

### PREPROPOSAL APPLICATION

**PROPOSAL TITLE:** \_\_\_\_\_

**AUTHORS:** \_\_\_\_\_

Tell us about how your project idea will accomplish one or more of the CITE goals by responding to the preproposal questions. The CITE goals are:

1. To improve the skills of University of Houston students in competencies essential to success in their lives and careers.
2. To increase the number of high-impact co-curricular activities at UH that prepare students for success in their lives and careers upon graduation.
3. To increase the number of UH students participating in co-curricular activity as part of their undergraduate education.
4. To ensure that students are well prepared for their lives and careers after graduation.
5. To ensure that UH graduates are well equipped to meet the needs of the workforce and to engage in the world as responsible citizens.

Final proposals are evaluated on the following components:

- Novelty
- Student Learning Outcomes
- Relationship to the Curriculum
- Budget
- Sustainability
- Community Partners
- Scaffolding
- Institutional Support

To aid the Advisory Board in reviewing your submission, please make sure that you explicitly address all eight components. Because this is the preproposal, your discussion of these components does not need to be elaborate, just present.

PROPOSAL TITLE: \_\_\_\_\_

**1. Please provide a brief description for the proposed CITE-sponsored project. In your description, be sure to include:**

- The purpose and activities of your project (their relationship to CITE's goals should be clear)
- A brief history of your project's development
- How your project provides the experience and reflection necessary for student learning, discovery, and engagement in a real-world setting in a way that is unique and needed at UH (Novelty)
- Specific ways in which your project relates to academic curriculum (Relationship to the curriculum)

Please simply outline the project with the understanding that there will be further discussion on the specifics of your proposal.

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**2. State the classification of intended participants (e.g. freshmen, seniors, all levels) Provide an estimate of how many students would be actively engaged in the co-curricular activity. (Scaffolding)**

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3. Familiarize yourself with the six CITE student learning outcomes (SLOs). Using the definitions provided on the CITE SLO webpage, explain which two relevant CITE SLOs you would focus on for your project and why (no more or less than two). How will student performance on these SLOs be assessed? (Student Learning Outcomes)

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4. Which of the student learning outcomes in your department, program, or course(s) does your proposed project support? How? (Student Learning Outcomes)

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5. Provide names; departmental, college, or community affiliation; and positions for anyone supporting this project (for example, supervisor, resource, and/or community support). If this proposed project is a team effort, please provide a list of the names with departmental, college, and/or community affiliation, position, and role in the project. (Institutional Support; Community Partners)

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6. What aspects of the program would CITE funding help support and how much money would be needed from CITE? Please list expenses that would be included in a full proposal with specific dollar amount. Keep in mind that budget information can be changed or revised if you are invited to submit a full proposal. *Please note that CITE funds cannot be used for faculty travel to conferences, for open-access publication fees, or for durable equipment.* (Budget)

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7. Do you have other sources of funding or anticipate other sources of funding for subsequent years of your proposed project? If you will not need funding after the first year, briefly explain why. (Sustainability)

ORIGINAL SUBMISSION DATE: \_\_\_\_\_

PROPOSAL TITLE: \_\_\_\_\_

### SUBMITTING YOUR PREPROPOSAL

1. Save your proposal and all supporting materials as one document with the following naming convention:

- Projected start for project: year, semester (fall-FA, spring-SP, summer-SU)
  - o The projected start is when student participation in the project begins. If you are proposing a fall internship that includes faculty course development in the summer, the projected start would be in fall.
- pre (for preproposal)
- Last name and first initial of *primary* contact, i.e. contact who will be actively engaged in meetings and conversations to revise your submission. You may list up to two names.
- Short, descriptive title of proposal of no more than 45 characters
- Original (for the version)
- Do not include any spaces except where noted in the example

**Example:**

2020FA\_pre\_Smith, A\_(Marketing Study Abroad)\_Original

2020SU\_pre\_Smith, A & Johnson, L\_(Marketing\_Study\_Abroad)\_Original

2. Attach your preproposal to an email to [coogsengage@uh.edu](mailto:coogsengage@uh.edu). Please include your name, title, and contact information in the body of your message as well as the name(s) and title(s) of any other team members. Once we receive your submission, the CITE Office will contact you to arrange a meeting with the Director regarding next steps.