

## R401 Instructions

1. Department requesting R401 proposal must complete one of the following templates:
  - a. Executive Summary
  - b. Full Proposal
  - c. Abbreviated Proposal
  - d. Programs Under Development or Consideration
  - e. Signature Page – *the only signatures required for submission to EPC are those of the Department Head (if necessary) and the Dean. Signatures of the Provost and President are not required.*
    - i. CIP codes for the signature page can be found at:  
<http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

Templates can be found at:

[http://www.usu.edu/provost/forms/program\\_proposals.cfm](http://www.usu.edu/provost/forms/program_proposals.cfm)

2. All submissions must be:
  - a. Written in a formal style, using third person
  - b. Submitted electronically in Microsoft Word format
  - c. Filled in using Arial Narrow 12-point font (no italics)
  - d. Single spaced with 1” margins
3. Submit proposals to the EPC Chair **ONLY** (Larry Smith at [larry.smith@usu.edu](mailto:larry.smith@usu.edu)).
  - a. You are welcome to have the EPC Chair review your proposal **PRIOR** to submission.
4. Once the proposal has been approved and has completed the process a letter will be sent to the individual who submitted, as well as the dean.
5. Complete/Approved proposals will be posted at:  
[http://www.usu.edu/provost/academic\\_programs/program\\_proposals/approval\\_status.cfm](http://www.usu.edu/provost/academic_programs/program_proposals/approval_status.cfm)

## R401 Tips

1. Be aware of the review and approval timeline:  
[http://www.usu.edu/epc/R401proposals/pdf/R401\\_Proposal\\_Submission\\_Timeline\\_\(Example\).pdf](http://www.usu.edu/epc/R401proposals/pdf/R401_Proposal_Submission_Timeline_(Example).pdf)
2. Status of your proposal can be tracked at  
[http://www.usu.edu/provost/academic\\_programs/program\\_proposals/approval\\_status.cfm](http://www.usu.edu/provost/academic_programs/program_proposals/approval_status.cfm)
3. Include others in the reading/proofing process.
4. Contact Joe Vande-Merwe regarding any budget information/numbers.
5. Check/Verify approval timeline
6. Check with Library