

Utah State University
R401 Proposal Development
Writing Guidelines/Suggestions
(September 2017)

R401 Proposal Templates and Instructions: <https://www.usu.edu/epc/R401proposals/>

Revised R401 (July 2017):

https://higheredutah.org/pdf/policies/R401_approved%202017-7-21.pdf

Proposal Development Guidelines/Suggestions:

1. All submissions must be:
 - a. Written in a formal style (e.g., no “&”), using third person (i.e., no “I,” “we,” or “our”).
 - b. Submitted electronically using provided PDF. (*Please spell and grammar check*).
 - c. Filled in using Arial Narrow 12-point font (*no italics*)
2. Watch use and overuse of acronyms. Spell out acronyms first time used.
3. When discussing students, provide approximate numbers (if applicable). For example, *There are currently only two students enrolled in this program.*
4. On Curriculum Sheets – Make sure credit totals are correct; if applicable, make sure to indicate how many electives are required, for example, *select two* or *two required*.
5. When discussing programs, clearly indicate how they are delivered (e.g., face-to-face, on-line, or both) and where they are delivered (e.g., Logan campus only, Regional Campuses, etc.)
6. Choose an appropriate Classification of Instructional Program or CIP code. A list of CIP codes currently in use by Utah System of Higher Education (USHE) institutions is available upon request. For a complete list of CIP codes, see: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>
7. When developing new programs, be sure to investigate what other Utah institutions are doing in the proposed area. Utah’s Public Colleges & Universities include: University of Utah, Weber State University, Southern Utah University, Snow College, Dixie State University, Utah Valley University and Salt Lake Community College. If applicable, a “few” letters of support could be included.
8. When developing programs that “impact” other units on campus, please contact them to discuss your plans to see if they have any concerns.

9. When discussing “Labor Market Demand,” try to include Utah information (if applicable and pertinent). Also, if possible, provide information about starting salaries.
10. Strive to develop proposals that are clear and concise and address USHE proposal information that is found in the “prompt” section. For example taken from an abbreviated template short form, **Program Description/Rationale:** *Present a brief program description. Describe the institutional procedures used to arrive at a decision to offer the program. Briefly indicate why such a program should be initiated. State how the institution and the USHE benefit by offering the proposed program. Provide evidence of student interest and demand that supports potential program enrollment.*
11. When filling in the prompts, remember:
 - Click in date fields to access calendar tool.
 - Click Control + E within a text box to open text formatting controls.
 - Text can be composed in word processing software, then cut and pasted into the text fields.
12. Certification. If certification is involved in the program, indicate the steps required to obtain it (e.g., is it granted upon graduation from the program, or do they need to apply for it through some agency?)
13. All R401 proposals need to be submitted to Ed Reeve (ed.reeve@usu.edu) with a “cc” to Michele Hillard (Michele.hillard@usu.edu). It is highly recommended that the Provost’s office review them prior to submission to the EPC or curriculum agenda.
14. Proposals that need graduate council approval, **must be submitted to the Provost’s office first.** When necessary, the Provost’s office will forward the proposal to the appropriate unit (e.g., Graduate Council, Council on Teacher Education, or Budget and Faculty Welfare committee).
15. At USU, the Chief Academic Officers (CAOs) are: Larry Smith, Interim Provost and Ed Reeve, Interim Vice Provost.

Contact Information:

Ed Reeve, Interim Vice Provost

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