

# Member-Initiated LU Proposal & Approval Process

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 5-step process that takes a PSASA member from idea submission through presentation of findings and LU award. The JGP will pilot this process during the 15-16 school year.

## 1 - Idea Generation

- Submit your idea through the online submission form
- The JGP is notified with each submission
- *All ideas are vetted by the JGP as a group and, if agreed to approve the idea for the proposal stage, 3 JGP Members are assigned to manage that proposal*
- *Proposals are reviewed weekly. JGP will respond in 10 days*

## 2 - Developing the Proposal

- Approval of idea is awarded or denied
- Applicant has 3 weeks to submit full-form proposal
- *If the final proposal submission window is missed, applicant must wait for review until the following months cycle*
- **Submit all applications to : [psasa\\_jgp@bcps.k12.md.us](mailto:psasa_jgp@bcps.k12.md.us)**

## 3 - Present the Proposal

- Upon receipt of proposal JGP schedules a "Proposal Pitch"
- *Pitches occur 1x per month during the first 30 minutes of JGP convenings.*
- *Each pitch is presented before 3 JGP Members for questions and comment*

## 4 - Implementing the Proposal

- Within 10 days of the pitch, JGP confirms to approve or deny proposal
- Those who receive JGP approval are permitted to pursue their proposal

## 5 - Reporting Out

- All completed work is submitted for review
- Each submitter will present the findings and next steps
- *Proposals can be implemented between September and March.*
- *All who want to receive LUs must submit findings by April 1st*
- *Presentations will be scheduled in May with LUs awarded in June*