

SAMPLE OF PROPOSAL APPLICATION

To complete an electronic proposal application, you will need the following information:

Session Topic: (listed on needs assessment)

Body System: (listed on needs assessment)

Presentation Title: (5-6 words, no more than 50 characters including spaces)

Section 1: Course Information/Design

- **Recommended Practice Changes:** Briefly describe three recommended practice changes that you will challenge learners to implement as you summarize the key takeaways in the Recommended Practice Slide of your presentation.
- **Problem-Based Learning (optional):** Briefly describe your plan to teach a case-based/workshop-oriented session in a highly engaging, small group learning environment. Also, describe your prior experience with teaching in this format.
- **Addressing Barriers:** Briefly describe how you plan to address practice barriers to optimal patient care related to the topic(s) of this session.

Section 2: Practice Gap Validation

- In addition to addressing the **gaps** identified in the **needs assessment**, what additional (if any) educational need(s) is this presentation intended to answer?
- Based on your review of the **needs assessment**, briefly describe why any (if applicable) of the proposed **gaps** are less significant than the ones you **proposed**.
- Based on your review of the **needs assessment**, as well as your own **research and experience**, which specific knowledge and/or practice **gaps** do you plan to **focus** on?
- List at least one, but no more than five references. Include: author, name of source, volume/issue, page number, or URL.

Example:

Reference 1

Author:

Name of source or journal:

Volume/issue:

Page number or URL:

Section 3: Presentation History and Experience

List current faculty appointments, if applicable.

List your specialty if other than family medicine:

List up to five previous presentations made to a national audience and/or that are **relevant to this topic**. Include dates, type of audience, size, and evaluation score (converted to a 0-5 Likert scale where 0 is low and 5 is high). Failure to list scores may have a negative impact on your application.