Recommendation for improved Category I Proposal Review

1. The Office of Academic Planning and Assessment website Category I Proposals Instruction page located at http://oregonstate.edu/ap/curriculum/cati.html lists the Review Process by committee near the bottom of the page. The hyperlink for the Budget and Fiscal Planning Review leads to the Budgets & Fiscal Planning Committee home page with no description of the review process. To remedy this, we recommend posting a document providing a checklist of items that the B&FP committee will use to review proposals. The checklist will be based on instructions that are already provided in the proposal submittal process.

2. The checklist of items that is used to review proposals, as indicated above, will also be used as a guide for the B&FP committee to review and communicate feedback on proposals not initially approved.

3. The proposed checklist is as follows:

The B&FP Committee has reviewed your proposal and needs additional information or clarification about the following items:

- Proposal and Budget Outline Form do not reconcile
  - Personnel: ____________________________________________________
  - Other Resources: ______________________________________________
  - Physical Facilities: ____________________________________________

- Proposal does not demonstrate sustainability
  - Does not include adequate Business Plan
    - Long term financial viability: __________________________
    - Anticipated Sources of Funding: ___________________________
    - Ability to recruit and retain faculty: _______________________
    - Long Term Library Support: _______________________________
  - Does not include plans for development and maintenance of unique resources
    - Buildings: _______________________________________________
    - Labs: ____________________________________________________
    - Technology: ______________________________________________
  - Does not address targeted student/faculty ratio
  - Does not illustrate resources to be devoted to student recruitment

- Proposal does not explain revenue sources to cover cost

Other: ______________________________________________________________________