottom of this table) or review comments received from a review of the proposal by APA. |

**Web Links**

See the web link below for the following:

* Accessibility Form
* Budget Tables
* Transmittal Sheet

<http://oregonstate.edu/admin/aa/apaa/academic-programs/program-proposals>

* Graduate Program Learning Outcomes Matrix

<http://oregonstate.edu/admin/aa/apaa/assessment/graduate-templates>

* Undergraduate Program Learning Outcome Resources

<http://oregonstate.edu/admin/aa/apaa/assessment/home-0>

Note: There is no standardized letter or memo with regard to Letters of Support or Liaison Contact requests.

*Source:* Office of Academic Programs and Assessment; glb (4-22-15; rev. 8-13-15; 3-21-16; 8-12-16; 1-30-17; 6-6-17; 10-12-17)

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