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Guide to Developing a Proposal

A. ORGANIZING YOUR TIMELINE

ISBE must approve the course syllabus before an academy is run for required Academy credit. Preplanning is of great importance. Typically, plan to submit your proposal a minimum of four months before the date of the academy, giving the ROE time to input the academy proposal into the system and ISBE time to approve the academy. Complete the template and send it to Dr. Sullivan as an attachment. The ROE will input the academy on the ISBE web-based system.

B. WRITING YOUR PROPOSAL

Course Summary: note that you may select only one leadership area, school leader standard and target group.

Participant Outcomes: You can have between 1 and 5 participant outcomes, and each outcome must be represented in a topic in the training. In filling in the template, the Outcomes Description will tell the knowledge and skills the participant should gain from the course. The gained knowledge and skills tells what the participant could demonstrate in his or her work setting.

Course Materials: One required item must be included. Handouts would be acceptable, but you must fill in all of the columns in the template. Any "handouts" must have a title. For Research you just have to identify a book or other resource from which the research base is cited. One is fine.

Course Syllabus: You can choose only one outcome for each subtopic in the training. You can only choose ONE topic in the syllabus for the application/dissemination component, and that is the topic that leads to the application/dissemination requirement. Time for all subtopics must add up to the number of hours you recorded at the beginning of the proposal. The online program will add it automatically.

Application/Dissemination Participants must turn in a written product. It could be that day or a day in the future.

C. FINAL THOUGHTS

If you give a month for completion of the Application/Dissemination component, the end date of the Academy will be the date that the Application/Dissemination report is due. This is especially important if the academy is to be run in June because the new fiscal year starts on July 1.

Leave all references to your district out of the proposal. The Academy must be applicable to districts across the State and must be able to be applied in other district settings.

Keep the proposal simple and clean.