

**Utah State University**  
**R401 Proposal Development**  
**Writing Guidelines/Suggestions**  
(July 2021)

**Notes:**

- All USU R401 proposals will be submitted through Curriculog (<https://usu.curriculog.com>)
- *Short Template R401s* can be completely submitted using Curriculog.
- *Full Template R401s* that require Utah System of Higher Education (USHE) peer review will require attaching the USHE approved full template form – (see <https://uen.instructure.com/courses/44955>)
- USU R401 Proposal Submission Information can be found at: <https://www.usu.edu/epc/R401proposals>
- Current USHE R401 Information can be found at: <https://higheredutah.org/policies/r401-approval-of-new-programs-program-changes-discontinued-programs-and-program-reports/>

**Proposal Development Guidelines:**

1. Proposal Writing Guidelines:
  - a. Written in formal style using third person.
  - b. Spelling and grammar checks must be completed before submitting.
  - c. Do not overuse acronyms and spell out acronyms when used for the first time.
2. When discussing students, provide approximate numbers (if applicable).
3. Curriculum sheets – ensure credit totals are correct; if applicable, indicate how many electives are required.
4. When discussing programs, clearly indicate how they are delivered (e.g., face-to-face or on-line, or both) and where they are delivered (e.g., Logan campus only and/or regional campuses)
5. Choose an appropriate Classification of Instructional Program (CIP) code. For a complete list of CIP codes, see: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>
6. When developing new programs, include information regarding what other USHE Institutions are providing. Utah’s public colleges and universities include: The University of Utah, Weber State University, Southern Utah University, Snow College, Dixie State University, Utah Valley University, and Salt Lake Community College. If applicable, support documents from similar type programs at other institutions could be included.
7. When developing programs that could impact other departments, please contact that department to discuss plans and/or concerns.
8. If applicable, when discussing Labor Market Demand, include information or statistics relating to Utah’s d can be reviewed at Utah’s Department of Workforce Services (<https://jobs.utah.gov/index.html>). National occupational data can be viewed at: <https://www.bls.gov/home.htm>.

9. Develop proposals that are clear and concise, including budget information that is easy to interpret. If new positions or courses are needed, be sure to address funding implications related to these items.
10. If certification/accreditation is involved in the program, indicate the steps required to obtain it.
11. It is highly recommended that you discuss your upcoming R401 with the Provost's Office prior to entering it into Curriculog.

*Questions or concerns can be forwarded to:*

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