**AAPT Proposal Preparation Checklist**

**DRAFT Update June, 2021**

**STEP 1 (two months or more before the proposal deadline)**

For proposals submitted to the National Science Foundation or other funding agencies for which AAPT will be the fiduciary agent or receive some monetary benefit:

1. The Principal Investigator(s) (PI(s)) will contact the AAPT Executive Officer (EO) as soon as the proposal is being developed. If the EO decides that the overall project is one that is consistent with AAPT’s mission and that AAPT should be involved with to enhance physics education, taken broadly, the PI(s) will be invited to submit to the EO at least two months prior to the deadline for submission of the final proposal the following items:
2. the identity of the funding agency, deadline for submission, and a web link to the guidelines of the specific funding program.
3. a project summary (<= two pages) that places the activity in context, explains its specific objectives and procedures, and addresses all of the criteria imposed by the funding agency.
4. a statement of AAPT involvement in the activity.
5. the AAPT IT Project Form (attached) if the project requires AAPT-hosted web sites or other AAPT-provided IT resources. (This Form should be prepared in consultation with the Director of AAPT/comPADRE or designee.)
6. a preliminary total budget, including a brief budget explanation**,** laying out how AAPT staff time and other resources will be supported financially by the project.
7. a bio-sketch for each PI/co-PI involved in the project (NSF 2-page format is okay, but not required).
8. a statement that all grant project PIs and co-PIs, including those that are part of linked “collaborative research” proposals, have been notified that grant-related activities are governed by the AAPT Workplace and Project Code of Conduct and that they have received a copy of that Code. The text of that Code is to be found at the end of this document.
9. an AAPT IT Project Proposal form if the project will involve significant website development, servers, and so on. The IT form is appended to this document.

**STEP 2 (approval of AAPT involvement)**

1. The Executive Officer and/or Designee will do an initial review of the proposal and will provide the following information to the Review Board (as appropriate, see below).
2. Are the specific commitments of AAPT staff time and other resources appropriate given the mission and capabilities of AAPT?
3. Does the project budget provide adequate support for the requested AAPT staff time (or funds to hire special consultants or additional staff) and for other AAPT resources including web sites or other IT services? (THE EO/Designee should consult with the AAPT Information and Communications Technology Team about the IT aspects of the proposed project.)
4. Does the project have adequate plans for sustaining the project’s efforts after the external funding period (where appropriate)?
5. For proposals whose **total AAPT** budget is less than $250K, the EO alone makes a final decision about AAPT’s involvement.
6. For proposals with **total AAPT** budgets in the range $250K - $500K, the EO and the Review Board together to make the final decision about AAPT’s involvement.
7. Proposals with **total AAPT** budgets greater than $500K must first be reviewed by the EO and the Review Board. Then the EO and Review Board either
	1. recommend the proposal to the AAPT Board of Directors, which in turn will make the final decision about AAPT’s involvement, or
	2. decline AAPT’s involvement in the proposal and notify the AAPT Board of Directors of that decision.

If a proposal is a resubmission of a proposal previously approved by the Board of Directors and the Review Board deems there have been no significant changes to the project, then the resubmission can be approved by the Review Board and does not need further approval by the full Board of Directors.

**N.B.** PIs must allow several weeks for the Review Board and/or Board of Directors approval considerations.

**STEP 3 (AAPT review of the proposal and plans for dissemination)**

1. Every proposal for which AAPT will be the fiduciary agent or receive monetary benefits will be assigned a co-PI from the AAPT.
2. The AAPT co-PImust have 4-6 weeksto
3. review a draft of the entire proposal.
4. work with the PI(s) to finalize the proposal text, the budget, and other documents as needed.
5. assure that plans for disseminationinclude one or more presentations or workshops at an AAPT national meeting.
6. assure than any proposal that will use the Physics Teaching Resource Agents (PTRA) “brand” or PTRA materials contributes financially to the overall PTRA program.

