

EDDA – Phase IV Project Proposal / Review Form

Please submit completed form to:
Natalie Lopez (nlopez@acep.org)

Date Submitted

Project Leader

Title

Address

ED Name

ED Volume (annual)

ED Address

Phone: Office

Cell

Home

Project Leader email

Mentor

Title

Mentor Address

Mentor Phone: Office

Cell

Home

Mentor email

Has your mentor reviewed and approved this project proposal? Yes No

If no, you **MUST** contact your mentor to discuss the details of your project prior to submitting this form.

Project Title

Project Goal (expressed as objective metric)

Project Methodology (Provide specific detail)

- **Project Team Members/Titles:**

- **How will project be completed?**

- **How will outcomes be measured? Specifically describe the:**
 - Important milestones and key decision points in the project's execution
 - Objectively measureable parameters by which the project will be gauged

- **Will outside resources be needed? Who will provide these?**

- **Anticipated Date of Completion**

- **Milestones and Summaries:** You will be asked to prepare a list of anticipated project milestones. These forms will be sent you upon acceptance of the project.

- **Submission of Final Report:** Upon project completion it should be presented in summary form to the PRB for final approval. Generally, it should be written similar to a scientific article with separate sections for Title, Abstract, Methodology, Results, Discussion (challenges, lessons learned, etc.) and Conclusion(s). Your final submission should include a letter from your mentor describing his or her assessment of your conduct of the practice.

EDDA Project Review Board only:

Date Submitted: _____ **Date Review Completed:** _____

Approved. Comments: _____

Recommended changes: _____

Reviewers by number: ____, ____, and ____.

Date review result communicated to candidate: _____