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**PROGRAM PLANNING AND PROPOSAL PROCEDURES**

Step 1:

* Complete Program Planning Form

Step 2:

* Submit Program Planning Form to Academic Programs
* Academic Programs will provide an expected date of decision for project proposal

***Timeline: 5 business days***

Step 3:

* Academic Programs will Submit Program to Appropriate Program Steering Committee.
* Program Chair will review and vet proposal and make a recommendation to the Faculty Clinical Council (FCC) to decline or accept or accept with conditions the proposal.
* The Chair of the Faculty Clinical Council will bring program/project proposal to a vote. The vote will make a recommendation to decline, accept, or accept with conditions the proposal.
* Proposals with conditional acceptances will be provided additional guidance
* Conditional acceptances must be resubmitted to the FCC ***no less than 45 days***, with an explanation of how conditions will be met.
* Program proposals initiated by members/staff/WSP affiliates will be submitted directly to FCC
	+ FCC will either forward to appropriate program or form a committee to develop program proposal;
	+ If there is no interest from program committee the proposal will not be considered by staff;

***Timeline: 15-45 business days***. Depending on approval status and date of next FCC meeting.

Step 4:

* Once fully approved the Faculty Clinical Council will submit budget request for the proposed program within 15 days of acceptance.
* Faculty Clinical Council in coordination with the Program Chair, submits recommendation to Academic Programs and designate a program liaison *(where appropriate),* to coordinate with the proponent and/or program chair.
* Academic programs will work with the program chair to calendar the new program/event.

***Timeline: 15 business days***.