

**TO:** OSR Administrative Board  
**FROM:**  
**SUBJECT:** Template for OSR Proposals

**Issue:** What is the issue you would like to address?

**Background:**

- Give some background on the issue.
- What resources and knowledge already exist?
- Why are these insufficient?
- What gaps exist that you would like to try and fill?

**Proposed Initiative:**

- How would you like this issue addressed?
- Give a basic timeline of when you anticipate the given steps will be addressed and completed.
- Be sure to include steps such as seeking IRB approval (if necessary), contacting OSR reps or schools, distributing a survey via Blackboard or Survey Monkey, etc.
- Provide any information on the roles that different committees, the OSR Ad Board, and OSR staff members would have.

**Resources required:**

- What steps will require significant staff time to complete?
- What will/might require OSR funding to be used?
- Roughly how much will it cost?

**Anticipated collaborators:**

- Are there other portions of the AAMC or external stakeholders who will be involved?
- What will be their responsibilities/roles?
- Will they be expected to contribute substantial resources?
- What communication have you had that indicates that they might be interested in this issue?
- Is their involvement critical to the proposed project or could you still move forward if they decline to become involved?

**Final product:**

- What will be the final product(s)? What will the OSR produce/publish/be able to demonstrate/etc.?
- Do you envision a product from the AAMC, guidelines, recommendations, etc.?
- How do you think this could be utilized?
- What, ideally, would be the impact on the issue?

**Anticipated evaluation and follow-up:**

- How will you evaluate both your process and product?
- What will you do so that the lessons you learn can be used in the future?

**Submit your project proposal to the OSR Ad Board and Ally Anderson, OSR Manager, for review and consideration.**