Selecting the Topic for VCU’s next QEP:
A workshop hosted by the QEP Planning & Development Committee

July 21, 2022
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
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.

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!

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)

---

<table>
<thead>
<tr>
<th>Your name</th>
<th>Your email</th>
<th>Your areas of interest/potential QEP topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Carol Doe, Ph.D.</td>
<td><a href="mailto:celie@vcu.edu">celie@vcu.edu</a></td>
<td>Mentorship in major field of study, writing curriculum</td>
</tr>
</tbody>
</table>
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