

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

All ideas for OSR projects/resources must go through the project proposal process:

- 1) Create a project proposal and send to OSR Chair and OSR Director for review.
- 2) Update the proposal accordingly based on feedback received and submit to the OSR Administrative Board for review and approval through the OSR office/Director.
- 3) Think about expectation level for projects, goals, metrics for success, and overall impact of final outcome: **how will this project help the OSR/medical students?**

Problem:

- Identify the problem/issue this project hopes to solve

Goal:

- What is the overall goal of the project?
- How does this project benefit the OSR/medical students?

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?
- Highlight how the problem will be solved by this project
- 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, 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 Administrative Board and Mary Halicki, OSR Director, for review and consideration: mhalicki@aamc.org