**STEP 4 (Final Budget and Proposal Submission)**

1. **No later than one week prior to the proposal deadline**, a final budgetmust be submitted to the AAPT co-PI, who will review and, if appropriate, suggest changes in, that part of the budget related to AAPT’s involvement.
2. **All documents needed for the submission of the proposal must be posted no later than three business days before the submission deadline date. This requirement allows the AAPT co-PI to verify that all necessary documents are in place and that the documents meet the requirements of the funding agency. If the documents are not in place three business days before the submission deadline date, AAPT may withdraw its participation in the proposal.**
3. In all cases, the PI(s) will submit to the EO a copy of the final proposal (including the project summary, the final budget, and the budget explanation). The EO will inform the Board that the proposal has been submitted and provide the Board with the project summary, the final budget, and budget explanation by inclusion of this material in the iBook for the next Board meeting.

**Rubric for Review Board (and the Board of Directors, when necessary)**

1. Is the overall project one that is consistent with AAPT’s mission and that AAPT should be involved with to enhance physics education, taken broadly?
2. Are the specific commitments of AAPT staff time and other resources (including web site development and other IT resources) appropriate given the mission and capabilities of AAPT?
3. Does the project budget provide adequate support for the requested AAPT staff time (or funds to hire special consultants or additional staff) and for other AAPT resources?
4. Does the proposal provide a reasonable plan for sustaining the project’s activities beyond the external funding period (where appropriate)?
5. If the proposal meets these four criteria, the Review Board (or Board of Directors) members may, but are not obligated to, provide feedback to the proposers that would enhance the chances of success for the proposal.

**AAPT Workplace and Project Code of Conduct**

All AAPT employees and grant personnel must subscribe to a level of professional conduct that prohibits public behavior or actions that reflect poorly on the Association or the National Office. Such behavior includes, but is not limited to, any act of violence on AAPT property or while on AAPT business; immoral or indecent conduct on AAPT property or while conducting AAPT-related business; flagrant discourteous treatment of employees, Board members, members, visitors, or other outside contacts of the Association; actions that demean another individual or groups of individuals on the basis of his, her, or their personal attributes, including but not limited to, jokes, slurs, disparaging or derogatory remarks that are racist, ethnic, sexist, or related to sexual orientation, age, or disabilities.

4/28/21

**AAPT IT Project Proposal Form**

The completed form should be submitted with the AAPT Proposal Preparation Checklist information if the project is to be part of a grant-funded effort. Otherwise, please submit the form to the AAPT Information and Communications Technology Team (rhilborn@aapt.org) for consideration. Please allow at least two weeks for ICTT to consider the request.

Questions about the form should be directed to the ICTT facilitator (rhilborn@aapt.org).

## Project Name

Enter the name of the project.

## Contact Person and Contact Information

Enter the name of the primary contact person and that person’s contact information.

## Project Description

Enter a description of the IT project and its features.

## Proposed Timeline and Schedule for the Project

Enter a brief timeline and desired completion date for the Project. Please describe how the project will be sunset or sustained after the completion date.

## Strategic Fit

How does this IT project align with AAPT’s current mission and purpose, strategic plan or core values?

## Member Needs

Which primary member (or customer) audience does this project serve?
What member (customer) need does this project address?

## Market Context

Describe possible competing IT projects within or outside AAPT?

What market niche does the proposed project fill?

Are there already available IT resources that could be used for the project (e.g. existing web sites)?

## Resource Feasibility

Does AAPT currently have staff with the skills needed to create and maintain the project?

Do those staff have the bandwidth to take on this project?
Will outside contractors be needed to create and maintain the project? Temporary or ongoing?
Does AAPT have the existing technology to run the project?

What is the anticipated level of effort needed to launch and then to maintain the project if it is not to be sunset after the completion date specified in *D*. above?

## Ownership

Is the ownership of the IT project content and processes clearly defined?

Are there royalties or revenue shares to be paid to or received from third parties?
If the project is a joint effort with other organizations, what are the contract terms and responsibilities for AAPT?
Will AAPT own the copyright to the assets involved with the IT project?

## Financial Impact

### Expenses

What is the one-time start-up cost to create the project?
What are ongoing costs for the IT project?

### Revenue

What is the expected revenue, including external support, from the IT project in year 1 of the project?
What is the ongoing expected annual revenue?

When is the breakeven point?
What is the long-term expected net revenue (revenue minus direct costs of staff time including overhead and indirect costs)?