To help the CSC best meet your needs, please complete the following Brief Project Proposal. The completed form needs to be submitted to aherrington@umc.edu ***at least 2 months*** before the date of the proposed activity. New educational projects will not be scheduled within the CSC until this form has been submitted and the project approved. This form represents an initial draft of the proposed project and can/will be modified over time. If you have any questions, please do not hesitate to contact Alaina Herrington at 601-815-4779 or aherrington@umc.edu.

**Brief Project Proposal**

1. Case Title: Patient(s) name, age and gender or project title here.
2. Target Audience: List student/resident/other and year of training as appropriate.
3. Sponsoring department/program: Give the student course, residency program, nursing group, etc.
4. Primary contact: List name, telephone and email contact.
5. Learning environment: State the anticipated number of clinic rooms needed, as well as other space needs (e.g., conference room, monitoring room) .
6. Learning or Assessment Objectives: Include 3-5 objectives.
7. Case Description: Give a brief description of your proposed case.
8. Number of Participants: a) Estimate the number of learners involved, b) Estimate the number of evaluators involved.
9. Staff required: Estimate standardized patients, confederates, administrative and other staff.
10. Equipment required: State if additional special equipment, specific room set up, or other scene preparation is necessary.
11. Assessment tools: Describe your plan to assess your learners. Assessments should be done in CAE LearningSpace (simulation system) whenever possible.
12. Debriefing Plan: State your plan to review the case with your learners.
13. Learner feedback: Give a description of how your learners will provide feedback.
14. Anticipated planning meeting date: State the date you anticipate meeting with CSC staff to first discuss your project and planning needs.
15. Anticipated go-live date: State the date you anticipate beginning training or assessment.
16. Special requests: State any anticipated special needs (e.g., food and beverages) or special equipment that would need to be rented.
17. Budget: State the source of funding and the amount of money you have budgeted for this activity.
18. Additional comments: Provide additional information as needed.