

QEP Topic Proposal Writing

Selecting the Topic for VCU's next QEP:

**A workshop hosted by the
QEP Planning & Development Committee**

July 21, 2022



QEP Website

The QEP website is our clearinghouse for all things QEP, including how to submit a topic proposal!

provost.vcu.edu/qep

Proposal content

What information should a proposal contain?

- Provide a concise opening statement/abstract
- Align with **VCU Mission, Quest 2028** and **REAL** initiatives, including **DEI** principles
- Address **student success** in terms of need, population affected, and benefits
- Identify **goals**: broad, overarching targets
- Include **objectives**: tangible steps to achieve goals

Proposal content cont'd

A strong proposal will also:

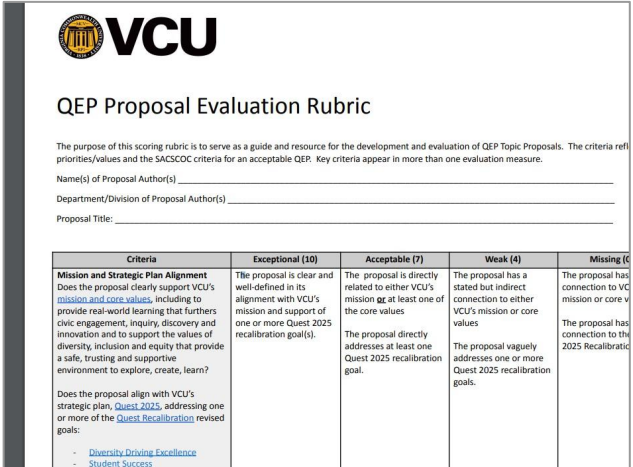
- Identify potential **partners** and **collaborators**
- Be **data informed**: how do we know this is an area we should work on?
- Include how we will know if the plan is working: how might success be **measured**?
- Identify a **timeline** for the project. Will it be implemented by semesters or years?
- Provide an approximate **budget** for your project; Staff time, office space, stipends and travel funds
- Provide **bibliography/references** if applicable.



Evaluation rubric

To guide you as you develop your proposals, the QEP Proposal Evaluation Rubric is available on the VCU QEP webpage.

The criteria, developed by the QEP Planning and Development Committee, reflect VCU's priorities and values, and the SACSCOC requirements for an acceptable QEP.



The screenshot shows the VCU logo and the title "QEP Proposal Evaluation Rubric". Below the title is a paragraph explaining the purpose of the rubric. There are three lines for entering the author's name, department, and proposal title. At the bottom is a table with five columns: Criteria, Exceptional (10), Acceptable (7), Weak (4), and Missing (0). The "Criteria" column contains two questions about mission alignment and strategic plan alignment. The other columns contain descriptions of the performance levels.

Criteria	Exceptional (10)	Acceptable (7)	Weak (4)	Missing (0)
Mission and Strategic Plan Alignment Does the proposal clearly support VCU's mission and core values , including to provide real-world learning that furthers civic engagement, inquiry, discovery and innovation and to support the values of diversity, inclusion and equity that provide a safe, trusting and supportive environment to explore, create, learn?	The proposal is clear and well-defined in its alignment with VCU's mission and support of one or more Quest 2025 recalibration goal(s).	The proposal is directly related to either VCU's mission or at least one of the core values	The proposal has a stated but indirect connection to either VCU's mission or core values	The proposal has connection to VCU mission or core v
Does the proposal align with VCU's strategic plan, Quest 2025 , addressing one or more of the Quest Recalibration revised goals: <ul style="list-style-type: none">- Diversity Driving Excellence- Student Success		The proposal directly addresses at least one Quest 2025 recalibration goal.	The proposal vaguely addresses one or more Quest 2025 recalibration goals.	The proposal has connection to the 2025 Recalibrati

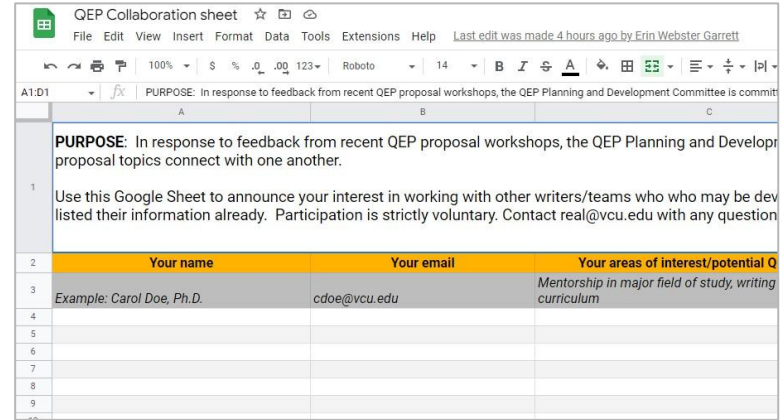
VCU QEP webpage: provost.vcu.edu/qep

QEP Topic Proposal Rubric: uploads.provost.vcu.edu/qep/qeprubric.pdf

Finding collaborators/partners

Great ideas emerge when we work together. Remember: The QEP needs to be specific enough to measure its impact, yet broad enough to be relevant across disciplines.

So collaborating with peers and colleagues across VCU as you develop your topic proposal is not only an option, it's highly encouraged!



The screenshot shows a Google Sheet titled "QEP Collaboration sheet" with a menu bar (File, Edit, View, Insert, Format, Data, Tools, Extensions, Help) and a status bar indicating the last edit was made 4 hours ago by Erin Webster Garrett. The sheet contains a purpose statement and a table for collaborators.

PURPOSE: In response to feedback from recent QEP proposal workshops, the QEP Planning and Development Committee is committing to ensure that QEP proposal topics connect with one another.

Use this Google Sheet to announce your interest in working with other writers/teams who who may be developing their information already. Participation is strictly voluntary. Contact real@vcu.edu with any questions.

Your name	Your email	Your areas of interest/potential QEP topics
Example: Carol Doe, Ph.D.	cdoe@vcu.edu	Mentorship in major field of study, writing curriculum

QEP collaboration sheet

Use this form to seek thought-partners, co-conspirators, and colleagues with mutual areas of interest!

- [QEP collaboration spreadsheet](#) (link will be shared in Zoom chat as well)

Hitting *pause*



Questions and answers/ breakout session

Next steps

- **Submit a topic proposal (and encourage others in your unit to participate as well!)**
 - Application, RFP, and rubric can be found on QEP webpage (provost.vcu.edu/qep)
- **Attend and promote writing workshops/other engagement opportunities**
- **Upcoming workshops:**
 - Aug. 17, 1 p.m.

Thank you for your time and partnership!

Questions?

Contact qep@vcu.edu