City Schools PSASA Joint Governing Panel (JGP) is seeking to streamline and make more transparent the LU application and submission process. In doing so, the group has established a 4-step process that takes a PSASA member from initial submission through presentation of findings and LU award. The JGP will pilot this process during the 15-16 school year.

1 - Developing & submitting the Proposal
- External partners and district offices complete the course proposal form
  - The JGP accepts proposals for review July - September and again December - January to allow for two cycles of submission review
  - Submit all applications to: psasa_jgp@bcps.k12.md.us

2 - JGP Review and Approval
- The JGP will review all proposals within 10 days for scoring, approving and/or denying the application as well as generating feedback/questions for applicants to strengthen their submission

3 - Candidate Notification
- The JGP will notify ACCEPTED applicants that they can begin their LU course implementation
- The JGP will notify DENIED applicants that they are not able to begin their LU offering until further information is received or clarified.
  - The JGP will provide feedback to the applicant via email
  - The applicant will have 10 days to review feedback and re-submit application to the JGP.
  - The JGP may reserve the right to invite the applicant to a JGP Meeting to present the proposal and clarify questions

4 - Reporting Out & LU Award
- Each applicant will submit the results of the implementation of their course including any outcomes associated with participation in the course as well as evaluation of sessions
- The applicant will submit all names of participating members of the course
  - Names will be submitted to receive Leadership Units (LUs)