

## Leadership experience project (LEP)

The LEP aims to enhance fellows' leadership abilities and increase institutional recognition by engaging in an institutional program that resonates with their background and skills. This initiative, which will address an organizational objective or need, involves fellows conceptualizing, designing, and implementing a leadership project throughout the fellowship duration.

Your LEP proposal is limited to **two pages** (first page for the proposal and second page for the 10-month project timeline) and should include the proposal guidelines outlined below. **Please address all bullet points in the outline to be considered for the fellowship.**

*Things to consider:* How did you identify your project? Have your dept chair/senior faculty reviewed the fellowship project?

### Proposal Guidelines

Project title	<ul style="list-style-type: none"> <li>• A title that is descriptive of the project</li> </ul>
Background	<ul style="list-style-type: none"> <li>• Brief background that describes the problem and the need the project/initiative is attempting to address.</li> </ul>
Project Goal	<ul style="list-style-type: none"> <li>• Broad, overarching statement that describes the anticipated outcome of the project or initiative.</li> </ul>
Project Objective(s)	<ul style="list-style-type: none"> <li>• Project objectives should SMART objectives:  <a href="https://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf">https://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf</a></li> </ul> <p>Please consider:</p> <ul style="list-style-type: none"> <li>- The intended result(s) or outcome of the project.</li> <li>- What are you seeking to accomplish?</li> </ul>
Project Scope	<ul style="list-style-type: none"> <li>• Describe what the project will entail.</li> <li>• Describe any deliverables that will be yielded from the project (there should be at least one).</li> <li>• Identify constraints to your project (time, budget, resources, etc).</li> <li>• Identify the assumptions you are bringing with you into this project.</li> <li>• Describe how your project aligns with your experience and how will it enhance your leadership and expertise.</li> </ul> <p><i>The description may initially offer less detail but should progressively include more as the project develops.</i></p>
Project Timeline	<ul style="list-style-type: none"> <li>• Create an organized 10-month timeline from July through April.</li> <li>• Timeline should include key milestones to measure progress. <ul style="list-style-type: none"> <li>- The more specific the better, however you can always adjust the timeline as the project evolves.</li> </ul> </li> </ul>
<b>This timeline will be completed on a separate page</b>	

**Project examples/ideas:**

Improve patient's waiting room experience.

Create and implement a checklist for a procedure/activity in your department.

Building inclusivity in the culture of a clinic/lab/department.

Develop a formal mentorship program for your department.

Develop a strategic plan for research, education or community engagement in your department.

**Resources for project/grant proposals:**

Single page proposal writing <https://www.redwoodink.com/resources/how-to-draft-your-specific-aims-page>

UMass Basic Components of a Proposal- <https://www.umass.edu/cfr/grant-writing/basic-components-proposal>

Objective Writing:

SMART Objective resources:

Writing SMART Objectives- <https://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf>

Process Objectives Vs Outcome Objectives-

<https://www.cdc.gov/std/program/pupestd/developing%20program%20goals%20and%20objectives.pdf>

Developing goals and objectives- [https://cancercontrol.cancer.gov/sites/default/files/2020-10/Module\\_3\\_Handout\\_2.pdf](https://cancercontrol.cancer.gov/sites/default/files/2020-10/Module_3_Handout_2.pdf)