# Appendix E: MEd-HPE Culminating Project Proposal

*Email* [*chpe@usuhs.edu*](mailto:chpe@usuhs.edu) *for a copy of Appendix E.*

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| MEd-HPE Culminating Project Proposal Completion Process:   1. Student, in collaboration with culminating project advisors, completes this proposal form. 2. The project advisors approve of the submission by (a) signing the completed proposal form and (b) forwarding it to Director and Deputy Director for approval. 3. The Director and Deputy Director review the proposal and either (a) offer feedback (if applicable) and approve the proposal by signing it and returning it to the student and the project advisors OR (b) offer feedback and request revisions by the student and project advisors. If routed via (b), the student and project advisors re-work the proposal and start the routing process again at step 1. |

CHPE uses learner’s research proposals, culminating project proposals, Theses and Dissertations for internal purposes (e.g., as samples for current learners). If you would prefer for your materials not to be used for these purposes, please email [chpe@usuhs.edu](mailto:chpe@usuhs.edu).

**Application Overview**

**1a. Applicant Information / Student Information**

Name, title(s):

Telephone:

E-mail:

**1b. Title of Proposed Project**

**1c. Abstract** *(max. 300 words)*

**1d. Names of Project advisors (note that the director and/or deputy director of CHPE will make final decisions on supervision)**

1.

2.

**Description of Project Proposal**

**2a. Problem Statement, Project Goals & Objectives (max 500 words)**

*Describe (1) problem statement or needs assessment; (2) objectives of the innovation project; (3) congruence with national, institutional, and/or program priorities; (4) domain of scholarship of teaching.*

1. Domain of scholarship of teaching (choose one):

☐ Teaching

☐ Assessment

☐ Curriculum Development

☐ Mentoring and advising

☐ Leadership and administration

1. *Problem Statement*:  What educational problem is addressed?  What is the current practice and why should it change? What stakeholders are affected by the problem? Is the project informed by a formal/informal needs assessment?
2. *Educational Objectives*: List goals and objectives of the innovation. Who is the targeted audience (e.g., learners)?
3. Describe how the goals of this innovation are aligned with institutional or program priorities (note: military relevance is described below):

**2b. Innovation’s Theoretical/Conceptual Framework, Principles, and Techniques (max 500 words)**

1. *Theoretical/Conceptual Framework*: What is the underlying theory (or theories) that undergird(s) this innovation?
2. *Principles:* What are the upholding principles that can bring this theory to life?  What are the structural aspects of the intervention that embody the underlying philosophy?
3. *Techniques:* How are these principles realized and implemented in your specific context? How is this intervention tailored to the local setting? (Note: detailed methods are described below.)

**2c. Methods (max 500 words)**

*Describe: (1) the methods to achieve the innovation objectives (i.e., teaching methods, curriculum development approach, assessment method, mentoring/advising approach, leadership activities); (2) methods for evaluating the innovation (e.g., focus groups, quality improvement evidence, learning outcomes, etc.). (3) the barriers, if any, to successful completion and how you plan to overcome those barriers.*

**2e. Timeline**

*Describe the timeline of the entire innovation project from development, implementation, to evaluation.  Clearly explain what portion of this timeline will constitute your MEd-HPE Culminating Project to which you will commit, and, if applicable, why you can’t commit to completing the entire innovation process before graduation.*

**2f. Anticipated impact of innovation (max 250 words)**

*Describe how the outcomes of this innovation can impact and improve programs locally or/and institution wide.*

**2g. military relevance (max 250 words)**

**2h. Dissemination (max 250 words)**

*Describe how you plan to disseminate the innovation, such as any of the following: oral or poster presentations, peer-reviewed conference workshops, distribution of educational materials, peer-reviewed publications (e.g., MedEdPortal).*

**2i. Letter(s) of support**

*If applicable, include a letter of support from course, clerkship, or program leadership (E.g., Course Director, Clerkship Director, Program Director, Department Chair, Dean*) *approving the development, implementation, and evaluation of the educational innovation.  Note that if the proposal changes, a new letter of support needs to be obtained.*

**2j. Literature References**

*Max. 10 references*

**Project Feasibility**

*Using a logic model template, describe the material, human, informational, and financial resources needed for the entire innovation, including its development, implementation and evaluation.  How will you obtain these resources?  Also, describe underlying assumptions of and potential threats to your Culminating Project.*

**Approval Signatures**

Directions: Signatures can be submitted via hard copy wet signatures, CAC signatures or Adobe PDF signatures.

**Student**

Name (Print): Date:

Signature:

**Project Advisor**

Name (Print): Date:

Signature:

**Deputy Director, CHPE**

Name (Print): Date:

Signature:

**Director, CHPE**

Name (Print): Date:

Signature: